

Graduate Study Guide

Master of Science in Nursing (M.Sc.)

Faculty of Nursing – Arak University of Medical Sciences

Office of Graduate Studies (Postgraduate Education Division)

Ministry of Health and Medical Education – Islamic Republic of Iran

Preface

This *Graduate Study Guide for the Master of Science in Nursing Program* has been compiled with the purpose of familiarizing postgraduate students with the educational, administrative, and research regulations governing the Master's program at the Faculty of Nursing, Arak University of Medical Sciences.

The guide provides comprehensive information regarding the registration process, academic requirements, course credit system, thesis procedures, evaluation methods, and other academic regulations as stipulated by the Ministry of Health and Medical Education (MOHME).

It aims to ensure that graduate students gain a clear understanding of the academic expectations and professional responsibilities required throughout their postgraduate studies, and to help them plan and execute their educational and research activities in accordance with national academic standards.

The document is prepared and periodically updated by the Office of Graduate Studies of the Faculty of Nursing, under the supervision of the Vice-Chancellor for Education and in accordance with the official postgraduate regulations issued by the Ministry of Health and Medical Education.

Chapter 1 – General Provisions and Admission Regulations

Article 1 – Program Objectives

The Master of Science in Nursing (M.Sc.) program is designed to prepare qualified and competent nursing professionals who possess the necessary scientific, educational, and research capabilities to contribute to the advancement of nursing knowledge, improve patient care quality, and assume academic and managerial responsibilities in nursing and health-care institutions.

This program emphasizes the development of critical thinking, evidence-based practice, and research-oriented approaches, with the ultimate goal of training graduate-level nurses capable of responding to the current and future health-care needs of society.

Article 2 – Governing Authority

All educational and research activities within the Master's program are implemented in accordance with the rules and guidelines approved by the Ministry of Health and Medical Education (MOHME) of the Islamic Republic of Iran.

The program is administered under the supervision of the Vice-Chancellor for Education and the Office of Graduate Studies at Arak University of Medical Sciences.

Any matters not explicitly mentioned in this guide shall be governed by the general postgraduate regulations issued by the Ministry.

Article 3 – Admission Requirements

Admission to the Master of Science in Nursing program shall be based on the results of the National Entrance Examination for Postgraduate Studies, organized by the Ministry of Health and Medical Education.

Applicants must satisfy all the eligibility criteria announced annually by the Ministry and approved by the Council for Graduate Education.

Eligible applicants are required to hold a Bachelor of Science (B.Sc.) degree in Nursing from an accredited university and must meet the following criteria:

1. Successful completion of the national entrance examination (written and interview stages).
2. Demonstration of academic competence and ethical qualifications.
3. Health status sufficient for undertaking academic and clinical responsibilities.
4. Fulfillment of all legal and administrative requirements for enrollment as defined by the University.

Article 4 – Duration of Study

The normal duration of the Master's program is two academic years (equivalent to four semesters).

In special circumstances, the maximum duration may be extended to two and a half years with the approval of the Faculty Graduate Studies Committee and the Vice-Chancellor for Education.

Article 5 – Degree Awarded

Upon successful completion of all academic, clinical, and research requirements—including the thesis defense—the graduate shall be awarded the degree of:

*Master of Science (M.Sc.) in Nursing

*Arak University of Medical Sciences

*Faculty of Nursing

*Under the supervision of the Ministry of Health and Medical Education (MOHME)

Chapter 2 – Curriculum Structure and Credit Requirements

Article 6 – Program Structure

The Master of Science in Nursing (M.Sc.) program is composed of theoretical, practical, and research-based components.

It is structured to provide advanced knowledge in nursing science, strengthen analytical and leadership skills, and prepare students for academic and professional roles in clinical and community settings.

The program consists of the following components:

1. Core (General) Courses – Foundational courses common to all nursing specializations that enhance theoretical understanding and professional development.
2. Specialized Courses – Advanced courses specific to the student's selected field of study within nursing (e.g., medical-surgical nursing, community health nursing, nursing management, or education).
3. Research and Thesis – Independent research culminating in a Master's thesis that contributes to the development of nursing science and practice.

Article 7 – Credit Requirements

The total number of credits required for completion of the Master's program is determined by the Ministry of Health and Medical Education and typically ranges between 28 to 32 credits, distributed as follows:

Component	Minimum Credits	Maximum Credits
Core (General) Courses	6	8
Specialized Courses	14	18
Thesis (Research Project)	6	8
Total	28	32

Each academic unit (credit) represents approximately 17 hours of theoretical instruction or its equivalent in clinical/practical work, as defined by university regulations.

