

Uniform Regulation for Scientific Research at Universities and their Operational Rules and Procedures at King Khalid University.

Resolution No. (2/10/1419) of the Council of Higher Education

Based on the provisions of paragraph six of article (15) of the regulation of the Council of Higher Education and Universities, which stipulates that it is part of the jurisdictions of the Council of Higher Education to make common regulations for universities and for the fact that the uniform regulation for scientific research at universities is one of the common regulations whose sanctioning will lead to the organization of aspects relating to scientific research at universities and having gone through the memo of the General Secretariat of the Council of Higher Education about the issue and a copy of the said regulation project as attached to the presentation memo, the Council of Higher Education hereby resolves as follows:

"Approval of the Uniform Regulation for Scientific Research at Universities according to the formula attached to the resolution, which shall be assessed every three years, starting from its effective date and submitted to the Council of Higher Education. Availability of the necessary financial allocations shall also be placed under consideration while acting upon the provisions of the regulation".

Article (1)

Definitions

The expressions contained in this regulation indicate the meanings below:

1. **Research:** It is an achievement that is based on accepted scientific basis, and is a result of individual or joint efforts or both.
2. **Chief Researcher :** He is a faculty member, or the like , who heads the group involved in the research and oversees and manages the group.
3. **Co-- researcher :** He is a faculty member or the like , who partakes with a group of researchers to study a particular issue.
4. **Examining Arbitrator:** He is a faculty member or expert who is assigned to examine and study a scientific output.
5. **Reviewer:** He is a faculty member or the like or an expert, who is assigned to review a scientific output.
6. **Consultant :** He is a faculty member or the like or an expert, who is assigned by the competent research center to provide consultation services or studies.

Article (2)

Research done in universities aim to enrich science and knowledge in all beneficial areas, and in particular to achieve the following :

- A. highlighting the Islamic methodology and achievements in the history of civilization and humanities.

- B. collection and taking care of Arabic and Islamic heritage, indexing, investigating and facilitating it for researchers.
- C. provision of scientific advice, and development of scientific and practical solutions to the problems facing the community through research and studies that are required by government and private agencies.
- D. transfer and nationalization of modern technology and participation in its development and adaptation to suit local conditions in order to serve development purposes.
- E. linking scientific research with the University goals and development plans, avoiding duplication and redundancy by taking advantage of previous studies.
- F. development of a generation of distinguished Saudi researchers and training them on how to conduct high--standard innovative research by allowing graduate students, teaching assistants , lecturers and research assistants to participate in the execution of scientific research.
- G. Upgrading the standard of university education and graduate studies.

Article (3)

Researchers among faculty members and students shall be motivated to conduct original and innovative research that contribute to the enrichment of dedicated knowledge and serve the community , and to provide ways to accomplish and benefit from them. For the sake of such, universities shall do the following:

- A. publish the results of scientific research in the local and international publishing vessels and provide the means of scientific documentation to facilitate the tasks of researchers .
- B. cooperation with other bodies and scientific and research institutions within and outside the Kingdom by conducting research and exchanging knowledge and expertise.
- C. finding ways and channels to encourage individuals and institutions to support and fund research projects to enhance the role of the university.
- D. provision of modern means of communication and most recent editions of scientific journals , books and others.

Article (4)

Each university shall establish a deanship titled (Deanship of Scientific Research) which shall be subordinate to the University Vice President for Graduate Studies and Research, and its dean and vice dean shall be appointed as required by Article (39) and Article (40) of the regulation of the Council of Higher Education and universities.

Article (5)

The Deanship of Scientific Research shall have a council known as " Council of the Deanship of Scientific Research " and it shall consist of:

- A. Dean of Scientific Research as the chairman.
- B. Dean of Graduate Studies as a member.
- C. Vice dean or deans of the Deanship of Scientific Research as members, one of whom shall be the council's secretary.
- D. A number of directors of research centers not more than five selected by the University Council based on the recommendation of the University President as members.
- E. A number not more than seven of distinguished professors in the field of scientific research among faculty members at the university to be appointed by the University Council for two years which are renewable upon the recommendation of the university president. The council holds meetings , takes its decisions, and gets them approved as required by Article (35) of the regulation of the Council of Higher Education and Universities.

