



Unified List of Scientific Research in Saudi Universities and its executive bases in Hafr Al-Batin university

2019 – 1440



Statutory approval of the regulations for scientific research in universities

Higher Education Council Resolution No. (2/10/1419 AH) adopted at the tenth session of the Higher Education Council held on 2/6/1419 AH. Crowned with the approval of the Custodian of the Two Holy Mosques, Chairman of the Education Council to Ali by kind telegram directive No. 7/B/4403, dated 2/4/1419 AH.

The text of Higher Education Council Decision No. 2/10/1419 (the Higher Education Council):

The provisions of article 15, section 6, of the Regulations of the Higher Education Council and the Universities, stipulate that it is the prerogative of the Higher Education Council to issue joint regulations for universities. Whereas the Uniform Regulations for Scientific Research at Universities are common regulations and their adoption will regulate aspects related to scientific research at universities. Having considered the note by the General Secretariat of the Council of Higher Education on the subject, The Council: "To approve the unified list for scientific research in universities by the formula annexed to the resolution, to be evaluated after three years from the date of its entry into force, and to be submitted to the Higher Education Council. The necessary funds shall also be made available when the provisions of the regulation are in effect".

Approval of the Regulations for the Implementation of the Unified Scientific Research Regulations at the University of Hafr Al-Batin

Resolution of the Council of the League No. (7/5/1439/1440) adopted at the 5th Council of the League meeting held on 30/80/1440 AH. Crowned with the approval of His Excellency the Minister of Education and President of the Council of the University No. (813171) on 09/24/1440 AH.



Higher Studies and Scientific Research Vice Dean of Hafr Al-Batin University

Vision:

Leadership and excellence in postgraduate studies and scientific research programs that serve society's issues.

Mission:

upgrading postgraduate programs, creating a unique and innovative research environment with high-quality output, promoting knowledge exchange and serving the community and sustainable development issues.

Objectives:

The Vice Dean seeks to achieve the following objectives:

1. Upgrade existing postgraduate programs and introduce new ones.
2. Formulation of principles to evaluate all elements of the system of postgraduate studies and scientific research.
3. Support scientific research, and encourage researchers to publish in distinguished international publishing outlets.
4. Support and oversee scholarship and training programs to meet the needs of the scientific departments in the university.
5. Attracting outstanding competencies from faculty members and their equivalents through fair and transparent systems in order to upgrade the educational and research process.
6. Develop the skills of faculty members to achieve academic and professional excellence.
7. Achieve excellence in scientific research and support research competencies.
8. To promote the active engagement of the Agency with all stakeholders from within and outside the University in a comprehensive, integrated and continuous manner.
9. Develop and improve the performance of the university's postgraduate and scientific research system in all aspects.
10. Enable all bodies and stakeholders to benefit from postgraduate studies and scientific research.



11. Create a supportive work, learning and scientific research environment for students, faculty members and postgraduate and scientific research personnel.
12. Provide modern knowledge and information resources to university staff.

Contents of the Unified List for Scientific Research in Saudi Universities and Executive Bases at Hafr Al-Batin University

First:

Definitions: The terms in this regulation have the following meanings:

- ❖ Scientific research: An achievement that depends on the scientific basis recognized and is the result of individual, joint or both efforts
- ❖ Principal investigator: Member of the teaching staff, or his/her equivalent, representing the group involved in the research, supervising and managing the group.
- ❖ Associate researcher: A member of the faculty or his staff who participates with a group of researchers to complete the study of a particular subject
- ❖ Examiner: Member of the teaching staff or expert in charge of examining and studying scientific production.
- ❖ Reviewer: The member of the teaching staff, the person in whose power it is, or the expert assigned to review a scientific production.
- ❖ Counselor: Member of the teaching staff, or his or her equivalent, or expert in charge of providing services or consultancy studies.



Executive Rules

- ❖ Funded scientific research: research funded by the University of Hafr al-Batin in accordance with the rules governing funded research.
- ❖ Contract: The agreement between the University of Hafr al-Batin and the Principal Researcher.
University: Hafr Al-Batin University.
- ❖ Al-Amada is the Dean of Scientific Research at the University of Hafr Al-Batin.
- ❖ The first is the University of Hafr al-Batin.
- ❖ The second party is the research team and is represented by the lead researcher.
- ❖ Research proposal form: The model adopted by the Scientific Research Material, the terms of which the researcher prepares a research project proposal.
- ❖ Funding: The Hafr Al-Batin University provides financial support for research by faculty members and meets the conditions set by the Science Research Department.
- ❖ Funding programs: Funded research programs are announced annually by the Scientific Research Institute.
- ❖ Periodic report: A report submitted by the lead researcher on the research project prepared by him after the expiration of the half-term period for each project, in accordance with the model adopted by the scientific research literature.
- ❖ Final report: The final report is the final report submitted by the lead researcher and contains the final image of the research published in accordance with the approved model of the scientific research material.
- ❖ Final Financial Report: The financial report of the lead researcher on his research project, showing all disbursements
- ❖ Research group: composed of the lead researcher and the co-researchers.
- ❖ Stop Search: Stop Support, close financial transactions, and end the second-party contract.
- ❖ Termination of research: Completion of administrative and financial procedures adopted by the Scientific Research Institute.
- ❖ Publish Search: It is intended to publish the search in one of the local, Arab, and global publication containers that the material may specify.



Second:

- ❖ University research aims to enrich science and knowledge in various useful fields, particularly in the following areas:
- ❖ Highlight the Islamic curriculum and its achievements in the history of civilization and humanities.
- ❖ The collection, care, cataloging, realization, and facilitation of Arab and Islamic heritage for researchers.
- ❖ Provide scientific advice and develop scientific solutions to the problems facing society through research and studies that require governmental or private entities.
- ❖ Transfer and localization of modern technology, and participation in its development and adaptation to local conditions for development purposes.
- ❖ Linking scientific research to university goals and development plans, avoiding duplication and repetition, and benefiting from previous studies
- ❖ Develop a generation of distinguished Saudi researchers and train them to conduct genuine high-level research by involving graduate and postgraduate students, lecturers and assistant researchers in the implementation of scientific research.
- ❖ Upgrading the level of university education and post-graduate studies.

