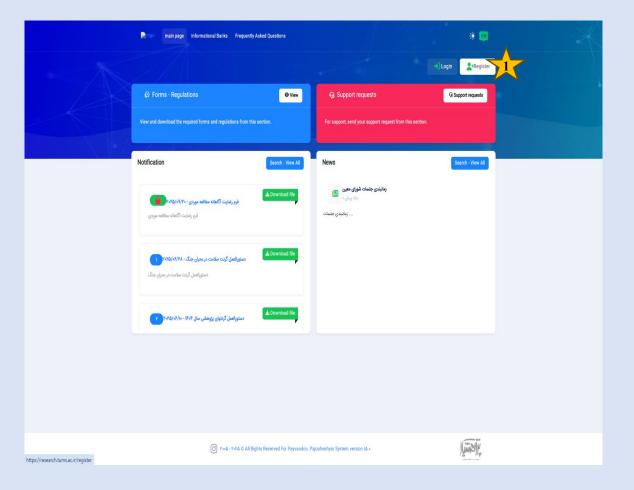


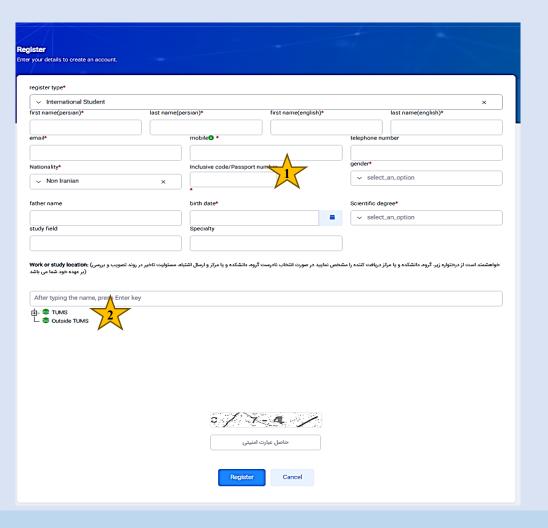
TEHRAN UNIVERSITY OF MEDICAL SCIENCES

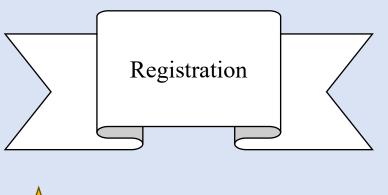
PAZHOUHESHYAR





Note 1: Before submitting your proposal in the Pazouheshyar system, make sure that it has been approved by the department and school.





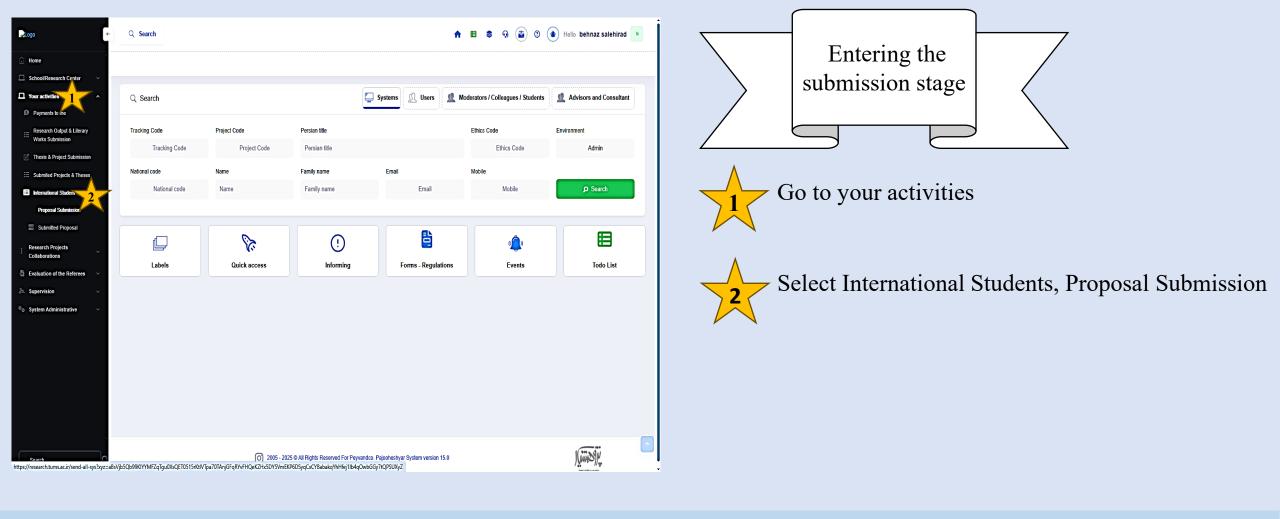


In the **Inclusive code/Passport number** box, type your passport number without the letter.

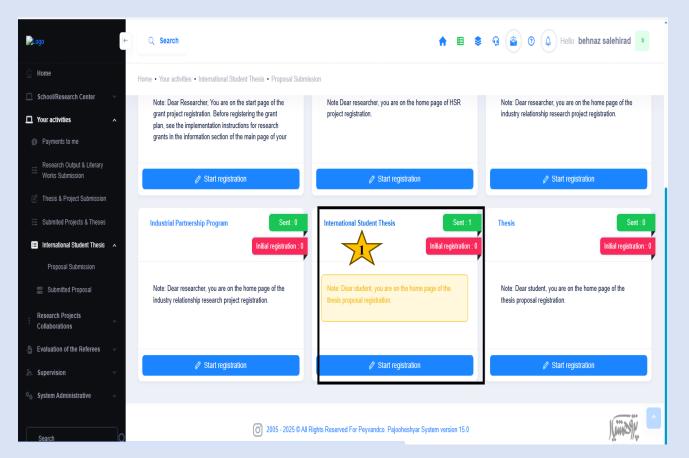


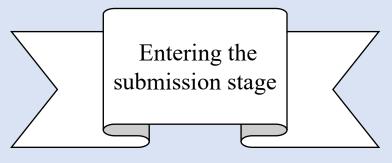
Select your school as your first target.

- Note 2: Make sure to type your <u>Iranian cell phone number</u> in the mobile box. example: 09122323234, without (+98).
- **Note 3:** Do not lose your cell phone number before completing your degree. If you forget your password, you will need your cell phone number to recover it.
- Note 4: New Route PhD students must select International Campus (IC) Research Affairs As their first target.