Article (6)

Without conflict with the tasks of the Scientific Council and councils of colleges and academic departments, the Scientific Council of the Deanship of Scientific Research is exclusively responsible for the following:

- A. Propose annual research plan for the University and prepare the necessary budget draft, to be submitted to the Scientific Council.
- B. Propose regulations, rules and procedures governing the progress of scientific research at the university.
- C. Approve research projects and studies and follow---up their implementation, arbitration and expenditure according to the rules governing that.
- D. Suggest ways to conduct relations and cooperate with various research centers outside the university.
- E. Coordinate work between research centers at the university, eliminate duplication in performance, and encourage joint research between departments and colleges to raise the efficiency and effectiveness of the use of available materials.
- F. Recommend approval of the publication of research that it deems fit to be published after arbitration in accordance with the arbitration and publication rules in the university .
- G. Encourage and urge faculty members and other researchers to conduct innovative scientific research and create research facilities and tools for them , especially those of them on full---time scientific sabbatical, and to enable them carry out their research in an appropriate scientific atmosphere .

- H. Organize communication process with local and foreign research centers outside the university and to enhance cooperation with them to take advantage of all that is modern .
- I. Establish a database for ongoing and accomplished research at the university and exchange research information with other universities and research centers.
- J. Study the annual report and final account of scientific research activity at the university in preparation for submission to the University Vice president for Graduate Studies and Research.
- K. Supervise and follow---up funded research from other sectors outside the university that fall within its jurisdictions .
- L. Form specialized committees from among its members or others as needed.
- M. Study what is referred to it by the University President or Vice President for Graduate Studies and Research.

Article (7)

The Dean of Scientific Research shall be responsible for financial, administrative and technical management relating to scientific research at the university in accordance with the rules and regulations in force, and has in particular the following tasks :

- A. Supervise the preparation of annual research plan of the University and the necessary budget in preparation for its submission to the Council of the deanship.
- B. Disburse part of the research budget within the limits of the financial powers delegated to him.
- C. Technical and administrative supervision of various activities of the deanship, development of plans and action programs and following---up their implementation.
- D. Supervise the work of research centers associated with the Deanship of Scientific Research and follow---up activities and assess their performance.
- E. Cooperation and coordination with other local institutions and research institutes and centers within and outside the university, and to establish contacts with foreign research institutions and centers and harness whatever that can be used to modernize and develop the progress and modus operandi of scientific research at the university.
- F. Coordination with the Deanship of Graduate Studies in everything related to the completion of graduate students researches, and to provide research potentials and means to finalize their research or scientific theses.
- G. Permanent follow---up and provision of the necessary financial resources to spend on research funded from the university budget or by sectors outside the university.

- H. Recommendation to contract with researchers, staff and technicians for specific periods on the research projects budget supervised by the Deanship.
- I. Evaluating the performance of employees of the deanship and reporting them to the university administration.
- J. Preparing a budget draft for the deanship and the annual report to be presented to the Council of the Deanship.

Article (8)

Management of each of the research centers of the deanship shall be borne by :

- A. The center's council.
- B. The center's director.

Each within the limits of its competence.

Article (9)

The center's council shall be constituted as follows:

- A. Director of the Center: He shall head the Council, and shall be appointed for renewable two years and must be from amongst faculty members, who are Saudis through the decision of the University President and based on the nomination of the Dean of

Research and support of the University Vice President for Graduate Studies and Research, and shall be treated financially as the head of the department.

- B. A number of not more than five faculty members, who are excellent in scientific research shall be appointed by the University President based on the nomination of the Dean of Research and support of the University Vice President for Graduate Studies and Research, for a period of two years, subject to renewal.

Article (10)

The Centre's Council considers all matters related to it and has in particular to perform the following:

- A. Propose an annual research plan and prepare a budget draft for it.
- B. Study research projects of faculty members and the like, and follow up their implementation.
- C. Study research projects and studies that are demanded by authorities outside the university, select researchers, follow---up their implementation and propose rewards for those executing them according to the rules governing that.
- D. Recommend to disburse part of the allocated budget for research within the limits of jurisdictions governing that.

- E. Study the annual report, final account and budget draft of the center and submit them to the competent authority .
- F. Study whatever is referred to it by the Council of the Deanship of Scientific Research.

Article (11)

The director of the Center for Research has exclusive right to the following:

- A. Supervise and follow up the research work of faculty members and the like, and research assistants, including direct supervision of the administrative and technical organization of the center.
- B. Contact scientific departments, motivate faculty members to do research, coordinate their research projects, provide the means and capabilities to help prepare them and publish them as efficiently as possible.
- C. Communicate and coordinate with other research centers inside and outside the university in everything that has to do with the nature of researches that are under the supervision of the center or that which will be prepared on account of authorities outside the university.
- D. Prepare an annual budget draft for the Center's activities, in preparation for its submission to the Center's Council, before submitting it to the competent authority at the university.
- E. Prepare the annual report on the center's activities and submit it to the competent authority.