Third:

Researchers, both faculty members and students, are encouraged to conduct original and innovative research that contributes to enriching, providing access to and benefiting from specialized knowledge that serves society, and universities do so:

- a. Disseminate the results of scientific research in local and international publication containers and provide scientific documentation to facilitate the work of researchers.
- b. Cooperate with scientific and research institutions inside and outside the Kingdom by conducting research and exchanging knowledge and experience.
- c. To find ways and channels to encourage individuals and institutions to support and finance research projects in order to strengthen the role of the University.
- d. Provide modern means of communication and the latest scientific issues of periodicals, books and others.

Fourth:

Each university shall have a subject named "Science Research Subject", which shall be subordinate to the Undersecretary of the University for Higher Studies and Scientific Research. The Dean and the Undersecretary shall be appointed in accordance with the provisions of articles 33 and 44 of the Higher Education Council and the Universities Regulations.



Fifth:

The Scientific Research Institute shall have a Council named after the Scientific Research Council, which shall consist of:

- a. Dean of Scientific Research, Chairman, Dean of Graduate Studies, member
- b. Agent(s) of the Scientific Research Institute are members and one of them is appointed secretariat of the board
- c. No more than five Directors of Research Centers selected by the UNU Council on the recommendation of the UNU Director and members
- d. A number of university professors, not exceeding seven, appointed by the University Council for a renewable two-year term upon the recommendation of the University Director.
- e. The Council shall convene, make its decisions, and adapt as required by Article 53 of the Regulations of the Council for Higher Education and Universities.

Sixth:

The Scientific Research Council shall have the following competencies:

- a. Propose the University's annual research plan and prepare the necessary draft budget for its submission to the Scientific Council.
- b. Propose regulations, rules and procedures governing the scientific research movement at the university.
- c. Approve research and study projects, follow up on their execution, arbitration, and disbursement in accordance with the organizing rules.
- d. Propose means of organizing and cooperating with various research centers outside the University.
- e. Coordinate the work of the University's research centers and work to eliminate duplication in their performance, and encourage joint research between departments and colleges to increase the efficiency and effectiveness of the use of available materials.
- f. Recommend approval of publication of research that is to be published after arbitration in accordance with the University's Arbitration and Publication Rules.
- g. Encourage and motivate faculty and other researchers to undertake innovative scientific research, develop research means and capabilities for them, especially full-time students, and enable them to complete their research in an appropriate scientific environment.
- h. Organize communication with, and develop cooperation with, research centers outside the university, whether local or foreign, in order to benefit from all that is new.
- i. Establishment of an information base for ongoing and completed research at the University and exchange of research information with other universities and research centers.



- k. Study the annual report and the final account of the scientific research activity at the university in preparation for submission to the Undersecretary for Graduate Studies and Scientific Research.
- l. Supervision and follow-up of research funded by other sectors outside the university within its competence. for. Form specialized committees from among its members or others as needed.
- m. The study of what is referred to him by the Rector of the University or the Under-Secretary for Graduate Studies and Scientific Research.

Seventh:

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 regulations and regulations in force. He shall have the following duties in particular:

- a. Oversee the preparation of the annual research plan of the University and the budget required for its submission to the Council of Dean.
- b. Disburse the prescribed research budget within the limits of the delegated financial powers.
- c. Technical and administrative supervision of the various activities of the mayor, and the formulation of plans and work programs and follow-up on their implementation.
- d. Supervise the work of research centers linked to the scientific research material, monitor their activities, and evaluate their performance.
- e. Cooperate and coordinate with local research institutions, institutes and centers inside and outside the University, liaise with research institutions and foreign research centers and make use of them to modernize and develop the scientific research movement and technology at the University.
- f. Coordinate with the postgraduate department in all matters related to the completion of graduate students' research, and work to provide research capabilities and means to complete their research or scientific messages.
- g. Continue to follow up and provide the necessary financial resources to spend on research funded from the University's budget or from sectors outside the University.
- h. Recommend contracting researchers, staff and technicians for specific periods to the budget of research projects supervised by the Mayor.
- i. Evaluate the performance of the workers in the Dean and report them to the university administration.
- k. Prepare the draft budget for the Mayor and the annual report for submission to the Council of Mayors.



Eighth:

Each center of the Mayor's research center shall:

- a. Board of the Center.
- b. Center Manager.

within the limits of their competencies.

Ninth:

The board of the Center shall be composed as follows:

- a. The Director of the Center, who holds the Presidency of the Council, is appointed by a decision of the Director of the University, based on the nomination of the Dean of Scientific Research and the endorsement of the Undersecretary of the University for Graduate Studies and Scientific Research for a renewable term of two years. He is treated financially as the head of the department.
- b. No more than five distinguished faculty members in scientific research appointed by the Rector of the university on the basis of the nomination of the Dean of Scientific Research and the endorsement of the Undersecretary for Graduate Studies and Scientific Research for a renewable period of two years.

Tenth:

The Board of the Center shall consider all matters relating thereto, in particular:

- A. Propose the annual research plan and prepare the budget for it.
- b. Study the research projects of faculty members and their equivalent, and follow up on their implementation.
- c. Study research projects, studies commissioned from entities outside the university, select researchers, follow up on their implementation, and propose rewards for those who do so in accordance with the rules regulating the same.
- d. Recommend disbursement from the planned research budget within the limits of the governing authority.
- H. Study the annual report, the final account and the draft budget of the Center and submit it to the competent authority.
- i. Study of the matters referred to it by the Scientific Research Council.

Eleventh:

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

- A. Supervise and follow up on the progress of the research work of faculty members and their equivalents, and assist researchers, including direct supervision of the administrative and technical staff of the center.
- b. liaises with science departments, motivate faculty to research, coordinate their research projects, provide the means and capabilities to assist in their preparation, and deploy them as efficiently as possible.



- c. Liaison and coordination with other research centers within and outside the University in relation to the nature of research prepared under the Center's supervision or prepared for the benefit of those outside the University.
- d. Prepare the draft annual budget for the activities of the Center, in preparation for submission to the Council of the Center, and then submit it to the competent authority of the University.
- g. Prepare the annual report on the activity of the Center and submit it to the competent authority.