- **Note 5:** You can only have access to the system when you are in IRAN.
- **Note 6:** If you need to do the research in your country, you have to make sure that you have received the ethical code, before starting your research.

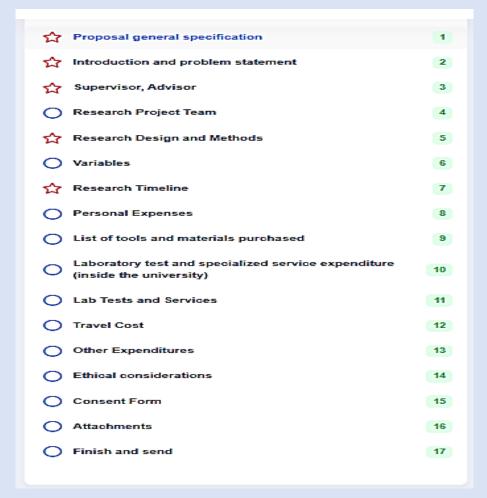


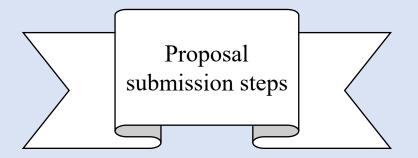




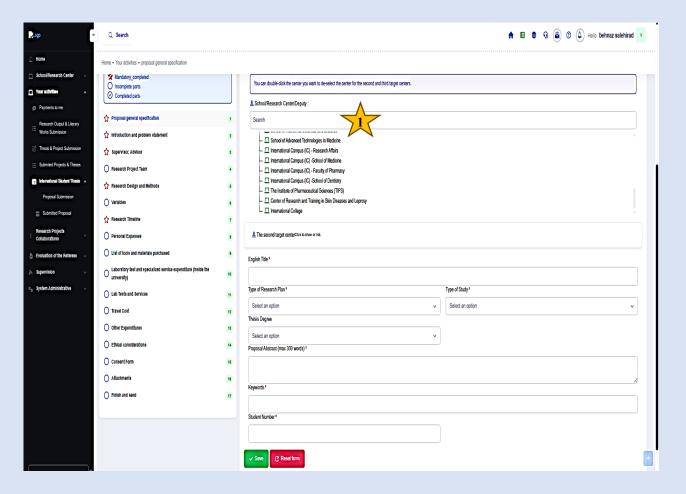
Select International Student Thesis to start the proposal submission

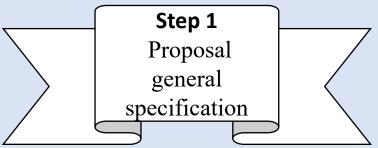
Note 7: If it is not possible and some how you need to go to your country (before getting the ethical code), you should give the username and password to a trustworthy friend / advisor / supervisor in order for them to make the necessary changes on your behalf.





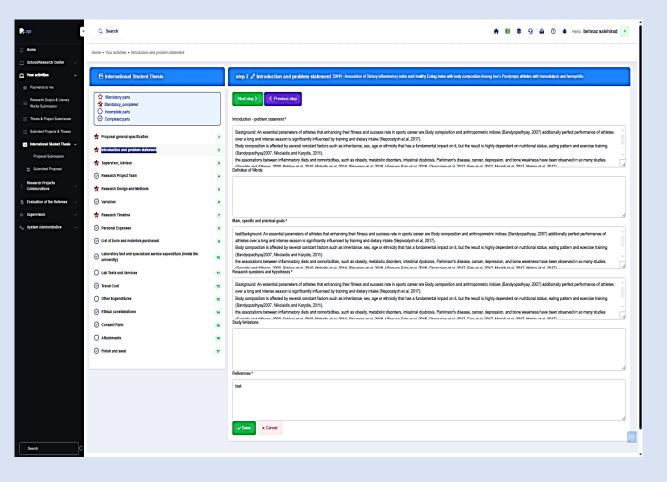
Note 8: Save every step before moving to the next one.

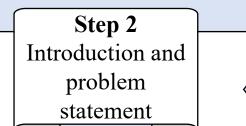


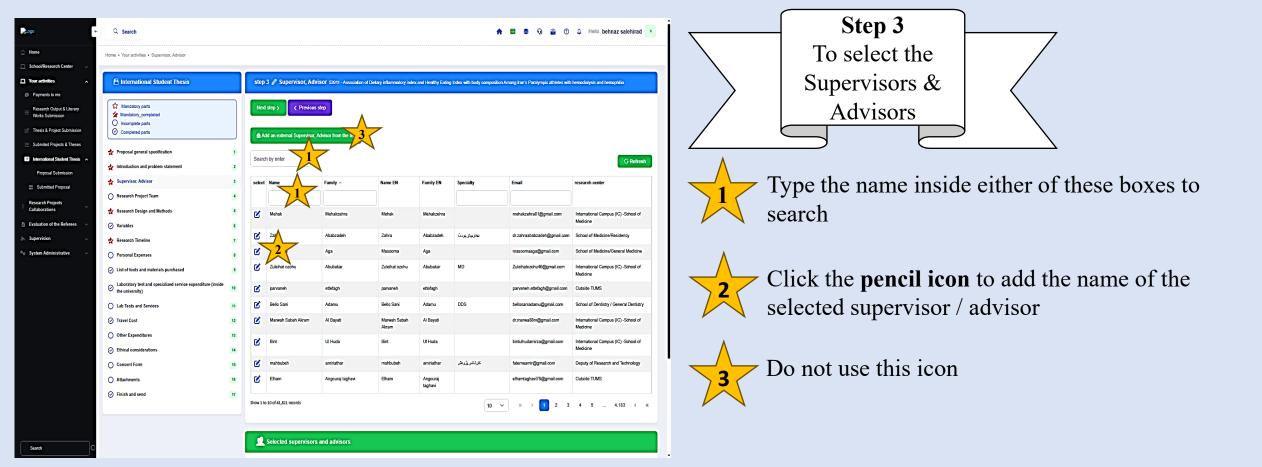




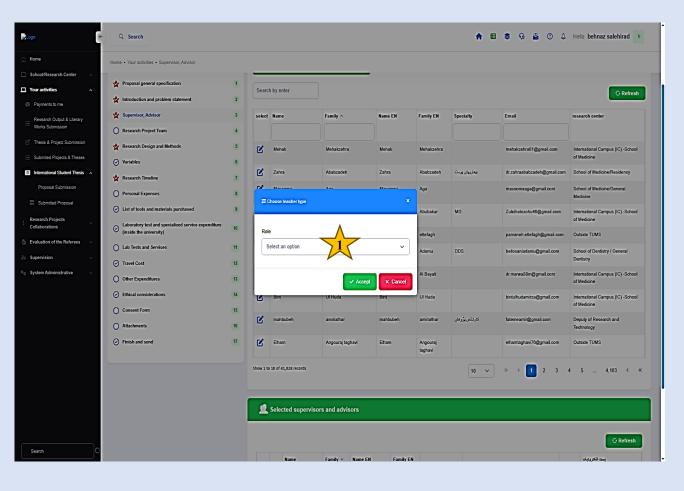
Select International Campus (IC) – Research Affairs as your second target