Article (12)

The university funds its researches from its budget, whether those researches were initiated by the researcher or the competent scientific authority according to the approved plan and procedures of the Scientific Council governing that in the range of the following amounts at a maximum:

- A. A remuneration of one thousand two hundred riyals (SR1200) monthly shall be paid to the chief researcher from amongst PhD holders and a thousand riyals (SR1000) per month for each participant among faculty members and the like holding PhDs within the basic period specified in the research proposal.
- B. A research assistant holding (MA) shall be paid a remuneration of (SR30) Thirty riyals per hour and shall not exceed (SR800) eight hundred riyals per month within the basic period specified in the research proposal and research assistants shall not be more than three.
- C. A research assistant holding a bachelor's degree shall be paid a remuneration of (SR25) twenty five riyals per hour and shall not exceed (SR600) six hundred riyals per month within the basic period specified in the research proposal.
- D. A research assistant among undergraduate students or

professionals or technicians shall be paid a remuneration of (SR20) twenty riyals per hour time and shall not exceed (SR400) four hundred riyals per month and within the basic period specified in the research proposal.

- E. A research consultant from within the city shall be paid a remuneration of (SR500) five hundred riyals for each consultation day but his total remuneration per year shall not exceed (SR7000) riyals.
- F. A research consultant from outside the city shall be paid a remuneration of (SR1000) one thousand riyals for each consultation day including his accommodation and sustenance

and his total remuneration per year shall not exceed (SR14000) riyals but he shall be given his (to and fro) tickets.

- G. A research consultant from outside the Kingdom shall be paid a remuneration of (SR2000) two thousand riyals for each consultation day including his accommodation and sustenance and his total remuneration per year shall not exceed (SR20000) riyals but he shall be given his (to and fro) tickets.
- H. The stated remunerations shall not be paid if the researcher has been dedicated to work in scientific research.

Article (13)

The university president may assign some Saudi faculty members to conduct research or studies for private purposes that do not fall within the publication programs at the university but the remuneration per researcher must not exceed (SR10000) ten thousand riyals and he must submit a report on that to the chairman of the University Council at the end of each academic year.

Article (14)

The necessary services for research and studies done by the researcher on his own initiative for the purpose of publication or promotion and have not been included in the approved research proposal, may be provided.

Article (15)

Research financially supported by governmental research institutions or others shall be implemented in accordance with the regulations issued by these institutions but the Scientific Council based on the recommendation of the Deanship of Scientific Research must make rules governing such implementation.

Rules governing the implementation of article:

1. Researches financially funded by government institutions or others shall be classified according to the following order:
 - a) Researches funded through conditioned grants in a specific research domain.
 - b) Researches funded through unconditioned grants in a specific research domain.
 - c) Contract--based researches.
2. The council of the deanship of research distributes unconditioned grants according to the importance of research and needs of centers.
3. With respect to researches funded through grants, the provisions of article (48) of the regulation for financial affairs at universities shall be placed under consideration.
4. The council of the deanship of research determines the research department or departments to execute contract--based researches.
5. With respect to contract--based researches, the provisions of article (47) of the regulation for financial affairs shall be placed under consideration.
6. The center's council shall prepare a detailed study of the projects or researches or studies including the remuneration estimate of researchers, examiners, and linguistic proofreaders considering the stipulations of paragraph (K/1) of article (47) of the regulation for financial affairs at universities.
7. The council of the research deanship shall approve a project based on the recommendation of one of the research centers.
8. Researches financially funded by government or non---government institutions shall be scientifically subject to the provisions of the regulations of scientific research.
9. Researches shall either be funded wholly or partially.
10. Whole or partial funding costs shall be monitored according to the regulation governing that before commencing the project as long as it does not counteract the adopted regulations of those institutions.
11. In case any project that is funded in stages based on the regulations of the funding authority but was not completely funded by that authority, the council of the deanship has the right to take the appropriate actions about that.
12. An agreement shall be concluded between the deanship of scientific research on one part represented by its dean and the sponsor (funder) as the second party provided that the deanship of scientific research prepares the agreement format with whoever that sponsors the project be he is a benefactor or publishing house or others.
13. If the sponsor is a benefactor and is interested in selling the researches he has funded in order to invest the returns in funding some other project or projects in favor of academic research at niversity,

the council of the deanship sets the procedures governing that in accordance with the recommendation of the competent center.

14. If the sponsor ' government or non---government institution--- wishes to fund in return for copies, the council of the deanship sets the procedures to regulate that according to the recommendation of the publication department.
15. Translation projects shall be treated just as is done to scientific research projects.

