

Advisor's Regulations

Chapter One

Introduction:

This regulation is aimed at guiding the academic affairs of students in a targeted manner so that they can grow and flourish as much as possible.

Explaining the donation, duties, and specific executive structure in order to prevent academic decline and provide opportunities for advancement.

Scientific and resolving educational, research, personal, social, emotional and welfare problems of students in various fields

Educational (Associate, Continuing Expertise, Non-Continuing Expertise, General Doctorate in Medicine, Dentistry, and

Pharmacy) is regulated.

Article 1: Definitions

-1-1 Professor Advisor: A member of the academic staff of the university or college who is responsible for educational guidance and

Provides counseling to students at various levels of education in educational, research, and personal matters.

Take it.

-1-2 Head of Advisory Professors: One of the members of the academic board of the university is responsible for planning and

Responsible for supervising the activities of the consulting professors.

-1-3 Helpful student: A well-educated student interested in higher education who is in need of educational guidance.

Slow. May Students help their advisor

To the Deputy Chairman -1-4 Central Committee of Advisor Professors: This refers to the Central Committee of Advisor Professors at the level of the university's

responsible for making decisions regarding the implementation of the Advisor Professor Regulations, educational institution, which is

Article 2: Objectives

-2-1 Continuous guidance and supervision of students' academic progress

2-2 Identify vulnerabilities and non-educational factors affecting students' educational status and

To fix them

-2-3 Familiarizing students with the city of study, various university units, educational regulations and processes, and

Research

-2-4 Identifying and highlighting brilliant talents and guiding top students

Chapter Two:

Article 3 - Position of the advisor

-3-1 The professor advisor is considered the first level of communication between the student and the educational system. -3-2 The professor advisor provides advice and guidance to students on educational matters (within the limits of relevant regulations) from and deletion of credits, deletion of all courses taken per semester, change of major and transfer, and ^{Obtaining} Including registration, the guest has executive responsibility and any decision-making in the above cases is subject to the written opinion of the advisor.

Be.

-3-3 The advisor professor has only a guiding and advisory role in the fields of research, culture, social and welfare.

He/She can submit his/her written opinions to the Vice President for Research and the Student Cultural Assistant.

Article 4: How to select a professor advisor

-4-1 The advisor is preferably from among the faculty members who are interested in accepting the responsibility of advising students with

At least 3 years of teaching experience, recommended by the faculty advisor and approved by the faculty's educational vice president.

The executive of the recruitment of university faculty members is appointed by order of the Dean of the Faculty.

Note 1: Whenever possible, the gender and field of study of the advisor professor should be the same as the gender and field of study of the student.

and remain a professor-advisor throughout the student's studies. For students of general doctoral courses

Medicine, dentistry, and pharmacy can elect a new advisor at any stage during their studies.

Be.

Note 2: It is mandatory to complete training courses related to the duties of a professor advisor.

In the absence of the advisor (for a maximum of 6 months), a substitute advisor will be appointed upon the recommendation of the advisor. -4-2

The relevant and approved vice-chancellor of the faculty is elected with the same responsibilities. In the absence of the professor

If the advisor continues for more than six months, a replacement advisor or another advisor will replace the previous advisor.

It will be.

Faculty of Law 4-3 can consult with educated and interested students. In necessary cases, the responsible faculty advisors of the

Serve as a student assistant to assist the advisor.

and approval of the Central Committee of University Advisory Professors If necessary, at the suggestion of the faculty advisor.

-4-4

Experienced non-academic experts can be used as assistant professor advisors.

Faculties and heads of medical training centers, taking into account the breadth of the explanation and -4-5 University presidents and vice presidents

Their duties should not be assigned as a professor advisor while holding the above positions, if possible.

