

The Constitution of the Institute for Research in Fundamental Sciences

Affiliated with the Ministry of Science, Research, and Technology

Introduction

- 1.** The Institute for Research in Fundamental Sciences was founded more than a decade ago, it constitutes an experiment two aspects of which are striking: first, the large amount of research carried out as evidenced by the large number of publications that have appeared in accredited scientific journals; and second, a dynamic style of management based on *a central position accorded to the researcher, independence in the management and functioning of the constituent research units, and flexibility in the creation and dissolution of these units.*
- 2.** By drawing up a new constitution for the Institute, we intend to establish the three aforementioned principles as a set of guidelines to be used under similar conditions. It should be mentioned that other instances of successful scientific centers all around the world have been used as models in arriving at the present situation at the Institute and in drawing up this new constitution,.
- 3.** The Institute for Research in Fundamental Sciences, first started work under the name of the Institute for Studies in Theoretical Physics and Mathematics (upon the ratification of the Council for Development of Higher Education dated December 3rd, 1986). On October 30th, 1996, under resolution 24/4424 of the above council, the Institute changed its name to The Institute for Research in Fundamental Sciences, and at present the new constitution marks a prelude to the third stage in the evolution of this research complex.

In what follows, the Ministry of Science, Research, and Technology will henceforth be called “the Ministry”, and the Institute for Research in Fundamental Sciences will henceforth be called “the Institute”. The Institute will be administered according to goals, tasks, and organization stipulated by the Ministry (ratified on August 8th, 2004), the articles of the following constitution, and the relevant laws, rules, and regulations.

Article 1. The Goals

- 1.1** Carrying out research, promulgating scientific innovation, initiating and expanding new and advanced fields of fundamental sciences.
- 1.2** Providing the necessary foundations for the promotion of research activities related to the fundamental sciences and contributing to the growth of scientific creativity in all fields of fundamental sciences.

Article 2. Tasks

- 2.1** Carrying out research in the fields related to the objectives of the Institute, both independently, and, in cooperation with scientific and research centers inside and outside the country.
- 2.2** The establishment of active and constructive links between the Institute and other research institutes and scientific societies, both inside and outside the country, by holding conferences, exchanging researchers, and carrying out joint research projects.
- 2.3** Cooperation with the universities and higher education centers, research institutes, and other institutions of the country to advance the aims of the Institute by rendering them different forms of assistance, accepting their research projects, and providing opportunities for sabbatical leave within the Institute.
- 2.4** Establishing a climate conducive to the cooperation of Iranian scientists and researchers.
- 2.5** Contributing to the development of researchers in the fields of interest to the Institute by conducting graduate courses and granting scholarships.
- 2.6** Publishing and promoting scientific findings in the fields of interest through the publication of books, journals, and, conducting and organizing research and educational gatherings and conferences.
- 2.7** Providing scientific and technical services within the framework of the activities of the Institute.
- 2.8** Examining and identifying the research needs pertaining to the fundamental sciences.
- 2.9** Establishing of a center for providing computer networking services to the Institute as well as to other scientific and research centers and individuals, and attempting to advance the relevant technologies within the country.

Article 3.

Upon the ratification of its constitution, the Institute shall acquire a legal status, and administrative and financial independence; the Institute is affiliated with the Ministry of Science, Research, and Technology.

Article 4.

The Institute shall follow the financial-transactional regulations stipulated by the Board of Trustees pursuant to the ratification of the Ministry of Science, Research, and Technology.

Article 5.

The Institute will be headquartered in Tehran; the Institute is allowed to create research units of its own all across the country.

Article 6. Organization

- 6.1** Board of Trustees
- 6.2** Director
- 6.3** Council

Article 7. The Composition of the Board of Trustees

- 7.1** The Minister of Science, Research, and Technology (who shall serve as the President of the Board)
- 7.2** The Director of the National Management and Planning Organization or a designated representative.
- 7.3** The Director of the Institute (who shall serve as General Secretary to the Board of Trustees)
- 7.4** Four to six individuals from among the scientific and cultural community who can contribute to the development and expansion of the Institute.

Note 1: At least 2 of the individuals mentioned in clause 7.4 should be members of the academic staff of Iranian universities or institutes of higher education and research.