Article (16)

Subject to the provisions of the regulation of Saudi university employees from among faculty members and the like, the University Council, upon the proposal of the Scientific Council, may set rules and procedures governing the research carried out by a faculty member during his sabbatical leave.

Rules and procedures governing article:

Regarding the researches done by a faculty member during his sabbatical the following shall be considered:

1. The research presented by a faculty member must serve the university's aims and objectives.
2. The research must be compatible with the period of sabbatical.
3. The research presented by a researcher for sabbatical must be within the general framework of specialties in the colleges.
4. The researcher must submit a detailed research proposal for his research or scientific project.
5. Research must be characterized by innovation and originality.
6. Researches must not have been extracted from Master's or doctorate theses or research that has been done before.
7. Research presented by a researcher must not be that which has been published before be them investigation or thematic except if they involved some additional information.
8. Anyone on sabbatical leave must submit a detailed scientific report about his achievement to the department council during his leave according to the stipulations of article (65) of the regulation of the affairs of Saudi university employees from amongst faculty members and the likes. The report must be accompanied by three copies of the scientific activities he implemented during the leave and the deanship of scientific research must be provided with a copy of them.

Article (17)

Outstanding researchers may be granted annual awards and bonuses as a token of encouragement. The University Council based on the recommendation of the Scientific Council determines the number of these prizes and awards and the criteria and method of selection.

Article (18)

Incentive awards for outstanding research annually may be granted to outstanding researchers. The University Council, upon the recommendation of the Scientific Council determines the number of awards and the selection criteria in accordance with the following:

- a) The research must be characterized by originality and innovation, and must not have been published more than two years ago.
- b) The research must have been performed at the university and underwent the adopted arbitration system where applicable.
- c) It must not have been used to get another award before.
- d) The research must not have been extracted from Masters or PhD theses.

Article (19)

Each prize consists of a certificate of appreciation and a cash reward of not more than twenty thousand riyals to be decided by the University Council on the recommendation of the Scientific Council. More than one researcher may be involved in the award, but in this case the reward will be distributed equally among them.

Executive bylaws governing articles:

1. Number of awards granted by the university must not exceed five in a given year.
2. Selection of nominated research to attain incentive awards shall be according to the stipulations of article (18) and paragraphs (a, b, c, d).
3. Each award consists of one of the following categories.
 - a) Certificate of appreciation and a sum of twenty thousand riyals.
 - b) Certificate of appreciation and a sum of fifteen thousand riyals.
 - c) Certificate of appreciation and a sum of ten thousand riyals.
 - d) Certificate of appreciation and a sum of five thousand riyals. The certificates shall be signed by the University President.
4. In case the nominated person is a researcher, the following shall be considered:
 - a) He must be an employee of the university or one supervised by it.
 - b) Nomination shall not be repeated for one researcher within a period of five years.
 - c) Application for nomination must be accompanied by a CV and justifications for nomination.

Article (20)

The Scientific Council sets the rules governing the mechanism of nomination and application to achieve these awards and bonuses offered by the university or those announced by other scientific institutions or bodies.

Executive bylaws governing nomination mechanism

A--- Awards granted by the university.

1. At the beginning of each academic year, the scientific council determines the fields in which research or researchers' awards will be given.
2. Announcement to apply for nomination shall be done through the deanship of scientific research provided it ends within two months.
3. Nomination for awards shall be done by academic departments in colleges or research centers or deanship of scientific research or the researcher may nominate himself by applying to the academic department or competent center.
4. Nominated researches or names of distinguished researchers are submitted along with the justifications of nomination to the council of the deanship of scientific research.
5. Nominated researches are subjected to arbitration by an arbitration commission chosen by the deanship of scientific research.
6. The award and its remuneration shall be granted based on the decision of the University Council according to the recommendation of the scientific council.

B--- Awards that are announced by associations or academic institutions outside the university. The following shall be adopted in this regard:

- 1) All nomination applications shall be referred to the deanship of scientific research.
- 2) The deanship of scientific research shall coordinate with regards to these awards tracking the following steps:

--- The deanship refers the application for nomination to the competent department/s and in case of lack of appropriate specialty for the award announced, the university administration shall be notified of that.

--- A decision is passed by the College Council based on the recommendation of the competent department to nominate or not. In case of nomination, the decision shall be accompanied by the justifications of nomination.

--- The deanship of scientific research shall be notified of the decision of the concerned academic department/s.

--- The deanship refers the letters that come from scientific department/s to the scientific council to deliberate on and informs the deanship of the outcome.

