



## **Executive Bylaw for the Comprehensive Exam of PhD Students, Faculty of Advanced Medical Sciences**

### **Introduction**

To evaluate the academic status of specialized PhD students of the Faculty of Advanced Medical Sciences, Tabriz University of Medical Sciences, during the educational stage and in accordance with the bylaws of specialized PhD programs approved in the 69th session of the Supreme Council for Planning of Medical Sciences dated 1397/04/24 (articles 16 to 24 of this bylaw), the executive bylaw for the mentioned exam is as follows:

- **Article 1:** The comprehensive exam for specialized PhD students is held twice a year (first week of Mehr and first week of Esfand) for each field, based on the calendar determined by the Faculty Educational Council, on separate days in written and interview formats, with a minimum interval of 1-2 days between them.
- **Article 2:** Educational groups, after reviewing the academic status and documents of students applying to take the comprehensive exam, and provided the students' documents are complete (passing and recording all grades in the student's transcript including main and compensatory courses, obtaining a minimum overall average of 15, and defending the proposal within the educational group and its approval), must announce the list of eligible students to the Faculty Educational Deputy one month before the scheduled date in the exam calendar (in writing by the group managers). The Faculty Educational Deputy, after review and ensuring the completion of records and documents, will notify the University's Graduate Studies Management.
- **Article 3:** A student eligible to take the comprehensive exam is required to participate in the first comprehensive exam held by the faculty. If the student is not prepared, they must submit a written request to postpone participation in the



exam, with justifiable reasons approved by the supervisor and the educational group manager, to the Faculty Educational Deputy.

- **Note:** The extension period for postponing the comprehensive exam is considered part of the permitted educational stage duration, and the student is required to be present in the relevant educational group.
- **Article 4:** The comprehensive exam is held under the supervision of the Faculty Graduate Council and by a committee as follows:
  - **Relevant Educational Group Manager**
  - **Supervisor (Supervisors)**

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- At least four faculty members, preferably professors involved in teaching within the educational group, holding at least the rank of Assistant Professor with 3 years of teaching or research experience in graduate programs (proposed by the group manager and approved by the Faculty Educational Council).
- One faculty member with at least the rank of Associate Professor, preferably from the relevant field (proposed by the educational group manager via written letter at the time of announcing the continuous assessment score), selected from faculty members outside the university.

**1. The presence of at least 5 of the aforementioned individuals is mandatory for holding the comprehensive exam; otherwise, the exam will be invalid and a decision regarding the exam will be made by the Faculty Educational Council.**



## Two representatives from the University's Educational and Research Deputies

- All individuals mentioned in Article 4 of the bylaw are considered examiners with grading rights in conducting the interview exam.
- The continuous assessment score throughout the period includes the student's performance in scientific, educational, and research activities and professional behavior from the start of the educational period, based on the educational portfolio (logbook), regular participation in the group's scientific meetings (such as article reviews, seminars, etc.), determined by the Educational Group Council and the Faculty EDO. The letter announcing the logbook score is communicated in writing by the Head of the Faculty EDO to the Educational Group Manager and a copy is sent to the Educational Deputy. Obtaining a minimum of 15 out of 20 in the continuous assessment score is mandatory for being introduced to the written comprehensive exam.

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#### Continuous Assessment Form for Specialized PhD Students, Faculty of ADVANCED Medical Sciences

**Student Name and Surname:**

Field	Max Score	Description	Criteria
Scientific	2	Regular attendance - Attendance in scientific meetings - Attendance in group journal clubs - Active participation -	Scientific



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دانشکده علوم نوین پزشکی

Field	Max Score	Description	Criteria
		Innovation in thesis topics - Active participation in specialized courses	
Educational	2.5	Teaching assistant duties – Teaching – Teaching in workshops and skills lab – Thesis, proposal	Educational
Research	2.5	Research - Publications – Presentations – Research projects approved by the vice-chancellery – Data analysis and interpretation using software under professor's guidance	Research
Professional Ethics	2	Adherence to regulations – Collaboration and punctuality within the group	Professional Ethics
Logbook and Portfolio	1	(Educational portfolio and logbook completion) Faculty EDO	Logbook and Portfolio

