



Research Centers

Guide



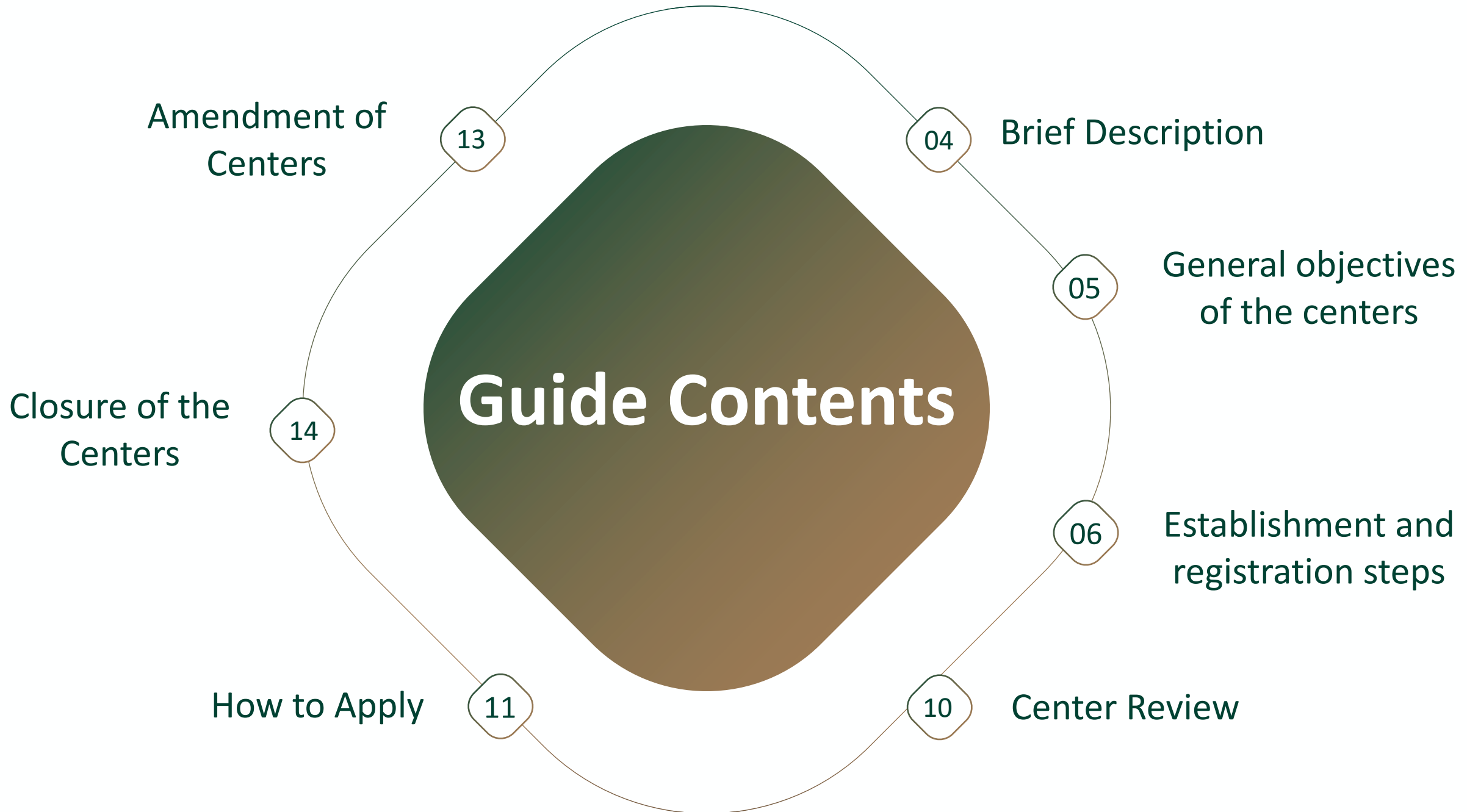
Brief Description



Center Registration T&C



How To Apply



Research Centers

The rules regulating research centers were approved by University Council Resolution No. 4/6/2 and supported by His Excellency the Minister of Education on 13/06/1443 AH, which was submitted by the Deanship of Scientific Research with the aim of regulating the process of establishing research centers, as they are considered one of the most important factors in the progress of nations. and its civilizational renaissance, and because of its key role in innovation, knowledge development, renaissance and comprehensive sustainable development that is reflected in all aspects.

The importance of research centers is due to the fact that many of the problems of the contemporary world can only be solved through elite institutions or groups with a high concentration of knowledge that are able to determine the nature of these problems and ways to treat them according to studied scientific foundations and move with a clear vision associated with overcoming difficulties and overcoming challenges.



General objectives of the centers

01

To achieve one of the Kingdom of Saudi Arabia 2030 Vision goals by raising the rank of Saudi universities among the top 200 universities in the global ranking.

02

To establish and develop the infrastructure for scientific research within the University and attract distinguished researchers and scientists to exchange scientific experiences in various disciplines.

03

To encourage distinguished research output by providing a supportive and stimulating environment that boosts excellence and encourages creativity for faculty members, researchers, and graduate students.

04

To motivate and commercialize scientific research by contributing and supporting the knowledge economy in-line with Vision 2030.