Article 8 – Course Registration and Prerequisites

Students are required to register for courses at the beginning of each academic semester according to the schedule announced by the Office of Graduate Studies. Course registration must be approved by the academic advisor and comply with the prerequisites established for each subject.

Failure to register within the prescribed time limits will result in the student being considered “absent without justification”, subject to the relevant university regulations.

Article 9 – Academic Load per Semester

A full-time student may enroll in a minimum of 8 and a maximum of 14 credits per semester, depending on academic progress and the recommendation of the advisor. In the final semester, when the student focuses primarily on thesis research, the number of theoretical courses may be reduced accordingly.

Article 10 – Attendance and Class Participation

Class attendance is mandatory for all theoretical and practical courses. Absence in more than three sessions of a theoretical course or 10% of total practical hours may result in denial of course credit, unless approved by the instructor and the Graduate Studies Committee for legitimate reasons.

Active participation in seminars, workshops, and clinical discussions forms an integral part of the educational process.

Chapter 3 – Academic Evaluation, Grading, and Promotion Regulations

Article 11 – Methods of Evaluation

Student performance in each course shall be assessed continuously throughout the semester and at the end of the term through examinations, assignments, presentations, and participation in class and clinical activities.

The final grade for each course shall be determined by the course instructor, taking into account:

- * Continuous assessment (class participation, assignments, quizzes, clinical performance), and
- * Final written or practical examinations.

The evaluation process must reflect both theoretical understanding and the ability to apply nursing concepts in professional practice.

Article 12 – Grading System

Grades are assigned based on a 0–20 scale and are subsequently converted to letter grades in accordance with international equivalence as follows:

Numerical Grade	Letter Grade	Academic Standing
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18–20	A (Excellent)	Outstanding performance
16–17.99	B (Good)	Above average
14–15.99	C (Satisfactory)	Acceptable
12–13.99	D (Marginal Pass)	Below average
Below 12	F (Fail)	Unsatisfactory

A minimum passing grade for each course is 12 out of 20, except for the thesis, where a minimum grade of 16 out of 20 is required for successful defense and completion.

Article 13 – Calculation of Grade Point Average (GPA)

The Grade Point Average (GPA) for each semester is calculated by dividing the total grade points (credit × course grade) by the total number of credits taken.

The cumulative GPA (CGPA) is computed similarly, considering all courses completed up to a given semester.

To remain in good academic standing, a student must maintain a minimum cumulative GPA of 14.00 throughout the program.

Article 14 – Academic Warning and Probation

If a student's semester GPA falls below 14.00, the student will be placed on academic probation for one semester.

If the student fails to raise the GPA to the required minimum in the subsequent semester, the case shall be reviewed by the Faculty Graduate Studies Committee, which may recommend academic suspension or dismissal.

Article 15 – Course Repetition

A student who fails a course (grade below 12) must retake that course at the first available opportunity.

In case the failed course is a prerequisite for subsequent courses, the student must successfully complete it before proceeding further.

The higher of the two grades (first attempt or repeated attempt) will be recorded in the academic transcript, but both grades shall appear on the record.

Article 16 – Evaluation of Thesis

The evaluation of the Master's thesis includes continuous supervision by the thesis advisor, progress reports, submission of the written dissertation, and a formal defense before the Thesis Examination Committee.

The final thesis grade is based on the quality of research, scientific writing, and oral defense performance.

To pass, the student must obtain a minimum grade of 16 out of 20 in the thesis evaluation.

Chapter 4 – Thesis Regulations and Research Requirements

Article 17 – Purpose of the Thesis

The Master's thesis constitutes a major component of the M.Sc. Nursing program and serves as a demonstration of the student's ability to conduct independent scientific research.

Through this process, the student is expected to apply advanced knowledge, critical analysis, and research methodology to address nursing-related problems, thereby contributing to the improvement of nursing science and practice.

Article 18 – Thesis Topic Selection

1. The thesis topic must align with the educational objectives of the Master's program and address relevant issues in nursing care, education, or management.
2. Each student must select a topic within the first semester under the supervision of a qualified faculty member and submit a formal Thesis Proposal to the Department of Nursing.
3. The topic and proposal must be approved by the Faculty Research Committee and subsequently ratified by the University Ethics Committee if the research involves human participants.
4. Any modification to the approved title or research design must be authorized by the same committees.

Article 19 – Appointment of Supervisors

1. Each student shall have at least one Primary Supervisor who is a full-time faculty member with a minimum academic rank of Assistant Professor.
2. Based on the research scope, a Co-Supervisor or Consultant may be appointed with approval of the Faculty Research Committee.
3. The supervisor is responsible for guiding the student throughout the research process, monitoring progress, and ensuring academic integrity in all stages of the study.

Article 20 – Thesis Proposal Defense

After the proposal has been reviewed and endorsed by the supervisor, the student must present it in a formal Proposal Defense Session before the Faculty Research Committee.