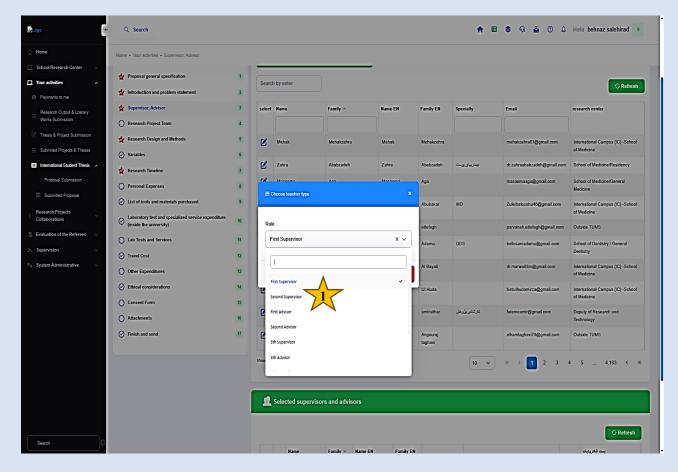
Note 9: If you have any problems on finding the names of your supervisor or advisor, please contact the Pazhouheshyar Admin at your school.







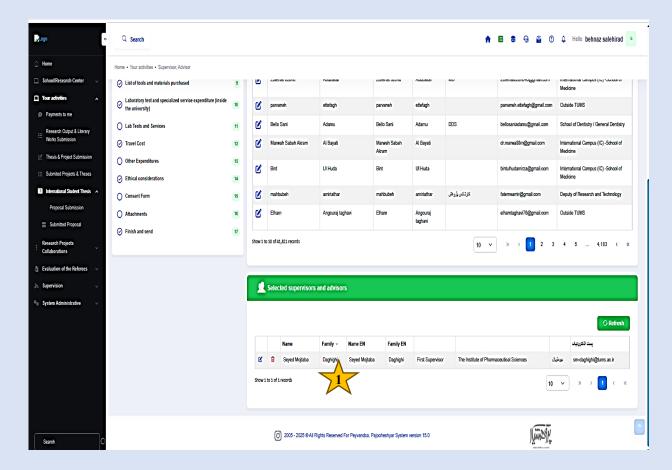
To choose the selected name to be the first, second supervisor or advisor







To select the first supervisor / first advisor

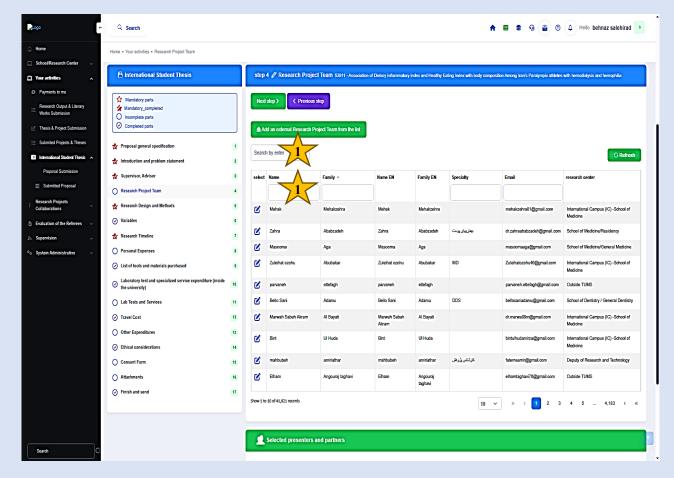


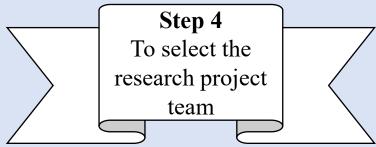




When the supervisor or advisor is selected the name will appear in this table

Note 10: If you want to choose a second supervisor or advisor which is not a faculty member of the TUMS, first and **essential** part is to get your schools and first supervisors' approval (Documented). Second and **optional** part is to add their names to the pazhouheshyar system.

