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**In the Name of God**

Iran University of Medical Sciences

School of Health Management and Information Sciences

**PhD Dissertation Proposal**

**1- Information**

|  |
| --- |
| Research Title: |

|  |  |  |
| --- | --- | --- |
| Student’s Full Name: | Major: | Contact No.: |

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name of the Supervisor (s):  1-  2- | Academic Rank:  1-  2- | Department (University, for professors from other universities):  1-  2- | Signature  1-  2- |
| Full Name of the Advisor(s): / reader(s)  1-  2- | Academic Rank:  1-  2- | Department (University, for professors from other universities)  1-  2- | Signature  1-  2- |

Estimated time to complete the research (in months): ……… months

|  |  |  |  |
| --- | --- | --- | --- |
| Date of proposal submission to the department  Department contact person  Name:  signature | Date of approval in the department  Head of the department  Name:  signature | Date of approval in higher education committee  Research administrator  Name:  signature | Head of educational administrator  Name:  signature |
| Assistant dean for education  Name:  Signature |

**Tips for writing the proposal**

Write fluently and use language of academic writing

Write short sentences, at most 2.5 lines

Write short paragraphs at most 10 lines (between 3-10 lines)

Write maximum 6000 words (excluding title page, checklists, references, and appendices)

Use Time New Romans (font size 12)

Justify the text with line spacing 1.5 with margins 2 cm. on all sides

Write numbers less than 10 in words (one, two …)

Attach the sample instrument for data collection

Use punctuation marks correctly

Use the Vancouver style to format your references

Insert page number

Check the proposal for any typos or grammatical mistakes

Avoid plagiarism

Student’s name and signature

**2- Research Background**

**2-1 Stakeholders**

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Stakeholder | Weight 1-5 | |
| Importance | Power |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

**2-2 Statement of the Problem**

**2-3 Significance of the Study**

**2-4 Audience**

|  |  |
| --- | --- |
| No. | Audience |
| 1 |  |
| 2 |  |
| 3 |  |

**2-5 Message Dissemination Methods**

|  |  |
| --- | --- |
| No. |  |
| 1 |  |
| 2 |  |
| 3 |  |

**2-6 Literature Review**

**2-7** **Conceptual Framework (optional)**

**2-8 Differentiation of the research project (\* If there are no Conceptual Frameworks, number this part as 2-7)**

**3- Research Objectives, Hypotheses, and Questions**

**3-1 Research Objectives**

**3-1-1 Main Objective**

**3-1-2 Specific Objectives**

**3-1-3 Applied Objectives**

**3-2 Research Questions**

**3-3 Research Hypotheses (if any)**

**3-4 Theoretical and Operational Definitions of Key Terms**

**4- Methodology**

**4-1 Research Methodology**

**4-2 Research Method**

**4-3 Research Population**

**4-4 Research Sampling**

**4-5 Setting (Place)**

**4-6 Research Instrument**

**4-7 Data Collection Procedures**

**4-8 Data Analysis Method and Technique**

**4-9 Variables**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Variable | Type of variable | | | Measurement scale | | | | Variable role in research | | | | Unit/ Instrument of measurement |
| qualitative | quantitative | |
| qualitative | discreet | continuous | nominal | ordinal | interval | ratio | independent | dependent | background | main |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |

**4- 10 Research Limitations**

**4- 11 Ethics**

**4- 12 Research Timeline Table**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Activities | E[stimated time to complete](https://www.google.com/search?newwindow=1&rlz=1C1GCEU_enIR1018IR1018&sxsrf=ALiCzsYbYBI9mXH570ppS5PISLwNdp7uQw%3A1661665550791&lei=DgELY6ToL9jpkgWB5J_ICg&q=estimated%20time%20to%20complete&ved=2ahUKEwikp4_H6uj5AhXYtKQKHQHyB6kQsKwBKAB6BAhPEAE) the research | Duration of the activity(months) | | | | | | | | | | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**4-13 Do you need any financial support?**

Yes □ No □

**5- References and Appendices**

**5-1 References**

**5-2 Appendices**

**6- Requirements for the Publication of Research Papers for PhD Thesis Defense and the Components of PhD Dissertation Score**

Publication or Acceptance of Articles Requirement

In accordance with the guidelines and educational regulations endorsed by the Education Council of Iran University of Medical Sciences, as stipulated in documents No. 698/100/D/99 dated 18/6/1399, 2256/100/D/1400 dated 9/3/1400, and 5126/100/D/1400 dated 23/05/1400, it is mandatory for PhD students to publish two articles in English prior to commencing the pre-defense and final defense proceedings of their dissertation.

At least one of the articles must be extracted from the thesis and subsequently published or accepted in journals indexed in ISI, PubMed, or ESCI, while being simultaneously indexed in the first or second quartile of Scopus.

One of these articles must be extracted from the dissertation and should be published or accepted in journals indexed in ISI or PubMed. The second article, which should be related to the student’s field of study, can be extracted from the dissertation or educational activities, and it must be published or accepted in journals indexed in ISI, PubMed, or Scopus.

