

**School of Nursing and Midwifery at Tehran University of Medical Sciences
(TUMS)**

Deputies

Office hours: The office is open from Saturday to Wednesday, from 8:00 a.m. to 2:30 p.m.

International Affairs Deputy- Vice Dean: Dr Farnaz Farnam

Assists international students with admission, visa issues, residence permits, and cultural adaptation. It also coordinates international collaborations and exchange programs.

You should visit this deputy for:

- Admission and visa-related guidance
- Help with residence permits and legal documents
- Language support and international student services
- Orientation and adaptation to university life

International experts: Ms. Shojaie and Ms. Hashemzadeh

Office location of deputy: The third floor of the building number 1

Contact details: (+9821) 66914368- 61054326- 61054327

Email: nursing_intl@tums.ac.ir

website link: fnm-international@tums.ac.ir

**Simple guiding*: Students usually visit the International Affairs Deputy for matters related to international exchanges, admission and guidance for foreign students, and international academic collaborations.

Educational Deputy- Vice Dean: Dr Sarieh Poortaghi

Manages all academic affairs including course registration, exams, transcripts, and curriculum planning. It ensures that students meet the educational standards and requirements of their programs.

You should visit this deputy for:

- Course registration and withdrawal
- Academic transcripts and certificates
- Issues related to exams and grades
- Questions about curriculum or study plans

Office location of deputy: The first floor of the building number 1

Contact details:

Eitaa platform: 09302308499, Phone call: Tel: (+9821)61054136, Email: tums_edu@tums.ac.ir

Website link: fnm-educational@tums.ac.ir

**Simple guiding:* If you have questions about classes, go to Education office.

For all academic matters, students should contact the **Education Office**:

Educational Officers:

	Undergraduate	Higher education
Head/ Director:	Ms. MirEshghollah	Dr. Esmaeili
Experts:	Ms. Sayyadi, Ms. Mirzaei, Ms. Amiri	Ms. Ebadi, Mr. Sefidkar

**Simple guiding:* You can download all the needed educational forms from [Useful Forms](#) .

SIPAD Portal

For academic and student welfare services, please become familiar with the SIPAD website: <https://sipad.tums.ac.ir>.

Through this portal, you can:

- View your grades
- Register for courses
- Access various student services

Clinical Office :

If you encounter any issues related to your clinical training, you can contact the Clinical Office.

Head of Office: Dr. Sahar Khoshkesht (for nursing) – Dr. Hashemzadeh (for midwifery)

Contact details:

E-mail: Ceo_fnm@sina.ac.ir

Research Deputy- Vice Dean: Dr. Raziye Maasoumi

Oversees research activities such as proposal approval, thesis supervision, research ethics, and grant support.

You should visit this deputy for:

- Approval of research proposals in the Research Council
- Following up on the review process and thesis defense
- Submission and approval of independent research projects or supervisor-led projects
- Applying for research grants (financial support)
- Obtaining research ethics approval

Office location of deputy: The second floor of the Library building.

Contact details: (+9821) 61054568 or 61054567,

Email: fnm-researchdeputy@tums.ac.ir

website link: fnm-researchdeputy@tums.ac.ir

**Simple guiding:* Students usually visit the research deputy for matters related to research, theses, research projects, scientific publications, and participation in conferences.

Thesis Requirements for Higher Education Students:

Higher education students who plan to collect research samples in their home country for their thesis must complete the required form in advance. All required forms can be found in the [Useful Forms](#) .

Pajooheshyar Research Portal

For submitting thesis proposals or research projects, students must use the Pajooheshyar: <https://research.tums.ac.ir>

This portal allows you to:

- Register and submit your thesis proposal
- Submit research project applications
- Track the status of your submissions

Library:

Location: Library Building

Website: lib.tums.ac.ir

Academic Departments

❖ **Medical–Surgical Nursing** - Head :Dr. Sayyadi

International Coordinator: Dr. Matourypour

Tel: +989132134673, email: matourypour@yahoo.com

Office Location: The third floor of the building number 1

LinkedIn: <https://www.linkedin.com/company/medical-surgical-nursing-department-tums/?viewAsMember=true>

The **Nursing Informatics program** is a subfield within the Medical-Surgical Nursing Department.

International Coordinator: Dr. Khoshkesht

❖ **Community Health Nursing & Geriatric Nursing** - Head: Dr. Nikpeyma

International Coordinator: Dr. Delkhosh Tel: +989124972282

Office Location: The second floor of the building number 1

LinkedIn: <https://www.linkedin.com/company/community-health-geriatric-nursing-department-tums>

❖ **Pediatric Nursing & Neonatal Intensive Care(NICN)** - Head: Dr. Begjani

International Coordinator: Dr. Pooraboli

Tel: +989133978059 email: b.pouraboli@gmail.com

Office Location: The fourth floor of the building number 2

LinkedIn: <https://www.linkedin.com/company/department-of-pediatric-nursing-and-nicu-tums/>

❖ **Critical Care Nursing-** Head: Dr. Seylani

International Coordinator: Dr. Shali Tel: +989124812923

Office Location: The fourth floor of the building number 2

LinkedIn: <https://www.linkedin.com/company/critical-care-nursing-department-tums>

❖ **Nursing Management**

Head and International Coordinator: Dr. Dehghan Nayeri

Tel: (+9821)61054409 email: dehghann@sina.tums.ac.ir

Office Location: The fourth floor of the building number 2

LinkedIn: <https://www.linkedin.com/company/nursing-management-department-tums>

❖ **Mental Health (Psychiatric) Nursing-** Head: Dr. Karimirad

International Coordinator: Dr. Hasanpour Tel: +989171306211

Office Location: The third floor of the building number 1

LinkedIn: <https://www.linkedin.com/company/mental-health-nursing-department-tums>

❖ **Midwifery & Reproductive Health-** Head: Dr. Damghanian

International Coordinator: Dr. Namazi Tel: +989188116771

Office Location: The second floor of the building number 1

LinkedIn: <https://www.linkedin.com/company/midwifery-and-reproductive-health-department-tums/>

The International Affairs offices that students most frequently need to visit in TUMS

TEL: (+9821)88912090-2 Website: <https://en.tums.ac.ir/en>

International Affairs Development- Director: Dr. Arpi Manookian

Admissions and enrollment services, visa affairs, short-term programs, and related international services.

Address: Number 21, Dameshgh St., Vali-e Asr Ave., Tehran

Support and Resource Development- Director: Dr. Hojat Rahmani

Tuition fee processing, payments and electronic transactions, graduation financial clearance, student financial records, outstanding balances, and related services.

Address: Number 21, Dameshgh St., Vali-e Asr Ave., Tehran

Deputy for Educational Affairs of International Campus- Vice Dean: Dr. Mohammad Mahdi Taheri

Introducing admitted students to their respective schools, managing academic status (probation, honors, etc.), graduation procedures, and related academic services.

Address: Number 25 Hojat-Doost Street, Tehran

Deputy for Research of International Campus-Vice Dean: Dr. Mahdi Sharif Alhoseini

Managing theses and research proposals in referred cases (primarily for postgraduate students and New Route Ph.D. programs).

Address: Number 25 Hojat-Doost Street, Tehran

Deputy for Student-Cultural Affairs of International Campus-Vice Dean: Dr. Safura Jokar

Dormitory services, insurance, health and medical services, excursions, cultural events, and sports programs.

Address: Number 25 Hojat-Doost Street, Tehran