

## **Instructions for writing master's and doctoral degree thesis for international students and conducting research projects with colleagues abroad**

**Prepared by: Department of Research Affairs, Vice-Chancellor of International Affairs, Shahid Beheshti University of Medical Sciences**

In line with the internationalization of universities and in order to improve the research level of the university in the international arena and to unify the format of thesis writing, this instruction is for conducting international research projects and preparing thesis for international students at the master's and doctoral level so this instruction will be presented in two separate parts:

- 1- Student's thesis (s) master's and doctorate degree
- 2- Research projects

It should be noted that all theses and research projects must be written in English

### **✓ Student's thesis**

Preparing thesis is one part of the Msc and PhD in which student is obliged to perform a research project related to his field of study under the supervision of his/her supervisor and advisors and present its outcome as a thesis. The international and national students are to submit one copy of their thesis to the research office in the vice chancellor of international affairs.

- ❖ The maximum number of theses of international students that each supervisor can supervise at the same time is at most 5 theses.
- ❖ In exceptional circumstances, the decision making regarding the simultaneous guidance of thesis more than the above number is the responsibility of the Postgraduate Education Council of the relevant -faculty and with the approval of the Research Department of the Vice Chancellor of International Affairs.
- ❖ Tuition fees for supervisors and advisors in student thesis will be calculated and paid based on the thesis unit equivalency guidelines and taking into account the coefficient approved by the Vice-Chancellor of International Affairs.
- ❖ Supervising thesis for the students of general medicine, dentistry, and pharmacy is considered the same as a master's thesis.

- ✓ With the suggestion of the supervisor and the approval of the graduate education council of the faculty, one or two faculty members or prominent experts and researchers, related to the topic of the thesis, can be selected as an advisor professor.
- ✓ Regarding international students, one of the supervisors or advisors depending on the topic of the thesis, should be selected from the universities of the country of origin.
- ✓ Evaluation of the thesis in the defense session by a panel consisting of the ,supervisor ,advisor or advisors and one representative of the Graduate Education Council of the Faculty and two people from the faculty members or experts and researchers inside or outside the university as supervisors with the right to vote are proposed by the group and approved by the graduate education council of the faculty. The supervisor or advisor who is citizen of the country of origin is allowed to participate in the meetings virtually as well but he/she must accompany and actively supervise the thesis in all stages.
- ❖ The student is allowed to defend the thesis when he has successfully completed all his educational courses and the completion of his thesis has been announced by the supervisor to the graduate education council of the faculty in written form.
- ✓ At the end of the defense session, after examining the originality and correctness of the thesis, the jury levels its score with an emphasis on the grade as follows:

Score	Degree
18.5-20	Excellent
17-18.49	very well
15.5-16.99	Good
14-15.49	acceptable
Less than 14	unacceptable

The thesis grade is calculated in the average of the student's total score

- ✓ In order to defend the thesis, it is necessary for international PhD students to (publish at least one international article )with domestic and foreign authors in journals with a minimum Scopus index
- ✓ After choosing the thesis, the student is obliged to register for it in the following semesters according to the academic calendar. However, the grade of the thesis in the last academic semester will be considered in the student's record and will be included in the average of the semester and the average of the total grades

- ✓ If the thesis is deemed unacceptable by the jury, the student can (in a way that does not exceed the maximum period of his education) complete his , thesis and defend it once again at the time determined by the jury.
- ✓ It is necessary to send a final version of the thesis of international students to the Research Office of the Vice-Chancellor of International Affairs.

