

# **Research bylaws**

## **Chapter Three**

### **Regulations for choosing distinguished researches and books of College employees and local community**

#### **Article 1**

These regulations shall be called “Regulations for Choosing Distinguished Researches and Books of Mohammed Al Mana College for Health Sciences Employees and Local Community”, and shall come into force from date of issue.

#### **Article 2**

College council shall establish a committee whose members shall be chosen from well qualified and experienced persons to assess researches and books. The said committee may assign specialized committees or persons in order to study researches or books nominated for the prize.

#### **Article 3**

**1. These regulations shall be applied on the following fields:**

- a. The theoretical field (main field).
- b. Experimental Field
- c. Applied Field

**2. There shall be two (2) awards to be granted as follows:**

- a. Distinguished research award.
- b. Distinguished book award.

#### **Article 4**

College employee, researcher, tenured professors, or members of the local community shall be allowed, for the purposes of these principles, to submit one research or book only.

#### **Article 5**

**For the purpose of choosing distinguished researches and books, the following standards and principles shall apply:**

1. Candidate books must be valuable, accurate and already published books. Reference or translated works may be accepted.
2. Researches must have been published in an accurate scientific magazine approved by the College; of the first/second class according to a world level classification (if it was in a foreign language) or of the first class on the Arab world level (if it was in Arabic language).

3. The Research or book must have been prepared within the period during which the applicant was working for the College (in case he was an employee), and must have been published within the last two years before Honor year.
4. Researches or books must be a distinguished production relating to any of the applied, experimental or theoretical fields.
5. Researches or books should neither have received any awards, nor have been presented to another entity for competition.
6. Researches derived from MA, PhD and College dissertations published in books may be accepted.

#### **Article 6**

##### **Organizational procedures pertaining to the implementation of these principles shall be according to the following:**

1. The award competition shall be announced within College and local community through the website of the College and in other media approved by the College council every year.
2. Research or books shall be submitted directly by the researcher or the author to the concerned committee during the month of March of each academic year.
3. Director Research shall sort researches or books that go in conformity with the requirements of nomination and selection process and shall enroll the same within a specific list.
4. Committee shall present its recommendations to the College Dean and council during no later than the second semester of the academic year as maximum.
5. The winning researches or books shall be announced in graduation ceremony at the end of every academic year.
6. The winning researcher/author shall be granted a certificate of "Distinguished scientific research/book". The said certificate shall be issued on the date on which the Dean approves committee's recommendation.
7. College shall announce all relevant information and principles regarding the awards through its website, electronic screen, and other mass media.

#### **Article 7**

Value and nature of awards shall be determined annually by the College Council.

#### **Article 8**

The College Council shall be entitled to settle issues not provided for herein. It has also the right to amend or add any Article herein contained.

## **Chapter Six**

### **Policies and Procedures of Scientific Integrity Abuse and Plagiarism**

#### **Article 1**

These rules shall apply to all employees, students, all degrees awarded by the College, and all researchers, in order to promote scientific, literary, and intellectual integrity.

#### **Article 2**

**Violations to Scientific Integrity & Plagiarism shall include the following:**

1. Violation of intellectual or literary right
2. Fraud (Scientific Integrity Abuse)
3. Violating author's copyright
4. Breaching scientific integrity standards concerning Researches writing.
5. Unauthorized changes in College documents or the use of forged documents for any College purposes.

#### **Article 3**

**The following cases shall be considered as intellectual and literary theft and Plagiarism, there is reference to the original sources:**

1. Using a phrase or a Article contained within any source.
2. Copying an original test literally.
3. Forming words from the original source in any way.
4. Using a text published on the internet.
5. Using statistics or facts that were provided within a source by someone.
6. Copying or downloading any forms, pictures, drawings, tables, maps, or otherwise by multimedia devices.
7. Copying notes, articles and/or reports of others.
8. Researches and reports conducted whether for a valuable consideration or for free by individuals or associations on behalf of the researcher.

