

The first stage: Determining supervisors and advisors and approving the title and course related to the thesis		
According to clause 576/9 of the University Educational Council: The student must approve the general topic of the thesis and the supervisor by the end of the first semester.	1	The student should refer to the faculty's graduate studies department to inquire about the thesis supervision capacity of supervisors.
	2	Receiving the form for Assigning a supervisor and thesis title by the student from the Faculty's Graduate Studies Department.
	3	Submission of the above completed form to the Faculty's Graduate Studies Unit by the student.
	4	Approval of the supervisor in the Faculty's Graduate Education Council(if the supervisor does not approve, the steps are repeated)
According to clause 576/9 of the University Educational Council: The student must approve the final thesis topic by the end of the second semester.	5	Submission of the completed problem statement form by the student to the supervisor.
	6	Referral of the approved problem statement form (attached to the automation letter) by the supervisor to the educational group administrator, related to the student's field of study.
	7	According to clause 182/4: Sending the problem statement (in the attachment of the automation letter) to the group members by the group administrator and receiving their comments on the thesis title. According to clause 195/13: Approval of half plus one of the group members is required.
	8	According to clause 186/8: Sending a letter from the group administrator to the faculty's graduate studies department about the final approval of the title and request to propose it to the faculty's graduate studies council.
	9	Proposing and approving the title in the Faculty's Graduate Education Council and appointing two internal reviewers and one reviewer from outside the Faculty (if the title is not approved or a request is made to amend it, a revised/new title will be proposed with the approval of the supervisor in future council meetings). The student can complete steps 10 and 11 before proposing the title. In this case, the approval of the advisor professor(s) will be done simultaneously with the proposal of the title. According to clause 183/2: If the assigned reviewers do not accept the thesis refereeing ,the group administrator after consulting with academic and research deputy and colleagues in the graduate studies unit, will assign new reviewers.
	10	Obtaining the Advisors Assignment form by the student from the Faculty's Graduate Studies Department.
	11	Submission of the above completed form to the Faculty's Graduate Studies Unit by the student.

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	12	Approval of the advisors in the Faculty's Graduate Education Council (if the advisor does not approve, the student is required to complete and submit a new a advisor's form with the approval of the supervisor for consideration in the council, and the issue will be raised in the first council meeting)
Intensive care nursing students are required to take approved courses related to their thesis by the time they select their third semester unit. Medical Surgical Nursing students are required to take approved courses related to their thesis by the time they select their third and fourth semester units.	13	According to clause 193/7: Written request from the student along with approval from the supervisor to take the proposed course(s) related to the thesis.
	14	Approval of the proposed course/courses related to the thesis by the Faculty's Graduate Education Council (If the course is not approved or a change is proposed, the student is required to submit a new request with the approval of the supervisor for consideration by the council, and the issue will be raised at the first council meeting.)
	15	Important note: Intensive care Nursing students are required to take one course, and Medical Surgical Nursing students are required to take one of the course sets (2 courses) related to the thesis

Second stage: Approval of the thesis proposal until obtaining the code of ethics		
According to clause 576/9 of the University Educational Council: The student is required	1	Uploading the proposal (with attachments) by the student to the Pajhoohan system and sending it to the supervisor.
	2	Review and approval of the proposal by the supervisor and sending it to the research expert
	3	Submitting the proposal to the reviewers by the research expert. The maximum time for the referee's evaluation is one week.

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to obtain the Code of Ethics by the end of the third semester at the latest.	4	Receiving the Reviewers' responses and sending them to the supervisor (for corrections) by the research expert.
	5	Sending the proposal by the supervisor to the student for making the reviewer's corrections.
	6	Submitting the revised proposal by the student to the supervisor for approval.
	7	if approved, the supervisor sends the revised proposal to the research expert.
	8	Proposing and approving the proposal in the Faculty Research Council and appointing the final referee and project reviewer (if the proposal is not approved or if a request is made to amend it, the proposal will be presented in the following order in future meetings of the Council): (If required by the research council, the student is required to complete a workshop related to the proposal before starting sampling. In this case, it is necessary for the student to submit a certificate of completion of the approved workshop to the faculty's graduate education unit before submitting the proposal to the university's deputy for Research and Technology)
	1/8	The student implementing the council's requested changes and send it to the supervisor.
	2/8	Sending the revised proposal by the supervisor to the research expert.
	3/8	Proposing and approving the proposal in the faculty research council and appointing the final referee and project reviewer (if the proposal is not approved or if a request is made to amend it, the process is repeated.)
	9	Sending the proposal and minutes of the revisions by the research expert to the final reviewer for approval.(The maximum time for the referee's evaluation is one week)
	10	Review and approval of the proposal by the final reviewer and its return to the research expert.