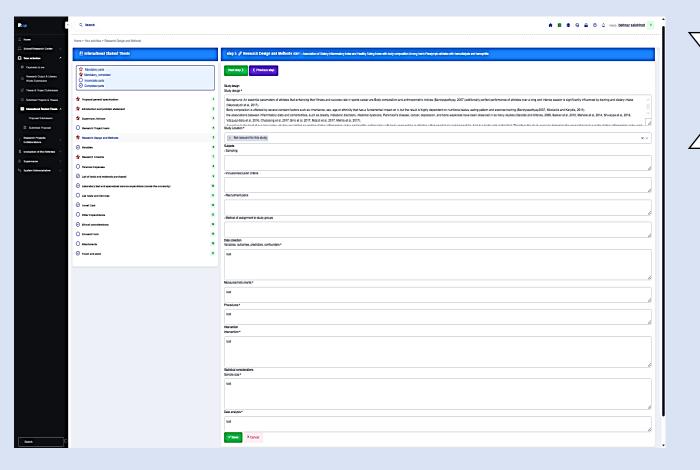


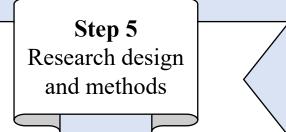


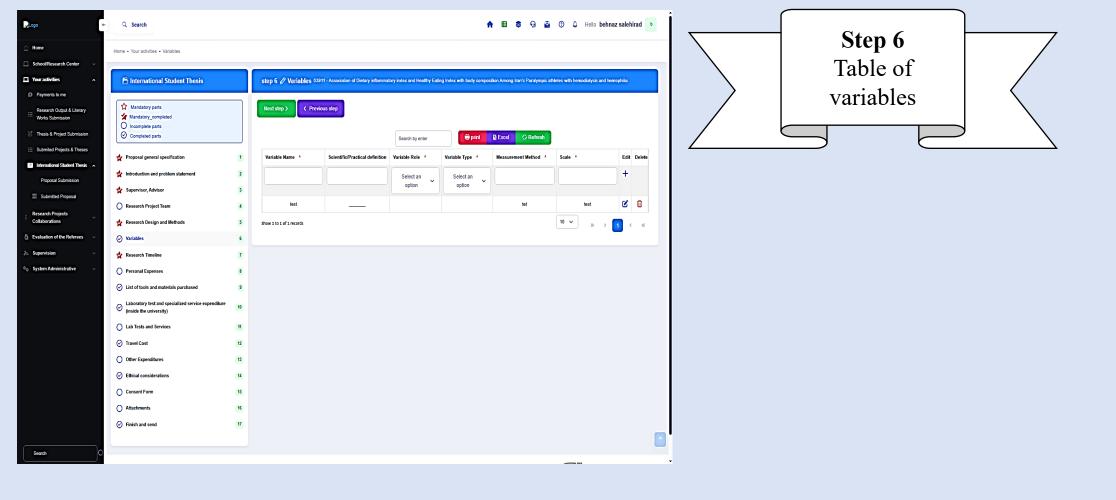


Type the name inside either of these boxes to search

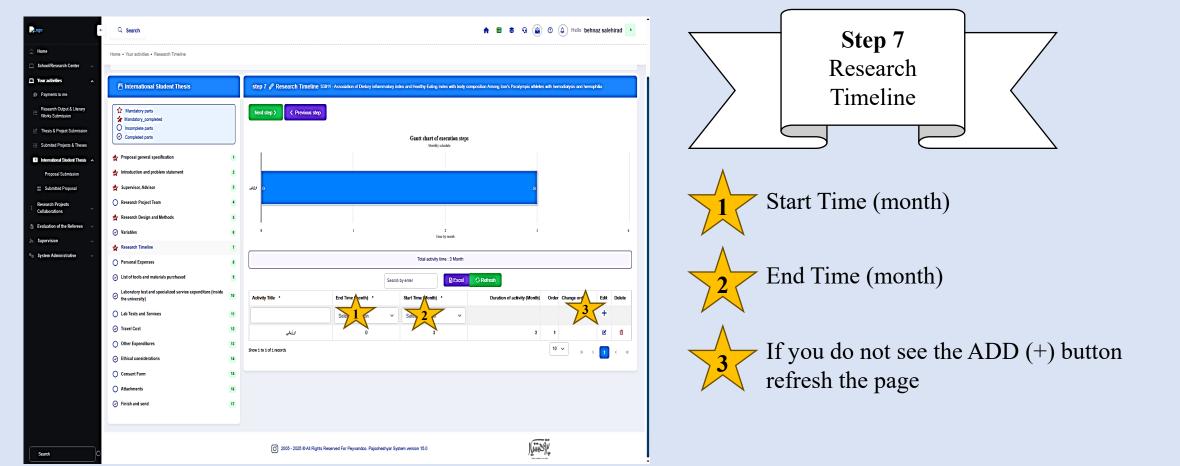
Note 11: You do not need to complete this step.



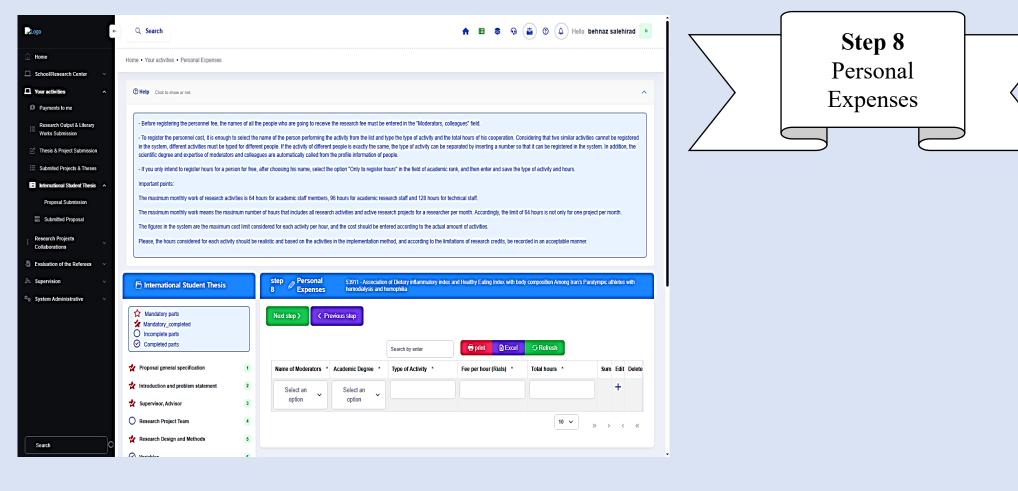




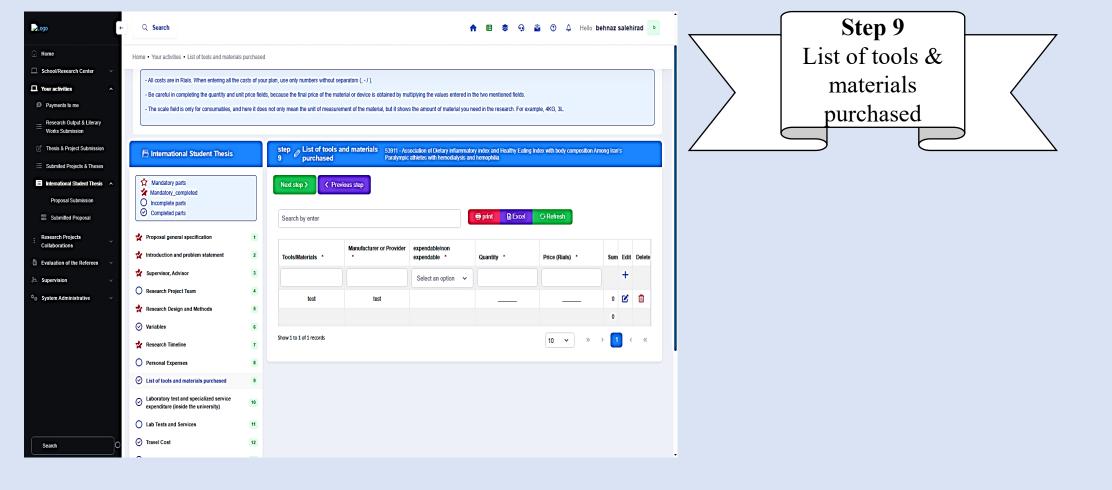
- Note 12: Sections with red stars have to be completed.
- Note 13: To have a table of variables after completing the necessary sections, click the plus button at the end.