05

To promote and facilitate research cooperation, exchange experiences, and build sustainable research partnerships. This is attainable by providing research and advisory services to government agencies or profit and non-profit institutions locally and internationally.

06

To create a research environment capable of responding to local and global challenges by providing appropriate scientific solutions.

Steps to establish and register a center

Requests to establish centers are received throughout the academic year, provided that their official work begins at the beginning of each academic year after the final approvals by the Deanship.



First Step

Filling RCF.1 form

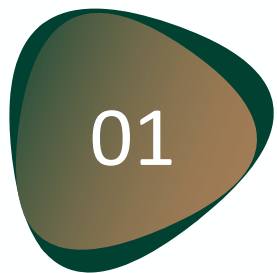
In which the name of the center and the objectives of its establishment are suggested, in addition to the initial plan of the center and the expected outputs



Second Step

Filling RCF.2 form

After the first step is approved by the Deanship, detailed plans and objectives for the center are presented.



The first step of establish and registering the center

- Proposing a name for the center, goals of establishment, location, facilities and required space.
- Submitting the application to establish the center by an existing distinguished research group within the university.
- Stating the importance of the center establishment and its alignment with the university's research priorities and strategy.
- Providing a preliminary list of the involved faculty members and their required information in the provided official form. Taking into account the necessity of having multi-disciplinary specialties.
- Providing a preliminary plan for the academic, financial and operational aspects of the center. As well as ensuring the existence of specific objectives covering the first stage of operation and bullet points of the long-term goals to ensure its sustainability.
- Describing the annual expected scientific outputs (e.g.: Scientific publication, translation, patents, training programs, community service programs, interactive programs, attending conferences and holding workshops and conferences).
- Filling out the required form for establishing a Center (RCF.1)



The second step of establish and registering the center

After the approval of the primary proposal by the deanship, a detailed final proposal can be submitted and must include the following

- Presenting a clear and specific vision and goals showing the center's uniqueness.
- Presenting a detailed and clear Three-Year plan to the center outlining the scientific programs and the research development mechanism that will be implemented, clarifying the operating plans and the needs of the scientific and specialized cadres.
- Submitting an annual financial plan showing the possibility of sustainability for the center through self-financing.
- Providing evidence of research partnerships with centers, institutions and charities, if any.
- Submitting CVs for the administrative and research staff to clarify their relevance to the center's field of research.
- Filling out the required form for establishing a Center (RCF.2).

Center Review

The Deanship is responsible for reviewing centers annually and Three-Year, however centers may also be subject to review, requiring them to submit reports to other relevant departments. Nevertheless, decisions are only made by the Deanship. However, centers could also be reviewed as part of the university's other strategic review processes, according to the description of the authorized person whenever needed and public interest arises.



Center Review



Annual review

Filling RCF.1 form

The annual review aims to keep accurate records of the annual scientific outputs, achievements and needs of the centers.



The review process every Three-Year

Filling RCF.2 form

This review aims to assess to what extent the centers' support the university's research strategy, as well as with respect to its reputation, scientific contribution, and financial sustainability

Annual review

The annual review aims to keep accurate records of the annual scientific outputs, achievements and needs of the centers.

01

At the end of the academic year, center's director must clarify the following

If the center's
aims are still
accurate.

If any necessary
amendments are
needed.

If the center
wishes to maintain
or amend its
research field.

02

At the beginning of the academic year, any proposals to amend centers or their directorship will be considered by the Deanship Council.

03

The Annual Review Form (RCR.1) must be filled out by the director, considering the enlisted evaluation criteria, which must be met.

The review process every Three-Year

All university centers are reviewed every three years. This review aims to assess to what extent the centers' support the university's research strategy, as well as with respect to its reputation, scientific contribution, and financial sustainability. The full research productivity of the Centers is also reviewed and whether there are any major areas in which the Deanship has the role in terms of coordination or development.

01

Before the beginning of the last year (Two years after the establishment of the center): The review takes place every three years and the directors of the centers are informed that the review will take place at the end of the current year and they must provide the Deanship with the Final Review form (RCR.2) two months before the end of the final semester.

02

The Deanship will come up with recommendations for closing, maintaining or modifying any center according to the submitted reports.

03

Failure to submit the required review documents at the timeframe specified will result in the closure of the center.

04

The Final Review Form (RCR.2) must be filled out by the director, considering the enlisted evaluation criteria, which must be met.

Amendment of centers

01

As for the proposals for minor modifications to the center, a request letter must be submitted explaining the reasons for the amendments for consideration by the Deanship.

02

In the event that there are substantial modifications to the center's activity, the Change Activity Form (RCF.3) must be filled-out with a request letter addressed to the Deanship.

03

Submit proposals to update the membership of any center are open throughout the year. Researchers do not have to wait for the annual or Three-Year review

Closure of the Centers



Harming the reputation of the Kingdom or the University.



If the performance of the center is unsatisfactory, it first continuously rises to the level of the agreed key performance indicators (KPIs).



If the competent authorities recommend merging the center into another structure.



Failure to achieve the strategic goals of the university for which the center was established.



Failure to achieve financial sustainability within the specified time period.



Failure to fill-out the required forms for the continuation of the center.

Application Procedure and Forms



It can be obtained by visiting the Deanship's website



جامعة شقراء

Shaqra University

عمادة البحث وريادة الأعمال