Twelfth:

The research funded by the University shall be disbursed from its technical advantage, whether at the initiative of the researcher or the competent scientific authorities, in accordance with the approved plan and the procedure organized by the Scientific Council, up to the following amounts:

- A. A bonus of 1,200 riyals (1,200) per month shall be paid to the principal scholar of the Ph.D., and 1,000 riyals (1,000) per month to each of the participants who is a member of the teaching staff and the PhD holders in their judgments within the basic period specified in the research plan.
- b. The Research Assistant of the Master's Program shall receive a reward of 30 riyals per hour for a period not exceeding 800 riyals per month for the basic period specified in the research plan and not exceeding three assistants.
- c. The assistant researcher who holds a university degree shall be paid a bonus of 25 riyals per hour for a period not exceeding 600 riyals per month for the basic period specified in the research plan.
- d. A research assistant, whether a university student, a technician or a professional, shall be paid a reward of 20 riyals per hour, not exceeding 400 riyals per month, during the basic period specified in the research plan.
- f. A counselor from within the city shall be paid a remuneration of 500 riyals for each consultation day, provided that he receives a total of no more than 7,000 riyals per year.
- g. A counselor from outside the city shall be paid a bonus of 1000,000 riyals for each day of comprehensive accommodation and subsistence consultation, provided that the total amount he receives per year does not exceed 14,000 riyals. A round-trip ticket is issued.
- h. A counselor from outside the Kingdom shall be granted a remuneration of 2,000 riyals for each day of comprehensive accommodation and subsistence consultation, provided that he does not receive a total of 20,000 riyals per year and is paid a round trip ticket.
- i. The rewards referred to may not be paid if the researcher is free to work in scientific research.

Executive Rules:

1. The University, through the Scientific Research Institute, finances research approved in its annual plan and supports requests by researchers or research groups for equipment, chemicals and consumables, so that the



researcher can publish his research in specialized scientific journals. The researcher can submit a request for the provision of chemicals and consumables by contacting the material via e-mail (dsr@uhb.edu.sa). He can also apply for financial support for his research on the dates announced by the Dean.

2. The Scientific Research Department shall supervise such research and terminate the disbursement procedures after ensuring that:

- a. that the research corresponds to the annual research plan of the university.
- b. Research is consistent with the University's Strategic Plan for Research.
- c. that researchers are the ones certified in the plan.
- d. There must be a periodic search accomplishment corresponding to the search timeline.
- e. The search shall be carried out in accordance with the approved project plan and the approval of the Mayor in case of any amendments.
- f. Remuneration of researchers shall be paid by no more than two researchers funded by the University at any one time.
- g. Remuneration is not payable if the search implementation period exceeds half the same as the search plan approved.
- h. The researchers' remuneration shall be paid after the completion of all research-related work and the submission of the final report of the scientific research material. The dean of scientific research has an exception.

3. Research team members:

The research project should include only one lead researcher. A number of participating researchers, assistant researchers, technicians, professionals, post-graduate students and bachelor's students, in addition to one consultant, may be involved. The total bonus line for the whole team shall not exceed 40% of the total project budget, except for theoretical projects that do not require equipment, materials and consumables. The maximum amount of the total bonus line for the whole team shall not exceed 70%.

- a. Principal researcher: Must be a Ph.D. holder or equivalent, such as a Medical Fellowship, and be a member of the faculty of the University of Hafr Al-Batin.
- b. Associate researcher: He must be a Ph.D. holder, or its equivalent, such as (Medical Fellowship). He may be from within the university, from outside it, or from outside the kingdom, according to the following rules:
 - ❖ There are no more than three participating researchers, and only one of them can be from outside the university, whether inside or outside the kingdom.
 - ❖ The participant must have scientific expertise and a distinguished scholar in the field of research specialization to work on the research project.



- ❖ The lead searcher is fully responsible for managing coordination, technical follow-up, and financial matters with the participating researchers.
 - ❖ Attach to the research submission form the curricula vitae of the participating researchers and indicate their consent to work on the project in accordance with the rules applicable by the research profession.
 - c. Consultants: A consultant may be hired from within or outside the university or outside the Kingdom to work on the project in accordance with the following guidelines:
 - ❖ He must have scientific and practical experience in the field of research specialization that qualifies him to work on the research project.
 - ❖ No more than one consultant and no more than one consultant involved in more than three projects supported by the scientific research pillar (either in the submission period or under implementation).
 - ❖ A lecture on the subject matter should be delivered in the section of the principal or most appropriate for the field of research by the principal adviser or researcher and coordinated with the director of the center closest to the discipline
 - ❖ Attach its resume to the form of submission of the research and accept to work on the project in accordance with the regulations in force in the field of scientific research.
 - d. Research assistant: A research assistant may be hired from the Master's degree holder (no more than three), a Bachelor's degree from within or outside the university, and no assistants from outside the Kingdom are allowed. The subject is provided with the data of the Assistant Researcher (biography-papers-certificates) after the start of the research project and before the disbursement of his financial dues; to match them with the qualifications listed in the research project budget table.
 - f. Postgraduate students: Postgraduate students may be hired from within or outside the university only. Students from outside the Kingdom are not allowed to be enrolled in a university or a Saudi university, and to attach proof of this after the start of the project and before their entitlements are paid; to verify.
 - g. Bachelor's students: Bachelor's students may be recruited only from inside or outside the university. Students from outside the Kingdom are not allowed to be officially registered at the university or a Saudi university, and to attach proof of this after the start of the project and before the payment of their dues; to verify.
 - h. Others: Professionals and technicians who hold a university degree or who are undergraduate students may be recruited from inside or outside the university only, and no professionals from outside the Kingdom are allowed.
4. Conditions for submission of research projects:
- a. The submitted research must be within the research fields proposed by the scientific research column.



- b. Adhere to the submission dates for research projects announced under the annual programs of the Science Research Academy.
- c. The search must not have been completed in advance.
- d. The research proposal provides an electronic completed form through the e-services portal.
- e. The research team (Principal Researcher, Participant, Consultant) is limited to the names specified in the proposed project submission form and only identifies positions for assistants, students, technicians and professionals at the time of submission of the research proposal.
- f. Researchers' disciplines must be relevant to the research project area.
- g. Two jobs must not be combined into one project.
- h. A member of the faculty is entitled to participate in three research projects supported by the scientific research subject, as a principal researcher or research participant (either in the submission period or in the process of implementation), but at least one of them is a principal researcher. If the researcher reaches the permitted ceiling of the number of projects, he or she is not entitled to submit a new project until after the completion of one of his or her funded projects, or one of the proposals submitted is rejected.

