



جامعة شقراء

Shaqra University

وكالة الجامعة للدراسات العليا والبحث العلمي
عمادة البحث العلمي

The Consolidated Regulations for the Scientific Research in the Universities



جامعة شقراء
Shaqra University
عمادة البحث العلمي

1443/07/05هـ

The Consolidated Regulations for the Scientific Research in the Universities

The decision of the Higher Education Council number (2-10-1419)

The decision number (2-10-1419)

The Higher Education Council

Based on the provisions of the sixth paragraph of the fifteen articles of the Council of Higher Education and Universities regulation that states that the Higher Education Council is authorized to issue joint university regulations.

And as the joint university regulations of the scientific research is a part of the joint regulations and its adoption will lead the organization of aspects of scientific research in the universities.

After reviewing the memorandum of the general secretariat of the Higher Education Council regarding the subject, and after reviewing a copy of the mentioned regulation project, which is attached with the presented memorandum, the council decides the following:

To approve the consolidated regulation of the scientific researches in the universities according to the formula attached with the decision to be evaluated after three years from the date of its implementation and submit this to the Higher Education Council, considering the availability of the necessary financial allocations when applying the provisions of the regulation.

the consolidated regulation of the scientific research

The definitions:

The expressions stated in this document are explained by the meanings set out beside them:

1. The scientific research: is an achievement that based on the recognized scientific bases which is achieved by individual or joint efforts or both
2. The chef researcher: is the teaching's staff member -or who is in power – he represents the participated group in the research and he supervises this group.
3. The Research Associate: is a teaching's staff member -or who is in power – he involves with other researchers to study a topic.
4. Examiner Arbitrator is a teaching's staff member or the expert who assigns the examination and study of a scientific topic
5. The reviewer: is a teaching's staff member-or who is in power – or the expert who assigns the examination of a scientific topic
6. The consultant: : is a teaching's staff member-or who is in power – or the expert who is assigned by the researches center specialized in providing services or consultancy studies

Article (2)

The researches which are carried out in the universities aim to enrich the science and the knowledge in all useful fields and especially in the following:

- A. To highlight the Islamic curriculum and its achievements in the history of civilization and humanities
- B. To collect all Arab and Islamic heritage, and to take care of it, index it, achieve it, and facilitate it for
- C. researchers
- D. Providing scientific advice and developing scientific and practical solutions to the problems facing the
- E. society through research and studies that are requested by governmental and private bodies
- F. Transfer and localize modern technology and participate in the development and adaptation to suit the
- G. local conditions to serve development purposes
- H. Linking the scientific research to the university's goals and the development plans and avoiding duplication, repetition and profiting from previous studies

- I. To develop a generation of Saudi distinguished researchers and to train them to perform high level of authentic researches through the participation of the postgraduate's students and the lecturers and the researcher's assistants to perform the scientific researches.
- J. Upgrading the level of university education and postgraduate studies

Article (3)

The researchers from the teaching's staff members and the students are motivated to perform high authentic and creative researches that help in enriching the specialized knowledge and serving the society and to provide means to achieve it and benefiting from them and to the universities in order to do so:

- A. To publish the results of the scientific researches in the local and international publications and to provide scientific documentation to facilitate the tasks of researchers
- B. To collaborate with the scientific and research bodies and institutions inside and outside the kingdom by performing the researches and exchanging the experiences and the knowledges.
- C. Find ways and means to motivate the people and the institutions to fund and financing the researches projects in order to enhance the university's role.
- D. Providing modern means of communication and the latest scientific publications such as the bulletins and books, etc.....

Article (4)

In each university, there is a deanship called "scientific research deanship" which is affiliated to Vice-Chancellor for Graduate Studies and the Scientific Research and the Dean and the Vice-Chancellor to be appointed in accordance with Article No. (39) and the article number (40) of the Higher Education council and the Universities

Article (5)

Every scientific research deanship has a council called "scientific research deanship council" consists of

- A- Scientific research dean
- B- Dean of Graduate Studies
- C- Vice Dean of Scientific Research of the Council members and one of them performs the duties of the Secretaria

- D- a number of researches center managers and they must not be exceeding 5 persons and they must be selected by the university's council based on the university's manager recommendation – members
- E- Several distinguished professors in the field of the scientific researches from the teaching staff's members in the university and their number should not be exceeding 7 persons and to be appointed by the university's council for 2 years and to be renewable based on the university's manager recommendation

The council to be held and taking its decisions and to be approved in accordance with the article number (35) of the Higher Education council system and the universities.