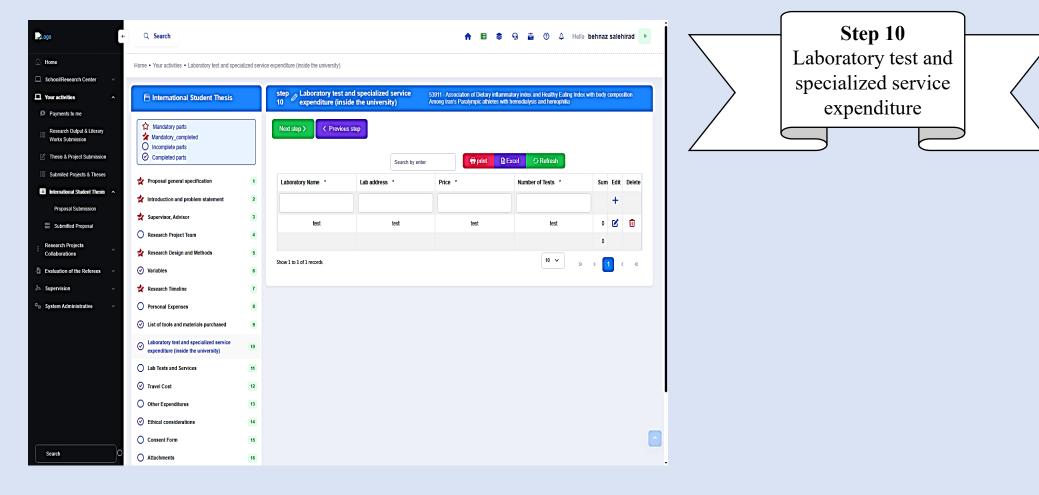
Note 14: Sections with red stars have to be completed.



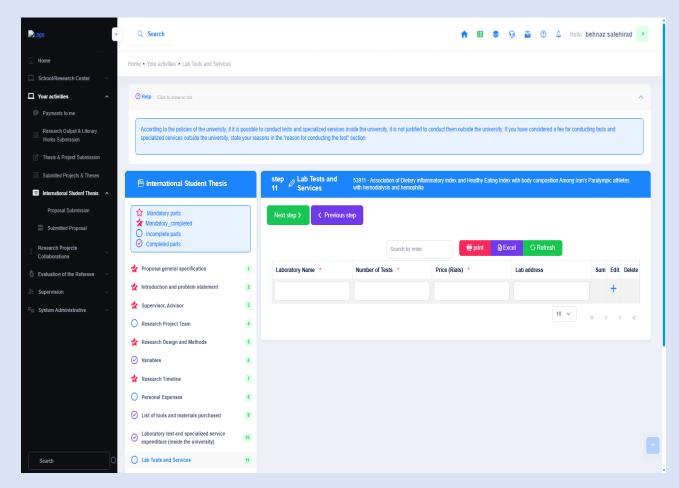
Note 15: Sections with red stars have to be completed.

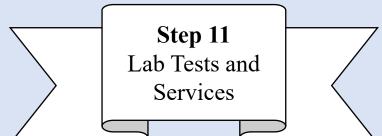


Note 16: Sections with red stars have to be completed.



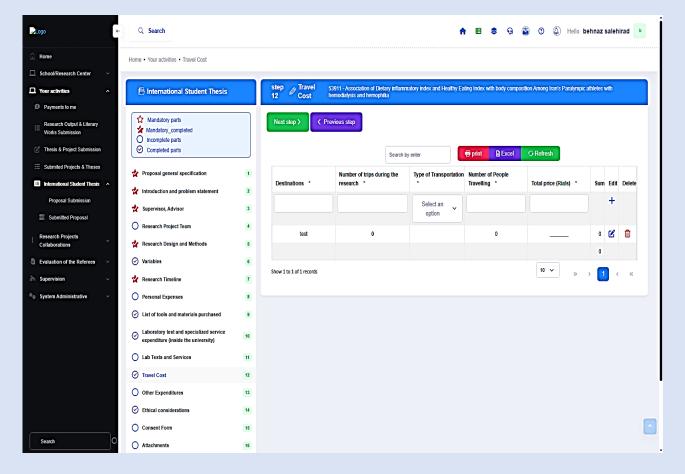
- Note 17: Sections with red stars have to be completed.
- Note 18: Laboratory test and specialized service expenditure (inside the university).





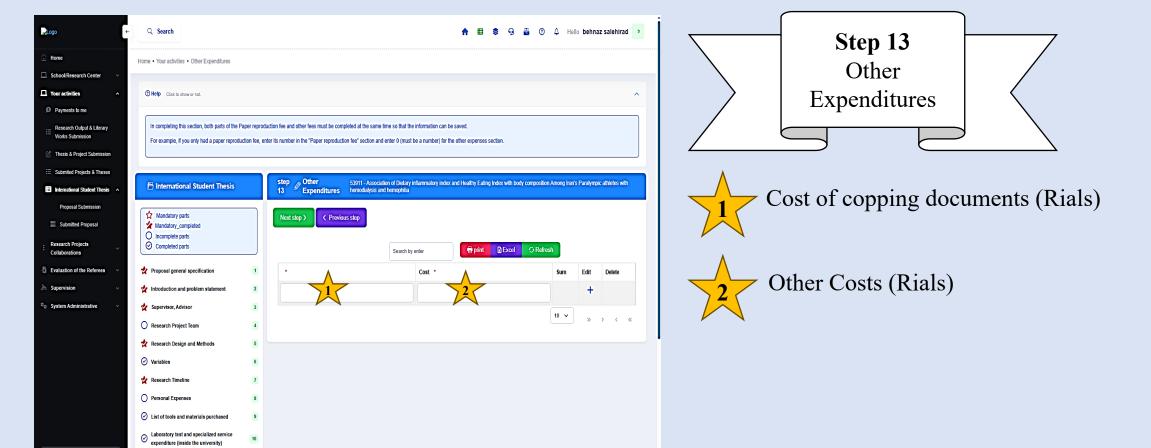
Note 19: Sections with red stars have to be completed.