**Educational Group Manager Name and Surname:**

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- **Note 1:** All educational groups are required to announce the continuous assessment scores of eligible students for the comprehensive exam in writing, at the latest one month before the exam.
- **Note 2:** Out of the total 20 points for the continuous assessment throughout the period, 15 points are related to the educational group and 5 points are related to the Faculty EDO based on the educational portfolio (logbook).
  - The Faculty EDO is required to announce the assessment scores in writing in response to the inquiry from the Faculty Educational Deputy to the educational groups, and a copy to the Educational Deputy, at the latest one month before the exam.
- **Article 6:** The written comprehensive exam (assessment of cognitive domain) is conducted to evaluate the student's scientific and educational capabilities from the mandatory specialized (Core) courses of the relevant field, from at least 4 courses, in descriptive form. Educational groups must inform students of the sources for the written exam (including books, articles, etc.) from the start of the period until a maximum of 9 months before holding the comprehensive exam. Obtaining a minimum of 12 out of 20 (60%) in the written comprehensive exam is mandatory for being introduced to the interview exam.
- **Note 3:** After holding the written exam, educational group managers are required to announce the written comprehensive exam score documented and in writing to the Educational Deputy by the day of the interview at the latest.
- **Article 7:** The oral comprehensive exam (assessment of skill and attitude domains) is held to evaluate the student's scientific and practical capabilities in conducting independent research related to the specialized PhD thesis topic or a broader area within the student's specialty. This exam is held according to the schedule approved by the Faculty Educational Council after the written exam, with a maximum interval of 2 days after the written exam. Obtaining a minimum



of 12 out of 20 (60%) in the oral comprehensive exam is mandatory for passing this exam.

- **Note 1:** The composition of the committee conducting the interview exam must be the same as the committee conducting the written exam.
- **Note 2:** The interview exam score will be calculated as the average of the scores given by the members present in the session.

**Note 3:** After the comprehensive exam interview, the assessment forms from each of the examining members present at the session will be collected and delivered to the expert of the Graduate Studies Administration for score announcement compilation and documentation.

- **Article 8:** The value of the continuous assessment score throughout the period, the written exam, and the oral exam are 10%, 60%, and 30% of the student's total comprehensive exam score, respectively. The total comprehensive exam score must not be less than 15.
- **Article 9:** If a student is unsuccessful in the first comprehensive exam, the student is only permitted to participate one more time in the next available comprehensive exam. The period for the student's participation in the re-exam is considered part of the permitted educational stage duration, and during this period, the student must have full-time presence in the educational group.
- **Article 10:** To prevent loss of time or interruption in the educational and research activities of specialized PhD students, and failure to pass, the educational group must announce any cancellation or postponement of the oral exam, in writing, to the Faculty Educational Deputy within a maximum of two days after the holding of the written exam.

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## Summary of the Comprehensive Exam Process Steps

1. Decision regarding courses for the written exam, 9 months before the exam, and notification to the applicant student.
2. Sending the introduction letter of students by the educational group manager in writing to the Faculty Educational Deputy, 2 months before the exam.
3. Announcement of the final continuous assessment score by the group manager to the Faculty Educational Deputy, with the participation of EDO, 1 month before the exam.
4. Obtaining permission from the Faculty Research Deputy regarding the applicant's proposal.
5. Announcement of the examining members of the educational group for the comprehensive exam by the educational group manager in writing to the Faculty Educational Deputy and copy to the members, 2 weeks before the exam.
6. Determining the exact exam date in the Faculty Educational Council.
7. Holding the written exam.
8. Calculation of students' written scores and their announcement by the educational group manager in writing to the Faculty Educational Deputy, maximum 2 days after holding the written exam.
9. Holding the interview exam with the same composition of examining members as the written exam, maintaining the quorum (5). In case of not achieving the minimum score, exam cancellation and final decision made by the Faculty Educational Council or the Educational Deputy.
10. Collection of the comprehensive exam interview forms after scoring by each of the examining members at the end of the session and delivery to the expert of the Graduate Studies Administration for score announcement compilation and documentation.



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11. Final compilation and announcement of the comprehensive exam results by the educational group manager in writing to the Faculty Educational Deputy, maximum 2 days after holding the interview exam.