

Regulations for University Scientific Research

Kingdom of Saudi Arabia Higher Education Council General Secretariat
Regulations for University Scientific Research Issued by the Higher Education Council Resolution No. (2/10/1419 H) in its (Tenth) Session held on 6/2/1419 H. and endorsed by the Royal Directive of the Custodian of the Two Holy Mosques, Prime Minister, and President of the Higher Education Council, in the telegram No. (7/b/4403) dated 2/4/1419 H. First Edition 1419 H -1999 The Higher Education Council Resolution No. (2/10/1419 H) Resolution No. (2/10/1419 H) The Higher Education Council In accordance with the provisions stated in Paragraph (6) of Article (15) of the Statutes and Regulations of the Higher Education Council & Universities, stating that the Higher Education Council is entitled to issue regulations shared by all universities; And since the rules and regulations pertaining to university scientific research are shared among universities and endorsing them would lead to the unification and organization of all study and examination at the universities, and will maintain a better coordination between them in this respect; And after reviewing the memorandum of the General Secretariat of the Higher Education Council with regard to this issue, and a copy of the draft of the regulations attached with the memorandum, which is annexed hereto, the Council decrees the following: "Approval of the suggested of the Rules and Regulations for University Scientific Research according to the form attached to the Resolution provided that it shall be subject to reevaluation three years from date of effect, and reporting that to the Higher Education Council. Availability of financial appropriation should be guaranteed at the time of effect of the provisions of the herein Statutes and Regulations"

Article (1): Definitions: Expressions stated in the herein Statutes and Regulations convey the following meanings: a. Scientific Research: The individual and/or group achievements based on the accepted principles of research writing. b. Main Researcher: A staff member and the like that represents, supervises and chairs a group of researchers participating in a specialized research. c. Co-researcher: A staff member and the like working with a group of researchers in a specialized study. d. Referee: A staff member, or an expert, who is assigned by the research center to examine and review scientific research. e. Editor: A staff member and the like, or an expert who is assigned to review academic research. f. Consultant: A staff member and the like, or an expert who is assigned by the research center to provide consultative services or studies.

Article (2): Research conducted at the universities is targeted at enriching various fields of knowledge, namely: a. Highlighting the Islamic approach and achievements in the history of civilization and humanities. b. Compiling Arab and Islamic heritage and working on its indexation, authentication, and accessibility to researchers. c. Providing specialized

consultation, and developing practical scientific solutions to problems facing the community during the processes of study, through the research required by governmental or private sectors. d. Adapting, nationalizing, developing, and transferring all modern technology, so as to suit and suffice local needs and developmental purposes. e. Linking scientific research to university objectives and development plans, insuring avoidance of duplicity or imitation, while benefiting from earlier studies. f. Developing a generation of distinguished and highly qualified Saudi researchers, through encouraging graduate studies students, demonstrators, lecturers, and assistant researchers, to participate in conducting authentic academic and scientific research. g. Enhancing the standards of both under- and post-graduate studies.

Article (3): Staff members and student researchers should be motivated to conduct authentic and innovative research that contributes to enriching specialized fields of knowledge and fulfill societal needs. All aiding means necessary for achievement and benefit shall be provided. Universities, on this perspective, shall: a. Publish the findings of scientific and academic research through local and international scientific periodicals or journals, and provide official documentation to facilitate the researcher's task. b. Collaborate with organizations, academic and research institutes, inside and outside the Kingdom, through conducting research and exchanging knowledge and expertise. c. Provide channels that encourage individuals and institutions to support and fund research projects to promote the role played by the University. d. Provide modern mean of communication and the latest academic and scientific publications such as periodicals, books, and other literature of academe.

Article (4): Each university shall establish a "Deanship of Scientific Research", affiliated to the University Vice-Rector for Graduate Studies and Scientific Research. The Dean and Vice-Dean are appointed by virtue of Articles (39) and (40) of the Statutes and Regulations of the Higher Education Council and Universities.

Article (5): The Deanship of Scientific Research shall form a "Deanship of Scientific Research Council" that shall comprise: a. A Dean of Scientific Research (President) b. A Dean of Graduate Studies (Member) c. Vice Dean(s) of Scientific Research (members) (one acting as the Council's Secretary) d. A number of research center Directors, not exceeding five, selected by the University Council upon the recommendation of the University Rector (Members) The University Council shall, upon the University Rector recommendation, appoint, for two (renewable) years, a maximum of seven professors distinguished in scientific research from amongst the staff members. The Council is held, its resolutions adopted, and approved as stated in Article (35) of the Statute and Regulations of the Higher Education Council and Universities.