5. Arbitration:

First, research proposals shall be governed by the following procedures:

- a. The research proposal shall be subject to automatic verification by a tool of exploitation detection, and the utilization rate shall not exceed 52% otherwise the proposal will be rejected without scientific arbitration of its contents.
- b. The University's Science Research Department sends the project proposal secretly to two external arbitrators for evaluation and feedback.
- c. Research projects shall be evaluated by the arbitrators according to the model developed for this purpose of the Science Research Material.
- d. In the event of a difference of opinion among the arbitrators, the proposal shall be sent to a third arbitrator for weighting.
- f. The Scientific Research Department shall inform researchers of the views of the arbitrators after the research is differentiated to take them into consideration. The Scientific Research Baptist Council shall have the right to reject any research proposal before it is submitted to the arbitrators if it does not meet the full elements and conditions of the research proposal, if a high rate of exploitation is recorded, or if any literary theft is discovered. The regulations on scientific integrity will be applied to the proposer of the research proposal.



g. If any research project is rejected for any reason, the Scientific Research Baptist Council shall have the right not to reveal the reasons for the refusal. It is sufficient to notify the researcher not to approve funding for his research project.

h. All arbitrations shall be carried out in absolute secrecy.

i. Research proposals that have passed arbitration are presented to the Scientific Research Baptist Council to examine the possibility of providing a budget to support it and recommend approval of its funding.

k. The purpose of the article is to announce the arbitration results of research and trade-offs within six months from the date the electronic submission was closed.

l. The arbitration award proposed by the research project shall be 500 riyals.

The final report shall be governed by the following procedures:

a. The Science Research Division shall send the final report to two competent arbitrators, each of whom shall evaluate the technical and financial aspects. The Principal Investigator shall be provided with the observations received for consideration in the event of the need for any amendments.

b. The Science Research Department shall take the appropriate measures and shall have the final decision in the event of a difference of opinion between the researchers and the arbitrators.

c. In the event of a breach of the terms of the contract concluded or as a result of the reports of the arbitrators, the Scientific Research Department may recommend against the disbursement of the last installment of the research budget, or take any other decision approved by the competent authority.

d. If the final report is not delivered on time, the article has the right to submit it to the Financial Department; To apply the statutory procedures according to the terms of the contract between the parties for the recovery of the disbursement made to the principal researcher.

e. The award for the final report of the research shall be 500 riyals.

6. Finance:

Approved research shall be financed in accordance with the following procedures: The research shall be financed only in accordance with the conditions and obligations set forth in the contract between the University and the research team represented by the principal researcher, as follows:

a. The Council for the Study of Scientific Research shall form a committee to examine the extent to which research proposals conform to the Scientific Research Regulations and Rules and to the conditions set forth in the declaration of the article.

b. The university-funded research project shall be for a maximum of two financial years, extendable for a maximum of one year, without additional funds being added to the research budget.



- c. Research shall be considered acceptable for support and funding only after the approval of the Scientific Research Council, the adoption of its budget, the signing of its contract and the first installment of the allocated item.
- d. The proposed budget lines for a research project may be transferred only after the science research literature has been upgraded and prior approval obtained.
- e. This guide is an integral part of the search contract.
- f. The lead researcher represents the research team, the literary responsibility is in solidarity, and each member of the team represents what was allocated to him in the project.
- g. Upon the suspension of the research project for any reason or at the request of the principal researcher and the approval of the scientific research pillar, the project shall be financially liquidated. The amounts allocated in the approved budget for the research shall be returned to the competent authority.

7. Follow-up

- a. The subject of scientific research shall have the right to address the principal searcher to inquire about the progress of the research project and request a report thereon. It may also recall the case of late submission of the final report according to the research plan.
- b. The researcher may request the mayor to review and audit the invoices, to avoid rejecting anything that does not conform to the letter of the language used by the financial institution.
- c. The Principal Researcher shall not be entitled to change any of the matters listed below except after the adjournment of the subject of scientific research and shall obtain prior written consent to allow the change to be made, but only within the following points (no change shall be allowed to be requested otherwise):
 - ❖ Change Finder.
 - ❖ Change one or more of your Search participants.
 - ❖ Change Advisor.
 - ❖ Change the project goals or scope.
 - ❖ Change over exchange lines.
- d. The Dean shall have the right to refuse any tender offers on equipment, materials or other materials if the regulations and conditions applicable to the procurement system of the University are not followed.
- e. In cases of extreme necessity, the second party shall submit a request to the Scientific Research Institute at least three months before the date of expiration of the research period, including:
 - ❖ Justification for the extension request clarifying what was accomplished on the search up to the time of the extension request.



❖ Work plan to complete the remaining part of the research during the extension period. The extension can only be effected after written consent has been obtained from the scientific research material after the examination of the application by the lead researcher.

f. The Scientific Research Baptist Council shall select from the list of penalties for the violations submitted to it, in which the principal researcher/research team is located, as follows:

- ❖ Researcher alert.
- ❖ Stop funding research projects.
- ❖ Ask the researcher to submit an apology letter for the project.
- ❖ Cancel funding contract.
- ❖ Ask the principal researcher to repeat only what was spent for him.
- ❖ Ask the lead researcher to return what was spent to all the research project team.
- ❖ Deprive the principal researcher of funding for a research project for a period to be decided by the Council of the Mayor.
- ❖ Referral to a committee competent to consider the violation and prepare a report thereon.

8. Pledges:

The Second Party undertakes not to disclose at any time - whether during the project completion period or thereafter to any person, company or organization - any confidential information, the content of any formula or rule owned by the First Party, or any method, process, method of manufacture, installation or processing of any products that may be discovered or invented during the completion of the project.

9. Change Top Finder:

Change of lead researcher: If the lead researcher cannot continue to complete the search for any reason, one of the following options is followed:

- a. Stop the search project, filter it, and return the remaining amounts of its credits to the jurisdiction.
- b. Completion of the research project by selecting one of the participating researchers as the lead researcher; so that it is re-contracted; to complete the research project, on the recommendation of the scientific research institute.