### **How to write a thesis**

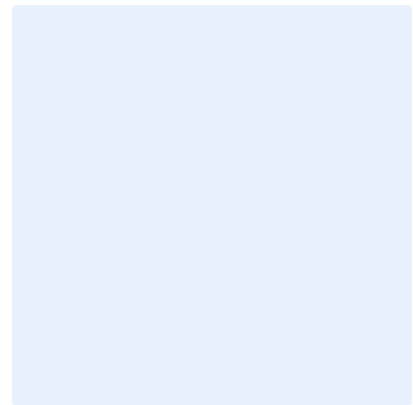
It is necessary for students to consider the format and style of the thesis presented below when writing and preparing the final version

### **Pattern of thesis cover**

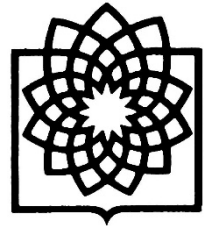
The description of the writings on the back and front of the cover is given in parentheses. Cover thickness should also be according to the specifications provided. All the writings on the back and cover must be centered.

<p style="text-align: center;"><b>Academic Year</b></p> <p style="text-align: center;"><b>Student's name</b></p> <p style="text-align: center;"><b>: The short title of the thesis )maximum ۵۰ characters(</b></p> <p style="text-align: center;"><b>number</b></p>	<div data-bbox="703 255 900 483" data-label="Image"> </div> <p style="text-align: center;"><b>Shahid Beheshti University of Medical Sciences School of Medicine Tehran, Iran</b></p> <p style="text-align: center;"><b>In Partial Fulfillment of the Requirements for the Degree PhD/MSc</b></p> <p>(Font up to here: Times new roman, 12, Bold)</p> <p><b>Title:</b> (Title Font: Times new roman, 14, Bold)</p> <p><b>Supervisor/s:</b> (Font from here to the end of the page: Times new roman, 12, Bold)</p> <p>1- 2-</p> <p><b>Advisor/s:</b></p> <p>1- 2-</p> <p><b>By:</b></p> <p><b>Department of .....</b></p>
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**By clicking on the icon located in the center of the box below , place the image of " In the Name of Allah , the Most Merciful" or any other image related to the remembrance of God on this page and then delete this text**



For the inner page of the thesis , write the details of the authors in the relevant place ,considering the size and type of the font, similar to what was mentioned about the cover, and then delete this text .You should consider that the title of thesis must be accompanied by simple and understandable Farsi words, as few words as possible, and at the same time familiar and specific words ;also avoid using abbreviations and news sentences at thesame time .In -descriptive and crosssectional studies, one should refrain from prejudging and announcing the methodin the title.



**Shahid Beheshti University of Medical Sciences**  
**School of Medicine**  
**Tehran, Iran**

**In Partial Fulfillment of the Requirements for the Degree PhD/MSc**

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**Title:** (Title Font: Times new roman, 14, Bold)

**Supervisor/s:** (Font from here to the end of the page: Times new roman, 12, Bold)

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**Advisor/s:**

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**By:**

**Department of .....**

**Registration Number:**

**Year:**

## **Abstract**

Click here and write the abstract in the box that will appear and then delete this text. Do not change the font inside the box. The blue box will not be visible in print or when converting to PDF format.

Insert the abstract with the following structure:

The full title of the thesis, the name of the supervisors/advisors /student, including the academic degree and place of work of the authors (for example: department, faculty, university); the full postal address of the place of service and the e-mail address of the supervisor or supervisors, in the form of: full postal address, telephone number (with the country and city code) or mobile phone, e-mail address; and, if possible, a fax number (mentioning the country and city code). The text of the abstract should consist of no more than 250 words and have the title and sections of "Background and Objective", "Methodology", "Findings", and "Conclusion". In the "background and objective" section, in addition to a brief mention of the background of the subject, the purpose or objectives of the study should be mentioned. The "Methodology" section contains the main methods of the study (selection of people for the study group or laboratory animals, observation and analysis method). The "Findings" section contains the main findings of the study (specific data and their statistical significance). In the "Conclusion" section, the new and important findings of the research should be emphasized. Keywords should be selected according to the content of the text, between 3 to 10 keywords, and announced at the end of the abstracts. For this purpose, keywords should be selected from the list of Medical Subject Headings (MeSH). If there is no suitable keyword for a particular word, new words can be used. To access the MeSH vocabulary, refer to the following Internet address: <http://www.ncbi.nlm.nih.gov/m>

## **Declaration**

Declaration is presented in here and students must place the signed form from thesis in here.

