Thesis Proposal Submission Procedure for IC-TUMS Students

Submission of:

- 1-the approval Letter issued by the **Department's Council**
- 2-the approval letter issued by Postgraduate Council of the School/Faculty
- 3-Completed and signed hard copy of the **Proposal Submission**Form

<u>Note:</u> the above documents have to be submitted formally to the IC-TUMS Vice Dean for Research Affairs only through the Office of IC-TUMS Vice Dean for Educational Affairs

Submission of both the formal letter of Educational Phase Completion and formal letter of Comprehensive Exam Completion issued by the Office of IC-TUMS Vice Dean for Educational Affairs to the Office of IC-TUMS Vice Dean for Research Affairs

Registration in **PAJOOHESHYAR SYSTEM** and uploading the proposal in that system by the student.

NOTE: When registering in the system, students must select the Office of IC-TUMS Vice Dean for Research Affairs as the *Target Center*.

* Uploaded information will be checked and reviewed by the Office of IC-TUMS Vice Dean for Research Affairs

Review of the uploaded proposal in PAJOOHESHYAR SYSTEM by the student's supervisor for both making required corrections and his/her final approval.

* Supervisor's approval will be checked and reviewed by the Office of IC-TUMS Vice Dean for Research Affairs

Submission of the proposal to the Ethical Committee by the Office of IC-TUMS Vice Dean for Research Affairs and following up about the Ethical Committee approval by the same office.

Preparation of a contract by the Office of IC-TUMS Vice Dean for Research Affairs and signing it between IC-TUMS and the supervisor only after a proposal is approved by the Ethical Committee

Payment of **40** % of the **budget** to the supervisor **if** the required criteria at this stage are met. (Following a review and check by the Office of IC-TUMS Vice Dean for Research Affairs)

Thesis Defense

(All parts of the defense process including submission of the final mark by the jury are followed up by the Office of IC-TUMS Vice Dean for Educational Affairs)

Payment of another 40 % of the budget to the supervisor only when a final report about the thesis and related articles issued from the Office of IC-TUMS Vice Dean for Educational Affairs to the Office of IC-TUMS Vice Dean for Research Affairs

Submission of the published articles and a bound copy of thesis (hardcopy as well as on a CD) to both the Office of IC-TUMS Vice Dean for Educational Affairs and the Office of IC-TUMS Vice Dean for Research Affairs (must be printed according to the format specified by the latter office

Completion of the graduation process through the Office of IC-TUMS Vice Dean for Educational Affairs

Review and check of the thesis final reports, articles and all the necessary steps by the Office of IC-TUMS Vice Dean for Educational Affairs, and sending a report regarding this final check to the Office of IC-TUMS Vice Dean for Research Affairs.

Payment of the remaining **20** % of the **budget** to the supervisor **only if** the IC-TUMS **affiliation** is correctly mentioned on the accepted/published articles.. (Following a review of the thesis final report by the Office of IC-TUMS Vice Dean for Research Affairs)

Research Phase Completed

