



الجامعة السعودية الإلكترونية  
SAUDI ELECTRONIC UNIVERSITY  
2011-1432

# Executive Rules for Scientific Research and Innovation Regulations at the Saudi Electronic University

Approved by the University Council)  
Resolution No. 2-7-/1446 , as stated in  
(letter No. 13687 dated 01/12/1446H

In its seventh meeting for the year  
1446 AH, dated 08/11/1446H





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,Whereas

The executive rules for scientific research and innovation regulations at the Saudi Electronic University constitute a comprehensive regulatory framework that clarifies the regulations and instructions required to be followed in the operations of Deanship of Postgraduate Studies, Research, and Innovation. These executive rules have been prepared pursuant to the regulation for scientific research and innovation in universities, issued by Resolution of the Council of Universities' Affairs No. (45/22/6), during its twenty-second meeting held on 22 Dhul-Qa'dah 1445 H., corresponding to 30 May 2024 AD

Best regards





## Chapter One: Definitions

### Article One:

The following terms and expressions—wherever mentioned in this regulation—shall have the meanings assigned to each of them, unless the context requires otherwise:

**System:** The university law issued by Royal Decree No. (M/27) dated 3/2/1441H., or the Law of the Council of Higher Education and Universities issued by Royal Decree No. (M/8) dated 1414/6/4H.

**Deputy:** Vice President or University Agent responsible for scientific research.

**Standing Committee:** The Standing Committee for Scientific Research and Innovation

**Executive Management:** The deanship, department, or unit responsible within the university for the executive affairs of scientific research and/or innovation, according to the university's organizational structure.

**Scientific Research:** A systematic activity based on recognized scientific research methods, leading to the production of new knowledge and scientific additions aimed at explaining various phenomena, discovering facts, and presenting them within a structured framework to achieve development and progress.

**Innovation:** The systematic practice and practical implementation of ideas that result in the introduction of new products or services or improvement in the delivery of products or services.

**Scientific Production:** All outcomes of human mind creativity, achieved based on approved scientific research methods of inspection and evaluation, such as peer-reviewed scientific research (published and unpublished), patents, books, reports, drawings, designs, models, specifications, concepts, processes, technologies, databases, computer programs and applications, and Master's and PhD theses.

**Research Team:** A group of researchers working on a joint scientific research.





**Researcher:** Anyone who conducts scientific research, individually or jointly, whether affiliated with the University or other visiting researchers, or researchers who are appointed or assigned.

**Principal Researcher:** One who represents the research team and supervises it as being responsible for the project.

**Co-Researcher:** One who participates with the research team in conducting scientific research or completing a study on a particular subject.

**Postdoctoral Researcher:** A researcher with specialized knowledge, working for a specific period after obtaining a PhD degree, under the supervision of a mentor as part of a predefined research group or project, or in a specially designed project.

**Research Assistants:** Individuals other than the main research team who contribute to the execution of the research project within the team, such as researchers, technicians, and students.

**Reviewer:** A researcher or expert tasked with examining and studying a scientific output or proposal, providing an opinion on the research's feasibility, validity, and/or assessment of its results.

**Counselor:** A researcher or expert assigned to provide consulting services or studies related to scientific research.

**Affiliation:** The scientific publication affiliation to the University when published in publication vessels or their equivalents by the author or researcher as affiliated with the University.

**Research Misconduct:** Practices classified by the University Council as violations of research conduct rules, such as excessive quotation or plagiarism, imitation, falsification, forgery, fabrication, falsification of data, results, affiliation or participation in research, research fraud, citation breaches, or infringement of intellectual property rights.

**Hosting Visiting Professors:** Hosting distinguished researchers from renowned





scientific institutions inside or outside the Kingdom, with the aim of enriching cooperation with these institutions, benefiting from expertise, transferring specialized knowledge, in addition to providing training opportunities and developing the research capabilities of the University staff.

**Research Center at the Colleges:** A research entity within the colleges, concerned with their specialized fields.

**Specialized Research Center:** A research entity with a specialized research nature.

**Research Excellence Center:** A research entity operating in the University's research priorities, based on its strengths in human resources and infrastructure.

**Research Institute:** A specialized research entity in certain research fields, with distinctive capabilities and resources.

**Research Chair:** A research unit specializing in research, development, and innovation, and qualitative addition, which aims to transfer, localize, and develop knowledge in specific scientific fields that support development plans and achieve national strategic objectives. It may be local within a local university under supervision and management, or international and subject to the supervision of a local university. The Chair may be established locally within a university under local supervision and management, or internationally under the supervision of a local university.

