

Graduate Studies – Defense Procedures & FAQs (TUMS)

Master's Final Defense Procedure

- Contact **Ms. Ebadi** (Graduate Studies Officer)
- Complete the **Supervisor/Reviewer Assignment Form** via the “Useful Forms” section:
<https://fnm.tums.ac.ir/Useful-Forms-INTER>

(Includes financial clearance and administrative verification by the education office and research system)

- Submit documents through the department to the Graduate Office
 - Notification is sent to the research team and reviewers
 - The student coordinates submission of the thesis to reviewers
 - Submit the following documents at least **10 working days prior to the defense date**:
 - Readiness to Defend Form
 - Evaluation Form
 - Research Summary Form
 - Draft Manuscript
 - Reserve the defense venue by calling: **61054113**
 - Submit all documents to **Ms. Ebadi**
 - Conduct the final defense
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PhD Final Defense Procedure

- Conduct pre-defense and contact **Ms. Ebadi**
 - Complete required forms available at:
<https://fnm.tums.ac.ir/Useful-Forms-INTER>
 - Submit the following documents at least **10 working days prior to the defense date**:
 - Readiness to Defend Form
 - Evaluation Form
 - Research Summary Form
 - Draft Manuscript
 - Submit documents to **Mr. Sefidkar**
 - Reserve the defense venue (Tel: 61054113)
 - Submit all required documents
 - Conduct the final defense
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Frequently Asked Questions

Can the thesis title be changed after approval by the Graduate Council?

- **Master's:** Yes, only once, with justified reasons and approval from the departmental research council.
 - **PhD:** Changes must be documented in official progress review forms (e.g., proposal defense, seminar, or pre-defense reports).
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Can a defense session be held without the supervisor?

No. A defense session is not valid without the supervisor unless special approval is granted by the Graduate Office.

Can a PhD thesis reviewer be changed after approval?

No, unless:

- The reviewer formally submits a written withdrawal, or
 - There is documented evidence of the reviewer's non-participation.
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What are the requirements for PhD pre-defense and final defense?

- Approval from the research team
 - Acceptance or publication of two articles (one from coursework and one derived from the dissertation) in reputable journals, in accordance with university regulations.
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Proposal Defense, Seminar, and Pre-defense

Proposal Defense

- Complete the required form via:
<https://fnm.tums.ac.ir/Useful-Forms-INTER>
 - Submit to the Graduate Council
 - The request is reviewed, and upon approval, permission for defense is issued
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Seminar

- Presented within the department

- A progress evaluation form is submitted at the defense stage
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Pre-defense

- Submit research team approval, articles, and session minutes to the Graduate Office
 - The request is reviewed by the Graduate Council
 - Upon approval, permission for final defense is issued
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Research System Issues

The **Pajoooheshyar system** is not managed by the Graduate Office.

In case of any issues related to proposal submission or editing, students should contact their supervisor.

Post-Defense & Graduation

How long does it take to complete graduation procedures after the final defense?

Students should complete thesis revisions as soon as possible and proceed with graduation formalities.

How many bound copies of the thesis are required?

Only **one hardbound copy** must be submitted to the faculty library.
Providing a digital version (CD or file) to the research team is sufficient.

What should be done after the final defense?

- Complete all required revisions
 - Submit the **Final Revision Approval Form** (available at):
<https://fnm.tums.ac.ir/Useful-Forms-INTER>
 - Refer to the educational officer
 - Refer to the International Campus Education Office
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Can certificates be issued by the faculty after graduation?

No. All graduation requests must be submitted via the **SIPAD system**.

Students must first clear any financial obligations.

All official documents and certificates are issued through the International Campus Education Office.