Article (6): Unless it does not contradict the tasks of the Scientific, College and Department Councils, the duties of the Council of the Deanship of Scientific Research are as follows: a. Propose University annual research plan and lay down the required budget draft prior to

submitting it to the Scientific Council. b. Propose rules and regulations, and procedures regulating University scientific research processes. c. Approve research and studies drafts, and follow-up their implementation, refereeing, and funding according to the set regulations. d. Propose the means of establishing communication and cooperation with different research centers from outside the University. e. Coordinate work among University research centers; avoiding duplicity in performance, and encouraging group research among colleges and departments, to enhance quality and efficiency of using available resources. f. Recommend approval of publishing researches that are considered valid for publication after being refereed as defined by the University refereeing and publication rules. g. Encourage, motivate, and supply all facilities that would enable, staff members as well as researchers, especially those on sabbatical leave, to conduct and follow-up innovative scientific research in an appropriate academic atmosphere. h. Organize means of communication with national and international research centers outside the University, developing a cooperation strategy to ensure immediate benefit from latest research. i. Establish a data base of on-going and completed research in the University, and exchange research information with other universities and research centers. j. Review the annual performance report and final statement of scientific research in the University, as prior to submission to the Vice- Rector for Graduate Studies and Scientific Research. k. Supervise and follow-up research funded by outer sectors, within the domain of each sector. l. Form specialized committees, whether from amongst their members or others, when needed. m. Examine issues referred to the Council by the University Rector, and the Vice-Rector for Graduate Studies and Scientific Research.

Article (7): The Dean of Scientific Research shall be responsible for managing financial, administrative, and technical affairs related to scientific research in the University in accordance with the statutes and regulations in effect. S/he is also assigned the following duties: a. Supervision of University annual research plan and the required budget prior to reporting it to the Deanship Council. b. Expenditure from the designated research budget within authorized financial limits. c. Technical and administrative supervision of the Deanship's various activities, ranging from the adoption of plans and activity programs to the follow-up of their implementation. d. Supervision of the work of research centers affiliated to the Deanship of the Scientific Research, following up their activities and assessing their performance. e. Collaborate and coordination with local research institutes, institutions and centers inside and outside the University, and communicate with research institutions, foreign research centers and utilizing other resources to develop and update the techniques and processes of scientific research in the University. f. Coordination with the Deanship of Graduate Studies in all matters related to conducting the research of graduate students and to provide research potentials and means to complete their researches or dissertations. g. Permanent follow-up and finding means to provide the

required financial resources to pay out for the research funded by the University budget or by sectors outside the University. h. Recommend the signing of contracts with researchers, employees and technicians for specific terms funded by research drafts budget, and supervised by the Deanship. i. Evaluate the performance of the Deanship members and report that to the University Administration. j. Prepare the Deanship budget draft and the annual report prior to submission to the Deanship Council.

Article (8): The administration of each research center affiliated to the Deanship shall comprise: a. The Center's Council b. The Center's Director (Each within authorized limits)

Article (9): The Center's Council shall be formed as follows: a. The Center Director, as Council Chairman, shall be selected from Saudi teaching staff members upon the University Rector's resolution issued upon the nomination of the Scientific Research Dean and the approval of the Vice-Rector for Graduate Studies and Scientific Research. Appointment shall be for two years liable for renewal, and shall receive similar financial rights as the Head of the Department. b. A maximum number of five staff members, distinguished in scientific research shall be appointed by the University Rector for two renewable years upon the nomination of the Dean of Scientific Research, and the approval of the Vice-Rector for Graduate Studies and Scientific Research.

Article (10): The Center's Council shall consider all the following issues: a. Propose the annual research plan and drafting the required budget. b. Examine the research drafts of staff members and the like, and follow-up their implementation. c. Review research drafts and the studies requested from outer sectors, selecting the researchers, and follow-up the implementation of the drafts and proposing remunerations for researchers as defined by the rules. d. Recommend disbursement, using the designed research budget within the regulating limits. e. Review the annual report, the closing account and the budget draft and submit them to the concerned bodies. f. Review all issues referred by the Council of the Deanship of Scientific Research.

Article (11): Director of the Research Center is assigned the following duties: a. Supervise and follow-up the research process conducted by staff members and the like, and researchers' assistants, as well as the direct supervision of the technical and administrative departments in the Center. b. Communicate with the academic departments, encourage staff members to conduct research, coordinate their drafts, provide required assistance, and offer publication with maximum proficiency. c. Communicate and collaborate with the other research centers, inside and outside the University, in all relevant issues regarding the nature of the research projects, which are prepared under the supervision of the Center, or sponsored by other outside bodies. d. Prepare the annual budget draft for the Center's activities, and submit it to the Council prior its final submission to the University concerned bodies. e. Prepare the annual performance report and submit it to the concerned authority.