And the sacrificer, if he has fulfilled all the provisions of this charter,

-4-6 Choosing a professor to advise students

And the sacrifice of the martyr is not prohibited. Compliance with paragraph 4-1 as a professor-advisor of non-Witness students

Chapter Three

Article: 5 Description of duties of the

professor advisor, who is proficient in all the regulations and guidelines of educational, welfare, cultural,

and -1-5 The advisor must be familiar with

Be social, research-oriented, and consultative, and be aware of your duties and choices.

Note: The university is required to hold educational workshops to familiarize consulting professors with the above matters.

-5-2 Special attention to students at the beginning of their university entry and familiarizing them with the various university units.

Various locations in the city of the place of study are among the duties of the professor advisor.

-5-3 The advisor must familiarize the student with the educational, research, student, and disciplinary regulations and rules in the field.

Get to know the relevant person.

-5-4 The advisor must create a file for students, respecting the confidentiality of information related to them.

Which contains the following information:

A) A questionnaire that includes the student's personal, educational, family, social, and economic information. This

May and b) On the day of initial registration, the student completed and submitted the questionnaire (Form A) to the academic advisor.

Be.

B) The student's academic status form, which includes a summary of information for each semester of his/her academic year. This form is provided by the department.

The educational assistant of the faculty will be completed.

C) Images of the student's end-of-semester academic reports are made available to the faculty advisor by the faculty advisor.

placed. It is

d) A report form regarding the reason for the student's referral to the advisor and the consultations conducted by the advisor. e) A copy of the report on the emotional, cultural, and educational characteristics of the student referred to the university's counseling center.

It is accompanied by the results of examinations, treatment measures, and consultations carried out.

-5-5 The advisor should advise the student on career options and how to continue his/her education and prepare him/her for acceptance.

Provide necessary advice on future job responsibilities.

-5-6 Guidance and curriculum planning and counseling of students on correct study methods and attendance

Extracurricular, scientific and cultural activities are among the duties of the professor advisor.

-5-7 All forms for unit selection, medical certificate, guest, transfer, relocation, deletion and addition and deletion

Emergency course units, the removal of all courses taken in a semester must be approved by the professor-advisor.

To be reviewed and approved.

The past, the present, and its continuation in the future should be -5-8 Continuous evaluation and recognition of the student's academic status

should be carried out by the professor advisor.

And recognize the abilities of the students and help them flourish logically.

-5-9 The advisor must have talents

and advises successful students in the fields of education, research, and culture through the responsible professors.

Introduce the faculty officials.

And the experiences given to the student must be approved by the advisor. appropriate decision-making and

-5-10 Consultation and transfer of information for

Strengthening the student's self-determination spirit. -5-11 The

advisor must consider the issues and factors affecting the student's educational process (economic, emotional, psychological,

(social and cultural) and, if necessary, refer to the relevant centers, and

Help him/her to improve his/her academic performance and compensate for his/her shortcomings.

-5-12 The advisor must pay attention to the student's environmental, family, and academic circumstances and, if necessary,

Consult with experts and specialists on issues related to student problems.

-5-13 The advisor, at his discretion, will inform the family about the student's problems and, if necessary,

Give them advice.

Note: It is necessary for the advisor to acquire the necessary expertise in this regard through training courses. -5-14 The advisor must report the students' problems to the group director in coordination with the responsible faculty advisor.

If invited, the advisor According to Relevant or Faculty Educational Vice President (

must be present at university meetings (including the Commission on Academic Affairs).

-5-15

Educational, welfare, or disciplinary decision-making regarding a covered student

Special Committee and Disciplinary

Committee, etc.) that will take part in an advisory capacity. He/She will be

-5-16 The advisor must, in coordination with the advisor, refer students to various university units, including:

Guidance Center in cases where specialized cooperation and advice are needed.

Introducing the University's Academic Counseling and

Slow.

Note: Following up on cases referred to relevant centers is one of the duties of the professor advisor.

Briefing and educational workshops and meetings related to consulting professors

-5-17 The advisor must be present at the meeting and

Participate.

-5-18 The advisor must attend monthly meetings convened by the academic vice president of the faculty and the advisor in charge of each department.

