

The Unified Regulations for Scientific Research in Saudi Universities



بيت الحكيم

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Regular Approval of Regulations for Scientific Research in Universities

The Unified Regulations for Scientific Research in Saudi Universities issued by Higher Education Council Resolution No. (2/10/1419 AH) adopted at the (tenth) session of the Higher Education Council held on 6/2/1419 AH, crowned with the approval of the Custodian of the Two Holy Mosques, President of the Higher Education Council, by virtue of a telegram No. 7/B/4403 and dated 2/4/1419 AH.

Resolution No. 2/10/1419 of the Higher Education Council in its text

The Higher Education Council:

The unified regulations for Scientific Research in universities are one of the joint regulations, and their approval will result in the organization of aspects related to Scientific Research in universities, according to the provisions of Article 15 of the Council of Higher Education and Universities' system, which states that one of the Council of Higher Education's responsibilities is to issue joint regulations for universities. The Council made the following decision after reading the General Secretariat of the Higher Education Council's memo on the matter and a copy of the aforementioned draft rules that were attached to the memorandum of presentation:

Approval of the unified regulations for Scientific Research in universities in accordance with the formula " attached to the decision, provided that it is evaluated after three years beginning with the date of implementation, that it is referred to the Council of Higher Education, and that the availability of the necessary financial funds is taken into account when implementing the regulations."

The Unified Regulations for Scientific Research in Saudi Universities

Article One

Definitions: The expressions mentioned in these Regulations shall have the meanings set forth below:

- **Scientific Research:** Achievement that depends on the foundations of scientific recognized, and is the result of individual efforts or joint efforts or both.
- **Principal Research:** is the faculty member, or similar, who represents the group involved in the research and supervises and manages the group.
- **Co-researcher:** is a member of the faculty or who is similar, who is partnering with a group of researchers to complete the research of a topic.
- **Arbitrator Examiner:** is a faculty member or expert who is charged with examining and researching scientific production.
- **References:** is a member of the teaching staff or similar or an expert who is assigned to review scientific production.
- **Counselor:** A member of the faculty or similar or an expert assigned by the research center competent to provide consulting services or studies.

Article Two:

The research conducted in universities aims at enriching knowledge in all useful fields, in particular the following:

- Highlighting the Islamic curriculum and its achievements in the history of civilization and humanities.
- Collecting, maintaining, cataloging, investigating and facilitating Arab and Islamic heritage and facilitating it to researchers
- Providing scientific advice and developing scientific and practical solutions to the problems facing society through research and studies required by governmental or private entities.
- Transfer, localize, participate in the development and adaptation of modern technology to suit local conditions for development purposes.
- Linking Scientific Research with the objectives of the university and development plans, and avoiding duplication, repetition and benefiting from previous studies.
- Developing a generation of distinguished Saudi researchers and training them to conduct original high-level research by involving graduate students, lecturers and co-researchers in the implementation of Scientific Research.
- Upgrading university and higher education.

Article Three

- Motivate researchers, faculty and students to conduct original and innovative researches that contribute to enrich the specialized knowledge and serve the community, and provide ways to accomplish, and benefit from them and universities as well:
- Disseminating the results of Scientific Research in local and international publishing vessels, and providing means of scientific documentation to facilitate the tasks of researchers.
- Cooperate with scientific and research bodies and institutions inside and outside the Kingdom through conducting research and exchanging knowledge and experience.
- Finding ways and channels to encourage individuals and institutions to support and fund research projects to enhance the role of the University.
- To provide modern means of communication and the latest scientific publications of periodicals, books and others.

Article Four:

A Deanship of Scientific Research shall be established in each university under the name of the Deanship of Scientific Research. The dean and vice-president of this deanship are chosen in accordance with Articles (33) and (44) of the Council of Higher Education and Universities Regulations.

Article Five:

The Deanship of Scientific Research shall have a council under the name of "Deanship of Scientific Research Council" consisting of:

Dean of Scientific Research as Chairman

Dean of Graduate Studies Member

The deputy (s) of the Deanship of Scientific Research are members and one of them is the Secretariat of the Council

The number of directors of research centers shall not be more than five selected by the University Council on the recommendation of the Rector members.

A number of distinguished professors in the field of Scientific Research from the university faculty members shall not be more than seven appointed by the University Council for a period of two years, renewable on the recommendation of the Rector. The Council shall convene, take its decisions and adopt them in accordance with the provisions of Article (35) of the Council of Higher Education and Universities.