Note 2: The individuals mentioned in clause 7.4 shall be appointed to their positions with the decree of the Minister of Science, Research, and Technology for a period of 4 years and can serve simultaneously at most on two Boards of Trustees. They can be reappointed to their posts and shall continue to carry out their duties and exercise their legal rights until new appointees are assigned to their posts.

Article 8. The Tasks and the Rights of the Board of Trustees

- 8.1** Drawing up and ratifying bylaws for the Board of Trustees.
- 8.2** Ratifying the organizational chart of the Institute in accordance with the rules and regulations put forward by the Director and approved by the Council.
- 8.3** Ratifying the financial-transactional, administrative, and organizational bylaws and employment regulations (including those concerning scientific trips, scholarships, and sabbaticals) put forward by the Director and approved by the Council.
- 8.4** Reviewing and ratifying the detailed annual budget as put forward by the Director and approved by the Council.
- 8.5** Ratifying the financial accounts and the annual balance sheet of the Institute.
- 8.6** Ratifying the procedures for receiving special incomes and its expenditure according to the relevant rules and regulations.
- 8.7** Endeavoring to acquire financial aid from private and local sources in the form of cash, equipment, or buildings in accordance with the corresponding rules and regulations.

- 8.8 Drawing up procedures for administering production units, service units, workshops, etc. within the framework of the corresponding rules and regulations.
- 8.9 Reviewing and evaluating the annual report of the Institute as presented by the Director.
- 8.10 Confirming at least two candidates proposed by the Council for assuming the position of director and recommending them for final approval to the Minister of Science, Research, and Technology.

Article 9. The Director

The Director shall legally represent the Institute before real persons or corporate entities; the Director shall be chosen from among the academics put forward by the Council and approved by the Board of Trustees, and shall be directly appointed by the decree of the Minister of Science, Research, and Technology for a period of 7 years.

The Director may be appointed again to the post and shall continue to perform his duties and exercise the rights afforded to the Director until the appointment of a new director

Article 10. The Tasks and the Rights of the Director

- 10.1 Planning the activities of the Institute, managing the affairs of the Institute, and supervising all activities to ascertain their execution is in accordance with the framework of the constitution, and the relevant rules and regulations in the best possible way.
- 10.2 Drawing up the organizational and departmental chart of the Institute and recommending it to the Board of Trustees.
- 10.3 Signing decrees related to the hiring, appointment, promotion, mission, dismissal, etc. of the faculty members and administrative personnel in accordance with the relevant rules and regulations.
- 10.4 Selecting and appointing deputies, advisers, and directors of the various departments in accordance to the ratified organizational chart, and their dismissals as well.
- 10.5 Signing contracts, binding documents, financial and administrative documents, as well as other correspondence of the Institute within the framework of the relevant rules and regulations.
- 10.6 Opening bank accounts for the Institute and declaring other authorized signatures for those accounts in accordance with the relevant rules and regulations.
- 10.7 Drafting the annual detailed budget for the Institute and proposing it for ratification to the Board of Trustees after the approval of the Council.
- 10.8 Drafting up the financial-transactional, administrative, employment, and organizational bylaws; modifying and reforming those bylaws as required and recommending the modifications to the Council for approval.
- 10.9 Drafting up the bylaws related to scientific trips, scholarships, and sabbaticals within the framework of the relevant rules and regulations, recommending them to the Council for approval, and supervising their legal enactment.

- 10.10** Presenting an annual report of the activities of the Institute to the Council and to the Board of Trustees.
 - 10.11** Recommending the formation or termination of specific research departments, and schools to the Council.
 - 10.12** Securing and safeguarding the interests of the Institute before jurisdictional, executive, and administrative authorities, in person, or through a legal representative with the right of representation of the first degree.
 - 10.13** Carrying out the resolutions of the Board of Trustees within the framework of the relevant rules and regulations.
 - 10.14** Submitting the minutes of the Board of Trustees' meetings to the Ministry.
- Note:** The Director while maintaining his responsibility can delegate part of his duties and transfer part of his administrative and financial prerogatives to deputies, or heads of the groups and research centers within the framework of the relevant rules and regulations.

