

General Instructions

Regarding the Criteria for Excellence Award and the Application Process for Eligibility Disbursement

- 1- Decision No. (259) of the Council of Ministers and the criteria for granting excellence awards apply to Saudi faculty members and their equivalents, including (Professors, Associate Professors, Assistant Professors, Lecturers, and Teaching Assistants).
- 2- The achievement must be after the establishment date of Hafar Al-Batin University, which corresponds to 02/06/1435 AH.
- 3- Any achievement or work should not be presented before being reviewed and approved by the department and college councils, as per paragraph (1) of item six of the excellence award criteria.
- 4- The excellence award for scientific publications only includes research articles and scientific reviews.
- 5- To be eligible for the excellence award, the scientific affiliation stated in the achievement for the researcher must be Hafar Al-Batin University.
- 6- If the application is not submitted by the first researcher (principal investigator), a meeting minute for the entire research team must be attached, specifying the percentage of each member's contribution to the achievement.
- 7- If the number of participants in the achievement exceeds (4), an additional form can be printed and attached, including only the information from the first section of the form for the other participants.
- 8- The principal researcher must fill out the first and second sections of the award-specific form, ensuring that all required information is completed. A copy of the full scientific achievement submitted for the award must be attached, with the note that this copy cannot be returned.

- 9- After filling out the form, it should be printed and sent to the college dean or the head of the entity for approval. Handwritten forms will not be accepted.
- 10- Once approved by the college dean or the head of the entity, the form, along with all required documents, is sent to the Vice President for Postgraduate Studies and Scientific Research, who is also the head of the Permanent Committee for Excellence Award disbursement for Saudi faculty members and their equivalents, in a formal letter.
- 11- Only published research papers are accepted, not those awaiting publication.

Vice Presidency for Graduate Studies and Scientific Research
Scientific Council

Application Form for Excellence Award Disbursement for Saudi Faculty Members and Their Equivalents

(A): Scientific Publications

First - Information about the Contributors in the Achievement in the Order Presented in the Scientific Article:

Full Name	Nationality	Academic Rank	University Name	College Name	Scientific Department

Second - Information on the achievement: (with the need to attach the abstract page as stated in (Web of Science

1. Scientific article title Research Articles /Reviews	
2. Name of the scientific journal in which it was published	
Area of specialization according to ISI classifications	
Publisher	ISSN

Journal Impact Factor according to the databases of the Institute of Scientific Information (ISI) approved by the National Commission for Academic Accreditation and Assessment:						
.Please fill out one of the following two paragraphs A or B, depending on the field of specialization of the journal in which the publication occurred						
Not applicable	Local classified magazine	(c)	(b)	(a)	A - The journal's category according to the tables approved by the Commission for publication in all disciplines except for the disciplines of Islamic sciences and Arabic language sciences":	
Not applicable	Local classified magazine	(c)	(b)	(a)	"B - The journal's category according to the tables approved by the Commission for publication in the disciplines of Islamic sciences and Arabic language sciences":	
Actual publication date					Date	
The main researcher's name (who maintains continuous contact with the journal)					Signature:	Date:
Department Council recommended		Minutes Number		Date		
Department Council recommended		Minutes Number		Date		

According to the record number	date	The percentage of the basic salary for the first grade of the salary scale" (%)	No	Yes	Third: Permanent Committee's Opinion: Does he deserve the reward "؟
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%	4	%	3	%	2	%	1	Percentage of entitlement per achievement participant (when numerous)
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Fourth: Accreditation of the Chairman of the Committee

Approved

Chairman of the Scientific Council
Chairman of the Permanent Committee for Excellence Allowance

Signature:

Vice Presidency for Graduate Studies and Scientific Research

Scientific Council

Form for Requesting Excellence Reward for Saudi Faculty Members and Their Equivalents (B): Invention Patent

First - Information about the Participants in the Achievement:

Full Name	Nationality	Academic Rank	University Name	College Name	Scientific Department

Secondly - Information about the Achievement:

1. Title of the Patent:			
2. The entity under which the patent is registered:			
3. The issuing authority of the patent:			
4. Patent number:		Date of issuance:	

NO <input type="radio"/>	Yes <input type="radio"/>	1- Did the patent result from peer-reviewed scientific research or did it lead to peer-reviewed scientific research?
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If yes, please provide supporting evidence.

1. Main Researcher Name		Signature	Date:
2. The department council recommended		Minute's Number	
3. The college council recommended		Minute's Number	
4. Dean of the college Name		Date	

According to the record number	date	The percentage of the basic salary for the first grade of the salary scale" (%)	<input type="radio"/> No <input type="radio"/> Yes	Permanent Committee's Opinion: Does he deserve the reward" ؟
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%	4	%	3	%	2	%	1	The percentage of entitlement for each individual involved in the achievement
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Approved
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Chairman of the Permanent Committee for Excellence Allowance

Signature:

Vice Presidency for Graduate Studies and Scientific Research

Scientific Council

Form for Requesting Excellence Reward for Saudi Faculty Members and Their Equivalents

(C) : Local, Regional, or International Scientific Award

First - Information about the recipients of the award:

Full Name	Nationality	Academic Rank	University Name	College Name	Scientific Department	Signature

Second: Information about the award:

1. Award Name:			
2. Award Date:			
3. Award Awarding Entity:			
Award category according to the classification of the National Commission for Academic Accreditation and Assessment:	Local	Regional	International

"If the award is not listed among the awards accredited by the National Commission for Academic Accreditation and Assessment, we kindly request you to answer the following two questions. If you answer 'yes' to both questions, please provide supporting evidence and reasons that would allow the National Commission for Academic Accreditation and Assessment to evaluate the award and consider its inclusion in its lists".

	No	Yes	Is this award issued by a scientific institution or a specialized center?	
	No	Yes	Is the awarding entity one that employs the principle of peer review for research submitted for competition for the award?	
Name of the main recipient of the award.			Signature:	Date:
Department Council recommended	Minutes Number			Date
College Council recommended	Minutes Number			Date

Minute Number	Date	The percentage of the basic salary for the first grade of the salary scale.(%)	No <input type="radio"/>	Yes <input type="radio"/>	Thirdly: The opinion of the Permanent Committee: Does the recipient deserve to receive the award?
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%	4	%	3	%	2	%	1	Eligibility ratio per achievement participant
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Form for Requesting Excellence Reward for Saudi Faculty Members and Their Equivalents

(d) Medical discoveries or discoveries in the field of biotechnology.

First - Information about the recipients of the award:

Full Name	Nationality	Academic Rank	University Name	College Name	Scientific Department	Signature

Information on the discovery:

Discovery Title :	
The entity registered under which the medical or biotechnological discovery is named.:	
The entity registered with the medical or biotechnological discovery.	
Registration number with the entity	
Date of approval of registration	Date

No <input type="radio"/>	Yes <input type="radio"/>	Did the discovery result from peer-reviewed scientific research or did it produce peer-reviewed scientific research?
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- If yes, please attach proof of that.				
Main researcher Name		Signature:	Date:	
Department Council recommended	Minutes Number		Date	
College Council recommended	Minutes Number		Date	

Minute Numb	Date	The percentage of the basic salary for the first grade of the salary scale.(%)	<input type="radio"/> No	<input type="radio"/> Yes	Thirdly: The opinion of the Permanent Committee: Does the recipient deserve to receive the award?
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%	4	%	3	%	2	%	1	Eligibility ratio per achievement participant
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Fourth: Accreditation of the Chairman of the Committee

Approved
Chairman of the Scientific Council
Chairman of the Permanent Committee for Excellence Allowance

Signature: