

## Educational Guideline

### Orientation:

- The honorable admitted students are welcomed at holy presence of knowledge and thought. This booklet contains a summary of the most important educational regulations and by-laws drawn up for your guidance.
- It is hoped that you can prove ever-increasing growth of students behavior and university culture through accurately studying and observing the educational regulations and by-laws and serve as a pattern of even more glory in evolutionary process of our revolutionary society.
- Medical sciences education development office of faculty of paramedical

### History:

- The faculty was founded in 1986. Previously, most educational fields of the faculty were centralized at other educational units such as faculties of medicine, nursing; technical institute of laboratory sciences... and then, they were transferred to this faculty.

### The Available Facilities and Equipment in the Faculty:

- Paramedical faculty has eight theoretical classes, eight laboratories and practical classes (biochemistry, hematology, microbiology, radiology, anesthesia, medical records, book-keeping and medical informatics laboratories, and practical class of computer training), and an auditorium with capacity of 300 persons.
- Audio-visual unit of the faculty is also equipped with educational aids such as video, data-projector, television, overhead, projector, slide, camera, cinematograph, audio tapes, CD, and training movies.

### Enrollment

- Article 2: Those students admitted through entrance examination should refer to the related university to enroll and register at the time specified by State Organization of Educational Evaluation or the university. If the students do not refer to enrollment during the first semester after publication of the examination results, it will be supposed that they have withdrawal from education.
- Article 3: The students are obliged to refer to the education Department in order to register at every educational semester and at the time specified by the university. Non-

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referring of the students for enrollment (registration) in a semester without notifying the related authorities and offering plausible excuse will be regarded as they withdrawal from education and their expelling from university.

- Article 11: Day course students may register at least 12 and up to 20 course credits and the evening course students may register at least 10 and up to 18 course credits for every semester.
- Note: If grade average of the students is at least 17.00 during a semester, they can register up to 24 course credits at the next semester considering the university permission.
- Note: The students can register up to 6 credits during summer semester.
- Article 12: The students are not allowed to register the course credit along with field externship. If required, registering up to one general course along with field externship is possible through obtaining confirmation of the educational council of the university.
- If the students fail at "introduction to instructor" course, they should reregister it at the next semester, attend the related class and pass it.
- In semester before field externship, if up to 24 and 20 course credits are respectively left for the day and evening course students they can register all the left credits during that semester provided that the students are not conditioned.
- Article 14: The maximum duration of education allocated for associate, discontinuous and continuous bachelor program of day course are respectively 3, and 6 years. It is 3.5 and 7 years for the evening course. The students will be expelled from the university if they can not pass the units during the mentioned time.

### **Assessment of Students' Educational Progress**

- Article 23: The minimum pass mark at every laboratory and theoretical courses is 10, and internship and field externship 12. If a student fails in any of the obligatory courses, he/she should take it again at the first opportunity. However, grades of all courses including failed or passed ones are registered in students' transcript and considered in calculating average and GPA.
- Note: If a student fails at an optional course, he/she can replace it by another course inserted in optional courses table of the approved curriculum. However, grades of all courses including failed or passed ones are registered in students' transcript and considered in calculating average and GPA.

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- Note 2: Each theoretical and practical course has independent grades, but grade of those theoretical-practical courses which are regarded as one course is calculated through taking average of the theoretical and practical courses considering point of each of them. If average of the theoretical and practical sections is less than 10 or one of them is less than 8, both courses should be retaken by the student although the average is 10 or more.

### **Conditional Enrollment**

- Article 28: Average of the student's grades should not be less than 12. Otherwise, the student will be conditionally enrolled in the next semester.
- Note: All universities are obliged to inform the conditioned status of the students to them and their parents in written and record one copy in students' file. However, failing in informing the student by the university or unawareness of the student do not prevent execution of regulations.
- Article 29: If a student enrolls conditionally, he/she can not take more than 14 in day and 12 course credits in evening courses even in a semester before field externship.

### **Expelling the Conditioned Student**

- Article 30: At any stage of the program, the student will be expelled from the university if his/her average of grades is less than 12 at associate and discontinuous bachelor programs during two educational semester including successive or alternative and continuous bachelor during 3 successive or 4 alternative semesters.

### **Educational Leave and Withdrawal from Study**

- Article 33: After passing one educational semester, the students may use educational leave for up to 1 semester for each of the associate and discontinuous bachelor and 2 successive or alternative semesters for continuous bachelor courses.
- Note: Educational council of the university is responsible for confirming student's educational leave during first educational semester.
- Note 2: Educational leave duration is regarded as maximum time allowed for student's education at every program.
- Article 34: The students should submit his/her written request for educational leave to education Department of the university at least two weeks before enrollment of every semester.

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- Article 38: The student should submit his/her withdrawal request to education Department of the university or faculty in person if he/she tends to withdraw from study. The student can take back his/her withdrawal request only for once and one month before termination of the same semester. After this deadline, decree of withdrawal from study will be issued and the student will not be allowed to continue his/her studies in the mentioned program.

### **Transfer and Displacement**

- Article 3: Transfer means changing student's educational place from one university to another at the same field and program.
- Article 42: Transfer from evening to day courses and from remote teaching universities (Payam Noor) to day and evening universities and from non-governmental to governmental universities is not allowed but its reverse is possible through agreement of the origin and target universities and observing the related regulations.
- Article 43: The students should submit their written application including the requested case to the education Department of the origin university at least 6 weeks before starting the educational semester.
- Article 45: In case of transfer, credits passed by the student with grades of 12 or higher will be accepted, the target university is responsible for accepting those credits with grades of less than 12 and higher than 10.
- Article 46: Graduation documents of the transferred students will be issued by the target university and number of credits passed by the student, sum of the credits taken in the origin and target universities, their grades average and student's educational records are inserted in the issued documents.
- Article 47: During study at any program, the student can be transferred only once.

### **Displacement**

- Article 48: Considering agreement of the origin and target universities, two students are allowed to be displaced after passing one semester and in case of qualifying the required conditions only for once during their education.

### **Field Change**

- Article 58: The students can changes their field during their study at associate and discontinuous bachelor program after qualifying the required conditions and agreement of the related university.

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- Note: Field change is not allowed at discontinuous bachelor program.
- Note: During study, the students can change their field only for once.

### **Guest Student**

- Article 52: If the student has to permanently change his/her educational center, he/she can permanently change the educational center for a specified time as a guest student after obtaining agreement of the origin and target universities.
- Note: Guest from day to evening courses, ordinary to remote teaching universities and governmental to non-governmental universities and vice versa is not permitted.
- Article 53: The student can be guest in a university if he/she passed at least one educational semester in the origin university.
- Article 54: The student can be guest in a university to pass one or more courses if the origin and target universities agree and number of the mentioned course credits is less than 10 and sum of the course credits taken by the student in the origin and target universities is not less than 12 and more than 20 in that semester.
- Article 55: Every student of any field can study as a full-time and guest student up to one semester at associate or discontinuous bachelor and two semesters at continuous bachelor program. However, credits passed by the student, whether as a guest, full-time or single course, in one or more universities should not exceed 40% of total credits of the program.
- Note: The student's registration, whether as single course or full-time, should be done through informing the related educational Department of the origin university and according to conditions of the target university.
- Article 56: Credits passed by the guest student in one or more universities will be exactly registered in his/her transcript in the origin university and the grades will be considered in calculating average and GPA.
- The minimum passed grade of the guest student in the target university is 12 and those credits passed by the students with the grade less than 12 in the target university should be studied again.
- Article 57: Graduation documents of the guest student will be issued by the origin university.