I hereby declare that this thesis is the result of my research work , a student of field ..... in the department of ..... faculty of..... .....in Shahid Beheshti University of Medical Sciences and it has not been offered in any other university or research and educational center to receivea scientific degree.

The scientific information obtained from the published or unpublished research studies results of others is given in the body of the thesis and in the reference list, mentioning the source.

all the rights including printing, reproduction, photocopying, translation adaptation, etc., of the results of this thesis is preserved for Shahid Beheshti University of Medical Sciences. Citing the contents or criticizing them by mentioning the source is not prohibited.

**Surname and Last name of the student/assistant**

**: Date and signature**



## **Acknowledgment**

If you wish to acknowledge your thesis to the person or persons you want, write it here .. The type of font, size, script and arrangement of the font is optional, but the whole text should not be more than one page. If you do not want to acknowledge delete this page .

Click here and if you wish, express your appreciation and gratitude in the box that will appear to the person or people you want and then delete this text. This box is not visible in print or in PDF format, and this entire section should not exceed two pages. Usually, the following items are appreciated:

General support from the director of the relevant department, faculty, university or institution.

Technical or financial assistance, materials and tools, mentioning the identity of the people who helped in the preparation and execution of the thesis, for example: "scientific advisor" or "participants in the clinical test".

Mention the relationships between the research team, companies and institutions; because not mentioning them may cause a conflict of interests.

Other cases that need to be appreciated according to the desire and choice of the student.

If the thesis is the result of the implementation of an approved research project and its budget is provided by a special organization or center, it is necessary to record the number of the research project and the name of the center providing the budget for the project.

Click or tap here to enter text.

For automatic updating the table of contents, click anywhere on the list and press the F9 key on the keyboard and then select the Update entire table option in case the numbers were disordered, select the whole table and fold it right.

## **Table of Contents**

declaration.....	.....
Definition of words .....	.....
The main body of the thesis	
Chapter1: Introduction.....	.....
Chapter2: Review of the literature.....	.....
Chapter3: Material and Methods.....	.....
Chapter4: Findings.....	.....
Chapter5: Discussion and Conclusion and Suggestion.....	.....
6:List of References.....	.....
7:Attachements.....	.....
8: Article and abstract.....	.....

**List of tables**

List the tables in here. Note that in case the table that has already been published is used in the body of the thesis , except in the case of public documents, it is necessary to obtain the written permission of the corresponding author or publisher and the issue of obtaining permission from the author or publisher should also be mentioned below the table.

**List of shapes**

List the shapes in here. Please note that in the case that a previously published diagram or photo is used in the body of the thesis, except for public documents, it is necessary to obtain the written permission of the author or the relevant publisher, the issue of obtaining permission from the author or publisher should also be mentioned below the diagram and photo.

**list of Abbreviation**

List of abbreviations must be written in order of English alphabets and with the font of Times New Roman size12.

**Definition of words**

In the definition of words section, scientific and practical definitions of the words used in the text are presented.

# **Chapter One**

## Introduction

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The related box will not be visible in print or when converting to PDF format.

In this section, after mentioning the scientific background, the purpose of the study should be stated and the logic of the research should be announced. In this section, only references related to the study are mentioned and data or work results are not reported. The order of writing this chapter is as follows:

1-1 Mention general issues in connection with the subject under the study, the theoretical aspects of the thesis topic (avoid writing material unrelated to the main topic of the thesis)

1-2 Statement of the problem and the reasons for choosing the topic according to the text of the proposed project,

1-3 Review of available sources and information.

1-5 Objectives, hypotheses or research questions and variables.