Article (12): The disbursement of the research fund approved of as part of the University budget, as a procedure initiated by the researcher or the concerned Academic authorities, according to the approved plan and the regulating procedures of the Scientific Council within the following maximum limits: a. A PhD holder is eligible to one thousand and two hundred Riyals (SR 1200) monthly salary, as a major researcher. An assistant PhD staff member and the like, is eligible to one thousand Riyals (SR 1000) monthly salary, within the specified time of the research plan. b. An M.A assistant researcher is eligible to thirty Riyals (SR 30) per hour, a maximum of eight hundred Riyals (800 SR) per month, within the specified time of the research plan, provided that the number of assistants does not exceed three. c. A B.A research assistant is eligible to twenty five Riyals (SR 25) per hour, a maximum of six hundred Riyals (SR 600) per month, within the specified time of the research plan. d. An assistant researcher: student, technicians, and vocational personnel, are eligible to twenty Riyals (SR 20) per hour, a maximum of four hundred Riyals (SR 400) per month within the specified time of the research plan. e. A local consultant is eligible for up to five hundred Riyals (SR 500) for every day of consultation, provided that the total annual payment does not exceed seven thousand Riyals (SR 7000). f. A consultant, from outside the city, is eligible for up to one thousand Riyals (SR 1000) for every day of consultation, including the residence and expenses, provided that the total annual payment does not exceed fourteen thousand Riyals (SR 14000), and a two-way ticket. g. A consultant, from outside the Kingdom, is eligible for up to two thousand Riyals (SR 2000) for every consultation day, including the residence and expenses, provided that the total annual payment does not exceed twenty thousand Riyals (SR 20,000), and a two-way ticket. h. The above mentioned salaries shall not be paid if the researcher is on sabbatical leave.

Article (13): The University Rector has the authority to assign research or studies to some Saudi staff members for purposes other than the University publishing programs, for a maximum remuneration of ten thousand Riyals (SR 10,000) per research, and a report should be submitted to the President of the University Council at the end of each academic year.

Article (14): The researcher is accessed to services necessary for conducting her/his research and studies that are directed for publication or promotion purposes and were not included in the approved research plan.

Article (15): Research funded by governmental research institutions or others are implemented according to the rules and regulations adopted by these institutions, provided that the Scientific Council lays down the rules of implementation upon the recommendation of the Deanship of Scientific Research.

Article (16): In agreement with the Regulations for Saudi Staff Members and the Like, the University Council may, upon the Scientific Council

recommendation, lay down the rules and procedures regulating research conducted by a staff member on sabbatical leave.

Article (17): Incentive remunerations and awards may be given annually to distinguished researchers; and the University Council shall, upon the Scientific Council recommendation, define the number of these awards and remunerations as well as establish the criteria and methods of selection.

Article (18): Incentive remunerations and awards may be given annually for distinguished research; and the University Council shall, upon the Scientific Council recommendation, define the number of these awards and remunerations as well as establish the criteria and methods of selection subject to the following: a. The research should be original and innovative, and the date of publication should not exceed two years. b. The research should be conducted in the University and should be subject to the applied refereeing rules. c. The research should be presented for the first time to the award. d. The research should not be extracted from M.A or PhD dissertations.

Article (19): Each award shall be in the form of a Certificate of Merit, and remuneration, of maximum twenty thousand Riyals (SR 20,000), and determined by the University Council, upon the Scientific Council recommendation. The award may be shared by more than one researcher, if so, it shall be equally divided.

Article (20): The Scientific Council shall lay down the rules of application and nomination for the remunerations and awards granted by the University, or other academic bodies.

Article (21): The academic output recommended for publication by the University shall include the following: a. Dissertations. b. Scientific Research. c. Study Textbooks. d. Books and Library References. e. Translations of References, Textbooks, and others. f. Authentications. g. Encyclopedias and Dictionaries. h. Whatever the Scientific Council deems valid for publication and considers being consistent with the University objectives

Article (22): With the approval of the Scientific Council, some M.A and PhD dissertations may be published, provided that they have general academic benefit, or are related to the Kingdom's development objectives.

Article (23): If the dissertation is written in a foreign language, and the Scientific Council considers it important to be published in Arabic, the Council would set remuneration for translating it.

Article (24): Dissertations approved by other universities inside or outside the Kingdom may be considered for publication provided they serve the University objectives.

Article (25): The Researcher shall be granted eight thousand Riyals (SR 8,000) for having her/his M A dissertation published, and fifteen thousand Riyals (SR 15,000) for having the PhD dissertation published.

Article (26): The Scientific Council shall consider any academic output submitted for publication on behalf of the University, whether it is a

research, a book, a translation, or an authentication, provided that the work is original and consistent with the University objectives.

