Graduation Process

*After completing all hospital wards and theoretical courses, obtaining passing scores, registering all scores in the system, defending the thesis, achieving an overall average of 12 in basic sciences and physiopathology phases, and achieving a Total CGPA of 14 in clerkship & internship phases, you can start the graduation process. The following steps are required:

Preparation Before Graduation:

- **Verify SIPAD Information**: Ensure all your information on SIPAD is complete at least one month before graduation. Visit the Educational Office and consult with Ms. Abbasi for assistance.
- **Defense Date Determination**: Contact Mr. Shahbazi to determine your defense date and ensure your SIPAD is open so that he can provide you with the necessary documents.
- **Post-Defense Verification**: After successfully completing your defense, verify with Educational Office officials (Mr. Shahbazi and Ms. Abbasi) that all your scores are recorded in the SIPAD system. Once confirmed, proceed to Mr. Shahbazi to obtain your Graduation Settlement Forms.

Graduation Settlement Forms:

Fill out all necessary forms with your personal information and follow these steps:

Page 1:

- Obtain seals and signatures from Ms. Zolfaghari, Manager of Education.
- Get the signature of the Vice Dean of the Faculty (Dr. Aminian, Poursina Building).
- Seek approval from the Vice-Chancellor of International Campus / TUMS-IC Vice Dean for Education Affairs (Dr. Rezayat, 3th floor Hojjat Doust Building).

Page 2 (Part 1):

- Write the title of your dissertation in English and Persian, include the date of defense, and your signature.
- Upload your thesis on Pajoheshyar using the option of ارسال گزارش.
- Obtain the seal and signature from Research Affairs (Mr. Shahbazi) & the Vice Dean for Research or the Dean of the Faculty (Dr. Najafi, Dr. Aminian).

Page 2 (Part 2):

- If you reside in the Dormitory, first obtain the signature from your Dormitory Warden (Dormitory Affairs Office).
- Visit the Student & Cultural Affairs Office to get the signature and stamp from Ms. Noori (4th floor, Hojjat Doust Building).

Page 3:

- Collect seals and signatures from:
  - Medical Faculty Library: Submit your thesis both as a CD and bound with the Research Affairs stamp. They won't stamp it if anything is missing.
  - TUMS Central Library: Have your Student ID card.
  - Imam Khomeini Hospital Library: 14th Floor of the Mahdi Clinic.
  - Shariati Hospital Library officials.
  - Ensure the date is noted with each signature.

Page 4 (A-D):

- **A**: Seek the seal and signature from the TUMS disciplinary committee (Quds Street, beginning of Italy Street, Deputy Minister of Health, SHAFA Building- 1st floor).
- **B**: Visit the TUMS Alumni Office (Quds Street, beginning of Italy Street, Deputy Minister of Health, SHAFA Building- 6th floor). Visit the TUMS-IC Alumni Office (Hojjat Doust Building)
- **C**: Obtain the seal and signature from the International College (all classes must be passed, 2nd Floor).
- **D**: Obtain the seal and signature from the TUMS-IC Director of International Affairs & Development, Office of Admissions ***Visa & Counselor Office(Mis Naghdi)(last step).

Page 5 (Part 1):

- Obtain the seal and signature from Financial Affairs - International Campus Office (Ms. Ghaderi, Ms. Gholizadeh, Ms. Shahbazi).
- Ensure the date of financial settlement is documented in both English and Farsi.

Page 5 (Part 2):

- Submit your Student ID Card to the Graduation Affairs official, Ms. Zolfaghari, to complete page 5.

Additional Steps:

- **Permanent Exit Visa Application**: After submitting all required documents, you may apply for your Permanent Exit Visa. Provide your original passport and five personal photos to Mr. Shahbazi for processing.

Special Requirements for MD and MBBS Students:

- **MD Students**: Possessing a certificate of Clinical Competency is mandatory. Obtain your original OSCE certificate from the TUMS skills lab
- **MBBS Students (entering 96 and onwards)**: You are required to participate in the Final Exit Assessment and OSCE Exam for graduation.

Requesting Your Degree in SIPAD:

After receiving the Degree letter from Mr. Shahbazi, the process to request your Degree in the SIPAD system is detailed on our website: https://en.tums.ac.ir/medicine/en/content/701/educational-rules-and-regulations

Proxy Authorization:

If someone else will receive your Degree, Transcripts, and Certificates on your behalf, you must complete a Power of Attorney legal document with a certified public notary and present it to the Education Office.

Follow-up Contacts: For any inquiries related to the graduation process, contact Mr. Shahbazi at 021-81634206.

*Please note that the day after you submit your graduation forms to the Education Office, your graduation process will begin at the faculty. From the initiation of your graduation in the SIPAD system, it will take at least two weeks to complete the operation. Due to the high workload, please refrain from contacting our colleagues or visiting in person during this period.

After this two-week period, and upon final approval of the graduation process, your names will be given to your representative to receive the 'Request for Degree' letter. If you have any questions or issues, please contact your representative to inform us.

In exceptional situations, after the two weeks have passed, you may contact Mr. Shahbazi. If approved, you can visit the Educational Office (Ms. Abbasi) to receive the Degree letter.

Please refrain from attending the faculty until the names are announced separately. All communication will be conducted only through your representative. Thank you for your attention and understanding.

*Please follow the steps for requesting your degree carefully and check your system frequently. If you receive a message, address the issue immediately. Your degree will be ready for collection 10 days after the application date. You can also obtain all Persian and English transcripts and all your certificates from the education office, where you will need to sign the relevant forms to receive your documents.

*Please note that duplicate certificates and documents will not be issued, so take care to keep your documents safe.