Note 20: Lab Tests and Services out side the university.



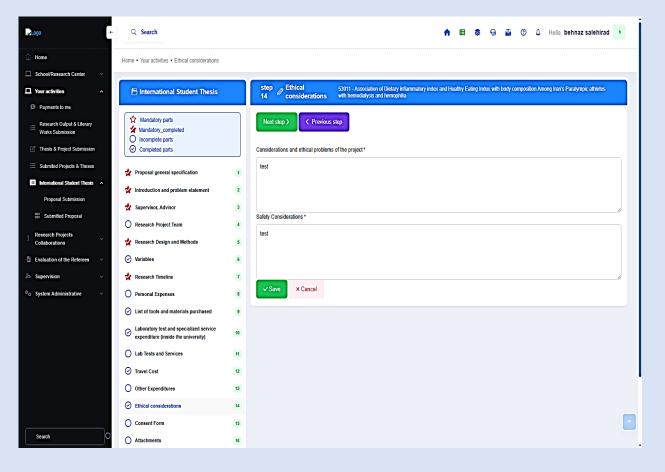


Step 12
Travel Cost

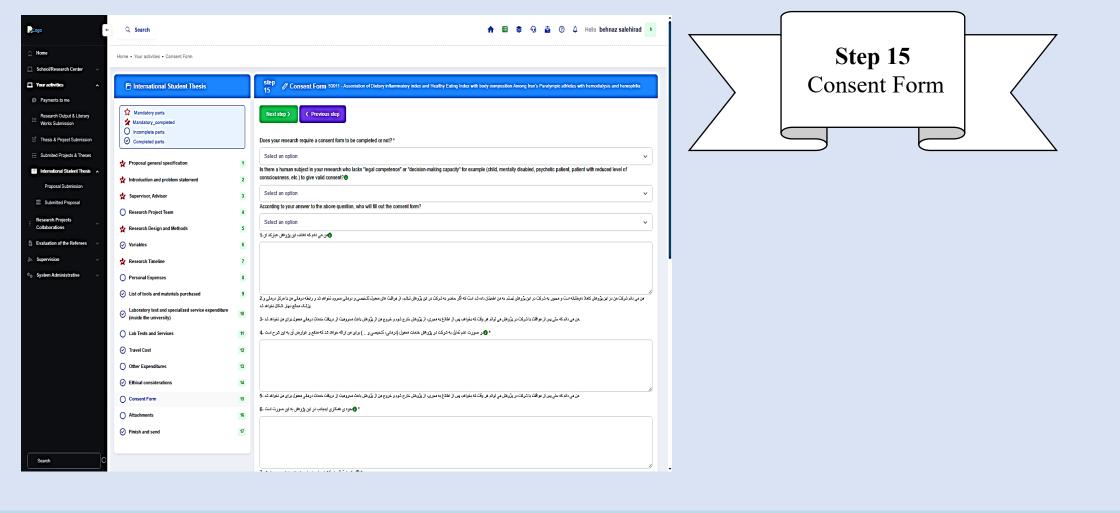


Note 22: Sections with red stars have to be completed.

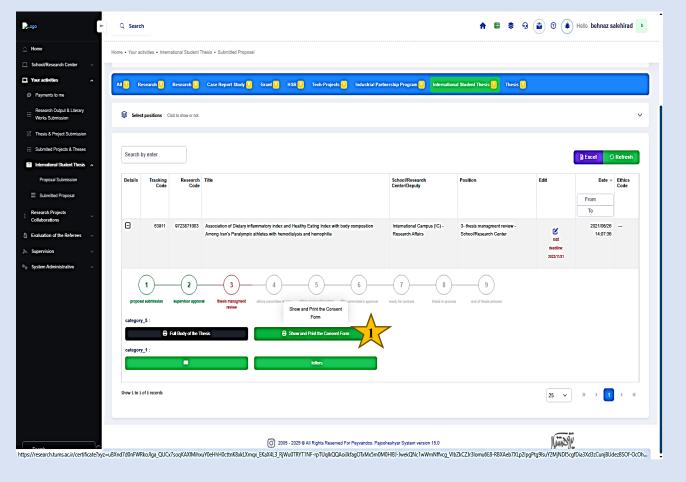
O Lab Tests and Services







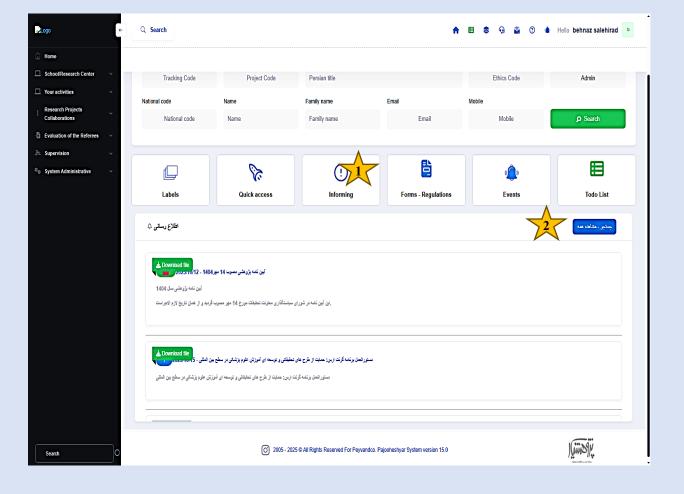
Note 23: To complete this page, you need the help of your supervisor or advisor (Parts of this page is in Farsi).