10. Reporting:

- a. To close the project, the lead researcher is committed to two final reports: substantive and financial; This shall be at the end of the project period according to its plan not exceeding two years (plus the extension period if any).
- b. The final reports shall be submitted by the Principal Researcher to the Scientific Research Institute electronically in accordance with the applicable models on the Dean's site through the research grant system.



- c. The format of the technical final report and the method of its production shall be in accordance with the model presented by the scientific research subject and shall contain the full details of the project and its output from scientific papers or patents.
- d. The Chief Searcher shall attach a copy of the invoices to the financial report of the project electronically, and the invoice assets shall be delivered with the printed report signed by the Principal Searcher.

11. Stop Search:

- a. Search is stopped in the following cases:

- ❖ Breach of contract or breach of any of the regulations of this Regulation by any member of the research team.
- ❖ The termination of the main researcher's relationship with the university for some reason such as termination of the contract, the resignation of the researcher from the university, or other.

- b. Stop Search if Researchers Are Associated with The Finder:

- ❖ The members of the research team shall agree on the nomination of another leading researcher to be from the University of Hafr Al-Batin. All the tasks of the researcher shall be assigned to the former president, who shall be entitled to the remainder of the financial dues prescribed for the researcher and former president. The intellectual and moral rights of the former principal researcher shall be preserved in partnership with the new principal researcher.
- ❖ The agreement of the researchers and the nomination of the new principal researcher shall be by an official letter submitted by the research team for the scientific research material. It shall not be considered valid until the approval of the article.
- ❖ In the event of a disagreement between the working group, the scientific research department shall have the right to terminate the research and the principal researcher shall return the financial dues disbursed during the previous stages of research.

- c. Stop the search if the parent researcher is alone with no associated researchers:

- ❖ The principal researcher shall appoint a researcher from the university who shall assume the administrative and financial functions of the research and shall be responsible for the rest of the research stages. He shall bear all the burdens and administrative responsibilities of the principal researcher before the university. The principal researcher shall retain his intellectual and moral rights.
- ❖ The researcher assigned to the research shall assume all the administrative, legal and financial responsibilities of the lead researcher in the funding contract and in these implementing rules.



- ❖ The request shall be submitted by a formal letter from the principal researcher for the field of scientific research and shall not be considered valid until approval is obtained by the Mayor.
- ❖ In the event the university does not appoint a researcher, the dean shall have the right to stop the research, and the principal researcher shall return the amounts disbursed during the previous stages of research.
- d. In the event, the researcher submits a letter containing convincing reasons for the breach of contract, the scientific research department may, with written approval, give an opportunity to correct its course.
- e. When the search is stopped, the project is financially liquidated. The entire amount approved for the research is returned to the item of scientific research in the university budget.

12. Deployment:

- a. The University shall have the right to benefit from research as it deems appropriate.
- b. In the case of information of a sensitive or confidential nature, the research may not be published, or any results in thereof, except with the approval of the University.
- c. The final report is a right of the funding entity only, and researchers have the right to publish it only with the approval of the Scientific Research Institute.
- d. When publishing the results of the research, researchers have to preserve the intellectual property rights of the results of the research, such as patents, etc.
- e. The principal researcher shall publish the research after obtaining the approval of the scientific research material on the publication container, with his commitment to export the project with this phrase (this research is financed from the scientific research subject at Hafr Al-Batin University in Saudi Arabia in the year Hajri/Gregory by No). (This phrase is translated into the language in which the search is written) such as English, French ...etc.
- f. The researcher shall publish at least one paper from the research project under the following conditions:
 - ❖ Publication in English: The publication container (magazine or conference) must be certified and classified at <http://www.scimagojr.com>. or published in Clarivate Analytics
 - ❖ Publication in Arabic: The publication container (magazine) must conform to the standards established by the Scientific Council of Hafr Al-Batin University
- g. The researcher/researchers shall refer to the University of Hafr Al-Batin as a preliminary reference for researchers (affiliation). The reference to the University when publishing in Arabic shall be in the following form (University of Hafr Al-Batin). The reference to the University when publishing in English shall be in the following form (University of Hafr Al-Batin). The abbreviated name of the University shall be



(UHB). This applies to patents or any scientific publication published during the research work of the University

h. When writing the name of the university of the researcher in the country of origin, the name of the university of Hafr al-Batin shall first be I. Use the official email of the university when corresponding with any scientific publication.

13 -Patent rights:

If the project results in an invention or discovery, the intellectual property of the invention or discovery shall be equally shared between the University and the other party. The University shall bear the costs of registration fees and procedures. The University may waive its rights to the second party, bearing the costs, fees, and procedures of registration.

14. Finish Search:-

- a. The research project shall end with the submission of the final acceptable report for the research in final form, approved by the Science Research Column, or for any other reasons set forth in the articles of this regulation.
- b. The University may, for reasons of public interest, cancel the contract and terminate the project upon written notice to the other party.
- c. The second party shall notify the Dean of Scientific Research in writing of any compelling circumstances that make it impossible for the second party to fulfill all its obligations in accordance with the rules of scientific research in force at the University. The latter shall be obliged to return all the rewards that have been paid, and to deposit any equipment and materials in the University's warehouses and warehouses, or the place agreed upon with the Dean of Scientific Research.
- d. The remaining amounts after liquidation are returned to the University's search line, at which point the research team party is released.

15. Financial Exchange Rules

- a. The right of researchers supported by their research from within the University to claim payment from their contract budgets shall be forfeited if any of them fails to submit the final report within the deadlines specified in their contract.
- b. The amounts available as a result of this decision shall be returned to the budget of the competent authority and shall be used for scientific research and university programs.
- c. The research project expenditure shall be disbursed to the lead researcher as follows:
 - ❖ First installment: Not more than (57%) of the approved research budget after the signing of the contract to cover the costs of the project, but not including remuneration for researchers (Principal Researcher, Co-Researchers, Consultant).



❖ Second installment: remaining project approved budget, disbursed after submission and acceptance of final report: includes remuneration for researchers (lead researcher, co-researchers, adviser).

16. Equipment, materials and other procurement procedures:

- a. Without prejudice to the University's regulations and financial regulations for procurement, equipment, materials and other materials shall be purchased in accordance with the policies and regulations governing the financial aspects of the University's Agency for Postgraduate Studies and Scientific Research.
- b. The Principal Researcher shall provide research equipment and supplies in accordance with the government procurement system, within the budget allocated for this purpose, in accordance with the approved budget lines and the financial regulations adopted by the University.

