



## The method for receiving professional services in the form of visiting and honorary professor

(Faculty members, specialists and entrepreneurs inside or outside the country  
with the priority of Iranian's living abroad as a visiting professor)

Approved for the one thousand and forty-first University  
Board meeting

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# The process for receiving professional services in the form of visiting and honorary professor

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## Introduction

This method compiled domestic and foreign resources in order to accelerate and facilitate the achievement of the country's scientific development goals, expand international scientific and research interactions, achieve internationalization of the university and promote national and international position in the university ranking system at Shahid Beheshti University of Medical Sciences.

In terms of its social responsibility and dexterity, the university intends to play an effective role in transferring and producing knowledge, gaining experience and technological ideas, creating wealth (spiritual and material) and creating employment with the help of specialists living abroad or inside with its human capital. According to this policy, the invited members will help identify the branding of the university in the national and international arena by participating in medical, educational, therapeutic, research, industrial, launching technological businesses, giving lectures and specialized workshops in person or in absentia. Convey that they will benefit from the benefits gained in this joint cooperation of the parties.

According to the above objectives of this method, based on Article 2 and Article 3 and the second paragraph of Article 7 of the "executive regulations on how to use the services of visiting professors" approved by the University Board of Trustees on 09/14/2015 and implementation of provisions of Article 5 mentioned by-law has been compiled with the aim of promoting the use of domestic and foreign resources and using this capacity.

## **Chapter One - The Objectives of Method**

- Using the scientific and professional capacity of specialists abroad to develop human capital and capacities and improve the rank and position of the university in the region and the world.
- Improving the level of scientific and professional relations and interactions between universities and other prestigious universities or research institutes in the world based on the presence of prominent experts and professors and managers' awareness of the goals, policies and perspectives of other universities and advanced institutions in other countries.
- Providing appropriate conditions for the development of emerging and advanced technologies in the field of services and educational, medical and treatment products required by the university.
- Providing conditions for the transfer of new skills, methods and capabilities of services by specialists abroad.
- Maximize the use of new resources, facilities and equipment through the implementation of joint research projects by domestic or foreign institutions such as the National Elite Foundation, domestic private companies interested in financial support in related fields / foreign institutions such as DAAD and Erasmus plus and etc.
- Assist in the establishment of technology companies in the field of advanced technology and the development of interdisciplinary activities.
- Production of various scientific products and hi-tech services such as conducting scientific research for applicant companies, creating or developing equipment and products related to the university, designing educational, diagnostic applications, surgeon assistants, etc.

## **Chapter Two: Generalities and Definitions**

### **Article 1 - University:**

The meaning of the university in this method is Shahid Beheshti University of Medical Sciences and Health Services, which includes the headquarters and all affiliated units, including faculties, health centers, educational and medical research institutes, research centers, knowledge-based centers of the university science and technology park, including from independent or affiliated centers that are established with the permission of the competent authorities or with the approval of the Board of Trustees or special laws, and their heads are approved directly by the chancellor of the university or at the proposal of the chancellor of the university.

### **Article 2 - Committee for attracting invited professors and foreign and international experts:**

The committee will consist of three permanent members, including International, Education, Research and Technology Vice-Chancellors (or their eligible representatives) and two alternate members, including the dean and the head of department or head of research center for the specialty of the invited member. This committee is responsible for assessing applicants. It is for cooperation with the university and is held on a monthly basis if there is a request for admission at the Office of Vice-Chancellor of International Affairs. The approvals of this committee will be sent by the Office of Vice-Chancellor of International Affairs for final approval to the board of the university.

### **Article 3 - Visiting Professor-International**

Academic professors (foreign or Iranian) working in one of the universities, research institutes or international organizations with one of the academic ranks such as an instructor, assistant professor, associate professor, professor or experts in reputable international organizations such as FAO, WHO, UNESCO and etc.

### **Article 4 - Visiting Professor-National**

A faculty member who has an employment relationship with one of the domestic universities. A person can also be a visiting professor at a foreign university.

### **Article 5 - Visiting Professor-Entrepreneur**

Foreign or Iranian graduates working in top technology companies (domestic or foreign) or founder of technology companies (domestic or foreign).

## **Article 6 - Honorary Professor**

A person who regardless of his / her degree, has provided valuable services materially and spiritually at the national or international level and is considered as a well-known figure inside or outside the country or donors with an investment of more than one hundred thousand dollars to the university.

## **Chapter Three: Entering the Service**

### **Article 7- General conditions and specific**

1. Foreign and international professors and specialists must either work as scientific members of one of the prestigious universities in Iran or the world (universities approved by level A by the Ministry of Health and Medical Education) or as an expert, researcher, inventor or be recognized as an outstanding entrepreneur in a prestigious national or international institution in your field and specialty.

2. The applicant's field of study or specialization is to meet the objectives of this policy and the university

3. The applicant must not be over 70 years of age unless the person has a national or international reputation

In case the applicant for cooperation has been employed as a faculty member in prestigious international or domestic universities should have the following:

1. Having an outstanding national or international educational, research or treatment records.

2. Having an invention or discovery in the field of interest of the university.

3. Having a prominent in prestigious international organizations.

4. Academically has the rank of assistant professor or higher and an H-index above 15 in Scopus.

Note 1: In the absence of a new list of names of universities approved by the Ministry of Health and Medical Education for that year, the criterion for action will be the latest available list.