Approval of the proposal authorizes the student to begin data collection and research activities in accordance with ethical and scientific standards.

Article 21 – Research Ethics and Compliance

All research activities must adhere to the ethical principles established by the National Committee on Medical Research Ethics and the Ministry of Health and Medical Education (MOHME).

Projects involving human subjects, patient records, or clinical interventions must obtain ethical clearance prior to initiation.

Plagiarism, data fabrication, or any form of academic misconduct shall result in disciplinary action, including potential dismissal.

Article 22 – Thesis Writing and Format

1. The thesis must be written in accordance with the official format approved by the university and must include the following sections:

- * Title Page
- * Abstract (in Persian and English)
- * Introduction and Literature Review
- * Methodology
- * Results
- * Discussion and Conclusion
- * References and Appendices

2. The writing must comply with scientific standards and use academic English (for the English abstract) following international citation styles such as APA or Vancouver, as specified by the faculty.

3. The final manuscript must be approved by the supervisor before submission for defense.

Article 23 – Thesis Defense

1. Upon completion of the research and supervisor's approval, the student shall submit the final thesis to the Office of Graduate Studies and request a defense session.

2. The Thesis Examination Committee shall consist of:

- * The thesis supervisor (Chair)
- * The co-supervisor (if applicable)
- * An internal examiner from the faculty
- * An external examiner approved by the University Graduate Council

3. The student must present and defend the thesis in an open academic

session.

The committee will evaluate the work based on originality, scientific contribution, methodology, and presentation.

4. The final grade will be announced immediately after the defense and recorded officially.

Article 24 – Submission and Archiving

Following successful defense and incorporation of revisions, the student shall submit two hardbound copies and one digital copy (PDF) of the final thesis to the University Library and the Office of Graduate Studies.

The electronic version shall be archived in the university's digital repository and made accessible through the national research database.

Chapter 5 – Graduation, Academic Leave, and Disciplinary Regulations

Article 25 – Graduation Requirements

A student shall be considered eligible for graduation from the Master of Science in Nursing program upon fulfilling all the following requirements:

1. Successful completion of all required and elective courses with a minimum cumulative GPA of 14.00 (out of 20).
2. Successful completion, defense, and approval of the Master's thesis with a minimum grade of 16.00 (out of 20).
3. Clearance of all financial, administrative, and library obligations to the university.
4. Submission of both hardbound and electronic copies of the approved thesis to the University Library and the Office of Graduate Studies.
5. Final approval of the graduation request by the Faculty Graduate Studies Committee and endorsement by the Vice-Chancellor for Education.

Upon completion of these conditions, the student will be awarded the degree of:

Master of Science (M.Sc.) in Nursing

Faculty of Nursing, Arak University of Medical Sciences

Under the authority of the Ministry of Health and Medical Education (MOHME)

Article 26 – Academic Leave (Study Interruption)

1. A student may apply for an academic leave of absence for valid reasons, such as medical conditions or family emergencies, subject to approval by the Faculty Graduate Studies Committee.
2. The total duration of approved academic leave shall not exceed two semesters throughout the entire program.
3. Time spent on official leave is not counted toward the maximum duration of study.
4. Requests for leave must be submitted in writing prior to the start of the semester, except in emergency circumstances, which must be justified and documented.

Article 27 – Withdrawal and Re-Enrollment

1. A student who voluntarily withdraws from the program must submit a written request and obtain formal approval from the Dean of the Faculty and the Vice-Chancellor for Education.
2. Re-enrollment is subject to the university's policies and approval of the Ministry of Health and Medical Education.
3. The university reserves the right to deny re-enrollment if the student's academic or disciplinary record does not meet institutional standards.

Article 28 – Disciplinary Regulations

Students are expected to maintain the highest standards of academic integrity, professional conduct, and ethical behavior.

Violations such as academic dishonesty, plagiarism, falsification of data, disrespectful behavior, or misconduct in clinical settings shall be addressed according to the university's Student Disciplinary Code, approved by the Ministry of Health and Medical Education.

Possible disciplinary actions include written warning, temporary suspension, grade invalidation, or permanent dismissal, depending on the severity of the violation.

Article 29 – Interpretation and Revisions

1. Interpretation of any ambiguous provisions in this regulation rests with the University Council for Graduate Studies.
2. The Faculty of Nursing reserves the right to amend or update this guide in alignment with new policies issued by the Ministry of Health and Medical Education.
3. All students are required to stay informed of the latest revisions and comply with them accordingly.

Closing Statement

This guide serves as the official reference for all Master of Science in Nursing students at Arak University of Medical Sciences.