Whether the purchase is from inside or outside the Kingdom, it shall submit original invoices approved by the sales authority. The equipment and materials shall be deposited in the University's warehouses and disbursed in a charge in accordance with the relevant regulations, as follows:

less than) 3000(\$3000), purchased directly by the lead researcher.

❖ Three thousand riyals and less than 10,000 riyals are purchased under pricing minutes and a 3000 letter of baptism signed by the Principal Researcher.

❖ Ten thousand and more riyals are purchased under the pricing minutes and the baptism (10,000) letter signed by the dean of scientific research.

❖ In excess of 19,000 riyals, they are insured through the University's Procurement Department as follows:

- The principal researcher shall provide the technical specifications for the equipment, tools and tools required to search for the number of suppliers within the Kingdom. In the event of local insurance, the principal researcher shall contact the foreign entities that can supply the required equipment. In both cases, he shall cooperate with the Procurement Department to secure the search requirements by submitting the necessary offers, pricing minutes and minutes of the technical committee.
- The University's Department of Procurement is responsible for providing research equipment and materials valued at more than YRI 19,000. These are related to the amount of the research contract allocations made for this purpose. The funds are then handed over to the main researcher after they are insured, and the scientific research department is informed of what is being done in this regard.

17. Trips and conferences:

Researchers and their assistants shall be treated for assignments according to the list of teaching staff and staff members in force at the University. Travel tickets shall be paid to the University according to the system (no airfare bills shall be accepted for any other travel) and the total expenses for trips and conferences shall not



exceed the limit of the item specified for them, which shall not exceed (51%) of the total budget of the project.

Thirteen:

The Director of the University shall charge some Saudi teaching staff members with the preparation of research or studies for special purposes that are not included in the University's publishing programs. The reward of the same researcher shall not exceed 10,000 riyals per research, and he shall submit a report to the President of the University's Council at the end of each academic year.

Fourteen:

Research and studies carried out by a researcher on his or her own initiative may be serviced for publication or promotion and have not been included in the approved research plan.

Executive Rules

First: The dean of scientific research or his representative supervises the implementation of research supported by government research institutions or others, as follows:

- a. There shall be a contract between the university represented by the dean of scientific research or his deputy and the concerned party.
- b. Research should be assigned to an individual or team for completion in accordance with the procedures established by the Scientific Research Council.
- c. Such research shall be disbursed in accordance with the articles contained in the Scientific Research Regulations, taking into account the absence of duplication of exchange.
- d. The Scientific Research Department shall follow up on the progress of research and provide the concerned authorities with periodic reports in accordance with the agreement.
- e. The dean of scientific research shall recommend to the entity responsible for suspending or canceling the research and stopping the text if the researcher does not fulfill his obligations as stipulated in the approved plan.
- f. Any modification of the research objectives and approved plan requires the prior written approval of the Dean of Scientific Research in coordination with the supporting entities.
- g. If the researcher wants to sever his relationship with the research department or the university, he must submit an official request to the dean of scientific research within a period of no less than three months from the suspension of the research in order to take the appropriate measures.
- h. Copyright and innovation rights and patents shall belong to the parties to the contract as agreed unless the contract provides otherwise; Researchers may not use the search without the consent of the parties to the contract referred to in section (a).



Second: Subject to article 51 of the Scientific Research Regulations, a faculty member may be a party to the implementation of research supported by governmental or other research institutions, as follows:

- a. There should be a tentative proposal between the faculty member and the body concerned.
- b. Obtain the approval of the Chief of Section and the Dean of the College concerned.
- c. Obtain approval for the scientific research subject.
- d. The Scientific Research Department shall follow up on the progress of the research plan as approved and agreed with the members of the teaching staff and those entities, and shall provide the supporting entity with periodic reports on the progress of the research plan.
- e. Research involving the faculty member shall be disbursed from the supporting entities under the supervision of the scientific research department.
- f. The University shall not bear any financial or legal liability or any claims or disputes arising between the supporting entities and individuals.

Sixteen:

Taking into account the provisions of the regulation regulating the affairs of Saudi university employees, whether members of the teaching staff or their equivalent, the Council of the University shall, on the proposal of the Scientific Council, establish the rules and procedures governing the research carried out by a member of the faculty during his academic leave.

Executive Rules

Taking into account the provisions of article 16 of the Scientific Research Regulations, as well as the procedural rules for obtaining full-time leave, a faculty member who wishes to take full-time leave must:

- a. Provide a clear research plan and specific objectives commensurate with the period of time off scientific method.
- b. Attach the approval of the scientific entity in which I will be on full-time leave.
- c. Obtain the approval of the research plan from the council of the department and the college Full-time leave.
- d. Provide the Scientific Council with a report on the progress of research within a period not exceeding the end of the academic term following the end of the full-time leave.
- e. Preparation of the final report, with the need to obtain the approval of the board of the department and college concerned before presenting it to the Scientific Council for adoption.
- f. In the event that a faculty member terminates his/her relationship with the university, he/she shall notify the President of the Scientific Council thereof in order to take appropriate action regarding the research and the final report thereof in sufficient time.



Seventeen:

An atmosphere of rewards and incentives may be granted annually to distinguished researchers. The Council of the University shall determine, on the recommendation of the Scientific Council, the number of such atmospheres, the reward and the criteria for selection, and its method.

Eighteen:

An incentive atmosphere may be granted for outstanding research on an annual basis. The Council of the University shall determine, on the recommendation of the Scientific Council, the number of atmospheres permissible and the criteria for selection, in accordance with the following:

1. The research must be original and innovative and published no more than two years ago.
2. The research has been completed at the university and the arbitration system in force there.
3. He must not have been awarded any other award.
4. The research is not based on master's or doctoral thesis.

Nineteen:

Each prize shall consist of a certificate of recognition and a monetary award not exceeding YRI 20,000, to be determined by the Council of the University on the recommendation of the Scientific Council. More than one researcher may participate in the award, in which case the reward shall be distributed among them equally.