Article (6)

While not incompatible with the tasks of the Scientific Council and the Councils of Colleges and Councils of the sections, the Deanship of Scientific Research Council shall:

- A. To suggest an annual research plan to the university and to prepare the necessary budget project to be presented to the scientific council.
- B. To suggest the regulations, rules, the procedures governing the movement of research and scientific research in the university
- C. Approve research projects and procedures and follow up their implementation, arbitration and disbursement in accordance with the rules
- D. To suggest organizing means related to the different researches centers outside the university and to cooperate with it.
- E. To coordinate the work between the researches centers in the university, to eliminate the duplication in the center's work duties, and to motivate the joint researches between the sections and the colleges to improve the efficiency and effectiveness of using the available outputs
- F. To recommend the acceptance of publishing the researches after being attributed in accordance with the rules of arbitration and publishing in the university
- G. To motivate the teaching's staff members and the other researchers and to encourage them to perform the creative scientific researches and to provide them with the means and research possibilities, especially for the full-time staff, and enable them to finish their research in an appropriate scientific environment.
- H. To organize the communications operations in the researches centers outside the university, whether the local or the foreign universities and to develop the collaboration with them as well to take advantage of everything that is modern.

- I. To create an information database for the current and the finished researches in the university and to exchange the scientific information with the universities and the other scientific researches centers.
- J. to study the annual report and the final account of the scientific research activity in the university to be ready to be sent to the Vice-Dean for Graduate Studies and Scientific Research
- K. to supervise and follow up the funded researches from the other sectors outside the university which is considered as a part of its competence specialization.
- L. forming the specialized committees from whether among its members or from others as required
- M. Study of what is transferred from the university director or vice-president for graduate studies and scientific research

Article (7)

The dean of the scientific research is responsible for managing the financial, administrative and technical issues related to the scientific research in the university according to the applied rules and regulations, especially for the following tasks:

- A- Supervising the preparation of the annual research plan of the university and the necessary budget in order to be presented to the deanship council
- B- To pay from the allocated budget for the researches within the financial powers authorized to him.
- C- The technical and the managerial supervision for all deanship's different activities and to set out the plans and the work programs and to follow up its implementation.
- D- Supervising the implementation of the researches centers' works related to the scientific research's deanship and to follow up its activities and to assess its performance.
- E- To collaborate and coordinate with the institutions and the local researches centers inside and outside the university and to contact the researches institutions and the foreign researches centers and to benefit from what that can be used to modernize and develop the movement and technology of public research at the university
- F- To coordinate with the postgraduates' deanships regarding all that must do with the graduate students' research and to provide all the researches' means and possibilities to finalize them researches.
- G- The continuing the follow up and to work on providing the necessary financial resources to expend on the funded researches from the university's budget or from the sectors outside the university.

- H- Recommending the contracting with researchers, employees and technicians for specific periods and their budget to be from the budget of research projects supervised by the Deanship
- I- Assessing the deanship worker's performance and to send reports about their performance to the deanship's management
- J- Recommending contracting with researchers, employees and technicians for specific periods on the budget of research projects supervised by the Deanship
- K- Prepare the deanship's budget project and the annual report as well in order to be presented to the deanship's council

Article (8)

Each research center of the Deanship to be managed by:

Council Center

Center Manager

Each of them within its competence

Article (9)

The council center to be consisted as follows:

- A- The center manager: the head of the Council, to be appointed by the Saudi teaching's staff members in accordance with the decision of the university's manager and according to the recommendation of the scientific research dean and based on the support of the Vice-President for Graduate Studies and Scientific Research for two years that could be renewable and be financially treated as the head of the department.
- B- The number of the distinguished teaching's staff members in the scientific research shall not be exceeding 5 persons and they must be appointed by the university's manager according to the recommendation of the scientific research dean and the Vice-Dean for Graduate Studies and Scientific Research for two years that could be renewable.

Article (10)

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

- A- Proposing the annual research plan and preparing the necessary budget

- B- Studying the research projects of faculty members – and who are in power- and following up on their implementation
- C- To study the research projects and studies that are requested from outside the university and to select the researchers and follow up their implementation and propose the rewards of those who carry them in accordance with the rules in this regard
- D- Recommending expending from the allocated budget of the research within the limits of the competent authorities
- D- Studying the annual report, the final account and the draft budget of the Center and sending it to the competent authority
- E- Study of what is referred by the Deanship of Scientific Research Council.

Article (11)

The Director of the Research Center is responsible for the following:

- A- supervising and follow up the research process of the teaching staff members and who are in power and the researcher's assistants including the direct supervising of the administrative and technical staff of the center
- B- contacting the scientific sections, motivating the teaching staff members to perform the research, coordinating between the researches projects, providing the means and the possibilities which helps to spread the research as efficiently as possible
- C- contacting and coordinating with other research centers inside and outside the university in everything related to the research, which is prepared under the supervision of the Center or that will be prepared for the account outside the university
- D- preparing an annual report about the center's activity to be sent to the competent authorities.