Article Six:

Notwithstanding the duties of the Scientific Council, the College Councils and the Councils of the Departments, the Council of the Deanship of Scientific Research shall have the following competencies:

- Proposing the yearly research plan of the university and preparing the necessary draft budget for submission to the scientific council.
- Proposing the regulations, rules and procedures governing the Scientific Research movement in the university.
- Approving research projects and studies and following up their implementation, arbitration and disbursement according to the rules governing this.
- Proposing means of organizing and cooperating with various research centers outside the University.
- Coordinate work between the research centers at the university, work to eliminate duplication in its performance, and encourage joint research between departments and colleges to increase the efficiency and effectiveness of the use of available materials.
- To recommend the approval of publishing the researches after arbitration according to the rules of arbitration and publishing at the university
- Encouraging faculty members and other researchers and urging them to conduct innovative Scientific Research, and to provide them with the means and research capabilities, especially those who are full-time scientific, and enable them to finish their research in an appropriate scientific atmosphere.
- Organize the process of contacting research centers outside the university, local and foreign, and develop cooperation with them to benefit from all that is new.
- Establishing an information base for current and completed research at the university and exchanging research information with universities and other research centers.
- researching the yearly report and the final account of the Scientific Research activity in the university in preparation for the submission of the Vice President for Graduate Studies and Scientific Research.
- Supervision and follow-up of research funded by other sectors outside the university that fall within its competence.
- Forming specialized committees from among its members or from others as needed.
- researching what is referred by the Rector or Vice Rector for Graduate Studies and Scientific Research.

Article Seven:

The Dean of Scientific Research shall be responsible for the management of financial, administrative and technical affairs related to Scientific Research at the University in accordance with the applicable rules and regulations. In particular, he/she shall have the following duties:

Supervising the preparation of the yearly research plan of the university and the necessary budget for submission to the Deanship Council.

- Disbursement from the budget of the established research within the limits of the financial powers delegated to it. Technical and administrative supervision of the various activities of the Deanship, and the development of plans, programs of work, and follow-up implementation.
- Supervising the work of the research centers associated with the Deanship of Scientific Research, following up their activities and evaluating their performance.
- Cooperating and coordinating with local research institutes and centers inside and outside the university, liaising with research institutions and foreign research centers and harnessing what can be used to modernize and develop the Scientific Research movement and technology in the university.
- Coordinate with the Deanship of Graduate Studies in everything related to the completion of research graduate students, and work to provide the capabilities and research means to finish their research, or scientific messages.
- Follow-up and work to provide the necessary financial resources to spend on research funded from the university budget or from sectors outside the university.
- Recommend contracting researchers, staff and technicians for specific periods on the budget of research projects supervised by the Deanship.
- Evaluating the performance of the staff of the Deanship and reporting them to the University Administration.
- Preparing the draft budget of the Deanship and the annual report in preparation for submission to the Deanship Council.

Article Eight:

Each Deanship Research Center is managed by:

- a. The Council of the Center.
- b. Director of the Center. Each within its specialization.

Article Nine:

The Center Council shall be formed as follows:

- a. The Director of the Center, who has the presidency of the Council, and is appointed by the Saudi faculty members by a decision of the President of the University based on the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for a renewable period of two years, and is treated financially as head of the Department.
- b. The number of distinguished faculty members in Scientific Research must not be more than five appointed by the Rector on the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for two years.

Article Ten:

The Council of the Center shall consider all matters related to it and, in particular:

- Propose the annual research plan and prepare the necessary budget for it.
- researching the research projects of faculty members, and following up their implementation.
- research of research projects, studies that are required from outside the university and the selection of researchers, and follow-up implementation, and propose awards to those in accordance with the rules governing this.
- Recommend disbursement from the established research budget within the terms of reference.
- research the annual report, the final account and the draft budget of the Center and submit it to the competent authority.
- researching what is referred to it by the Council of the Deanship of Scientific Research.

Article Eleven:

The Director of the Research Center shall have the following competencies:

- Supervising and following up the research work of the faculty members and co-researchers, including direct supervision of the administrative and technical staff of the Center.
- Contacting with scientific departments, and motivate faculty members to research, and coordination between their research projects, and provide means and capabilities to help prepare, and disseminate as efficiently as possible.
- Contacting and coordinating with other research centers inside and outside the university in all matters related to the nature of research that is prepared under the supervision of the center or that will be prepared for the benefit of entities outside the university.
- Prepare the draft of the annual budget of the Center's activities, in preparation for submission to the Council of the Center, and then submitted to the competent authority at the university.
- Prepare the annual report on the Center's activities and submit it to the competent authority.

Article Twelve:

- Spending on research funded by the university from its budget, whether at the initiative of the researcher or the competent scientific authorities in accordance with the approved plan, and the procedures governing it by the Scientific Council within the limits of the following maximum amounts:
- A award of 1,200 SR per month shall be paid to the Principal researcher of Ph.D. holders, and 1,000 SR per month to each of the faculty participants and similar PhD holders during the basic period specified in the research plan.