Explanation:

- a) The numbering of the titles and subcategories of each section should be done according to the following pattern:

1-2)

1-1-2)

2-1-2)

2-1-3)

2-2)

2-2-1)

2-2-2)

2-2-3)

- b) Latin equivalent words should be written as foot note at the bottom of the page.

## **Chapter 2**

### **Literature Review**

## **Chapter2: an overview of the previous studies**

In this section, previous studies related to the subject of the article taken from books or articles will be given confidentiality.



## **Chapter3:materials and method**

In this chapter, all the results of the research are mentioned by drawing diagrams, tables and presenting photos and images without discussion and judgment. Tables and pictures should be descriptive and with sufficient explanation so that the reader can draw sufficient conclusions from them without referring to the text. At the same time, it should include the findings related to all the objectives of the study . The following should also be observed:

a( The title of the tables above, and the title of charts, photos and images should be placed at the bottom, and at the same time they should contain full subtitles. )If the table is adapted from other texts, its source should be specified in the subtitle )with sentences like "adopted from")

b( The data presented in the text should not be repeated in tables, charts photos and images.

c( The characteristics of tables and graphs )number, title of table and title of horizontal and vertical axis and setting of study( must be observed.

Compliance with the ethical principles of research is also emphasized when announcing the results. In order to protect the rights of patients and considering that patients have the right of confidentiality so identity information should not be reflected in writings, photos and genealogies. identity ;details, if not necessary, should be deleted however, information related to the patient should not be changed or displayed in a false form so as not to be identified. In studies that are of the clinical trial type, the characteristics of the patients )including patient names, hospital bed numbersetc.( should not be mentioned in the body of the thesis and also in the prepared photos.

## **Chapter 4: Findings**

In this chapter, all the results of the research are mentioned by drawing diagrams, tables and presenting photos and images without discussion and judgment. Tables and pictures should be descriptive enough and with sufficient explanation so that the reader can draw sufficient conclusions from them without referring to the text. At the same time, it should contain the findings related to all the objectives of the study. The following should also be observed:

A) The title of the tables above, and the title of the graphs, photos and images must be placed at the bottom and at the same time have full captions. (If the table is adapted from other texts, its source should be specified in the subtitle with sentences like "adopted from" )

b) The data presented in the text should not be repeated in tables, figures, photos and images.

c) The features of tables and graphs (number, title of table and title of horizontal and vertical axis, place and time of study) must be observed.

Compliance with the ethical principles of research is also emphasized when announcing the results. In order to protect the rights of patients and considering that patients have the right of confidentiality of secrets and identity information should not be reflected in writings, photos and genealogies. Identity details, if not necessary, should be deleted; However, information related to the patient should not be changed or displayed in a false form so as not to be identified. In studies that are of the clinical trial type, the characteristics of the patients (including patient names, hospital bed numbers, etc.) should not be mentioned in the text of the thesis and also in the prepared photos.

In general, the results of the study should be presented in a logical order in the text, tables and diagrams, pictures and figures. In analytical studies and clinical trials, the characteristics of the two control groups and the (experimental) case should be compared first, and then the research data will be presented. The data of tables, charts and pictures should not be repeated in the text. Do not use

vague and immeasurable words such as natural, noticeable, remarkable, etc. Also, words with special statistical concepts such as "random", "significant", "sample", "correlation" etc. should not be used in a way that is common in conversation except in a technical sense. Methods of investigation, discussion and conclusion are not given in this section.

**Tables and figures:** Avoid presenting tables and figures which information and data are fully mentioned in the text of the thesis. Each figure should be self-explanatory and not need to read the text to understand the meaning. Tables and figures must have full titles. Tables should be typed with Persian numbers. Use software such as Excel to draw figures. In the figures, the title of the horizontal and vertical axes and their measurement scale should be included.

**Photo:** Photos must be taken with high resolution and at least 300 dpi. In the photos taken of patients, it is mandatory to cover the parts of the photo that identify the patient.