Article 11. Composition of the Council

- 11.1** Director (Head of the Council).
- 11.2** Deputy for Science (Secretary to the Council).
- 11.3** Heads of the Schools and Research centers.
- 11.4** Four to six prominent members from among the faculty of schools within the institute or from other universities and scientific centers within the country or abroad to be recommended by the Director to the Board of Trustees; subsequent to the approval of the Board of Trustees these members shall serve for a two-year period.

Note: The meetings of the Council shall be conducted in accordance with internal bylaws.

Article 12. The Tasks and the Legal Rights of the Council

- 12.1** Providing consultation to the Board of Trustees and the Minister of Science, Research, and Technology in appointing the Director of the Institute.
- 12.2** Drawing up the general strategy and large-scale scientific planning of the Institute within the relevant rules and regulations.
- 12.3** Evaluating the activities of the Institute and its subdivisions.
- 12.4** Evaluating and approving the proposals for creating and/or dissolving schools, centers, and official affiliated research units, which shall take effect subsequent to the ratification of the Board of Trustees, and the approval of the Minister of Science, Research and Technology.
- 12.5** Evaluating and ratifying the proposals for setting up and carrying out undergraduate and graduate courses in connection with the tasks assigned to the Institute in accordance with the relevant rules and regulations; these courses shall be presented after the ratification of the Board of Trustees and the approval of the Minister of Science, Research and Technology.
- 12.6** Approving the annual budget of the various subdivisions of the Institute within the budget ratified for the Institute in preparation for the final approval of the Board of Trustees.

- 12.7 Evaluating and approving the candidates recommended by the Director to head various subdivisions of the Institute and/or for membership in the Council.
- 12.8 Endorsing the proposals for hiring and/or promotion of the academic staff as put forward by the heads of the Schools in accordance with the framework defined by article 10.3.
- 12.9 Approving the financial-transactional, administrative, employment and organizational bylaws as recommended by the Director to be presented to the Board of Trustees for final ratification.
- 12.10 Ratifying the research bylaws and methodologies within various research divisions, centers, and schools.
- 12.11 Approving the bylaws concerning scientific visits, scholarships, and sabbaticals put forward by the Director for final ratification by the Board of Trustees.
- 12.12 Evaluating and making decisions with regards to the recommendations of the Director regarding the procurement of equipments to satisfy the computational and scientific needs of the Institute and making decisions with regards to these matters.
- 12.13 Ratifying bylaws concerning the publication of the results of scientific and research activities of the Institute.
- 12.14 Ratifying the internal bylaws of the Council.
- 12.15 Performing other duties which assigned by the Board of Trustees or the Director in accordance with the rules and regulations.
- 12.16 The Council has the right to seek advice from consultative committees (national or international) to make more informed decisions, especially with regards to the evaluation, establishment, integration, and termination of various research divisions, and evaluating individual candidates for permanent positions.

Article 13

The Research divisions of the Institute include schools, and affiliated centers or units whose scientific-organizational structure is as follows:

- 13.1 **Head of School:** The candidate for heading each school shall be recommended by the Director and approved by the Council for a period of 5 years.
- 13.2 **The Scientific Council of the School:** The candidates for membership in the scientific council of each school shall be recommended by the Director to be approved by the Council of the Institute; they shall be responsible for ratifying the school's scientific projects, advancing the activities of the school, and proposing ideas for new projects; each member shall be appointed for a period of 4 years.
- 13.3 **Scientific staff:** they comprise of full-time and part-time members as recommended by the Head of School and approved by the Scientific Council of the School.
- 13.4 **Scientific faculty:** the scientific faculty shall be selected from among the scientific staff in accordance with the regulations.

- 13.5 School's Budget:** The budget for each school shall be allocated following approval by the Director and shall be expended under the supervision of the Head of School.
- 13.6 The management of school:** Each school is an autonomous unit whose bylaws shall be drawn up under the supervision of the head of school within the framework of general rules and regulations.
- 13.7** The Head of school is responsible for signing contracts, and financial and administrative documents pertinent to the school, within the framework of the regulations and bylaws ratified by the Council; the Director is responsible for supervising all such activities and assuring adherence to all the regulations.
- 13.8** The schools shall enjoy autonomy as defined by this constitution; the relevant rules and regulations shall be defined by the bylaws drawn up by the Council of the Institute.

