



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY

Executive Rules for Scientific Communication

(Based on the University Council, its first meeting of the year 2022 on 5/9/2022)



Article 76

The University Council may, upon recommendations of the Scientific Council and the department and college councils, deploy faculty members for academic missions at off-campus institutions for no more than four months, which may be extended to one year if necessary. If the mission is at most a month, the delegate member shall get the same benefits as employees officially delegated to work abroad. If the mission exceeds a month, the delegate member shall get the same benefits as an employee on a scholarship abroad for training purposes.

Article 77

The University Council may, upon recommendations of the department and college councils, deploy faculty members for teaching at institutions abroad- subject to applicable instructions. The delegate member shall get the same benefits as employees officially delegated to work abroad, provided that the mission does not exceed four years.

Article 78

The University President may, upon recommendations of the Scientific Council and the department and college councils, permit faculty members to travel for research purposes at a university other than hers/ his during the summer vacation according to the following:

1. Faculty members should submit a travel application with supporting information.
2. Faculty members should present a report of completed research to the Department Council after returning and is submitted to the Scientific Council.
3. Faculty members are entitled to have an air plane ticket.

Executive Rule

1/ Definitions

1. **Scientific Communication:** delegating faculty members for academic missions at off-campus institutions, for teaching at institutions abroad, or for conducting research at a university other than hers/ his during the summer vacation.
2. **Academic Mission:** Providing an opportunity for faculty members to acquire information, experience, and skills related to their major.
3. **Teaching:** transferring sciences, knowledge, and skills to students as well as exchanging experiences and knowledge.
4. **Scientific Research:** It is a scientific/research achievement based on scientific foundations and adding novelty to knowledge and skills.

2/ Objectives

The significant objectives of scientific communication are:

1. Enhancing the scientific partnership between the university and other scientific and research institutions inside and outside the Kingdom.
2. Enriching faculty members' scientific and practical experience and transferring it to the university.
3. Investing the expertise of faculty members in community service.
4. Strengthening the university's scientific and research position by publishing research in internationally ranked publishing channels.

3/ Terms and Conditions:

1. The scientific communication program should be essential regarding the faculty members' major or university work and compatible with their academic and professional levels.
2. Scientific communication fees shall not exceed 20,000 SAR, and the Scientific Council may estimate the appropriate cost for the scientific communication mission according to the expense terms approved by the Scientific Council.
3. Scientific communication period, mentioned in Article 76, shall not exceed one semester (including the summer semester), and the University Council may make an exception from this condition.
4. Scientific communication shall be at academic or research institutions or relevant centers or organizations. The applicant shall attach proof of consent confirmation.
5. The applicant shall have been a faculty member at the university for at least two years.
6. The applicant shall have spent at least two years after the last scientific communication, sabbatical, or secondment, except for the scientific communication mentioned in Article 78 of the regulations for Saudi university personnel, including staff members and their equivalence.
7. The applicant shall fulfill his/her previous obligations of the sabbatical leave or scientific communication.
8. The academic department must provide a substitute who performs the applicant's tasks during his/her leave.
9. The maximum participation of faculty members in each department of the university's colleges is (10%) per year. The Scientific Council may issue an exception to this condition when needed or during the summer period.
10. The applicant who is assigned to administrative work shall end his/her administrative assignment before the start of the scientific communication, except for the scientific communication mentioned in Article 76 of the regulations for Saudi university personnel, including staff members and their equivalence.
11. Participation is not permitted during the work assignment period or teaching during the summer.
12. The applicant shall not be subject to disciplinary accountability, have been disciplined by the University management, or have been subjected to robbery or scientific plagiarism by the Scientific Council within at least the last two years.
13. The applicant has to have published research or accepted to be published during his/her current rank, or from the last application to scientific communication or sabbatical leave, in a scientific journal classified in Clarivate Analytics or Scopus database or in a local scientific journal for specializations of Shari'a and Arabic language sciences.
14. The applicant shall not have a decision of assignment, secondment, or delegation to any government or private entity on an academic mission or be on an exceptional leave.
15. Scientific communication period shall not coincide with midterms or final exams, and the College Council may make an exception to this condition upon the recommendation of the Department Council.
16. The applicant must be fluent in English or the language of the country where he/she will spend the scientific communication period.

4/ Selection criteria:

If the requests of scientific communication exceed (10%), the Department Council shall apply selection criteria to compare applicants according to who obtains the higher points stated in the following table. Those, who are not accepted due to exceeding the allowable ratio, are given a priority in the next year (10 extra points) provided that the primary conditions are met:

Criteria	Points
the quality of the scientific communication program to achieve department and college objectives (20 Points)	According to the academic department's assessment
Assessment of the entity desired to take the scientific communication at (15 Points)	According to the academic department's assessment
Published research or accepted to be published, books and completed peer-reviewed works during the current rank or after the last sabbatical or scientific communication (20 Points)	<ol style="list-style-type: none"> (5) Points for each published research or accepted to be published in scientific journals classified in the list of Clarivate Analytics databases with an impact factor or in local peer-reviewed scientific journals of Shari 'a and Arabic Language science specializations. (4) Points for each published research or accepted to be published in other peer-reviewed scientific journals. (2) Points for each published research or accepted to be published in peer-reviewed scientific conferences or any other peer-reviewed work.
Academic experience (10 Points)	(2) Points per year and maximum per five years.
Academic rank (5 Points)	(5) Points for associate professor or higher
University and community service (10 Points)	(1) Point for each participation in: a conference, symposium, workshop, training, volunteering, competition, or public lecture
Department head's assessment of the applicant's commitment (10 Points)	Department head's assessment of teaching load, office hours, and attendance of Department Council's meetings and committees during the previous two years
Administrative work since the last sabbatical or scientific communication for each year (10 Points)	<ol style="list-style-type: none"> Chairmanship and membership of Standing Committees and their equivalence. (1) point Head of the academic department. (2) points Be a vice dean of a college, a deanship, an institute, a center, or general administrative supervision. (3) points Be a dean of a college, a deanship, or an institute. (4) points Be a vice president of the university. (5) points
Previous sabbatical / scientific communication	(5) Points shall be deducted for each previous sabbatical/ scientific communication.
Amount of secondment/ delegation	(1) Points shall be deducted for each previous secondment/ delegation.
TOTAL	100 Points

5/ Required Documents:

Faculty members should submit the scientific communication request to the department's council, provided that it should be officially received by the scientific council within the dates specified by the council. The request should include the following documents:

1. The scientific communication request form.
2. The scientific communication program form (academic mission, teaching, or research).
3. An approval letter from the entity desired to take the scientific communication, including the fees, duration, and the scientific program content.
4. A copy of the Scientific Council's decision of approving the previous sabbatical/scientific communication (if any).
5. The substitute supervisor of dissertations form (if any).
6. A copy of the University Council's decision on the applicant's delegation for teaching abroad (if any).
7. Secondment decisions/documents that clarify the secondment duration (start and end).
8. Applicant's scientific publications in the current rank.
9. A statement of waiving delegation allowance in case the item is insufficient.
10. A recommendation from the department and college councils.

6/ Postponement, cancellation, or termination of the scientific communication:

A/ Postponement and cancellation:

1. Faculty members may cancel the application of the scientific communication at least one month before it starts, and they shall submit a request to the head of the academic department, including reasons for cancellation. The request for cancellation shall be approved according to the concerned councils' recommendation, as well as the University Council's approval (as stipulated in Articles 76 and 77).
2. The scientific communication request may be terminated according to the University Council's decision based on the concerned councils' recommendation (as stipulated in articles 76 and 77), or according to the decision of the University President based on the concerned council's recommendation (as stipulated in article 77).
3. Faculty members may request postponement of the scientific communication at least one month before it starts, and to the next semester maximum. They shall submit a request, including reasons and justifications for postponement to the head of the academic department before the start of the scientific communication that the University Council approved, unless the postponement is decided based on the university's need. The request for postponement shall be approved according to the concerned councils' recommendation, as well as the approval of the University Council (as stipulated in articles 76 and 77).

B\ Termination:

1. Termination shall only be requested in emergency cases that the academic department accepts based on the recommendation of the concerned department and college councils.

2. If faculty members terminate the scientific communication after its start without an excuse accepted by the Scientific Council, they shall not be eligible to continue the mission, and they shall submit a report on the accomplished work during the past period. The period shall be considered as an exceptional leave. In addition, the expenses paid to them shall be returned, and they shall be suspended from future scientific communications for five years, and the Scientific Council will take the necessary action (including: blocking the faculty's request for sabbatical leave or attendance of conferences).

7: General Provisions:

1. Faculty members should submit proof of the start and end of the mission from the entity desired to take the scientific communication.
2. Faculty members should submit a comprehensive report to the department's council after returning from the scientific communication for two months at least. In addition, they should deliver a workshop to the department's employees which includes the accomplishments and advantages of scientific communication. Moreover, they should submit the report with a copy of the approved academic communication project to the college council and then to the Scientific Council.
3. The applicant shall conduct scientific research during the summer vacation, and provide proof of at least one published paper or accepted to be published in a peer-reviewed journal, as stipulated in "Second" in the Executive Rule of Article 29 of the regulations for Saudi universities personnel including staff members and their equivalence, and within a period of two consecutive semesters maximum from the end of the scientific communication.
4. If faculty members fail to fulfill their obligations without an excuse accepted by the Scientific Council, the Scientific Council will take the necessary action (including: blocking the faculty's request for sabbatical leave or attendance of conferences).
5. The acceptance of any scientific publication must be affiliated with the university, and the full name of the university must be mentioned: "الجامعة السعودية الإلكترونية" (The Saudi Electronic University)", and any other form of writing or abbreviation will not be considered.
6. If the applicant would like to handle the expenses of the scientific communication without any financial reliability on the university, or if the expenses are sponsored from outside the university, they shall get the approval of the University Council based on the recommendation of the Scientific Council and the department and college councils, and the previous scientific publication condition shall be exempted.
7. Faculty members shall not have the right to change the entity intended to take the scientific communication at, or the scientific communication program, unless they get the approval of the Scientific Council based on the concerned department and college councils' recommendation.
8. The college shall prepare an annual plan that specifies the desired academic communication programs to participate in.
9. Observe the application of the regulations, budget, and the university's general instructions regarding the financial provisions.