**Chair Supervisor:** A distinguished researcher from the University's faculty members or others specialized in the Chair's field, with outstanding scientific contributions locally or internationally. He is administratively responsible for the Chair.

**Chair Professor:** A distinguished academic researcher, a faculty member with the rank of professor, with experience and insight in the Chair's field of specialization, and who has outstanding scientific contributions locally or internationally, nominated from within or outside the University, and is responsible for the Chair's scientific and research performance.

**Chair Sponsor:** The university or a natural or legal person, whether national or international, according to a specific contract and terms.





## Chapter Two: Objectives and Scope of Regulation Application

### Article Two:

This regulation aims to organize scientific research and innovation activities within universities and their affiliated research entities.

### Article Three:

The objective of scientific research and innovation activities is to enrich science and knowledge across all fields that serve humanity and promote a knowledge- and innovation-based economy, in alignment with the development plans adopted by the country, as well as the interests and needs of society.

### Article Four:

The University shall motivate researchers from faculty members, their equivalents, students, and other interested parties to conduct original research and innovations that contribute to enriching specialized knowledge, serving society and providing the means for their completion and utilization.





## Chapter Three: Regulatory Framework

### Article Five:

Subject to the provisions of the Law and the regulations and rules issued by the Council of University Affairs, and without prejudice to the duties of the Scientific Council, the University Council shall approve the general frameworks for scientific research and innovation policies and fields based on the recommendation of the Scientific Council.

### Article Six:

A Standing Committee for Scientific Research and Innovation shall be formed by a decision of the Scientific Council, emanating from and subordinate to it, chaired by the Deputy, and concerned with all matters related to scientific research and innovation in the University. Its specific duties shall include:

1. Supervising the University's performance in developing scientific research and innovation and directing it to address local and international societal issues.
2. Recommending research rules and regulations to the Scientific Council.
3. Approving research initiatives, studies, and innovations that are consistent with the University's vision and strategic directions.
4. Matters referred to it by the Scientific Council or the University President.
5. Any other duties or competencies specified by the executive regulations.

### Executive Regulation

- 01 The Standing Committee for Scientific Research and Innovation shall be formed under the chairmanship of the Deputy, with the membership of representatives from the Deanship of Postgraduate Studies, Research, and Innovation and research centers, in addition to distinguished researchers from within or outside the University.
- 02 Committee members shall be appointed for a renewable term of two years based on the Deputy's nomination.
- 03 The committee's tasks include: What is referred to by the deputy.







### Article Seven:

An Executive Management concerned with scientific research shall be established in each university, and shall be affiliated with the Deputy. The official in charge thereof (in accordance with the University's approved structure) shall manage its financial, administrative, and technical affairs, in accordance with the Law and applicable regulations and rules. Its duties shall include, in particular, the following:

1. Preparing the annual scientific research plan for the University and its necessary budget, in preparation for submission to the Scientific Council based on the recommendation of the Standing Committee.
2. Disbursing from the allocated scientific research budget within the delegated financial authorities.
3. Managing the administrative and financial affairs related to scientific research and research teams.
4. Proposing research rules and regulations and submitting them to the Standing Committee.
5. Providing technical and administrative supervision over the various activities of the Executive Management, setting plans and work programs, and monitoring their implementation.
6. Monitoring the scientific research funded internally and externally by the university, and the scientific output resulting therefrom.
7. Reviewing scientific research projects submitted by faculty members and ensuring they meet the conditions, in preparation for their approval by the Standing Committee.
8. Monitoring the implementation of scientific research projects, their peer review, and disbursement thereon, in accordance with the regulating rules.







9. Encouraging faculty members, their equivalents, researchers, and students to conduct innovative scientific research; providing them with research means and capabilities, especially for those granted scientific sabbaticals; and enabling them to complete their research in an appropriate scientific environment.
10. Supervising the activities of research centers and units affiliated with the Executive Management, monitoring their activities, and evaluating their performance.
11. Coordinating with relevant entities within the University on all matters related to the completion of student research, and working to provide research capabilities and means for their theses or dissertations, and involving them in research teams.
12. Coordinating work among the various research units in the University, working to eliminate duplication in their performance, and encouraging joint collaborative research and research teams between departments and colleges.
13. Cooperating and coordinating with research institutions, research institutes, and local centers, within and outside the University, and communicating with foreign research institutions and research centers, and leveraging what can be utilized to modernize and develop scientific research in the University, in accordance with regulatory procedures.
14. Proposing means of cooperation with external institutions funding research, attracting external funding, and reporting thereon to the Standing Committee, in preparation for recommendation by the Scientific Council and approval by the University Council in accordance with regulatory procedures.
15. Recommending contracting with experts, researchers, and research assistants for specific periods on the budget of scientific research projects.
16. Enhancing research ethics and promoting a culture of scientific integrity among researchers.





