



No _____ _No_____
DATE _____ _Date_____
INDEX _____ _Attach_____

Sabbatical Admission to Alzahra University

Applications and Guidelines for international Faculty Members

May 2016

International Academic Collaborations Office

Introduction

The regulations and guidelines for sabbatical admission to Alzahra University has been implemented following the advancement of strategic plan, development of international academic collaborations of Alzahra University, creation of appropriate atmosphere for Iranian scientists living overseas as well as international scientists carrying out research projects.

Article 1. Definition of Sabbatical Admission to Alzahra University

1. Sabbatical Admission: It is a mission through which a faculty member -male or female- from domestic or foreign educational or research academy would be accepted at Alzahra University to carry out a research project for a given period of time.

Article 2. Required Documents

- 2.1. Written request of applicant
- 2.2. Confirmed letter of applicant's work place approving permission of sabbatical application and research subject noting the start and end date of the mission.
- 2.3. Applicant's educational and research record
- 2.4. Duly completed and signed research project form

Note: Iranian male applicants are required to present the evidence showing the completion of compulsory military service or exemption of military service.

Article 3. Administrative Steps

- 3.1. International Academic Collaborations Office forwards the applicant's written request and required documents to Council of International Academic Collaboration for investigation and confirmation.

3.2. After receiving the outcome of the applications, the International Academic Collaborations Office forwards them to the relevant faculty for further assessment.

3.3. Upon approval, the faculty and department notify the International Academic Collaborations Office regarding the acceptance of sabbatical for the applicants.

3.4. International Academic Collaborations Office forwards applicants' required documents to the University Security for further investigation.

3.5. International Academic Collaborations Office sends "Ministry of Foreign Affairs' invitation form of experts and foreign managers: to the applicants for their necessary actions.

3.6. Upon the receipt of completed forms, International Academic Collaborations Office forwards them to obtain the University President's clearance.

3.7. International Academic Collaborations Office sends off the applicant's case to the Center of International Academic Collaborations of Ministry of Science, Research, and Technology for further evaluation.

3.8. After the approval of the Center of International Academic Collaborations of Ministry of Science, Research, and Technology, International Academic Collaborations Office sends the applicant the completed forms and the letter of sabbatical admission to Alzahra University.

3.9. Applicants are required to present the abovementioned form along with visa application request to Embassy or Consulate of Iran in the country where they live.

3.10. In case that applicant's visa expires before the end of sabbatical period, International Academic Collaborations Office is bound to inform the Immigration Office / Foreign Police regarding the visa renewal request to the Center of International Academic Collaboration in Ministry of Science, Research, and Technology.

Note: During the sabbatical program, applicant is bound to participate in at least one meeting with the presence of related faculty and give a presentation of the research work done.

3.11. If the applicant intends to travel abroad during the sabbatical program –to pay a visit to family or to participate in international conferences, etc.- International Academic Collaborations Office ought to send a letter on presenting the applicant to Immigration and Foreigners Police through the Center of International Academic Collaboration in Ministry of Science, Research, and Technology.

3.12. International Academic Collaborations Office is bound to declare the applicant's termination date of sabbatical program and date of departure from Iran to Immigration and Foreigners Police by informing the Center of International Academic Collaboration in Ministry of Science, Research, and Technology.

The current guides are ratified by Alzahra University Council of International Academic Collaborations in 3 articles and 2 notes on May 1st, 2016.