## **Article 4**

### **Procedures of detecting and defining Plagiarism:**

1. The detector of the case writes a confidential message to the higher reference authority describing the case and all relevant matters.
2. The case is to be referred to College council with detailed explanation.
3. College council shall refer the case to the disciplinary council which may entitle to form another competent committee for such purpose.
4. Investigation shall be duly conducted and recommendations shall be reported to College council.

## **Article 5**

When a case of breaching scientific integrity has been established and evidenced by the relevant committees, the College shall have the right to refer the condemned person to the competent authorities outside the College.

## **Article 6**

1. A student who commits any form of fraud and/or intellectual and literary theft shall be referred to a competent disciplinary committee, which shall make its decision in conformity with the applicable regulations of the College, including termination from the College or deprived of syllabus credit hours.
2. The student shall not be exempted from penalty in case that the fraud or the theft of intellectual and literary rights was indicated subsequently. Penalty may include the removal of the certificate awarded to the condemned person by the College.

## **Article 7**

1. The academic staff member or any other employee who commits any form of fraud and/or intellectual and literary theft shall be referred to the competent disciplinary committee, which shall make decision in conformity with the applicable regulations inside the College.
2. The academic staff member or any other employee shall not be exempted from penalty in case that the fraud or the theft of intellectual and literary rights was indicated subsequently. Penalty may include the removal of the promotion or the characteristics under which s/he was awarded such promotion or other privileges by the College.

## **Article 8**

The College Council shall settle issues not provided for herein. It shall have also the right to amend or add any Article herein contained.

## **Chapter Nine Regulations for Scientific Research**

### **Article 1**

These regulations shall be called “Regulations for Scientific Research at Mohammed Al Mana College for Health Sciences” and shall come into force from date of issue.

### **Article 2**

College Sciences	:	Mohammed Al Mana College for Health Sciences
Chairman	:	The Chairman of Council of Trustees
Council	:	College Council
Dean	:	Dean of College
Vice Dean	:	Vice Dean of College
Head of the Department	:	Head of a specific department within any Academic department or head of any administrative department within the university.
Academic Department	:	Any Academic Department within the College
Committee	:	Scientific Research Unit
Scientific Research	:	The Methodological hard work aiming at knowledge Improvement, innovative applications development, or contributing to finding scientific and economic solutions to the various communities issues and needs. It covers basic and applied researches.

### **Article 3**

A Committee called “Scientific Research Unit” shall be formed by the College to take over the implementation of provisions herein contained.

### **Article 4**

The said Unit shall be established under the Chairman resolution according to the Dean and the concerned vice Dean Assignments and shall represent all departments and specializations in the College.

### **Article 5**

**The Scientific Research Unit shall have, the following duties and powers:**

1. To consider matters relating to scientific research.

2. Develop a strategy for scientific research in the College, providing supervision over its implementation, and reporting the same to College Council.
3. Develop necessary principles and conditions to protect the rights of the College and researchers relating to scientific researches and their findings in a way that doesn't conflict with patent rights or copyrights applicable in Kingdom.
4. Develop mechanisms and incentives that encourage scientific research in the College.
5. Discuss the matters relating to the academic staff participations in scientific research publishing whether in scientific conferences or journals.
6. Support scientific research projects according to College's objectives.
7. Provide supervision to scientific seminars and conferences on scientific research.
8. Provide supervision to scientific research annual budget allocated by the College.
9. Provide supervision on scientific journal activities held within the College.
10. Develop the College's relations with international and local research centers and institutions.
11. Providing supervision and coordination between the different departments in order to enhance scientific research activities and connect the same to the requirements and needs of labor market and local community.

## **Article 6**

### **Scientific Researches Support**

1. Priority shall be given to scientific researches that go in conformity with the College's message, strategy and objectives, and serve regional and local national developments objects.
2. A percentage of (3%) of net revenues shall be allocated by the College in its annual operational budget for scientific research purposes.