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	11	By the research expert: Informing the supervisor and student of the final approval of the proposal and its readiness to be sent to the deputy of Research and Technology of the university.
	12	Sending the proposal and minutes of the group meeting by the research expert to the research deputy of the faculty.
	13	Submitting a proposal to the Vice chancellor for Research and Technology of the university by the Vice dean for Research of the faculty.
	14	Proposing and approving a proposal in the University Ethics Council to obtain a code of ethics (if not approved or amendments are requested, the relevant process is repeated).
	15	Sending a letter of approval of the proposal and code of ethics to the supervisor by the Vice chancellor for Research and Technology of the university.

Third stage: Implementation and writing of the thesis and final defense of the thesis.		
Important Note: The student is required to take the thesis course during the course selection period of the fourth semester. (If the thesis is not defended by the end of the fourth semester, the student is required to select the thesis course unit in future semesters until graduation, while respecting the maximum permitted academic years)	1	Obtaining an IRCT code for Theses with an interventional approach.
	2	Obtaining a letter of introduction for starting work and sampling from the Vice chancellor for Research and Technology of the university.
	3	Submitting a letter of introduction to the relevant educational-therapeutic center and introducing to the department to start sampling.
	4	Beginning the implementation stages of the thesis according to the comments of the supervisors. (At the discretion of the supervisor, coordination with the advisor may also be done)
	5	Submitting a quarterly thesis report (once every three months) and at least twice on time to the faculty's Graduate Studies Unit.
	6	Writing the final thesis report according to the guidelines for preparing and writing student theses at the Arak Faculty of Nursing.
	7	Student's notification to the supervisor regarding the completion of the final report.
	8	Sending the approved final report (attached to the automated letter) by the supervisor to the Graduate Studies Unit stating that the thesis is ready to be sent to the reviewers and the final defense meeting to be held.
	9	The student must submit the following documents to the Faculty's Graduate Studies Department for defense:

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according to the regulations.) The minimum period between the date of obtaining the ethics code and defense date is 6 months.		Form of declaration of readiness for the final defense of the thesis, letter of issuance of the code of ethics, certificate of mandatory workshops according to the educational syllabus, and if necessary, certificate of workshops related to the thesis, Article approval form by the supervisor, certificate of article submission with supervisor's approval, submission of a printout of the submitted article with supervisor's approval, certificate of completion of internship shifts with group administrator's approval, acceptance of all courses, and final registration of the student's grades for all courses in the Hamaava system.
	10	Sending the final thesis report to the reviewers by the Graduate Studies Unit if the student's educational file is complete. (The maximum time for the referee's evaluation is 10 days)
	11	Receiving the reviewers' comments by the faculty's graduate education department and submitting it to the supervisor.
	12	Sending the final report along with the reviewers' announced corrections by the supervisor to the student.
	13	Making corrections by the student and sending them to the supervisors and advisors.
	14	Notification of approval of amendments and readiness of the final report for defense by the supervisor to the Graduate Studies Unit.
	15	Issuance of permission for final defense by reviewers to the graduate education unit.
	16	Completion of the request form for scheduling the final defense session.
	17	Making the necessary arrangements with the faculty's graduate studies department to hold the defense meeting.
	18	Final defense of the thesis: with or without an Article (if an Article is not submitted, requests should be submitted to the graduate education department).
According to Clause 576/9 of the University Educational Council: The maximum period between the defense	19	Coordination with the faculty's graduate studies department to inform and follow up on post-defense matters.
	20	Making corrections after the defense within 7 days and submitting the approved correction form to the faculty's graduate studies department.
	21	Submit the replication approval form along with the CD (with specifications and in the announced number) to the Faculty's Graduate Education Unit.

Third stage: Implementation and writing of the thesis and final defense of the thesis.

date and the submission of the acceptance of the article is 6 months.	22	The student must return to the faculty's graduate education department for settlement of accounts and graduation matters no later than one month after the defense date.
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