

**GUIDE FOR  
THE Regulations & PROCEDURES  
FOR THE PROGRAM OF  
THE RESEARCH GROUP**

- **THE RESEARCH TEAM OF THE RESEARCH GROUP**

**Article 1:** The principal investigator in the research group shall meet the following requirements:

1. He is to be one of the academic staff of Imam Mohammed ibn Saud Islamic University.

2 The academic staff is to be on duty when signing the contract of the research group.

1. No less than an assistant professor.
2. It is preferable that he/she has at least two published pieces of research in the indexed magazines of the web science.
3. Not to be a principal investigator of more than one research group.
4. He /she shall not participate in more than two groups besides the group in which he is the principal investigator.

**Article 2:** the research group shall include:

1. A principal investigator fully meets the regulations referred to in the first article.
2. At least two researchers, their scientific ranks are not less than assistant professors.
3. A postgraduate research assistant at the university or a lecturer or a teaching assistant should be on duty in the scientific department.

**Article 3:** The number of the members of the research group belonging to the Saudi universities do not exceed double the number of members from inside the university, and the number the numbers of in-Kingdom members, except for the high-quality research papers.

**Article 4:** The integration and interconnectedness of scientific majors for a scientific research group is a must to get the approval.

## **Regulations of the scientific publication of the research group**

**Article 5:** The research production of the research group achieved by submitting 15 research units according to the following:

- a.** Five units for each scientific research are to publish in the first or second quarter on the web of science.
- b.** Four units for each scientific research are to publish in the third or fourth quarter on the web of science.

**Article 6:** The research production submitted by the research group must not contain more than two papers published in the same journal, except for periodicals classified within the first and second quarters of web science.

1. **Article 7:** The number of members of the research group affiliated with Al-Imam University must not be less than 30% for each submitted research paper, except for publication in periodicals classified within the top 10% of the approved journals in the specialization field based on the classification of the web science.

**Article 8:** The principal investigator is to submit a report at the end of the contract stating various achievements and published papers electronically.

**Article 9:** Members of the research group belonging to the university are to refer to their affiliation with Imam Mohammed ibn Saud Islamic University on each published paper.

**Article 10:** Concerning the scientific publication of the research group, the correspondent researcher must use the e-mail of Imam Muhammad ibn Saud Islamic University in all correspondence.

**Article 11** Thanks and appreciation mentioned in the published research for the deanship of the University of Imam of Mohammed Ibn Saud for the financial support provided through the program without referring to other funding agency within the university as follows:

The authors extend their appreciation to the Deanship of Scientific Research at Imam Mohammad Ibn Saud Islamic University for funding this work through Research Group no. RGP-XXX.

**Article 12:** Submitting Researches for refereeing before the date of signing the contract is not going to be accepted.

- ***Publication Ethics and the research group flounder:***

**Article 13** The principal investigator and the group members are to adhere to the ethics of the scientific research and getting the approval of the university's scientific research ethics committee when necessary.

**Article 14:** Researches have more than 25% of similarities are to turn down.

**Article 15:** The council of the scientific research deanship has the right to terminate the contract of the research group based on the recommendations that introduced by the concerning committee of the program or the authorized person the deanship.

**Article 16:** If the principal investigator can't continue leading the group, he is to submit a request to the Deanship of Scientific Research stating the reasons with a suggestion one of the group members to replace him, and the authorized person may take what he deems appropriate.

- **Duration of the Contract:**

**Article 17:** The contract period is limited to one calendar year. It may extend for another calendar year without any financial benefits based on the approval of the program concerned committee and the approval of the authorized person in the Deanship of Scientific Research.

- **The Value of the Contract:**

**Article 18:** Endorsed general financial budget for the research group shall be a sum of SR 150.000 paid as a payable loan, based on the rules and regulations of the Higher Education and Universities, including the unified rules and regulations for the scientific research.

- **Regulations of paying the entitlements of the members of the research groups:**

**Article 19:** the principal investigator is to be committed to settling the various financial entitlements of the members of the research group after receiving the payment due and submitting all documents indicating this following the scientific research regulation

**Article 20:** the principal investigator is to adhere to the financial articles endorsed by the deanship of scientific research and offer a detailed financial statement in coordination with the other members of the research group under the unified rules and regulations for the research unless otherwise stated.

**Article 21:** The principal investigator of the group and the members of the research group are going to forfeit their rights in case of failure to meet the requirements of publication per the regulations of publication mentioned in these rules.

**Article 22:** The principal investigator is entitled to ask for an advance loan of SR 50.000 after submitting evidence of publishing at least one research paper based on the definite publishing controls.

**Article 23:** The balance of the financial payment will disburse to the principal investigator after fulfilling the publication requirements mentioned in these rules





## **Intellectual Property Rights and the Legal References:**

**Article 24:** The scientific researches and inventions produced by the research group and which will publish in the future are the sole property of Imam Mohammed Ibn Saud Islamic University.

**Article 25:** The Research Groups Program is subject to the Council of Higher Education and Universities System and its implementing regulations, including the "Unified Regulations for Scientific Research" and is considered complementary to these rules, and the principal investigator must abide by them.

**Article 26:** The committee concerned with the program (or the person with authority at the Deanship of Scientific Research) settles down disputes that may arise between the principal investigator and the researchers participating in the project or one of them, after considering the justifications submitted by both parties. Its decision shall be binding for all parties.

**Article 27:** If any dispute arises related to the interpretation or implementation of the items of these rules, the legal department of the university is the competent authority for this. Its decision is binding for all parties.