Article (21)

The output submitted for publication in the university includes the following:

- a) Theses.
- b) Scientific research.
- c) Methodological textbooks.
- d) Literature and bibliographical references.
- e) Translations of references, textbooks or others.
- f) Investigations.
- g) Encyclopedias and dictionaries.
- h) Whatever the Scientific Council deems fit for publication and is consistent with the objectives of the university.

Article (22)

After the approval of the Scientific Council, some Masters and PhD theses whose publication entails general scientific benefit or is linked to the development objectives of the Kingdom, may be published.

Article (23)

If a thesis is written in a foreign language and the Scientific Council sees the importance of publishing it in Arabic, the Council decides monetary reward for the translation.

Article (24)

For the purpose of publication, theses approved by other universities inside or outside the Kingdom may be considered for publication if they serve the goals of the university.

Article (25)

Author of an MA thesis shall be given a remuneration of (SR8000) eight thousand riyals against publishing his thesis and (SR15,000) fifteen thousand riyals for publishing a doctorate thesis.

Article (26)

The Scientific Council sees to the scientific output that is submitted to it for publication in the name of the university be it a research or a book or translation or investigation, provided it is consistent with the goals of the university and is characterized by originality.

Article (27)

The Scientific Council sets detailed rules and regulations for publishing any component of scientific output as entailed by article (21) of these regulations.

Article (28)

A scientific output submitted for publication is subject to the arbitration of at least two specialists and the Scientific Council sets the detailed

Rules and regulations governing the implementation of this article

- a) Scientific output submitted to the deanship of scientific research is subject to arbitration by presenting it to two specialist arbitrators among faculty members or those in their levels within or outside the university.
- b) The council of the deanship selects names of arbitrators according to the adopted rule of evaluating researches meant for academic promotions.
- c) Three arbitrators shall be selected so that the third serves as an alternative in two cases as follows:

--- When one of the arbitrators requests for exemption from arbitration.

--- When he fails to send the report on time.

He may also serve as a judge in case of dispute about the validity of the scientific article for publication.

- d) Examining arbitrators and reviewers shall be treated financially according to the stipulations of the uniform regulation for scientific research. Based on the resolution of the council of the deanship of scientific research the right of the examining arbitrator and reviewer to remuneration can be denied when he fails to submit the report on time and a third arbitrator has already been assigned.
- e) The council of the deanship of scientific research determines the period enough for arbitration according to the size of the scientific stuff to be arbitrated.
- f) Secretary of the council of the deanship of scientific research shall send the researches along with the arbitration template to the arbitrators, and must maintain confidentiality in this regard.
- g) In case the specified period for the arbitrator expires and could not submit the report, the secretary of the council of the deanship of scientific research sends him a reminding letter and if he does not respond fifteen days after the reminder the research shall be referred to an alternative arbitrator.
- h) The arbitrator shall fill out the evaluation form prepared for that.
- i) Reports and templates shall be sent to the secretary of the council of the deanship of scientific research.

The arbitrator furnishes the deanship of scientific research with his address in full, telephone and fax numbers in the evaluation template.

- j) If the two arbitrators or any of them makes remarks demanding to make amendments to the work before it can be suitable for publication, the secretary of the council of the deanship of scientific research, after having sent the introduction of the arbitrators, sends a copy of it to the researcher to crosscheck his work and then returns it to the secretary of the council of the deanship.
- k) The council of the deanship of scientific research recommends publication if both arbitrators agree that the stuff is fit for publication.
- l) In case the researcher objects to the remarks or some of them, the council of the deanship has the right to deliberate over the issue or refer the remarks to a third arbitrator for judgment.
- m) If the two arbitrators differ about the validity of the scientific stuff for publication, it shall be sent to a third arbitrator for judgment.
- n) If the two arbitrators agree on the invalidity of the scientific stuff for publication, his author shall be apologized to for not publishing his work.
- o) If the scientific council agrees to publish the scientific stuff based on the recommendation of the council of the deanship of scientific research, the secretary of the council notifies the researchers of sanctioning his work for publication.

Article (29)

Authors, investigators and translators shall be paid a remuneration determined by the Scientific Council based on reports of arbitrators according to the theme of the book, its scientific value and the effort that was made in it but the amount shall not exceed (SR50,000) fifty thousand riyals per book.

Article (30)

Bonuses for authoring books or translating encyclopedias and encyclopedic books shall be determined according to the approved plan and procedures of the Scientific Council , provided that the reward for each volume does not exceed (SR50,000) fifty thousand riyals.

Article (31)

A reward not exceeding (SR2000) two thousand riyals shall be paid for a single book to any one assigned to examine written or investigated or translated books or for arbitrating them whether within or outside the university.