Article 14

In addition to the schools which comprise the main research divisions of the Institute, affiliated research centers and research units shall operate in one of the following two ways:

- 14.1** Research groups formed around a prominent scientist for a certain duration; if these research groups can absorb an adequate number of capable researchers, they shall become candidates for being transformed into a research unit or a school within the Institute and shall start operating as such pending the ratification of the Council of the Institute.
- 14.2** Affiliated research centers are formerly established official research centers that have been appended to the Institute by the Ministry of Science, Research and Technology or any other .legal authority; the affiliated status shall last for a period not longer than 4 years after which the affiliated research center shall be transformed into a school, or integrated with an existing school, or dissolved as seen fit by the Council of the Institute.
- 14.3** The management of affiliated research centers shall be in accordance with bylaws put forward by the Director and the Council of the Institute.

Article 15

The general procedures for employment of the candidates in positions within the scientific faculty shall be in accordance with faculty employment bylaws ratified by the Board of Trustees and approved by the Minister of Science, Research and Technology.

Article 16

The general procedures for employment of the candidates for positions within the scientific faculty shall be in accordance with the rules and regulations stipulated by the Ministry and other legal authorities.

Article 17: Dissolution

The Institute shall be dissolved in the following cases pending the ratification of the Ministry's Higher Education Development Council:

- 17.1** Upon the recommendation of the Minister of Science, Research and Technology.
- 17.2** Upon the violation of the regulations stipulated in the constitution, or the rules and regulations set forward by the Ministry of Science, Research and Technology, or the other current national laws and regulations on the cognizance of the Ministry of Science, Research and Technology.
- 17.3** The recommendation of the Director or the Institute's Council and the approval of the Board of Trustees.

Article 18

Should the Council for Development of the Higher Education issue agree in principle with the dissolution of the Institute, a Settlement Panel comprised of a legal representative from the Ministry of Science, Research, and Technology, and the Director or a Deputy Director of the Institute, shall carry out the settlement tasks within the time-frame specified by the Council for Development of Higher Education in compliance with legal requirements.

Article 19

The Ministry shall

- 19.1** ...carry out all the obligations of the Institute to other ministries, government institutes, nongovernmental public institutions, banks, municipalities, other real or legal persons (including the academic staff and nonscientific personnel) or assume such obligations directly should the obligee consent to such transfer of obligation.
- 19.2** ...return all concessions and real estate granted to the Institute from public or governmental resources, banks, municipalities, etc. or provide documents indicating the consent of the former owners with the transfer of ownership to the Institute.

Article 20

After the fulfillment of the above obligations, settlement of all legal matters, the final approval of the Ministry's Council for the Expansion of the Higher Education, payment of all debts, and declaration from the Settlement Panel indicating the finalization of its task, the remaining properties of the Institute shall be transferred to the Ministry of Science, Research, and Technology.

Note: The Settlement Panel is required to present a document signed by all panel members detailing all of the above, a copy of which shall be submitted to the Ministry of Science, Research, and Technology.

Article 21: Financial Resources

- 21.1** Line items in the general budget.

21.2 Remuneration and compensations received for carrying out research projects, providing consultation, running workshops and short courses, scientific products (books, journals, ...), and providing networking services.

21.3 Financial aid from various ministries and affiliated organizations.

21.4 Gifts and financial aid from real or legal persons.

Article 22

The fiscal year for the Institute is a solar year starting on the first day of Farvardin of each year and ending on the last day Esfand in the Iranian calendar. The first fiscal year of the Institute begins on the day the Institute has been founded and ends on the last day of Esfand of the same year.

Article 23

Any item not mentioned in this constitution shall be dealt with in accordance with the rules and regulation of the Ministry of Science, Research, and Technology.

Article 24

Any change in this constitution requires the approval of the Ministry's Council for Development of Higher Education.

Article 25

This constitution comprising of 25 articles and 5 notes was ratified on 8/5/1384 (July 30th, 2007) by the Ministry's Council for Development of Higher Education and shall be binding upon notice, replacing the constitution ratified on 25/12/1375 (March 16th, 1996).