

MD and MBBS students' Dissertation Defense Procedure

- ✓ At least 6 months after the submission of the proposal, students can defend their dissertation. Having a code of ethics is mandatory at this stage, and without it, defense is illegal.
- ✓ After completing his / her research process and obtaining the permission of the respected advisors, the student can defend his / her dissertation by filling defense permission form based on the specified time and with the necessary coordination with the relevant supervisors, advisors, and research assistant (Vice Dean for the Research Affairs) of the group
- ✓ The dissertation defense permission form must be sealed and signed by the supervisors, advisors, examiner(Referee)(s), methodologists, and the group research assistant (Vice Dean for the Research Affairs).
- Note: The defense permission form and other forms related to defense can be obtained from the faculty website or in person from the faculty Research Office if the code of ethics form is already submitted.
- ✓ Dissertation defense is a part of students' responsibility to graduate. According to the new order of the Ministry of Health and Medical Education, all students are required to upload their full dissertation in Pajooshyar (Research System) in stage 8 (ongoing) or stage 9 (termination) through the option to send reports. Uploading the dissertation is mandatory even for those who already defended their dissertation, and the student is obliged to ensure the progress of his / her research process in the research system up to stage 9 (termination). even after defending the dissertation.
- ✓ The research process in the research System from stage 5 to stage 8 (ongoing) is the responsibility of the dissertation management (research system) and will be done until the defense session.
- ✓ Students are required to submit a hard copy of their dissertation to the library of Medical School, which has been Sealed and signed on the title page by the

faculty research assistant (Vice Dean for the Research Affairs)., supervisor and faculty System Administrator. (Registration code on the cover of the dissertation is required at the time of delivery to the library).

- ✓ Students should be known that the maximum score that the group can consider for the student is 18 and the remaining 2 scores are related to the presentation of the dissertation article which is submitted to the Research Office along with the evaluation form (number 4). After review, the remaining 2 scores are given to the student by the vice dean of research affairs.

MD and MBBS Students' Dissertation Binding Instructions

- ✓ MD and MBBS students are required to submit a hard copy of their dissertation to the library of medical school for graduation.
- ✓ The checkout procedure from the library of the Medical school requires the following conditions:
 - One side of the bound book should be printed in Persian and the other side in English.)
 - the first page should include:
the title of the dissertation, the names of advisors and student
the student's field (Major) and degree
the registration or student number
 - Attached is a copy of dissertation evaluation form (no. 4) at the end of the bound dissertation
 - Persian abstract at the beginning and English abstract at the end of the dissertation
 - The title page of dissertation must be sealed and signed by the supervisor, the group research assistant (Vice Dean for the Research Affairs) and the faculty system Administrator.
- ✓ Achieving a score (19 and 20), means supplementary scores only by submitting an admission or the original article resulting from the dissertation, which has been approved by the Faculty (Vice Dean for the Research Affairs).

Therefore, the maximum score given to the student in the defense session is 18 out of 20.

- ✓ The student is obliged to submit at least one hard copy of the dissertation to the Medical School Central Library (located in Poursina St.-Shohada' Hall, Library phone number: 88955809)
- ✓ Other hard copies should be provided to professors and the hospital library with their coordination.
- ✓ It is mandatory to provide a CD containing the full text of the dissertation along with Persian and English abstracts in word 2007 and its pdf file to the Medical School Central Library.

It should be noted that the opportunity to defend for each semester is as follows

- ✓ MD students: The last day of the hospital ward: April 5th - October 7th
- ✓ MBBS students: The last day of the hospital ward or theory exam
- ✓ After the specified dates, students will be required to pay the approved tuition fees. Also, the course will be registered in the new semester.

***Research Office of Medical School
International Campus***