Article (32)

A reward of not more than (SR2000) two thousand riyals shall be paid to linguistic proofreaders for a book , which is published by the university.

Article (33)

Those who participate in the arbitration and examination of scientific output submitted to upgrade to a degree, shall be paid a bonus not exceeding (SR500) five hundred riyals for each research and not more than (SR3000) three thousand riyals for a full submitted scientific output.

Article (34)

The owner of any work submitted for publication shall have to correct the typing works, prepare the indices is full, and shall be given a hundred copies of what the University publishes.

Article (35)

In the event of a translated work, the following is required:

- a) The translated work must be a feasible one with scientific or practical and concrete benefit.
- b) Translated work is subject to arbitration by one or more reviewers.
- c) The translator and reviewer must be bilingual and fully perfect in both languages the original and the other language to which the text is being translated.
- d) The translator must be committed to take into account the remarks of the reviewer and the suggested amendments.
- e) To obtain the right of translation and publication from the concerned bodies before translating.

Article (36)

What is paid against copyright is considered a waiver from the author for the right to reprint the book he has written or investigated or translated for a period of five years from the date the Scientific Council approves to print it.

Article (37)

When reprinting works published by the university, their owners shall be treated in accordance with the following:

- a) --If the works have been done within scientific projects sponsored by the university or whose copyrights have been bought permanently or were accomplished by professors who were given sabbatical by the university to accomplish them, the owners reserve no any new financial right when reprinting.
- b) Works prepared by the owners and the university bought their copyright shall be paid a remuneration not exceeding what was paid to them at the first time, in case of reprinting.

Article (38)

The university reserves the right to re--print its publications for a period of five years, and if the owner of any work adds something important to the

previous edition the Scientific Council shall estimate a special bonus for what he has added after having it approved by the arbitrator (the examiner).

Article (39)

Five years after the approval of the Scientific Council to print some output, the copyright goes back in full to its owner or to his heirs, and then re-publishing will be done through a special agreement with the university.

Article (40)

The Scientific Council may consider an output that has not been published by the university or that has run out if it has a particular scientific value, and the Scientific Council shall estimate the reward for that.

Article (41)

Scientific journals shall be published in the university based on the decision of the University Council and the recommendation of the Scientific Council.

Article (42)

The University Council appoints the Editorial Board based on the proposal of the Scientific Council, and the appointment shall be for a period of two years, subject to renewal, but the scientific grade of its

chief editor and its members shall not be lower than an " Associate Professor".

Article (43)

The Editorial Board is literary responsible for what is published in the magazine, and it shall supervise the issuance of the magazine and the determination of the number to be printed.

Article (44)

Research and articles shall not be published in the university magazines except after their suitability for publication has been approved by two specialist arbitrators one of whom at least must be from outside the university.

Article (45)

The Scientific Council gives an annual discretionary incentive to the editorial board of each Journal, (SR5000) five thousand riyals to the chief editor and head of the Editorial Board, and (SR3000) three thousand riyals for each member of the Editorial Board.

Article (46)

A bonus of (SR1000) one thousand riyals may be paid to those employed by the university magazines for publishing an arbitrated scientific research.

Article (47)

A reward not exceeding (SR500) five hundred riyals shall be paid for examining a research presented for publication in arbitrated university journals or in research centers, or scientific conferences and symposia held by the university, and research projects proposals submitted to be funded by the university.

Article (48)

Annually, the editorial board shall submit a detailed report of its activity to the Scientific Council.

General rules

Article (49)

Without prejudice to the provisions of these regulations, the Scientific Council upon the proposal of the Deanship of Scientific Research shall set detailed rules and internal regulations governing the implementation, publication and remuneration of research at the university level or colleges or institutes and research centers.

Detailed rules and internal regulations governing the implementation, publication and remuneration of research:

A- Research implementation:

General provisions:

- 1) The research must serve the university objectives.
- 2) It must be characterized by originality, novelty and innovation.
- 3) Presented research must be within the specialties of the center studying the project.
- 4) It must not have been extracted from MA or PhD theses or other theses that have been published.

Detailed provisions:

- 1) Research shall be implemented through employment to write or monthly remuneration.
- 2) The project must be compatible with the period proposed to implement it.
- 3) Researcher or recommending authorities must have a detailed work plan for the proposed research, the budget and stages of execution including the remunerations and expenditures according to the following:

One: Remunerations:

Remunerations of the main researcher, participants, assistants and consultants shall be paid according to the stipulations of article (12).

Two: Research funding:

The Council of the Deanship of Scientific Research determines the operational expenditure of researches based on the proposal of the researcher or the chief researcher of a research team provided that includes all expenses of the research.