Twenty:

The Scientific Council shall lay down the rules governing the mechanism of nomination and advancement for such an atmosphere as is appropriate and the rewards offered by the University or those announced by other scientific bodies or institutions.

Executive Rules

Criteria for selecting outstanding researchers and outstanding research

First: The University may award one prize for outstanding research and another for outstanding researchers.

2. Any person who meets the following conditions shall be included in the selection process:
 - a. He must be a member of the University and have worked at the University for a period of not less than one year, or must be a student of the University working in scientific research.
 - b. His scientific activity must be distinguished in quantity and quality.
 - c. He must be of good conduct and conduct, and no act contrary to regulations or regulations has been issued against him. No disciplinary proceedings have been instituted against him.



3. The distinction between research, to which the provisions of article 81 of the Consolidated List of Scientific Research are applicable, is made by virtue of the fact that the research must be published in one of the distinguished scientific journals.
4. The process of nominating outstanding researchers or outstanding research to receive prizes from the University or other scientific institutions shall be conducted by the university's department boards, colleges, and scientific centers in preparation for presenting the matter to the Scientific Council for approval or rejection.
5. The selection process of outstanding researchers or outstanding research shall be subject to a Commission of Examination and Arbitration recommended by the Scientific Council.
6. The amount of an incentive award shall not exceed 20,000 Riyals, in addition to a certificate of recognition.
7. The Scientific Council may withhold any of the previous prizes if the submitted scientific output does not meet the required standards or if the required conditions and papers are not fulfilled.

Second: Scientific research support program after publication

1. The Scientific Council shall decide on a financial reward for researchers who are members of the faculty of the University or their equivalents who publish in scientific journals corresponding to their specializations and classified as scientific journals Clarivate Analytics found in the Citation Reports, are not previously supported by the scientific research literature or any other entity and meet the requirements of the scientific research literature. The Scientific Council also decides to provide support for the research of published doctoral thesis, in accordance with the conditions established by the Science Research Department.
2. Post-publication support requirements for scientific, medical and engineering research:
 - ❖ Be the principal researcher of the research or correspondent researcher from the University of Hafr Al-Batin.
 - ❖ The first address of the researcher (Chairman-Participant) and the reporter of the magazine entitled to the award shall be the University of Hafr al-Batin.
 - ❖ The Ph.D. of all recipients of the award must be in English, and the magazine in which it was published must be classified as CLARIVATE Analytics
 - ❖ The magazine should not be classified as fake, anonymous or open-source journals.
 - ❖ Ensure that search from any third party is not supported by a so-called Conflict of Interest.
 - ❖ Research should be authentic, free from impersonation and exploitation and not published or partially published in advance. Scientific research has the right to verify this through the use of Authentication Programs.



❖ Support shall be provided to researchers and assistants from the University of Hafr Al-Batin (postgraduate students, bachelor's students, employees and employees) according to their scientific qualifications, in addition to the provision of publishing fees, if any, for them.

3. Conditions of support (post-publication) for pedagogical research and humanities:

❖ The research must be published in full in the magazines of Gulf university societies and research centers, or in the magazines of Arab universities, which are classified among the top 500 in the Shanghai Times Classification. The letter of approval must not be accepted only.

❖ Be the principal researcher of the research or correspondent researcher from the University of Hafr Al-Batin.

❖ The first address of deserving researchers shall be the University of Hafr Al-Batin.

❖ He only pays a bonus to three researchers for one.

❖ The research must be genuine and free of impersonation and exploitation, and it has not been published in advance. The scientific research material has the right to verify this through the use of impersonation detection programs. Authentication Programs

❖ Search has not been previously supported by any third party with a so-called Conflict of Interest.

Twentieth One:

The production submitted for publication at the University includes the following:

1. Scientific messaging.
2. Scientific research.
3. Textbooks.
4. Office Literature and Reference.
5. Translations from references, textbooks, etc.
6. Investigations.
7. Scientific encyclopedias, dictionaries.
8. What the Scientific Council considers suitable for publication, and consistent with the objectives of the University.

Twentieth Two:

After the approval of the Scientific Council, some Master's and Ph.D. messages may be published, the publication of which is of general scientific benefit, or linked to the development goals in the Kingdom.

Executive Rules

Committees discussing scientific letters or boards of departments, colleges, and research centers recommend the publication of some master's and doctoral theses.



Twentieth Three:

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

Executive Rules

The maximum remuneration for the translation of a master's and doctoral thesis shall be 15000 Riyals.

Twentieth Four:

For the purpose of publication, the publication of letters approved by other universities within or outside the Kingdom may be considered if they serve the objectives of the University.

Executive Rules

The Scientific Council, on the recommendation of the Boards of Departments, Colleges, Research Centers and Scientific Research Institutes, approves the publication of scientific letters approved by other universities in the Kingdom or abroad.

Twentieth Five:

The author is rewarded with 8,000 riyals for the publication of his master's thesis and 15,000 riyals for the publication of his doctoral thesis.

Twentieth Six:

The Scientific Council shall consider the research, authorship, translation or investigation that it produces for publication on behalf of the University, consistent with the objectives of the University and genuine.

Executive Rules

This shall be recommended by the boards of departments, colleges, research centers, or the Scientific Research Institute.

Twentieth Seven:

The Scientific Council shall establish the detailed rules and regulations for the publication of any of the elements of scientific production contained in subject 21 of this Regulation.

Executive Rules

First: With regard to the study books and reference books written or verified

1. The Board of Section shall consider the request for publication of the book and shall nominate 4 (4) arbitrators with jurisdiction to assess the need for the book, specifying the number of copies required in the case of a recommendation for publication.
2. The College Board shall consider the recommendation of the Board of Section and, if approved, shall nominate three additional arbitrators.



3. The recommendation of the Faculty Council shall be submitted to the Scientific Research Council. In the event of approval, it shall submit a recommendation to the Scientific Council to consider publishing the book through the University. The recommendation includes proposing the list of arbitrators, the number of copies requested, estimating the rewards of the author and the references, and language correction.
4. The Scientific Council shall consider the recommendation of the Council of the Dean of Scientific Research. If approved, the Council shall appoint three arbitrators to evaluate the book.
5. If the Scientific Council decides to approve the publication of the book through the University, the relevant department shall be obliged to use it to cover the proposed course for at least three academic years. The decision to approve the required copies of the book and the award for authorship, revision and proofreading is specified.
6. A contract is concluded between the University and the author in accordance with the regulations and rules of the University.
7. The University shall pay the author (50%) of the work award established after the conclusion of the contract, and the other (50%) after the completion of the printing process.
8. These rules apply to books that the competent departments require competent persons with competence to compose or investigate for the purpose of covering a course of study in the State. In the event that the
9. Scientific Council does not approve the publication of the book - based on the reports of the arbitrators - the author shall be granted a discretionary bonus of not less than 5000 Riyals.