Conditions for Acceptance of the First Article (extracted from the Dissertation)

* The student should be listed as the first author, and the supervisor should be identified as the corresponding author.
* Both the first author and the corresponding author (student and supervisor) must be affiliated with Iran University of Medical Sciences.
* The authors’ names must align with the approved research team of the dissertation. However, in cases of collaboration with professors from foreign universities, and at the discretion of the supervisor, the inclusion of their names, who are not part of the approved research team, is permissible in the article extracted from the dissertation.

Conditions for Acceptance of the Second Article (Educational Period)

* The student must be affiliated with Iran University of Medical Sciences.
* The topic of the article must be relevant to the student’s field of study. It must be reviewed and approved by a faculty member, supervisor, or department head.
* If the article is published without the presence of faculty members or without their names, the supervisor (or department head) must confirm its relevance to the student’s field of study.
* The article must be accepted or published while the student is pursuing their PhD studies.
* The student does not need to be the first or corresponding author.
* Supervisors and advisors are not required to be listed as authors.
* Furthermore, Case Report and Case Series articles will not be accepted.

**Scoring system for PhD Dissertations**

The scoring system for PhD dissertations consists of maximum score of 20 points, which is divided into two parts. The first part, worth up to 18 points, evaluates the quality of the dissertation as well as the student’s performance during the pre-defense and final defense. The second part, **worth up to 2 points**, takes into consideration the publication of articles and other additional achievements such as two educational and research articles, extra articles, books, and patents. The score is calculated according to the following table.

Table 1-Scoring of Research Articles

|  |  |  |  |
| --- | --- | --- | --- |
| Publication Language | Impact Factor | Indexing Type | Allocable Score |
| English | IF≥2 | ISI | 2 |
|  | 1.5≤IF<2 | ISI | 1.5 |
|  | 1≤IF<1.5 | ISI | 1 |
|  | 0. 5≤IF<1 | ISI | .75 |
|  | -IF<0.5 | ISI, PubMed simultaneously indexed in Scopus | .5 |
| Domestic journals that have received approval from the ‘Commission for Medical Science Journals of the Country’ and the ‘Commission for Scientific Journals of the Ministry of Science, Research, and Technology,’ and are indexed in the Clarivate Web of Science Core Collection (including journals listed in the Science Citation Index Expanded (SCIE) and Emerging Sources Citation Index (ESCI)), are considered ISI-indexed journals. These journals hold identical value and carry equal credibility, as reflected in evaluations and assessment of points for articles published in them. | | | |
|  |  | ESCI indexed in Scopus | .5 |
|  | -------------- | Scopus | .25 |
|  | -------------- | PubMed | .25 |

In case multiple students have contributed to the writing of an article, the score of the article is initially determined based on the guidelines in Table 1. Following the promotion regulations, a percentage of the score is then equally distributed among the authors, as outlined in Table 2.

Table 2 - Calculation and Distribution of Scores for Joint Research Activities

|  |  |  |
| --- | --- | --- |
| Number of contributors | Individual contributor’s share | |
| First author | Other Contributors |
| 1 | 90% | -------------- |
| 2 | 80% | 55% |
| 3 | 70% | 40% |
| 4 | 60% | 35% |
| 5 | 55% | 30% |
| 6-9 | 50% | 25% |
| 10 or more | 45% | equally based on the regulations |

**Allocation of Incentive Scores for Other Research Activities**

Incentive scores will be assigned as follows:

1. Publication of Extra Article

A maximum of one point will be allocated to the additional article if the following conditions are met:

* The article must be related to the student’s field of study.
* The article must be accepted or published while the student is pursuing their PhD studies.
* The student and the supervisor must be affiliated with Iran University of Medical Sciences.
* The student and the group member must be the first and corresponding authors.
* The article must not be a Letter to the Editor, Case Report, or Case Series.
* It must be in addition to the two required articles for defence.

1. Publication of Books

* A maximum of one point can be allocated if a book authored by the student is related to their field of study, maintains the organizational affiliation with the university, is reviewed by the University Publications Council, and is published during the PhD study period.

1. Patents

A maximum of two points can be allocated to a patent if it meets the following criteria:

* It has a certificate from the Ministry of Justice.
* It includes the name of a faculty member.
* It mentions the organizational affiliation with the university.

I, ………………….., a PhD student in the field of ………………….., declare that I have read and am committed to implementing the resolutions of the Postgraduate Education Council regarding the requirements for publishing articles for the PhD dissertation defense and the evaluation of articles detailed in section six of the proposal.

Student’s name:

Signature

**7- Approval of Supervisor**

Hereby, I ………………….., approve the accuracy of the proposal content based on the aforementioned instructions. This proposal can be developed and submitted as a PhD dissertation in Iran University of Medical Sciences.

Supervisor’s Name:

Signature