The academic semester is formed

-5-19 The advisor must prepare a performance report at the end of each academic semester. The advisor is responsible for the advisor's performance.

The faculty offers.

Article: 6

The responsibility for advising visiting students lies with the home university's advisor.

The destination university will address the problems of these students.

Note: If necessary, the responsible professors will be consulted in

Did.

Article: 7

All transfer students, whether they are transfer students from abroad or from within, are the same during their studies at the destination university.

Students of the same level will benefit from the services of a mentor.

Article: 8

Whenever possible, non-Iranian students should be under the supervision of a professor advisor.

Note: Universities with a higher number of non-Iranian students than the permitted ceiling are subject to the interpretation of Maghdeh 14.

regulations. They are

How to attend and calculate the professor's points

Article: 9

Faculty of Arts: One day before the registration of the name of the student, one day after it, and also on the following days: The presence of the advisor in

Emergency deletion, addition, and deletion of course units is mandatory.

Article: 10

And the meeting place with the students should be determined at the beginning of each semester, and the professor-advisor should be present for at least **hours**

per week for every 5 students.

One hour of useful attendance

Note: The schedule of the advisor's presence is based on the class hours of the students covered, in coordination with the professor in charge.

A consultant is provided.

Article: 11

For each student, equivalent to 0.1 theoretical credit unit per academic semester in the educational duties of the professor advisor.

And approval from the faculty advisor and educational assistant.

It will be considered and its payment is subject to the presentation of documents.

college. It is a

Note: The above units do not include the units of teaching staff and full-time members of the academic board for a fee.

Tuition will be paid.

Article: 12

For each student in each academic year, 2 performance points for promotion (according to Article 3 of the Member Promotion Charter)

Faculty) will be considered.

Article: 13

The points given to the advisor are based on the performance and completion of relevant tasks, and are approved by the advisor's supervisor.

The Faculty's Vice President of Education, for consideration in the academic record of the Advisor, is the Vice President of Education of the University of Manages.

It will be.

Article: 14

The number of students associated with each advisor (or substitute advisor in the absence of the advisor) is a maximum of 15 students.

There will be 5 students 0.5 credits in each semester, preferably from among the entries of one

For each

The academic year is chosen.

Note: In special circumstances, the faculty can increase the number of students to a maximum of 30.

Article: 15

will be deducted in the same amount.

If the advisor professor does not perform any of the duties listed in Article 5, his/her points

became.

Article: 16

If, in the opinion of the Head of the Advisory Board, the advisor has clearly failed to perform the assigned duties,

The Dean of the Faculty will be relieved of this responsibility at his/her discretion.

Chapter Four:

Positions and Duties of Responsible Consulting Professors

Article: 17

To By a decree issued by the Dean of the Faculty, the advisors of each faculty are responsible for the recommendations of the Faculty's Vice Chancellor.

Slow.

Appointed for a period of two years and working under the supervision of the Faculty's Educational Vice President

Note 1: The head of the faculty advisory professors may be replaced from his/her position upon the proposal of the vice president of education of the faculty by the dean.

college. It is a

Note 2: The re-election of the responsible advisor professors is without any obstacles.

Article: 18

The person in charge of the advisory professors must have at least 3 years of experience serving as a supervisor or advisor.

Three years of experience as a supervisor or professor advisor with a proven track record

Note: People who, in addition to

Those who have also been executives are given priority in selecting the position of advisor professors.

Article: 19

Responsible for the consulting professors in terms of supervising the activities of the consulting professors, if approved by the vice president of education of the university.

It is awarded a credit equivalent to three academic credits in each semester.

Article: 20

Slow. The responsible advisors participate in the meetings of the Faculty Educational Council without the right to vote.

Article: 21

The division of students between advisors is done by the head of the faculty advisors and with the approval of the faculty's educational vice president.

The unit selection process is completed no later than the start of each academic semester.

Article: 22

Before the start of each academic semester, the attendance schedule of the consulting professors is prepared by themselves and in coordination with the professors in charge.