Note 2: In special cases, upon the proposal of the committee of visiting professors and the consent of the chancellor of the university, the applicant may be exempted from any of the general and specific conditions.

In case the applicant for cooperation is employed as a non-faculty member:

If they are employed and qualified experts of reputable international organizations such as FAO, WHO, UNESCO and similar cases, they should be invited to cooperate with the opinion of the "Committee for the Attraction of Visiting Professors and International Experts".

**Article 8** - Applicants subject to this process submit their proposal or scientific research cooperation program upon written request and with the approval of one of the faculty members of the university and obtaining the approval of the department, faculty, research institute or research center to the relevant departments (Educational, Research and Technology and International Affairs) to be submitted to the "Committee for Recruitment of Foreign and International Professors and Specialists". The Vice-Chancellor of International Affairs sends the approved applications of the Committee to the Chancellor's Office after

obtaining the permission of the University Board to announce the cooperation and duration of the invited member to prepare the contract order. In order to expedite the admission process, it can be conferred by the Chancellor of the University to the Vice-Chancellor for International Affairs.

**Article 9-** The term of the contract of the qualified persons in this method is between six months to 4 years and can be extended according to the opinion of the university.

Note 3: Regarding the faculty members in the country, the approval of the executive board for admission to the university of origin and destination is sufficient and there is no need for the approval of the central board for admission.

Note 4: Regarding the faculty members abroad who have non-Iranian citizenship, the principles of national security and obtaining a license will be done through the Central Recruitment Board.

Note 5: Until the final approval of the Central Board of Admissions, the Chancellor of the University can issue a short-term contract for a maximum of six months.

**Article 10 -** Recognition and determining the qualification of faculty and non-faculty applicants is the responsibility of the "Committee for Attracting Foreign and International Professors and Specialists".

**Article 11 -** Recognition of the academic rank of Iranian professors and specialists residing abroad will be the responsibility of the "Committee for Attracting Visiting Professors and Foreign and International Specialists".

**Article 12 -** If the university has a contract with the National Elite Foundation and the applicant is eligible for the "Regulations of the Cooperation Program with Iranian Professionals and Entrepreneurs Abroad", it can provide part of the university's needs according to the said regulations. The letter will be subject to its rules unless, in order to encourage the invited member, an increase in the payment of certain benefits is further determined by the opinion of the "Committee for the Attraction of Foreign and International Professors and Specialists" and the approval of the Chancellor of the University.



## **Chapter 4: Areas of Cooperation of Visiting Professors**

### **Article 13 - Educational Programs:**

1. Offering various courses that, while necessary in Iran and especially in the university, have received less attention or the university is facing a shortage of experts in this field.
2. Providing training workshops for faculty members and students and professionals inside or outside the university by providing valid certificates (continuing education / international).
3. Holding intensive special courses.
4. Holding virtual degree-based courses in different levels (English / Persian).
5. Presenting scientific lectures.
6. Cooperation in teaching doctoral courses.
7. Holding scientific, specialized and general meetings with graduate students.
8. Development and participation in the preparation of protocols / treatment processes, educational updates.
9. Reviewing and assessing the needs of the countries in the region / languages and providing the courses or services they need.

### **Article 14 - Research and Technology Programs:**

1. Planning and implementing new research projects at the university.
2. Supervising or advising doctoral students' dissertations jointly with university faculty members.
3. Publication of scientific works (books - articles) jointly with faculty members or graduate students in the country or abroad.
4. Define and implement national or transnational research projects jointly.
5. Use the successful experiences of other international scientific, research and technology centers in solving the challenges facing educational, medical and therapeutic development.
6. Define and implement product-oriented projects with priority on national and regional needs.

### **Article 15 - Other cooperation:**

1. Cooperation and assistance in the development of international cooperation of the university, such as concluding joint agreements and implementing agreements and exchanging professors and students.
2. Introducing interested prominent foreign or Iranian professors and elites living abroad to cooperate with the university.
3. Assistance in identifying and obtaining international funding for university projects.
4. Assistance in obtaining admission from universities, research centers and institutes abroad, as well as scholarships and financial aid for top professors or students of the university for special courses required by the university and the country.
5. Contribute to the production of educational / health content to meet the needs of

national or international organizations such as WHO, FAO, etc.

Note 6: If necessary and possible in order to increase and facilitate cooperation, the above efforts can be done online / virtual.

Note 7: Certificates and documents of the courses held at the university will be issued after the completion of the course for a maximum of 45 days with the signature of the organizing unit and the relevant deputy (Farsi and English versions).

Note 8: In order to encourage participation in the courses held by the invited professors; it should be coordinated in such a way that the participants (faculty members, physicians, paramedical fields, nurses, non-faculty staff, and etc.), if they are eligible, will receive the benefits of continuing education and in-service training after completing the course.

