



## Thesis Approval Guide

Students must immediately take actions regarding the registration and approval of their proposal as soon as possible after choosing “Thesis 1” course:

1. the proposal must be sent to the relevant Education Department for preliminary review by the supervisor and the student. (Pardis International Students must use *Thesis Title Registration Sheet* form available on the Research Section of faculty website)
2. The preliminary review of the proposal will be done by the Education Department and the results will be announced.  
Students should follow up through the supervisor and relevant Education Department, receive the signed copy of the proposal and confirmation letter according to the acceptance year of the student, and inform the faculty Education Department before handing it over to the Research Affairs Department of the university. It should be noted that the confirmation can either be sent via automation system, or in the form of a handwritten copy.
3. The student must register as a member on Pazhoheshyar and receive a username and password. (It must be done with 1 and 2 simultaneously) in order to log in Pazhoheshyar, you should go on the website of International Faculty of Pharmacy at [gsia.tums.ac.ir/ic\\_pharmacy\\_school](http://gsia.tums.ac.ir/ic_pharmacy_school) in “Research Activities” section. In addition, all essential information and guides can be found on the mentioned website in Research Section. You can also log in Pazhoheshyar via Tehran University of Medical Sciences.
4. Log in Pazhoheshyar and complete all the parts with the help of the supervisor and register the title under the name of “International school of Pharmacy” Target center, education place, and all cases should be selected as “Campus of Pharmacy Faculty”.
5. In the next step, the first supervisor must log into their account to approve the thesis from “Thesis” section (You are a supervisor), and then check “Professor’s Approval” column box in the corresponding section. Finally, the “approval” icon should be clicked on at the bottom of the page.

If you register correctly, the word “Confirmed” will be shown in the ‘Professor’s Confirmation’ column.

**Important reminder:** The proposal cannot be received and sent to the Research Council and Ethics Committee of the university unless the first supervisor approves it via Pazhoheshyar. The student is obliged to make sure that their proposal is approved by the first supervisor on Pazhoheshyar.

6. According to the fact that theses of International Campus Students are reviewed in the same council as the students of the head school, the students must submit their documents to the Research Department of the School as soon as possible.

**The most important documents are:**

A: Handwritten copy of proposal submitted to the department along with the confirmation of the University’s Education Department

B: The Uploaded proposal information on Pazhoheshyar to be confirmed by the supervisor

C: Thesis Title Registration Sheet

D: Participation certificate of Research Methods and Bio-chemical Immunity classes

7. The approved proposal must be sent to the Research Council on behalf of the student and supervisor by the Research Affairs Department of the faculty.

**Research Department**

8. The approved proposal should be announced to the student and supervisor on Pazhoheshyar and then sent to the Ethics Council of Pharmaceutical Science Center by Research Department of university.

**Important reminder:**

Students are required to respond to the questions sent by the Ethics Committee on Pazhoheshyar as soon as possible and submit the necessary documents to receive the code of ethics so that the final approval is applied. Otherwise, the student’s file will be archived by the Ethics Committee.

9. The result of the ethics committee will be sent to the Faculty and the student in case of approval, and a link would be generated by the university on

Pazhoheshyar. (If not approved, the correction of requested items in the thesis is required).

10. Some theses must receive the IRCT code as determined by the Ethics Committee. The code must be obtained from the relevant authorities by the student and supervisor. Furthermore, its certificate must be uploaded on Pazhoheshyar so that the Faculty can finally approve and register the proposal.

(The student will be informed of the thesis approval by a letter on Pazoheshyar).

11. Final approval of the proposal on Pazhoheshyar

12. Students are obliged to correct the approved proposal according to the bylaws and regulations in case of any changes as soon as possible in order to prevent any problems at the defense stage.

13. According to the rules and regulations of the university, taking up “Thesis 1” course is possible after the completion of 140 course credits. Students with less than 140 course credits are not eligible to be referred to the Research Committee.

14. All students are obliged to complete their research file after the approval of the thesis in the Research Council and before the defense session. Students are responsible for their negligence to the requested items and the faculty is not accountable in this matter. Students cannot proceed to the defense session unless they complete their research file first. The most important steps the students need to immediately take after the approval of their proposal are as follows:

- A. Receiving the thesis code of ethics from the Ethics Committee
- B. Receiving the IRCT code if announced by the School and Ethics Committee.
- C. Completion of the Thesis Registration Topic and submitting it to the Research Affairs Department of the school.
- D. Making revisions, and Correcting the errors requested by the Research Council.
- E. Signing a Research Contract related to the thesis and research proposal.

**producer**

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