- 4) The number of researchers must be suitable for its size.
- 5) Chief researcher must be a faculty member at the university.

- 6) Specialization of the chief researcher must suit the theme of the proposed research.
- 7) Projects shall be treated just as researches.
- 8) Research and study projects from within or outside the university shall be submitted to the competent council of the center or deanship of research.
- 9) The center's council submits the proposals to the dean of academic research.
- 10) The council of the deanship approves the proposed project.
- 11) A contract shall be signed between the deanship of academic research represented by its dean on one part and the project recommending authority on the other part whether it were internal or external. While drafting the contract, the adopted rules and regulations of the university must be considered. However, if funding is external, article (15) of the uniform rules and regulations for scientific research and their operational rules at the university must be placed under consideration.
- 12) If the research is implemented in one stage, a preliminary report must be submitted amid the period and another at the end.
- 13) If the project is implemented at several stages, the chief researcher has to submit a detailed report of what has been achieved at the end of each stage according to the approved stages of the project.
- 14) If arbitration experts see that the project is not scientifically valid, the council of the deanship of research can deliberate over the possibility of bridging the lapses and subjecting it to arbitration once again.
- 15) The authority that recommends a project be it the council of a center or others is responsible for following up its implementation.
- 16) The deanship of research prepares the means to assist the implementation of research including for instance the following:
 - a. Giving legal consultancy.
 - b. Marketing part of the deanship's scientific output to take advantage of its returns in supporting other research projects.
 - c. Providing typing and scientific services to individuals and private and government institutions against financial returns to be invested in encouraging academic research.
- 17) In case the scientific output is a translation, the stipulations of paragraph (11) of the rules of research publication shall be considered.

B-- Research publication:

In consideration of what is stated in articles (2, 3/a, 6/f, 21, 22, 23, 24, 26, 27, 34, 36, 37, 38, 39, 40) of the uniform regulations for research, the following shall be considered:

- 1) Nomination for publication shall be done by the academic departments of colleges or research centers or the scientific committee at the deanship of research or through the request of the researcher.
- 2) In case a research is nominated for publication, a contract shall be signed with the owner of the output.
- 3) The researcher submits four paper copies of his scientific output along with an electronic copy, finally processed and edited through one of the programs used in the deanship of research and according to the technical controls set by publication department for the process of final output.
- 4) The book cover shall include the following:
 - x Title of the book,
 - x Name of author and name of investigator if the book is an investigation work.
 - x University emblem. x On the upper right hand side the following shall be written:

Kingdom of Saudi Arabia, Ministry of Higher Education, King Khalid University, Deanship of Scientific Research, Number ().
- 5) The internal cover shall contain the same information printed on the external cover as explained in no. (4) but the following shall be written on the back of the internal cover:
 - x Year of publication,
 - publishing house and number.
 - x Classification card ISBN.
 - x Copyrights.
- 6) Introduction (if available) and shall be written by the university president or whoever he delegates.
- 7) If the scientific output contains symbols and abbreviations, a graphical finder shall be placed for it.
- 8) If the work exceeds one volume, other volumes shall be treated just like the first volume, explaining the volume no.
- 9) Footnotes shall be at the feet of pages.
- 10) Scientific indices shall be included at the end of the book as follows:
 - a) Index of references which shall include:
 - Book title.
 - Name of author and investigator (if available) or the translator.
 - Edition number.
 - Publisher.
 - Year of publication.
 - b) Index of topics.

- c) Addition of any other indices that serve the book theme such as indices of Qur'anic verses, prophetic traditions, bibliography, poems and others.

11) In case the scientific output presented for publication is a translation, the following shall be considered taking into account what has earlier been stated:

- a) Nomination for translation shall be done through the translation department of the deanship or what is referred to it from outside the deanship taking into account the stipulations of articles (21/e, 23, 26).

- b) Translated works shall be referred to the publication department of the deanship after they have been accomplished.

- c) In consideration of article (35) the following shall be followed:

--- Translated work must serve the university objectives.

--- It must not counteract publication controls at the university.

--- Translator must consult specialists if he comes across any difficult statement while translating.

--- Translator must select the clearest and most precise styles that express the intended meaning.

--- Translator must be committed to the translated text without addition or subtraction except in areas that require comments which he shall indicate in the footnotes.