Note 9: Visiting professors with written notice to the "Committee for Attracting Visiting Professors and Foreign and International Specialists" can develop and achieve the country's goals while maintaining professional principles and provided that their performance in carrying out their assigned projects at the university do not harm, cooperate with other universities and vice versa.

## **Chapter Five: Payment System**

Professors who work with the university according to this policy can benefit from the following benefits according to their performance evaluation.

**Article 16** - At the request of the inviting member and attracting unit the cost of plane tickets, transportation and accommodation facilities will be sent to the Vice-Chancellor of International Affairs one month before departure to Iran. The Vice-Chancellor of International Affairs will send the request to the University Board for approval. In this regard, the amounts set by "Regulations of the Program for Cooperation with Iranian Professionals and Entrepreneurs Abroad", the National Elite Foundation will be the basis for action.

**Article 17-** With the university needs and the request of Iranian professors and specialists residing abroad with obtaining the permission of the Board of Trustees and approval of the request in the committee for attracting foreign and international professors and specialists, their full-time contract employment will be accepted. Recognition of the academic rank of Iranian professors and specialists residing abroad will be the responsibility of the "Committee for Attracting Foreign and International Professors and Specialists".

**Article 18** - The limits and amount of facilities and obligations of the university towards professors and specialists residing abroad will be determined annually by the "Committee for Attracting Visiting Professors and Foreign and International Specialists" with the approval of the University Board.

**Article 19** - If the invited member has participated in projects of the university where the spiritual and material benefits are more than predetermined (such as inventing, receiving top international awards, producing a product or service, etc. jointly or in the name of the university) in order to encourage as much potential and effective human capital as possible

with the consent of the Chancellor of the university from the financial benefits of the project outside the listed payments stated in the "Executive Regulations of the University Industry Liaison Office" will be paid to the invited member.

**Article 20** - In order to encourage units and faculty members interested in international cooperation; the accepting unit of the invited member is obliged to present a written and measurable operational plan at the beginning to identify and evaluate the role of the units in promoting the university rank at the national and international level in terms of scientific products (articles, books, instructions, etc.) and create profitable products to benefit from it. As far as possible, according to the opinion of the "Committee for Attracting Visiting Professors and Foreign and International Specialists", the Vice-Chancellor of Management and Resources Development will increase the budget of the active units for the purposes of this policy (financial and credit).

The progress report of the executive unit regarding the active faculty members is sent to the Vice-Chancellor of Academic and Educational Affairs to be considered in the annual evaluations and the awarding of the incentive base.

**Article 21** - Net income of any product or service (scientific, research, service, software or hardware, advertising, short-term training courses, dual-degree, diagnostic algorithms, treatment processes, care, health, pandemic protocols and etc.) provided and recommended for the first time by the visiting professor and be prepared by the relevant unit can reach the stage of implementation and operation for a period of five years and will be allocated as follows:

(Thirty percent) Net income goes to the visiting professor who has presented and implemented the project for the first time at the university as long as he / she cooperates with the inviting unit of the university.

(Twenty percent) Net income goes to the direct collaborators of the project who are present at the university and work with the visiting professor.

(Fifty percent) Net income will be provided to the project implementing unit to supply and modernize equipment and infrastructure and expand its scientific activities.

**Article 22** - For honorary professors, if they wish to visit projects that have been investors or interested in support, a visit program will be made by the university.

The honorary professor of investor, if he wishes, by sending a sealed written letter to the chancellor of the university, can introduce a qualified person and the needs of the university to work in his investment plan based on the needs of the university for the minimum investment amount mentioned in this policy. The number of people introduced will increase due to the increase in investment while observing the minimum investment amount for each person).

## **Chapter Six: Performance Evaluation**

Performance evaluation indicators are designed in collaboration with the relevant vice-chancellors and based on the needs and criteria of the global ranking systems and are finalized with the help of the Vice-Chancellor of International Affairs of the university.

According to this method, the performance reports of the recruited professors and specialists should be sent to the relevant vice-chancellor and the Vice-Chancellor of International Affairs of the university according to a pre-determined schedule at quarterly intervals, in order to determine the level of member and unit activities and decides on the allocation of benefits and budget.

### **Article 23 - Dispute Resolution**

In the event of a dispute between the parties, the matter shall first be settled through negotiation between the parties, and otherwise the opinion of the University Legal Office shall be the subject of the disputed chapter.

**Article 24** - In case where a special provision for some laws and regulations is not provided in this procedure, the criterion for action is the establishment of new regulations or the preparation of instructions required by the previous regulations that do not contradict the provisions of this procedure. In addition, the required instructions of the university regarding the visiting professors will be proposed by the "Committee for Recruitment of Foreign and International Professors and Specialists" and approved by the University Board.

**Article 25** - The Committee for the Recruitment of Visiting Professors and Foreign and International Specialists shall be responsible for answering ambiguities, interpretations and questions regarding the provisions of this policy.

### **Article 26 - Approval and Implementation**

This method, including an introduction, shall be approved by the University Board on May 10, 2021 and shall be effective from the date of approval.