Second: For translated textbooks and reference The translated textbooks and reference books that translators request to be published through the University shall be subject to the Executive Rules (1) to (8) of section (a) on the textbooks and reference books written or verified.

Twentieth Eight:

Production submitted for publication shall be subject to arbitration by at least two competent persons, and the Scientific Council shall establish rules and detailed procedures for the system of arbitration, examination, and review.

Twentieth Nine:

Authors, investigators, and translators shall be awarded a bonus, which the Scientific Council shall value on the basis of the reports of the arbitrators, according to the subject matter of the book, its scientific value, and the efforts made therein, provided that the bonus does not exceed 50,000 riyals per book.

Executive Rules

The minimum amount of the reward for any book published by the University (250,000) shall be 25,000 riyals.



Thirty:

The fees for authoring or translating encyclopedias and encyclopedias shall be determined in accordance with the plan and the procedures approved by the Scientific Council, provided that the reward for each volume shall not exceed 50,000 Riyals.

Executive Rules

In determining the royalties' payable for the authorship or translation of each volume of encyclopedias and books, the procedures in force shall apply in accordance with the detailed controls of article 29.

Thirty-One:

A remuneration not exceeding YRI 2,000 shall be paid to anyone who is commissioned to examine or judge books written, verified, or translated, whether from inside or outside the university, for one book

Executive Rules

The minimum price for the examination or arbitration of a book shall be 1500 riyals.

Thirty-Two:

A remuneration of not more than 2,000 Riyals shall be paid to the Language Correctors of the book published by the University.

Executive Rules

The minimum price for a linguistic correction of a book shall be 1000 riyals if the corrector is alone. The minimum amount of the reward shall be increased to 1500 Riyals if more than one correction is available.

Thirty- Three:

Anyone who participates in the arbitration and examination of the scientific output submitted for promotion to a scientific degree shall be paid a bonus of not more than 500 riyals for each research and not more than 3,000 riyals for the entire submitted scientific output.

Thirty-Four:

The producer submitting the publication must correct the printing experiments and prepare the complete indexes. The producer shall be given one hundred copies of what the university prints for him.

Thirty- five:

In the case of translated production, the following shall be required:

- a. The translated work must be of practical, practical, or practical use.
- b. That the translated work be subject to arbitration by one or more reviewers.
- c. The translator and the reviewer must be fully proficient in the languages of the translator and translator.
- d. The interpreter must take into account the reviewer's observations and proposed amendments.



Thirty-Six:

The right to publish shall be considered in exchange for a waiver by the author of his right to print the book he wrote, or to make a copy thereof for a period of five years from the date on which the Scientific Council agreed to print it.

Thirty-Seven:

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

- a. If the works were part of scientific projects on which the University has spent money, or if the rights to print them were purchased permanently, or if they were completed by professors who were emptied by the University to complete them, the owners have no new financial rights upon the re-establishment of the medicine.
- b. The works prepared by the owners and purchased by the university shall be disbursed to them upon reprinting a reward that does not exceed what was given to them the first time.

Executive Rules

The award shall be determined by a decision of the Scientific Council on the recommendation of the Scientific Research Institute.

Thirty-Eight:

The University reserves the right to republish its publications for a period of five years. If the owner of the production adds something important to the edition, the Scientific Council will appreciate a special reward for what he has added after his leave from the (examining) court.

Thirty-Nine:

Five years after the approval of the Scientific Council to print the product, the right to republish it in full shall be transferred to its owner or heirs. The republication shall be by special agreement with the University.

Executive Rules

The award shall be determined by a decision of the Scientific Council on the recommendation of the Scientific Research Institute.

Fortieth:

The Scientific Council may consider republishing a production not previously published or carried out by the University if it has a special scientific value. The Scientific Council shall value a reward for this.

Executive Rules

1. If the production is controlled by a party recognized by the University of Hafr al-Batin, the award shall be fixed at least 50% of the maximum bonus provided for in the detailed regulations of article 29.



2. In the event that scientific production is not controlled, the procedures for the dissemination of scientific production in force at the university shall apply.

Fortieth One:

The scientific journals of the University shall be issued by a decision of the Council of the University on the recommendation of the Scientific Council.

Fortieth Two:

The Editorial Board shall be appointed by the Council of the University on the proposal of the Scientific Council. The appointment shall be for a renewable period of two years, provided that the academic degree of its President or members shall be no less than "associate professor".

Fortieth Three:

The Editorial Board is morally responsible for what is published in the magazine, and the Board oversees the publication of the magazine and determines the number of copies.

Fortieth Four:

Research and articles shall not be published in the University's journals until their validity for publication is granted by two specialized judgments, at least one of which must be from outside the University.

Fortieth Five:

The Scientific Council shall grant an estimated annual bonus to the editors-in-chief of each magazine in the amount of 5,000 riyals and 3,000 riyals to each editorial committee member.

Fortieth Six:

A remuneration of 100,000 riyals may be paid to the subscribers of the University's journals in exchange for the publication of the scholarly research in question.

Fortieth Seven:

A reward not exceeding (500) five hundred riyals shall be paid in return for examining the research submitted for publication in the university's refereed journals, research centers, conferences, scientific symposia held by the university, and proposals for research projects submitted for funding by the university.

Fortieth Eight:

The Editorial Board shall submit annually to the Scientific Council a detailed report on its activities.

Fortieth Nine:

The Scientific Council shall, on the proposal of the Council of Science Research Institutes, draw up detailed regulations and rules of procedure for the conduct and publication of research at the university or college (institutes) and the research center.



Fifteenth:

This regulation is effective as of the date of its approval by the Higher Education Council, and it cancels all previous regulations that contradict it.

Fifteenth One:

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

Executive Rules

These implementing rules are reviewed as necessary.