## 6.1

### **Scientific Researches Support Procedures**

1. Researcher shall submit printed copy of the research proposal to head of the department to which he/she belongs. In case there is more than one researcher conducting the research together from different departments; the said proposal shall be submitted by the head of the department of the principal investigator.
2. The proposal should be approved by the department then forwarded to the Scientific Research Unit SRU.
3. The SRU shall examine the research proposal and give notices which include the following:
  - a. Evaluation made by the unit for the research proposal.
  - b. To what extent the researched benefited from services available within the College.
4. The SRU reserves the right to approve or disapprove any proposal.
5. In case the research proposal is accepted, the research unit shall submit the proposal to the dean, accompanied with the SRU opinion.
6. The dean shall refer the proposal to the head of IRB to take the final decision.
7. The council shall consider the research proposal in order to take the appropriate decision and outline the type and size of support need. The dean shall report directly to the Head of Board of Trustees.
8. The researcher shall submit a report at the end of each stage to the research unit stating the process of his/her research. The said report

shall contain a description what has been achieved and charges incurred. SRU shall have the right to evaluate the seriousness of the research and assess the scientific findings of each interim report. In the light of the aforesaid, the said committee shall decide whether the researcher is to complete his research or not.

9. The researcher shall submit 3 printed copies of the completed research to the SRU.
10. A final report shall be submitted by the SRU to the dean stating the opinion of the SRU in order that the latter direct the same to the committee.
11. In case the research was published in a well ranked journal, the SRU may consider it as a positive progress.
12. The support given to the researcher may be suspended/recovered by the SRU in the following cases:
  - a. The assurance of the research unit that the researcher didn't meet the necessary requirements according to the specified plan.
  - b. Providing evidences with respect to spending the subsidy amount on things other than planned.
13. Researches of employees may be accepted for subsidy. An application shall be submitted to the competent administrative entity which will refer the same to the dean in order that the latter directs such application to the council.
14. Council may approve to provide the proper subsidy for Co-research proposal that is conducted by a member of the academic staff and any entity inside or outside the College.



15. The said committee may approve to provide the proper subsidy for Co-research proposal that is conducted by a member of the academic staff and any entity inside or outside the College.
16. The committee shall be responsible for developing principles and criteria upon which subsidy will be offered for researches conducted in cooperation with other universities and institutions.
17. Travelling related to research proposal shall not be recognized for subsidy unless otherwise supported by formal letter from the targeted entity purporting their approval to receive the researcher, and offer the Departments necessary to perform such research. This doesn't include libraries and institutions that make its sources and manuscripts available for researchers.
18. The committee may assign one or more researcher to do a specific scientific research according to the recommendations made by the concerned dean. The committee shall stipulate the conditions of such subsidy as it deems fit.

## **Article 7**

### **Publishing Support**

1. The College may publish researches, studies, books, translations and reviewed manuscripts (hereinafter referred to as "Research") concluded by the academic staff members or otherwise.
2. The College shall allocate an amount of money in its annual budget to support scientific research publishing within the percentage recognized in article No. (6) Hereof.
3. An application claiming subsidy for publishing shall be submitted to the dean, who will refer the same to the council. In case it is accepted, the researcher shall be required to add "published under subsidy of Mohammed Al Mana College for Health Sciences" in the footnote of the internal and external cover.
4. All applications submitted by the employees shall be considered when delivery to the head of the department or the concerned administrative officer who will refer the same to the dean to be presented before the council.
5. The College may, under the recommendations of the council and its committee, publish a valuable book or an excellent translation. This Includes:

- a. Researches, studies, books, translations and reviewed manuscripts which represent an added value to knowledge, or serve the development objects in the Kingdom.
  - b. The translations of added value which transfer an important part of human knowledge to Arabic language, or transfer the Arabic good concepts to foreign languages.
  - c. Scientific writings, studies, researches executed under the request of the university, after evaluation by one or more specialist.
  - d. Scientific conferences and seminars events that the College held or took part in.
6. All copyright of such supported researches shall be reserved for the College for the period of 5 years after publishing.
  7. The College may publish any Master or PhD thesis granted by the College to any of its academic staff, employees, or graduates. In this case, thesis shall be treated as other researches in terms of submission stipulations or publishing support.
  8. The College shall offer financial award for such researches published in a recognized magazine approved by the College. The award shall be determined according to the items of the budget allocated for such purposes and the positive recommendations made by the committee to the College council in this regard.

