

Thesis Approval Process Guidelines

Students are required to follow up on the registration and approval process of their thesis proposal as soon as they register for the thesis course, according to the steps outlined below:

1. Submission of the signed proposal (hard copy) to the relevant academic department by the supervisor and the student

Note: Students of the International Campus must use the form available on the faculty website, under the Research Forms section, which also includes the Thesis Topic Registration Sheet.

2. Initial review of the proposal by the academic department and notification of the result

The student must follow up on the status of the proposal through the supervisor and the relevant academic department. Once approved, the signed proposal and the written confirmation from the department must be obtained.

These documents must then be approved by the Education Office of the faculty and subsequently submitted to the Research Office.

Note: The department's confirmation can be provided in one of the following ways:

A formal letter from the head of the department to the dean or associate dean via the administrative automation system

Or the head of the department's signature and approval on the printed version of the proposal

3. Student registration on the Pazhooheshyar system to create an account and receive a username and password (To be done concurrently with steps 1 and 2)

To access the Pazhooheshyar system, you may visit the website of the International Campus, Faculty of Pharmacy, or the website of Tehran University of Medical Sciences.

4. Logging into the Pazhooheshyar system and completing all required sections with the help of the supervisor, and registering the thesis topic by selecting "International Campus – Faculty of Pharmacy" as the primary target center.

Note: "International Campus – Faculty of Pharmacy" must be selected as the place of study and for all relevant fields within the system.

5. In the next step, the main supervisor must log in to their own Pazhoooheshyar account and approve the thesis through the “Theses (You are a Supervisor)” section by selecting the relevant proposal.

Important Note:

Until the primary supervisor approves the proposal, it cannot be submitted to the Research Council or the University Ethics Committee through the Pazhoooheshyar system.

It is the student’s responsibility to follow up and ensure that their proposal has been approved by the primary supervisor within the Pazhoooheshyar system.

6. Since the thesis proposals of International Campus students are reviewed in the same committee as those of the main faculty, students must promptly submit the required documents to the Faculty Research Office in order to be placed in the review queue for the committee session.

The most important required documents are as follows:

- a) The hard copy of the proposal submitted to the department, along with the department’s approval and the confirmation of the Faculty Education Office
- b) Proposal information entered into the Pazhoooheshyar system and approved by the supervisor
- c) The Thesis Topic Registration Form
- d) Certificates of attendance in the Research Methodology and Chemical Biosafety workshops

7. Submission of the proposal—approved by both the academic department and the supervisor—to the Faculty Research Council, and announcement of the result through the Pazhoooheshyar system.

Since all thesis-related correspondence is conducted via the Pazhoooheshyar system, the student is required to regularly check their Pazhoooheshyar account and promptly respond to any questions or requested actions. Failure to do so may result in the proposal being archived at that stage and removed from further processing.

8. Notification of proposal approval will be sent to the student and the supervisor through the Pazhoooheshyar system. The approved proposal will then be submitted to the Ethics Committee in order to receive an ethics code.

(Once the proposal is submitted to the Ethics Committee, no further edits will be allowed, and the proposal will remain in the Ethics Committee's environment.)

Important Note:

Students must respond promptly to any questions raised by the Ethics Committee via the Pazhooheshyar system and submit the required documents in a timely manner in order to obtain the ethics code. Without receiving the ethics code, final approval and registration of the thesis will not be completed. Failure to respond may result in the student's file being archived by the Ethics Committee.

9. The result of the Ethics Committee review will be sent by the university to the faculty and the student. If the proposal is approved, the approval link in the Pazhooheshyar system will be activated by the university. (If not approved, the student must promptly address the requested corrections and complete any missing information.)

10. For certain theses, based on the Ethics Committee's discretion, obtaining an IRCT code (Iranian Registry of Clinical Trials) is also required in addition to the ethics code.

The IRCT code must be obtained by the student and supervisor from the relevant authorities, and the official certificate must be uploaded to the Pazhooheshyar system. Only then can the faculty proceed with final approval and registration of the proposal. (This requirement will be communicated to the student through an official letter in the Pazhooheshyar system.)

11. Final approval of the proposal in the Pazhooheshyar system and official registration of the thesis.

12. Conclusion of the research contract for the thesis with the specified budget. (The student must print three copies of the contract generated in Pazhooheshyar, have them signed by the primary supervisor, and submit them to the Research Office.)

13. The student is responsible for diligently following up and completing all related procedures—from the initial stage of registering for Thesis I to the final stage of signing the research contract—according to the steps outlined above. Failure to complete these steps on time may lead to delays or issues in later stages, including the thesis defense.

It is important to note that any negligence at any stage will result in consequences that fall solely on the student.

14. If any changes or modifications are made to the approved thesis proposal, the student is required to promptly update and revise the proposal in accordance with university regulations to avoid issues at the defense stage.

15. According to university regulations, Thesis I may only be registered and approved after completing at least 140 academic credits. Therefore, proposals submitted by students who have not yet passed 140 credits will not be referred to the Research Council.

16. All students are required to complete their research file after the proposal is approved by the Research Council and prior to the thesis defense. The responsibility for any failure to fulfill the requested items lies with the student, and the faculty will bear no responsibility in this regard. A student's thesis defense will only be permitted if their research file is fully completed.

The most important items that the student must promptly follow up on and complete after proposal approval are as follows:

- a) Obtaining the ethics code for the thesis from the University Ethics Committee
- b) Obtaining the IRCT code, if required by the faculty or the Ethics Committee
- c) Completing the Thesis Topic Registration Form and submitting it to the Faculty Research Office
- d) Addressing any corrections or deficiencies requested by the Research Council
- e) Signing the research contract related to the thesis

❖ If you require further information, please contact Mr. Seifalizadeh: 021-55890472