Article (12)

To expend on the researches funded by the university from its budget whether if this happens according to the researcher's request or the competent scientific authorities' request in accordance with the approved plan and procedures organized by the Scientific Council within the limits of the following amounts:

- A- to pay 1200 Riyal on a monthly basis to the chef researcher who hold a Ph.D., and 1000 riyal on a monthly basis to each participant of the teaching staff members and -who are in power- who hold a Ph.D during the basic specified period of the research plan.

- B- the researcher's assistant who hold a master's degree to get a reward of 30 riyals per hour to not exceeding 800 riyals per month during the basic specified period of the research plan and not exceeding 3 assistants.
- C- the researcher's assistant who hold college degree to get a reward of 25 riyals per hour not exceeding 600 riyals per month during the basic specified period of the research plan.
- D- The university's students, technicians and professionals to get a reward of 20 riyals per hour and to not exceeding 400 riyals per month during the basic specified period of the research plan.
- E- The consultant inside the city to get a reward of 500 riyals for each daily consultation and the total amount payable for each year shall not exceed 7000 riyals
- F- The consultant outside the city to get a reward of 1000 riyal for each daily consultation including the accommodation and to not exceed the total of what he receives in one year 14000 riyals, and to get a round-trip ticket.
- G- The consultant outside the kingdom to get a reward of 2000 riyal for each daily consultation including the accommodation not to exceed the total of what he receives in one year 20000 riyals, and to get a round-trip ticket.
- H- It shall not be permissible to pay the mentioned rewards if the researcher is dedicated to work in the scientific research

Article (13)

The university manager has the right to assign the Saudi teaching staff members to prepare studies and researches for special purposes not including in the publishing programs in universities by giving each researcher reward not exceeding 10000 riyal and to send a report regarding this matter to the resident of the University Council at the end of each educational year.

Article (14)

Services may be provided for the research and the studies carried out by the researcher whether if this happens according to the request of the researcher for publishing or promotion purposes and if there are not included in the approved researches plans.

Article (15)

The financially funded researches from the governmental research institutions or others to be performed according to the issued regulations from these institutions and the scientific council to set out the rules governing implementation according to the recommendation of the research deanship.

Subject to the provisions of the Regulations governing the affairs of Saudi Associates to the University from the teaching staff members and who are in power. Upon the proposal of the Scientific Council, the Council of the University set out the rules and procedures governing the research carried out by the faculty member during the period of his leave to carry out the research.

Article (17)

Motivational rewards and the awards could be provided on a yearly basis for the distinguished researchers, and the university council to determinate the number of theses awards and rewards according to the recommendation of the scientific council and the selection criteria and its means as well.

Article (18)

Motivational awards could be provided on a yearly basis to the distinguished researches, the university council to determinate the number of these awards according to the following:

- A- The researcher shall be characterized with originality and innovation, and it has not been published for more than two years
- B- That the research has been carried out at the university and that it has been subject to the applicable arbitration system
- C- The researcher to not obtains an award for the same research
- D- The research shall not be excerpted from other master's and Ph.D. thesis

Article (19)

The award to be an appreciation certificate and financial reward and they must not be exceeding 1000 riyal and to be determined by the university council according to the scientific council recommendation, and more than one researcher may participate in this award and this the reward to be distributed equally.

Article (20)

the scientific council to set out the rules governing the nomination and the submission mechanism to get these awards and rewards which are presented by the university or those announced by other scientific bodies and institutions.

Article (21)

The output that was submitted for publication at the university must include the following:

- scientific thesis
- Scientific Research
- Textbooks Methodology
- Books and references
- Interpreters from references, textbooks or others
- The investigations
- Scientific encyclopedias and dictionaries
- What the Scientific Council considers appropriate for publishing and consistent with the objectives of the University

Article (22)

the scientific council may approve the publishing of some masters and Ph.D thesis which shall be published for general scientific benefit or related to the objectives of development in the Kingdom.

Article (23)

if the thesis is written in a foreign language and if the Council considers the importance of its publication in Arabic the council shall dedicate a financial reward to translate it.

Article (24)

for the publishing purpose, the publishing of thesis that have been approved by other universities inside or outside the Kingdom may be considered if they serve the University's objectives.

Article (25)

the thesis owner to get a financial reward of 8000 riyal for publishing the master thesis and reward of 15000 riyal for publishing the Ph.D thesis.

Article (21)

the council to consider the submitted outputs for publication bearing the name of the university whether it is research, editing, translation or investigation and they must be consistent with the objectives of the university and be characterized by authenticity.

Article (27)

the scientific council to set out the rules and the detailed controls for the publication of any of the elements of the scientific outputs mentioned in the article (21) of this regulation.