Click here and type the statement of the problem in the box that will appear and delete this text at the end of the work. Do not change the font inside the box. The related box will not be seen in print or when converting to PDF format.

Click here and type the review of the literature in the box that will appear and delete this text at the end of the work. Do not change the font inside the box. The related box will not be seen in print or when converting to PDF format.

## **Chapter 5: Discussion and Conclusion**

## **Discussion, final result and suggestions**

### **Discussion**

In the first paragraph of the discussion section, the important findings that answered the research questions should be given. Emphasize the important and new aspects of the research and its conclusions. Do not repeat the data or other contents belonging to the introduction or results section. In the discussion section, the interpretations of the findings and their limitations should be stated . The observations which are related to other research studies and the causes of differences with the findings of others are analyzed .(The findings are compared with the available information and interpreted and justified(. The conclusion should be related to the objectives of the research,but avoid vague statements and conclusions that are not fully supported by the data. New hypotheses, if necessary, are stated and recommendations are given at the end of the discussion.

In general, in this chapter, new and important research hypotheses and the results that can be obtained from them are emphasized. The main aims should be the effects and importance of the findings made in the research and the statement of its problems and limitations and how it relates to similar researches of others.

### **Conclusion**

In fact, the general summary of the results and the final presentation is in response to the main question of the study, which includes the scientific message of the study.

## **Suggestions**

suggestions should be feasible and presented in order to continue the research based on the results of the research.

Click here and type the list of the references in the box that appears and delete this text at the end. Do not change the font inside the box . The related box will not be visible in print or when converting to PDF format .

## **References**

References should be numbered in the form of consecutive numbers and in the order indicated in the text )Vancouver method(. It is necessary to pay special attention to punctuation and spacing between words and letters when preparing the list of references. If only the abstract of the article is used, the word[ abstract ] should be inserted at the end of the reference.

It is necessary to prepare the list of reference according to the following examples:

### **English article:**

1. Parkin DM, Clayton D, Black RJ, Masuyer E, Friedl HP, Ivanov E, et al. Childhood Leukemia in Europe after Chernobyl: 5 Year Follow-up. Br J Cancer 1996; 73(8):1006-12.

Explanation: If the number of authors of the article is less than 6 , the names of all authors should be announced. If there are more than 6 , people similar to the above method, after inserting the name of the sixth author ,the phrase “et al”should be used to mean and others .

### **Persian Article**

It is necessary to refer to the English abstract of the Persian article, and insert the details of the article in English, similar to the above example. At



the end of the article specification insert the phrase ,( Full Text in Persian) in parentheses should be written.

**Non-English and non-Persian article:**

1. Ryder TE, Haukeland EA, Solhaug JH. Bilateral Infrapatellar Seneruptur Hostidligere Frisk Kvinne. Tidsskr Nor Laegeforen 1996;116:41-2.

**The organization as the author:**

1. The Cardiac Society of Australia and New Zealand. Clinical Exercise Stress Testing. Safety and Performance Guidelines. Med J Aust 1996; 164(5):282-4.

**If no author is mentioned:**

1. Cancer in South Africa [editorial]. S Afr Med J 1994; 84:15.

**Appendix of the magazine**

1. Shen HM, Zhang QF. Risk Assessment of Nickel Carcinogenicity and Occupational Lung Cancer. Environ Health Perspective 1994; 102 Suppl 1:275-82.

**The article printed in the conference summary booklet:**

1. Kimura J, Shibasaki H, editors. Recent Advances in Clinical Neurophysiology. Proceedings of the 10th International Congress of EMG and Clinical Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

**English book:**

1. Fauci AS, Braunwald E, Isselbacher KJ, Wilson JD, Martin JB, Kasper DL, et al., editors. Harrison's Principles of Internal Medicine. 14th ed. New York: McGraw Hill, Health Professions Division; 1998.

**Explanation:** If the number of authors of the book is less than 6 the names of all authors should be announced. If there are more than 6 people, similar to the above method, after inserting the name of the sixth author, phrase “et al” should be used.