## **Article 8**

### **Patents**

1. The College shall be the owner of any patent as long as it is acquired as a result of a contract with the inventor to dedicate his efforts to get that invention. However, inventor's name shall be mentioned in the patent, and the College shall be entitled to all rights originating from the literary and financial patents.
2. Patents acquired by one or more researcher using the services, tools, facilities of the College shall be registered in the name researcher(s). The College shall be entitled to use such patent in consideration for fair value to be paid to the researcher(s). In case patents are used by the researchers, the College shall be entitled to (30%) of patent income.

## **Article 9**

### **Participation in scientific researches conferences, Symposia and Seminars inside or outside the Kingdom:**

1. The faculty may participate in up to two national and two international scientific highly reputed conferences per year.
2. A copy of the research shall be submitted to the head of the department to which he/she belongs. The said research shall be submitted by the researcher of the department to the College Scientific Research Unit and research unit after obtaining approval of the head of the department to take part in such conference Symposia and Seminars.
3. The SRU shall study that request in terms of the importance of the research and the topic subject matter and send the recommendations to the Dean.
4. The Dean shall refer the research to the College Council to identify the type and size of needed support then to report the necessary recommendation to the Head of Board of Trustee for final approval.
5. In case additional costs needed, the dean shall show the College council the reason beyond the cost. Then, recommendations shall be submitted to the chairman/ **Head of Board of Trustee** for final approval.

#### **9.1**

The College may issue a travel ticket and traveling allowance to the College Member participating in a conference, Symposia and Seminars. However, it may provide them with a travel ticket only or just permission to attend without any financial commitment.

#### **9.2**

The College may incur all research related costs according to the items of the budget allocated for such purposes and the positive recommendation made by the dean to the council in this regard.

### **9.3**

The participant in the conference, Symposia and Seminars submits a report on their task to the College.

### **9.4**

The Council of Trustees sets up the organizational and procedural rules for attending conferences, symposia and Seminars based upon recommendation of the College council.

## **Article 10**

The college may issue one or more magazine to publish the scientific researches. It may also publish bulletins and periodicals for the same purpose.

## **Article 11**

### **General Conditions**

1. The aforementioned support shall be wholly or partially according to the recommendations of the council that based on the available budget.
2. No one of the academic staff may assume that he didn't review these rules, the bulletins issued by the College, or the information displayed on its sign councils with respect to these regulations

## **Article 12**

The College Council shall be entitled to settle issues not provided for herein. It has also the right to amend or add any Article herein contained.

## **Article 20**

### **Director of Research**

#### **20.1**

The appointed Director of Research shall meet the Dean's same requirements as those of the Dean specialist in Article 16.1.

#### **20.2**

The Director of Research works closely with the concerned Vice Dean at the technical and administrative level.

### **20.3**

S/he shall be appointed for a renewable period of 4 years.

### **20.4**

**The Director of Research shall undertake the following responsibilities and authorities:**

1. To monitor Research program plan implementation as the Council requires.
2. To carry out and monitor Research instructions.
3. To set Research annual operating estimate budget.
4. To monitor Research budget regulations and expenditure analysis implementation.
5. To present Research activities report to competent authorities inside and outside the College as per authorities and instructions thereof.
6. To set a scientific research substantial development approach.
7. To contribute in developing the College relationship with the local community and external institutions.
8. To contribute in research quality enhancement and accreditation obtainment activities.
9. To carry out and monitor research activities in the undergraduate programme resulting in research based within the academic discipline across the institution.
10. To facilitate research collaboration locally, nationally and internationally.
11. To nurture high ethical standards by following national and international policies governing the conduct of research