Article (28)

The outputs that were submitted to be published shall be arbitrated by two competent arbitrators and the Scientific Council shall set out the detailed rules and procedures for the system of arbitration, examination and review

Article (29)

Authors, investigators and translators to get a reward to be determined by the scientific council according to the report of the arbitrators and according to the book subject and its scientific value and the efforts made to finalize the project, the reward shall not exceed (50,000 riyal) for each book

Article (30)

The rewards of the authorship or the translation of the encyclopedias and encyclopedic books to be determined according to the plan and the approved procedure from the scientific council, the reward of each publication shall not be exceeding (50,000 riyal) fifty thousand riyal.

Article (31)

The person who examines the books or the investigator or the translator or arbitrator whether inside or outside the university to get a reward of (2000 riyal) two thousand riyal for each book.

Article (32)

The Linguists to get a reward of (2000 riyal) two thousand riyal for each book published by the university.

Article (33)

A person who participates in the arbitration and examination of the scientific outputs submitted to get a scientific research promotion to get a reward not exceeding 500 riyals (five hundred riyal) for each research and that must not exceeding 3000 (three thousand riyal) For all the scientific outputs.

Article (34)

The publisher of the publishing outputs should correct the printing experiments and prepare the complete catalogs and give the owner of the outputs one hundred copies that were printed by the university

Article (35)

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

- The translated work should have a tangible scientific feasibility
- The translated work shall be subject to arbitration by one or more consultative
- The translator and the consultative should be fully versed in the two languages translated from and to them -The translator shall comply with the auditor's comments and the proposed amendments
- Obtain the right of translation and publication from the concerned authorities before starting

Article (36)

To get paid for the right of publishing is considered as a waiver from the author of his right to print the book he has written, reviewed or translated for a period of five years from the date of the Scientific Council approval

Article (37)

If the university reprinting the published outputs, the outputs' owners should be treated as follows:

- A- in case of reprinting these workbooks, the ones that were carried out among scientific projects that have been funded by the university or if it bought the printing rights permanently, or if these were performed by university's full-time professors their owners have no right to get new financial rights

- B- The workbooks that were prepared by their owners and the university has purchased the right to publish these works, the owners to get a reward for reprinting these workbooks that should not be exceeding the amount that they got at the first time.

Article (38)

The university to keep its right of publishing its publications for a period of five years, and in case if the outputs' owner adds important something to the edition the scientific council to determinate a special reward and after this edition being approved by the attributor (examiner)

Article (39)

Five years after the Scientific Council approved the printing of the output, the right of the abrogation is transferred to the owner or his heirs, provided that the re-publication process to take place according to a agreement with the University

Article (40)

The scientific council to consider the reprinting of the outputs in case if the university did not publish these outputs if these outputs have special scientific value and the scientific council to determinate a reward for this matter.

Article (41)

The scientific publications should be issued inside the university in accordance with a decision from the university's council and based on a recommendation from the scientific council.

Article (42)

The university council to appoint editorial board based on the scientific council suggestion, and the appointment to be for 2 years and they could be renewable provided that the academic degree of its president and its members shall not be less than an associate professor.

Article (43)

The editorial board have a literary responsibility for what is published in the magazine and the board to supervise the issuing of the magazine and to determine the edition to be printed.

Article (44)

To not publish the researches and the articles in the universities' magazines only after they have been approved by 2 specialized attributors, provided that at least one must be from outside the university.

Article (45)

the head of editorial board to get a reward of (5000 riyal) five thousand riyal to be granted from the scientific council for each magazine and each member of the editorial board to get a reward of (3000 thousand riyal) three thousand riyal.

Article (46)

It is permissible to pay a reward of SR 1000 to those whom the University's journals write them down for the publication of the scientific research

Article (47)

It is permissible to pay a reward of SR 500 for screening the submitted research for publishing in the university's magazine or the researches centers or the conferences, the scientific forums that were took place in the university. The proposals for research projects submitted for funding from the University.

Article (48)

The editorial board to submit a detailed annual report to the scientific council about its activities.

Article (49)

The Scientific Council shall, upon the proposal of the Deanship of Scientific Research Council, issue the detailed regulations, in a manner not inconsistent with the provisions of these Regulations. The Council shall set out the internal rules governing the completion and the publishing of the researches on the level of the university or the colleges or the institutes and the research centers.

Article (50)

This regulation shall be applied as of the date of its approval by the Higher Education Council, this regulation also repeals what is inconsistent in the previous regulations.

Article (51)

The Council of Higher Education shall have the right to interpret this Regulation.

This document is an unofficial free translation of the original document in Arabic. The Deanship of Scientific Research at Shaqlra University is not responsible of any mistranslation or out of context translation.