--- Translator must avoid translating the names of Allah, names of angels, prophets, people and the likes.

c--- Research expenditure and remunerations:

- 1) The center's council make a detailed study of the projects or researches or studies including recommendation of the remuneration of researchers, examiners and linguistic proofreaders provided that does not breach the stipulations of the regulations of academic research.
- 2) In case the submitted project has already been prepared, determination of the remuneration of authors, investigators and translators based on the reports of arbitrators shall be in accordance with the book title, its scientific value and the effort exerted by its author and such shall be within the limits of the stipulations of articles (29, 30) of the regulation.
- 3) Researches and studies demanded by external bodies to the university shall be treated according to the stipulations of this regulation in respect to remunerations and other financial affairs.
- 4) Remuneration for translation must not be more than (SR100) a hundred riyals per page of the original text and a page must not be

less than twenty lines, each line containing fifteen words and must be within the stipulations of articles (29, 30).

- 5) The scientific council shall agree on the remuneration determined for researches and studies and that of authors, investigators and translators based on the recommendation of the center's council or the competent authority and the recommendation of the council of the deanship of academic research according to the stipulations of articles (29, 30).
- 6) Remunerations for scientific theses and editorial body of the magazine and those employed to write shall be according to the stipulations of the scientific research regulations.
- 7) (SR500) five hundred riyals per research shall be paid to one assigned to examine a scientific output submitted for promotion and shall not exceed (SR3000) three thousand riyals for a whole scientific output.
- 8) (SR500) five hundred riyals per research shall be paid to one assigned to examine a scientific output submitted for publication in the university arbitrated magazines or research centers or conferences and symposia conducted by the university and recommendations of research projects submitted to be funded by the university.
- 9) Remunerations for examining, arbitrating and proofreading written or investigated or translated books, or encyclopedias shall be paid in the following order:
 - a. Remuneration for written or investigated or translated books is (SR500) for the first hundred pages and (SR4) four riyals per page for any other extra page but calculation shall be in the multiples of fifty estimating whatever is below fifty in favor of the arbitrator without prejudice to the stipulations of articles (31, 32).
 - b. Remuneration per volume of encyclopedic written or investigated or translated books shall be in accordance with the stipulations of paragraph (a).
- 10) The introduction, conclusion, appendices and indices shall be considered part of the research pages.
- 11) Reviewer must not be a person who is fully devoted to that.

Article (50)

This regulation is effective from its date of approval by the Council of Higher Education, and it supersedes all inconsistent precedent regulations.

Article (51)

The Council of Higher Education reserves the right to interpret these regulations.

Rules regulating academic sabbatical leave as approved by the deanship of Research council's resolution no.1 of 28/4/1437H

Requirements of one who can go on sabbatical leave:

1. Any faculty member wishing to go on sabbatical leave for the first time or after having gone before must have spent five years after his employment or the previous leave for one wishing to go on one year leave and three years for one wishing to go on one semester leave. However, the period a faculty member was borrowed out to some institution shall not be calculated as part of the required period.
2. He must be of good conduct.
3. He must be serious in his teaching and committed to executing all tasks such as lectures, attending department meetings, marking exam papers on time and the like, assigned to him to the best of his ability.
4. His going on sabbatical leave must not affect the teaching process.
5. An associate professor must have a published or accepted arbitrated research for publication while applying for the first leave. When applying for a new leave he must have another arbitrated research that has been published or has been accepted for publication.
6. He must have accomplished what he pledged to accomplish in his previous leave.

Regulations for sabbatical leave:

1. A faculty member must submit a scientific program he intends to execute during his sabbatical leave which must be suitable for the required period.
2. The submitted program's project must be compatible with the university objectives.
3. Submitted proposals must indicate the paramountcy of the program.
4. Faculty member must submit a report of what he is being committed to execute with a copy of what he has accomplished to the academic department in a period not exceeding the end of the following academic semester after the end of his leave.
5. The scientific council considers the reports submitted by academic departments on behalf of their employees who went on sabbatical to verify if they have fulfilled their commitments or not.
6. If he fails to accomplish what he has committed to implement at a specified period, he shall have no right to apply for another sabbatical until after five years from the date he accomplishes his previous commitment or three years for one whose sabbatical leave was one academic semester.
7. Sabbatical leave shall not be given to more than one faculty member or 10% of the faculty members in each academic

department in one single year. In case there is a fraction exceeding half in this percentage, it shall be approximated in favor of the faculty member.

8. If the number of applicants for sabbatical is above the given percentage, preference shall be given to some over others according to the following:

--- The best of them in performance and cooperation with the department or faculty.

--- He who has never gotten sabbatical leave shall be preferred to one that has gotten.

--- One whose previous sabbatical leave is older.

--- One who got his degree earlier.

--- When a faculty member deserves sabbatical leave but he is denied due to some advantage, he shall have the priority to get it in the future even though there are some other persons who have never gotten sabbatical leave.