It reflects the institution's commitment to academic excellence, ethical research, and the preparation of competent nursing professionals who will contribute effectively to the advancement of health care in the Islamic Republic of Iran and beyond.

Graduate Study Guide – Master of Science in Nursing (M.Sc.)

Faculty of Nursing, Arak University of Medical Sciences

Office of Graduate Studies

Ministry of Health and Medical Education – Islamic Republic of Iran

Preface

This Graduate Study Guide for the Master of Science in Nursing Program has been compiled to familiarize postgraduate students with the educational, administrative, and research regulations governing the Master's program at the Faculty of Nursing, Arak University of Medical Sciences.

It provides detailed information regarding admission, curriculum structure, evaluation, thesis procedures, and other academic requirements as stipulated by the Ministry of Health and Medical Education (MOHME).

The guide is intended to help students plan and conduct their academic and research activities in accordance with the highest national and institutional standards.

Chapter 1 – General Provisions and Admission Regulations

- * The M.Sc. Nursing program aims to prepare qualified professionals with advanced scientific, educational, and research competence.
- * Admission is through the National Postgraduate Entrance Examination administered by the Ministry of Health and Medical Education.
- * Applicants must hold a B.Sc. in Nursing from an accredited university and meet all eligibility criteria.
- * Duration of study: Two academic years (extendable up to 2.5 years).
- * The degree awarded: Master of Science (M.Sc.) in Nursing, Arak University of Medical Sciences.

Chapter 2 – Curriculum Structure and Credit Requirements

- * The program includes three main components:
Core Courses, Specialized Courses, and Thesis/Research Project.
- * Total credits required: 28–32
 - * Core: 6–8 credits
 - * Specialized: 14–18 credits
 - * Thesis: 6–8 credits
- * Each credit equals approximately 17 hours of theoretical instruction or equivalent clinical work.
- * Full-time academic load: 8–14 credits per semester.
- * Course registration must be approved by the academic advisor and comply with prerequisites.
- * Attendance in all classes is mandatory; excessive absence may result in loss of course credit.

Chapter 3 – Academic Evaluation, Grading, and Promotion Regulations

- * Evaluation is based on continuous assessment and final examinations.
- * Grading follows a 0–20 numerical scale:
 - * 18–20 = A (Excellent)
 - * 16–17.99 = B (Good)
 - * 14–15.99 = C (Satisfactory)
 - * 12–13.99 = D (Marginal Pass)
 - * Below 12 = F (Fail)
- * Minimum passing grade per course: 12; for the thesis: 16.
- * A cumulative GPA of 14.00 is required for good academic standing.
- * GPA below 14.00 results in academic probation for one semester.
- * Failed courses must be repeated at the next opportunity.
- * The thesis evaluation is based on continuous supervision, research quality, and oral defense before the Thesis Examination Committee.

Chapter 4 – Thesis Regulations and Research Requirements

- * The thesis demonstrates the student's ability to conduct independent research in nursing science.
- * Topic selection should occur within the first semester under supervision of a faculty member.
- * Proposal approval requires review by the Faculty Research Committee and, if applicable, ethical clearance from the University Ethics Committee.

- * Supervisors must hold at least the rank of Assistant Professor.
- * The student must defend the proposal before the Faculty Research Committee prior to beginning data collection.
- * Ethical principles of the National Committee on Medical Research Ethics must be strictly observed.
- * The thesis must follow the university's official format and include:
Title Page, Abstract (Persian & English), Introduction, Methodology, Results, Discussion,

and References.
- * Final defense is held before a committee including the supervisor, co-supervisor, internal and external examiners.
- * Upon successful defense, two hardbound copies and one digital (PDF) copy must be submitted to the **University Library** and the Office of Graduate Studies.

Chapter 5 – Graduation, Academic Leave, and Disciplinary Regulations

- * Graduation requirements include:
 - * Completion of all courses with minimum GPA 14.00
 - * Successful thesis defense (minimum grade 16.00)
 - * Clearance of all administrative and financial obligations
 - * Final approval by the Faculty Graduate Studies Committee
- * Academic leave may be granted for up to two semesters, subject to committee approval.
- * Time on leave is not counted toward the maximum duration of study.
- * Re-enrollment after withdrawal requires official approval by the university and the Ministry.
- * Students must maintain ethical and professional conduct; any violation (e.g., plagiarism, data falsification, misconduct) will be addressed under the Student Disciplinary Code of the Ministry of Health and Medical Education.
- * The Faculty reserves the right to interpret or revise regulations in alignment with updated Ministry policies.

Closing Statement

This guide serves as the official reference for all Master of Science in Nursing students at Arak University of Medical Sciences.

It embodies the institution's dedication to academic excellence, ethical research, and professional nursing education, in accordance with national and international standards.