You can download your Farsi consent form in pdf and word



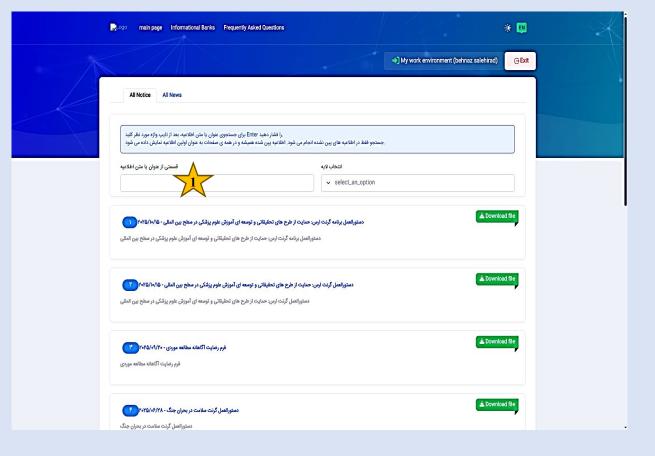




To download the English consent form, first click the informing box



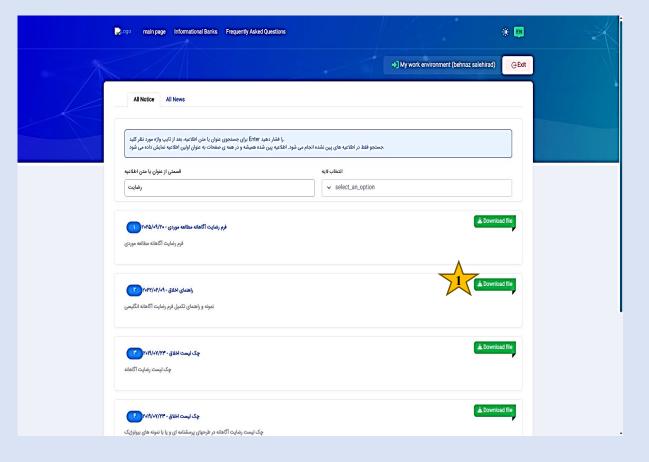
Second, click this blue box







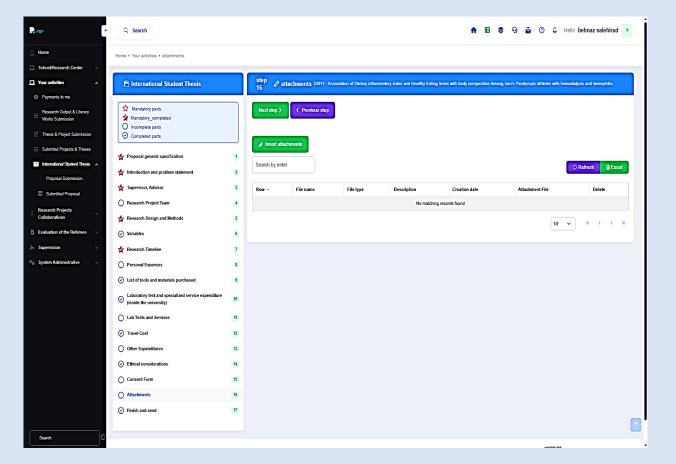
Type this word (رضایت), in the search box and press enter on the keyboard







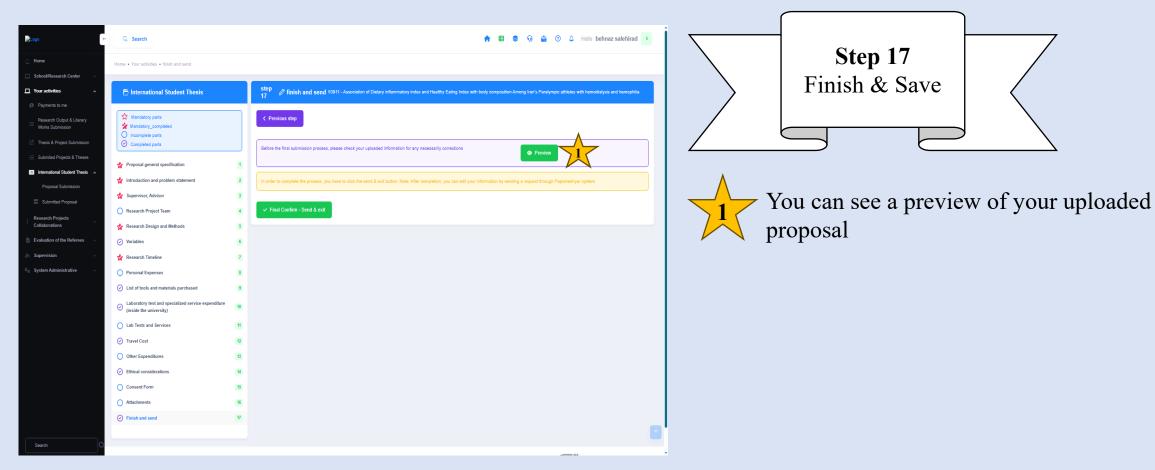
To download the English Consent Form



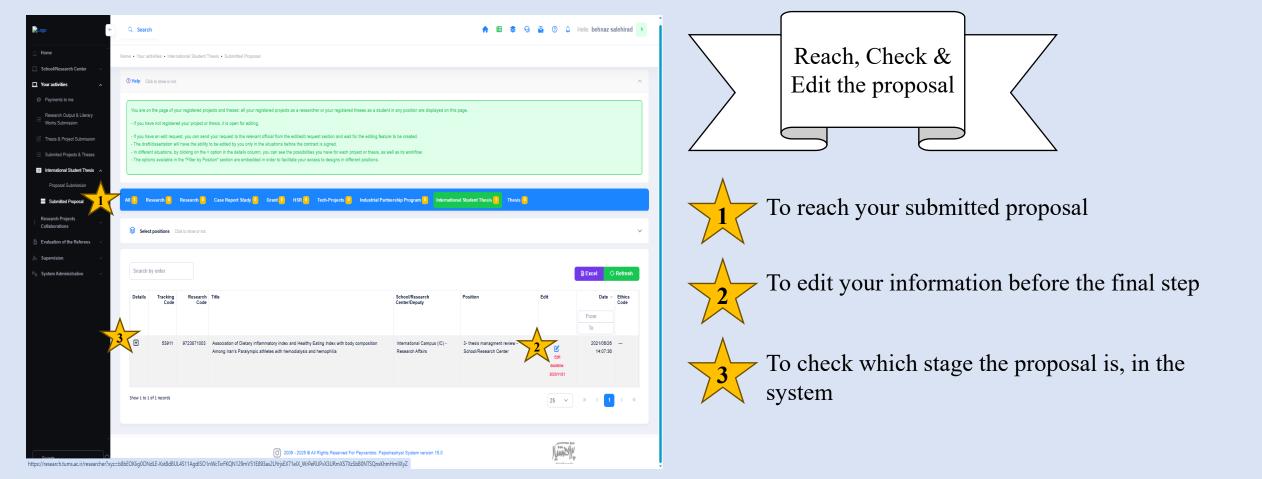


Note 24: You must attach any necessary documents needed for the Ethical Committee.