- The researcher assistant from the (Master) Campaign shall pay a award of (30 SR) thirty riyals per hour, not exceeding (800) eight hundred riyals per month, during the basic period specified in the research plan and not more than three co-researchers.
- A award of (25 SR) twenty-five riyals for one hour, not exceeding (600) six hundred riyals per month, shall be paid to the assistantresearcher of the university degree during the basic period specified in the research plan.
- A co-researcher for undergraduate students, technicians, or professionals shall be given a award of (20 SR) twenty riyals per hour, not exceeding (400) four hundred riyals per month during the basic period specified in the research plan.
- The consultant shall be paid from inside the city an award of (500 SR) five hundred riyals for each day of consultation, provided that the total amount he/she receives in one year shall not exceed (7000) seven thousand riyals.
- The consultant from outside the city shall be paid an award of (1000 SR) thousand riyals for each day, a comprehensive consultation for accommodation and subsistence, provided that the total amount he/she receives in one year does not exceed (14000) fourteen thousand riyals and a ticket shall be paid (round trip).
- A consultant from outside the Kingdom shall be paid an award of (2000 SR) thousand riyals for each day including consultation and subsistence, provided that the total amount spent in one year shall not exceed (20,000 SR) twenty thousand riyals and a ticket shall be paid (round trip).
- The remuneration referred to above shall not be paid if the researcher is vacant for work in Scientific Research.

Article Thirteen:

If the award for one researcher does not exceed (10,000) ten thousand riyals for each research, the university president may appoint select Saudi faculty members to produceresearch or studies for unique objectives that are not covered by the institution's publishing programs. At the conclusion of each academic year, he delivers a report to the President of the University Council.

Article Fourteen:

The required services may be offered for independentresearch and studies that the researcher conducts for publication or promotion but that were not part of the authorized research plan.

Article Fifteen:

Research study that is financially funded by publicresearch institutes, orresearch that is carried out in conformity with guidelines set out by these institutions. if the guidelines for execution are established by the Scientific Council, acting on the Deanship of Scientific Research's advice.

Article Sixteen:

Considering what is stated in the regulations governing the affairs of Saudi university employees, including faculty members and others, the University Council establishes the policies and procedures governing the research conducted by a faculty member while on sabbatical leave based on the recommendations of the Scientific Council.

Article Seventeen:

Distinguished researchers may get prizes and motivational awards on a yearly basis. The Scientific Council makes a proposal to the University Council on the number of these awards, along with the selection criteria and procedure.

Article Eighteen:

Encouragement awards for exceptional research may be given out on a yearly basis; based on the Scientific Council's suggestion, the University Council selects the number of awards and the selection criteria, which are as follows:

- 1 The research should be original and novel, and it should have been published no more than two years ago.
2. The research should have been finished in the university and submitted to the appropriate arbitration mechanism.
3. Not having previously received another award.
4. The research should not be based on Master's or PhD theses.

Article Nineteen:

Each award consists of a certificate of recognition and a financial incentive of no more than (20,000) twenty thousand riyals, as selected by the University Council based on the Scientific Council's proposal. The prize may be won by more than one researcher. In this situation, the award will be divided evenly between them.

Article Twenty:

The Scientific Council establishes the criteria controlling the method for nomination and application for university-sponsored prizes and incentives, as well as those declared by other scientific groups or institutions.

Article Twenty-One:

The production submitted for publication at the University shall include the following:

1. Scientific Theses.
2. Scientific research.
3. Methodological textbooks.
4. Books and references.

5. Translators from references and textbooks, or others
6. Investigations.
7. Scientific encyclopedias, dictionaries.
8. What the scientific council is suitable for publication, and consistent with the objectives of the university.

Article Twenty-Two:

After the approval of the scientific council, it is permissible to publish some master and PhD's theses in which their publication is of general scientific interest or related to the development objectives in the Kingdom.

Article Twenty-Three

If the thesis is written in a foreign language and the Scientific Council considers it important to publish it in Arabic, the Council shall decide a financial reward for its translation.

Article Twenty-Four

For the purpose of publishing, it may consider publishing letters approved by other universities inside or outside the Kingdom if they serve the objectives of the university.

Article Twenty-Five

The author of the thesis is given a reward of (8000) eight thousand riyals for the publication of the master's thesis, and a reward of (15000) fifteen thousand riyals for the publication of PhD thesis.

Article Twenty-Six

The Scientific Council shall consider the production submitted to it for publication in the name of the university in search, author, translation or investigation, provided that it is coordinated with the objectives of the university and characterized by authenticity.

Article Twenty-Seven

The Scientific Council shall lay down the detailed rules and regulations for publishing any of the elements of scientific production mentioned in Article (21) of these regulations.