Article (27): The Scientific Council shall set forth the specific rules and principles regarding the publication of any component of the Academic output as stipulated in Article (21) of the herein Regulations.

Article (28): The product submitted for publication shall be refereed by at least two specialists in the field. The Scientific Council shall lay down the detailed rules and procedures to be followed in refereeing, authentication, and editing.

Article (29): Remunerations of researchers, authenticators, and translators shall be determined by the Scientific Council on the basis of the referees' reports in accordance with the subject of the book, its academic value, and the amount of effort put into it. The remuneration shall not exceed fifty thousand Riyals (SR 50,000) per book.

Article (30): Remunerations of authorship or translation of encyclopedias and encyclopedic books is decided according to the plan and procedures approved by the Scientific Council, provided that they do not exceed fifty thousand Riyals (SR 50,000) per volume.

Article (31): Remuneration, of maximum two thousand Riyals (SR 2000) per book, shall be given to those assigned the task of scrutinizing or refereeing books, authentications or translations, whether they are from inside or outside the University.

Article (32): Remuneration, of maximum two thousand Riyals (SR 2000), for each book, shall be given to proofreaders of books published by the University.

Article (33): Remuneration, of maximum five thousand Riyals (SR 5000) per research, and another three thousand Riyals (SR 3000) for the whole submitted academic output, shall be granted to those who participate in refereeing and examining the scientific product submitted for academic promotion.

Article (34): The researcher shall correct the proofs and set the whole index, and s/he shall be provided with a hundred copies of her/his material published by the University.

Article (35): In case of translated output, the following requirements should be fulfilled: a. The translated text should be of significant scientific or practical value. b. The translated text should be refereed by one or more editors. c. The translator and editor should perfectly master both source and target languages. d. The translator should be committed to considering the feedbacks and modifications recommended by the editor. e. S/he should obtain the translation and publication rights from the concerned authorities before embarking on translation.

Article (36): The financial return of publication rights shall be considered as a disclaimer of copyrights of the book composed, authenticated or translated for five years, starting from the date of activating the Scientific Council approval of printing the work.

Article (37): On republishing books published by the University, the following shall apply to their authors: a. If the books were part of

academic projects of which the University has permanently purchased the copyrights or funded, or encouraged professors to conduct them by giving them sabbatical leaves, the authors shall not have any new financial rights on reprinting the books. b. On republishing books composed by authors from whom the University has purchased the copyrights, the authors are remunerated, provided that the remuneration does not exceed the amount of money they received for the first edition.

Article (38): The University reserves all republication rights for five years; however, in case the researcher adds a significant part to the new edition, the Scientific Council shall, upon the referee's approval, assign her/him an appropriation for the added section.

Article (39): Five years from the date of granted approval by the Scientific Council, publication rights shall be transferred to the author or her/his heirs and republication shall be subject to an agreement with the University.

Article (40): The Scientific Council may consider republishing an academic output which has not been previously published, or is out of print if it has a special academic value; and the Council shall estimate the remuneration.

Article (41): Scientific journals shall be issued by the University based on the University Council resolution, in accordance with the Scientific Council recommendation.

Article (42): The University Council shall appoint the board of editors based on the Scientific Council recommendation. Appointment shall be for two renewable years, and the selected head and members of the board shall be either Associate Professors or Professors.

Article (43): The board of editors has a moral responsibility towards the material published in the journal; it supervises the releasing of the journal and defines the number of copies to be printed out.

Article (44): Research and articles shall not be published in University journals unless they are accepted for publication by two specialized referees, one, at least, of whom is an external referee.

Article (45): The Scientific Council grants the board of editors a designated annual remuneration per journal, which amounts to five thousand Riyals (SR 5000) to the editor and three thousand Riyals (SR 3000) to each board member.

Article (46): A thousand Riyals (SR 1000) remuneration may be given to typists in return for publishing the referred academic research.

Article (47): A remuneration of maximum five hundred Riyals (SR 500) shall be allocated for reviewing a research accepted for publication in the refereed University journals, research centers, conferences, or academic symposia held in the University, or for examining research proposals nominated for University funding.

Article (48): The board of editors shall submit an annual detailed report about its activities to the Scientific Council. General Provisions

Article (49): In agreement with the herein Statutes and Regulations, the Scientific Council, based on the Dean of Scientific Research

recommendation, shall lay down the details of the regulations related to research achievements, publishing activities, and remunerations on the level of university, colleges, or institutions and research centers.

Article (50): The herein Statutes and Regulations shall be implemented starting from the date the Higher Education Council approval, and shall supersede any previous regulations which contradict them.

Article (51): The Higher Education Council is entitled to interpret the herein Statutes and Regulations.