The advisor, according to the class schedule of the students under the supervision of each professor, is responsible for the advisor's professors.

The faculty will deliver

Article: 23

After receiving the program, the professors of all covered groups will be notified through a notification.

Head of Faculty Advisory Professors

The Faculty Education Department will inform the students of this program and supervise its implementation.

The program is overseen by the faculty advisor professors.

Article: 24

At the end of each academic semester, a performance report form completed by the faculty advisors of each university is submitted to the responsible person.

Faculty advisors will summarize and send to the Faculty's Vice Chancellor for Education.

Article: 25

Annual evaluation of the performance of the consulting professors by the students and its results are carried out by the person in charge of the consulting professors.

The faculty's educational assistant is provided.

Article: 26

Needs assessment and coordination for holding educational and explanatory workshops for consulting professors, including consulting

Student educational and behavioral problems, etc., through the responsible person And check. Communication skills, study methods

Consulting professors will be held.

Article: 27

Monthly coordination meetings with the faculty's advisors and vice president of education by the advisors responsible for planning and

It will be held.

Description of duties of other relevant educational units

Article 28: Faculty education departments are required to continuously adopt arrangements to report on the educational status.

Including the selection of units, academic records, and incentive or disciplinary decisions of students in a confidential manner.

If necessary, the student's academic file can be reviewed in coordination with the vice president of education at the university.

To be reviewed by the professor.

Article: 29

The Vice-Chancellors for Education, Research, Student Affairs, and Culture are required to provide copies of all regulations and letters.

Send the relevant information to the responsible persons of the consulting professors for the information of all consulting professors.

Article: 30

All educational group managers are required to establish contact with the advisors of each student group to improve their teaching.

Provide the necessary cooperation.

Article: 31

The Ministry of Health and Medical Education's Consulting Department is also at the academic level regarding the preparation and provision of solutions.

Suitable educational and study texts for educational counseling and advisory centers of the University of Hawham and also for selection

Conduct workshops related to the duties of consulting professors.

Article: 32

The university or medical school president must provide the necessary administrative and financial support for professors to fulfill their duties.

Provide a consultant.

Article: 33

The Central Committee of Consulting Professors is formed at the university level with the following composition:

-1. The Vice President of Education of the University as the Chairman of the Committee

2- The university's director of educational affairs as the secretary of the committee

-3 Vice President of Student Cultural Affairs at the University

4- Educational assistants of faculties

5- Faculty advisors and professors

-6 Head of the Student and Cultural Affairs Counseling Office

Article 34: Description of the duties of the Central Committee of

Consulting Professors: -34-1 How to optimally use the macro policies and existing capacities of the Service Department in relation to resolving problems.

Students are reviewed and evaluated by a central committee.

And decision-making to solve related problems by the committee.

Reports received from faculties

Review³⁴⁻²

-34-3 The cost required to

provide funds for the implementation of the draft bylaws for the advisor and to obtain the necessary credentials.

It is estimated and proposed by the Central Committee.

-34-4 Central Committee meetings shall be held at least once every academic semester.

Note: It is necessary to send the minutes of the Central Committee meetings to the Educational Services Center of the relevant ministry.

-34-5 The Central Committee's resolutions are binding on all universities, subject to the implementation of the articles contained in the regulations.

It is.

Article: 35

If some of the articles of this regulation require an executive order, the relevant order shall be issued by the Deputy

Prepared by the Ministry of Health, Treatment and Medical Education and approved by the Supreme Council for Scientific Planning

Medical advice is given.

Article: 36

14 Notes on the 39th Meeting of the Supreme Council for Medical Sciences Planning

Article 36 of this regulation includes:

Approved and effective from the date of approval, it replaces the bylaws of the Master of Guidance approved at the meeting on March 25. 1388/3/22

The Supreme Council for Medical Sciences Planning will be established on 2/2/82, and all regulations contrary to it will be repealed.