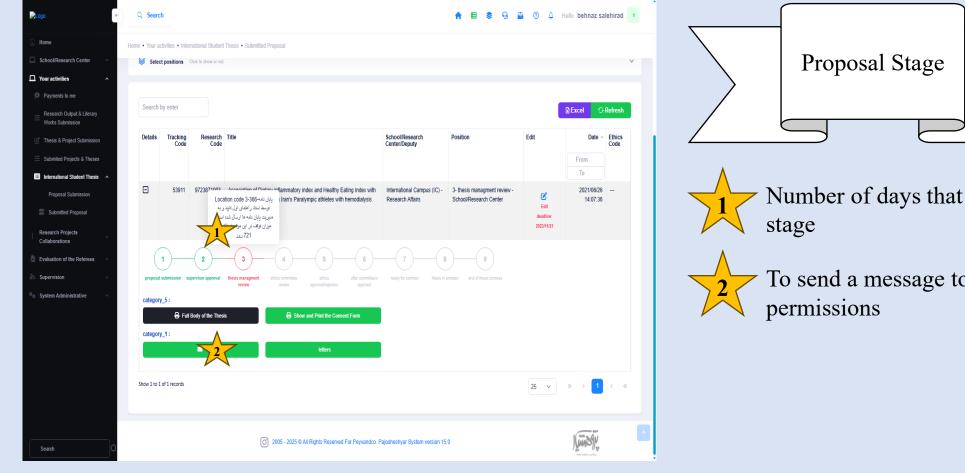
- 1- Department & School's proposal approval
- 2- Consent form in English and Persian

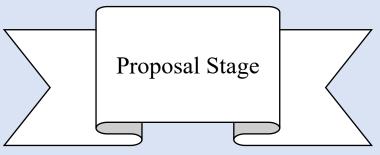






- Note 26: When you complete saving your proposal (step 17), the Edit icon will be locked.
- Note 27: You can get permission for any necessary edition by sending a message to the admin of Pazhouheshyar at your school.
- Note 28: Permission to edit the proposal is only allowed before receiving the ethical code.

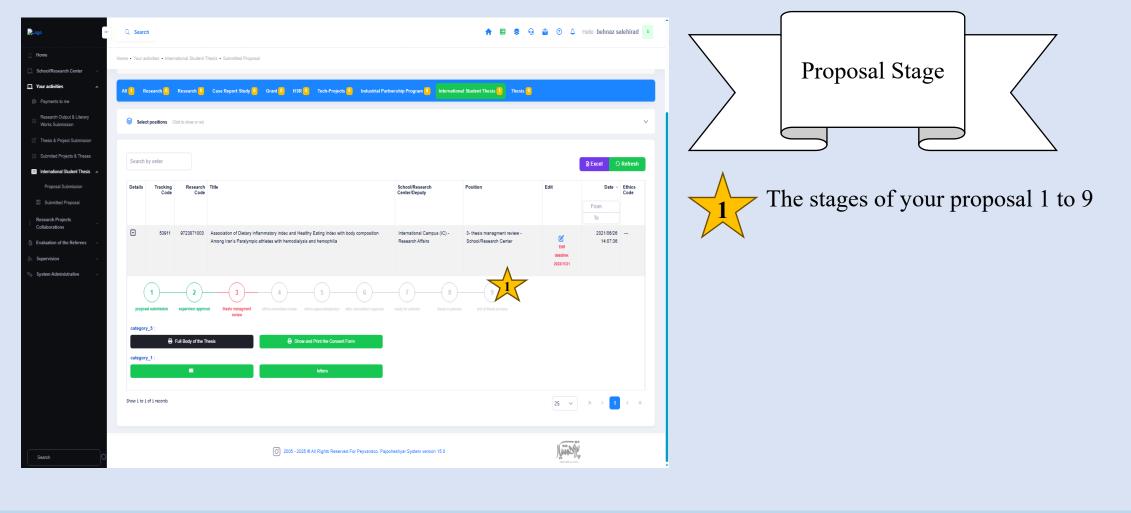




Number of days that the proposal is in this

To send a message to the Admin for necessary

- Note 29: If the proposal has been on stage 3 for a long time (more than two weeks), students must contact the admin of pazhouheshyar system.
- Note 30: To get the ethical code, the proposal must be sent to the ethical committee as soon as possible. Therefore, <u>note 20</u> is very important.



- **Note 31:** Make sure to check your pazhouheshyar often.
- **Note 32:** When the proposal is at <u>stage 4</u> the ethical committee will ask questions related to your proposal, which needs to be answered as soon as possible. Therefore, you must check the pazhouheshyar regularly at this stage.
- Note 33: The first message from the ethical committee will be: "have you received an ethical code for this proposal from another committee?". Make sure to answer the question as soon as possible so that the other steps of approval can be done.

• Research Website

https://en.tums.ac.ir/en/content/823/international-research-and-technology



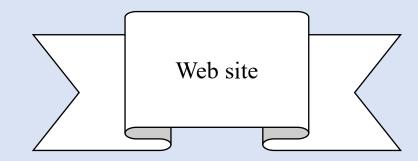
https://en.tums.ac.ir/en/content/574/thesis-completion-processes

Guidelines

https://en.tums.ac.ir/en/page/439/research-thesis-guidelines

Forms

https://en.tums.ac.ir/en/page/306/forms



Note 34: You can reach our web site through the links above for necessary guidelines, forms and other information.

❖ Based on the <u>TUMS terms and conditions</u>, If you are publishing an article from your thesis with the affiliation of TUMS, you have to consider the name of your supervisor as a **correspondent author** in the article.



- ❖ To avoid any problems before defense, make sure to read the **guideline** related to your degree.
- ❖ Two students can not submit **one article** with the **same title** for their defense.

- **9.6. Research Commitment Agreement:** As a student of Tehran University of Medical Sciences, I acknowledge that all research conducted during my period of study—including thesis, dissertation, or any related scholarly work—shall be carried out under the guidance of the University. I understand that academic integrity, proper supervision, and adherence to institutional guidelines are essential responsibilities throughout my academic journey.
- **9.7. Research/Thesis Guidelines** are available at https://en.tums.ac.ir/en/page/439/research-thesis-guidelines