Article Twenty-Eight

The production submitted for publication shall be subject to arbitration by at least two specialists. The Scientific Council shall lay down the rules and detailed procedures for the system of arbitration, examination and review.

Article Twenty-Nine

The authors, investigators, and translators shall be paid a bonus estimated by the Scientific Council based on the arbitrators' reports according to the subject of the book, its scientific value, and its efforts, provided that the reward shall not exceed (50,000) fifty thousand riyals for each book.

Article Thirty

The rewards of authoring, translation of encyclopedias books shall be determined in accordance with the plan and the procedures approved by the Scientific Council, provided that the reward of each shall not exceed fifty thousand (50,000) riyals.

Article Thirty-One

A remuneration not exceeding (2000) two thousand riyals shall be paid to anyone who is charged with examining or arbitrating books written, verified or translated from inside or outside the university for one book.

Article Thirty-Two

A reward not exceeding (2000) two thousand riyals per book for linguistic correctors for the book published by the university.

Article Thirty-Three

Anyone who participates in the arbitration and examination of the scientific production submitted for promotion to a scientific degree shall be paid a reward not exceeding (500) five hundred riyals for each research and no more than (3000) three thousand riyals for the whole scientific production submitted.

Article Thirty-Four

The owner of the production submitted for publication must correct printing experiences and prepare full catalogs, and the owner of the production is given one hundred copies of what the university prints to him.

Article Thirty-Five

In case of translated production, the following conditions shall be considered:

1. The translated work should be of scientific or practical feasibility.
2. The translated work shall be evaluating by one or more reviewers.
3. The translator and the reviewer should be proficient in the two languages of the translated from and the translated to languages.
4. The translator shall observe the auditor 's observations and proposed amendments.
5. Obtain the right of translation and publication from the concerned authorities before commencing.

Article Thirty-Six

The right of publication shall be considered as a waiver from the author of his right to print the book he has written, achieved or translated for a period of five years from the date of approval of the Scientific Council for printing.

Article Thirty-Seven

When reprinting works published by the University, the owners shall be treated as follows:

- a. If the works are part of scientific projects that have been expended by the University, or have purchased their copyrights permanently, or have been completed by professors who have been emptied by the University for completion, the owners have no new financial rights at the time of reprinting.
- b. Workbooks that were prepared by the owners and the university bought their publishing rights will be paid - upon reprint - a reward not exceeding what was paid to them at the first time.

Article Thirty-Eight

The University reserves the right to republish its publications for a period of five years. If the production owner adds something important to the edition, the Scientific Council shall estimate a special reward for what he added after his license from the arbitrator (examiner).

Article Thirty-Nine

Five years after the approval of the Scientific Council to print the production, the right of its republication shall be fully transferred to its owner or heirs., in case of republishing; it has to be through an agreement with the university.

Article Fourty:

The Scientific Council may consider re-publishing a product that has not been published by the University before or run out if it is of special scientific value.

Article Fourty-One:

Scientific journals in the university shall be issued by a decision of the university council upon the recommendation of the scientific council.

Article Fourty-Two:

The University Council appoints the editorial board on the proposal of the Scientific Council, and the appointment for a period of two years, renewable, provided that the scientific degree of its president and members of the "Associate Professor."

Article Fourty-Three:

The editorial board has a moral responsibility for what is published in the magazine.

Article Fourty-Four:

Researches and articles shall not be published in the university journals unless they are authorized for publication by two specialized judgments provided that at least one of them should be from outside the university.

Article Fourty-Five:

The Scientific Council grants an estimated annual reward to the editorial board of each magazine in the amount of (5000) five thousand riyals to the editor-in-chief, and (3000) three thousand riyals for each member of the editorial board.

Article Fourty-Six:

It is permissible to pay a reward of (1000) thousand riyals for those who are consulted by the university magazines in return for publishing the scientific researches in it.

Article Fourty-Seven:

A reward not exceeding (500) five hundred riyals for the examination of research submitted for publication in the university journals, research centers, conferences or scientific seminars held by the university. And research project proposals submitted for disguise.

Article Forty-Eight:

The editorial board gives a full report on its operations to the Scientific Council once a year.

General Provisions

Article Forty-Nine:

Based on the proposal of the Council of the Deanship of Scientific Research, the Scientific Council establishes detailed regulations and internal rules governing the completion of research and its publication at the level of the university or colleges (institutes) and research centers in a manner that does not conflict with the provisions of these bylaws.

Article Fifty:

This regulation will take effect on the date it is approved by the Council of Higher Education. It nullifies any earlier rules that were in conflict with it.

Article Fifty-One:

The Higher Education Council has the authority to interpret these regulations.