**A chapter of an English book:**

1. Philips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: Pathophysiology, Diagnosis, and Management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

**Persian book:**

Similar to the above example, the specifications of Persian books should be entered in English )usually, the English specifications of Persian books are included on the back cover of the book(. At the end of the specification of the book, insert the phrase(Text in Persian) in parentheses.

**English Thesis:**

1. Kaplan Sj. Post-hospital Home Health Care: the Elderly Access and Utilization (Dissertation). St Louis (MO): Washington University; 1995.

**Persian thesis:**

It is necessary to enter the specifications of the Persian thesis in English ,similar to the above example. At the end of the specification of the thesis insert the phrase(Text in Persian) in parentheses.

**Electronic resources**

1. Morse SS. Factors in the Emergence of Infectious Diseases. Emerg Infect Dis [Internet]. 1995 Jan-Mar [cited 2007 Jun 5];1(1):[24 screens]. Available from: <http://www.cdc.gov/ncidod/EID/eid.htm>

## **Computer program or software**

1. Hemodynamics III: the Ups and Downs of Hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 1993.

To get more information about how to cite other types of sources, refer to the following Internet address:

[http://www.nlm.nih.gov/bsd/uniform\\_requirements.html](http://www.nlm.nih.gov/bsd/uniform_requirements.html)

## **Attachment**

Click here and place attachments such as: supporting information, obtained permits, code of ethics, questionnaire, information forms, (in human study) informed consent, additional photos etc. If the article or articles have been published from the thesis, put the image of the first page here. The image of each article should be inserted on a separate page. The image of the paper summary which is presented in the congress is also placed here. Separate number is assigned to each attachment.

At the end of the work, delete this text. Do not change the font inside the box. The related box will not be visible in print or when converting to PDF format.

Click here and place attachments such as: supporting information, obtained permits, code of ethics, questionnaire, information forms, (in human study) informed consent, additional photos etc. If the article or articles have been published from the thesis, put the image of the first page here. The image of each article should be inserted on a separate page. The image of the paper summary which is presented in the congress is also placed here. Separate number is assigned to each attachment.

## **8. Article and summary of the article:**

If an article or articles have been published from the thesis, the full article or its summary will be uploaded in this section.

After preparing the content of the thesis and at the time of binding and submitting it to the mentioned authorities, the following points should be considered:

- Color of the Cover for MSc theses: navy blue with silver letters
- Color of the Cover for PhD theses : black with gold letters
- Do not put . between the letter of PhD or MSc.
- Two theses respectively for the supervisor and the student and two CDs contains PDF and Word -files to be prepared and presented to the Vice Chancellor of Research of the Faculty and the Research Office of the -ViceChancellor of International Affair of the University.

### **✓ Research projects**

Research projects refer to research activities that are carried out outside the thesis structure and according to research priorities. In line with the internationalization of the university's activities, this department includes an important part of the activities of the research department of the university's Vice-chancellor of International Affairs. Researchers should consider the following points in carrying out international projects. It is obvious that in this field, according to the type of research and its topic the vice-chancellor will provide the necessary support to the researches that lead to the production of articles eligible for International Collaboration .

Since it is necessary to register all research projects in the systems defined in the vice-chancellor of research and technology of the university, the desired format should be observed and a copy of it with the name of the collaborator with international affiliation has also

should be sent to the research department of the vice-chancellor of International Affairs . It is possible to send the proposal in Farsi and English, but it is necessary for the foreign colleague to have the necessary activity in conducting research and writing the article.

Research projects based on the number of articles extracted with Scopus Indexing and more important, will be financially supported by the Vice-Chancellor of International Affairs based on the procedure of this Vice-Chancellor. Obviously, the condition of the afore mentioned support will be the presence of an international colleague as an author in the article.

It is necessary to send a copy of the article published by the foreigner author to the Research Department of the Vice-Chancellor of International Affairs.