17. Establishing a database for ongoing and completed research in the University, and exchanging research information with other universities and research centers.
18. Preparing the Executive Management's budget draft and annual report, in preparation for submission to the Scientific Council based on the recommendation of the Standing Committee.
19. Any other duties specified by the Executive Regulations.

#### Executive rule

- 01 The "Deanship of Postgraduate Studies, Research and Innovation" represents the executive management concerned with scientific research, innovation, and entrepreneurship at the Saudi Electronic University.
- 02 The Executive Management's revenues consist of several sources, including: University budget allocations, the University's self-generated resources, returns from research products, donations, gifts, grants, bequests, endowments, scientific and research chairs, and conditional support provided by individuals or governmental and private institutions. It also includes surpluses from locally or internationally funded research projects, and any other sources proposed by the Executive Management and approved by the Scientific Council.





## Chapter Four: Innovation

### Article Eight:

Subject to the provisions of the Law, the University may establish an Executive Management concerned with innovation. It may also combine innovation with scientific research or entrepreneurship in a manner consistent with the University's vision, objectives, and directions. The executive regulations shall define the duties of this Management in accordance with the law and the provisions of these regulations.

### Article Nine:

Specialized centers may be affiliated with the Executive Management concerned with innovation, based on the innovative fields in which the university is interested, in accordance with what is approved by the University Council upon the proposal of the Standing Committee and the recommendation of the Scientific Council.





### Article Ten:

Innovation at universities aims to stimulate and engage university affiliates, including faculty members, researchers, and students, to present their ideas and transform them into economically valuable innovations, and to foster the innovation culture. This includes, in particular:

1. Leveraging partnerships and collaboration to develop research and innovation.
2. Translating and marketing research discoveries that impact society and industry.
3. Enhancing the university's intellectual property rights.
4. Facilitating the application, transfer, and exploitation of innovative ideas.
5. Contributing to transferring promising innovations from the university to the external community and industry.
6. Marketing distinguished innovations and research ideas.
7. Strengthening the relationship between the university and investors and innovators.
8. Supporting research projects that begin with an innovative idea or lead to innovation.
9. Establishing a governed innovation system within the University.





## Chapter Five: Research and Innovation Institutes and Centers

### Article Eleven:

Research and innovation centers shall be established in accordance with the provisions of the Law, consistent with the University's vision and the nature of its activities.

### Article Twelve:

When requesting the establishment of Research and Innovation Centers, the university shall consider the importance of the center and its objectives that serve the university's research priorities and relative advantages. These centers may be innovation centers, research centers affiliated with colleges according to their specializations, specialized research centers, or research excellence centers. Their establishment aims to:

1. Contribute to achieving the University's research strategy.
2. Provide solutions to issues related to their fields of specialization.
3. Support the national economy based on research and innovation.
4. Encourage investment based on research and innovation.
5. Build distinguished competencies and cadres in research and innovation.
6. Offer accredited courses and certificates, and in research excellence centers, grant diploma degrees with the approval of the University Council.

### Article Thirteen:

One or more specialized research institutes may be established at the University, in accordance with the provisions of the Law, provided that the following considerations are taken into account during establishment:





1. Its establishment aligns with the university's vision, mission, objectives, and nature of activities.
2. Its establishment does not conflict with existing academic units or research centers at the university.
3. The establishment request is accompanied by evidence of the university's research excellence, availability of distinguished human cadres, and integrated infrastructure.

#### Article Fourteen:

The establishment of specialized research institutes aims to achieve the following:

1. Conducting research on a broader scale than centers and across multiple, related fields.
2. Granting academic degrees in postgraduate studies in specific programs where the institute excels, in line with the academic, financial, and administrative regulations applicable to the University.
3. Building partnerships with the public and private sectors and collaborating with global and local research centers and institutes in the field of specialization.
4. Orienting towards interconnected interdisciplinary research within the institute's field of work.
5. Serving national developmental priorities.
6. Achieving the strategic plan objectives of the University.

#### Article Fifteen:

The resolution issued by the University Council for the request to establish research and innovation centers and institutes—in accordance with the provisions of the Law—shall specify the competencies and governance of each center or institute, and the rules by which it operates, based on its nature, activities, objectives, and its academic, technical, and administrative affiliation.





## Executive rule

- 01 Based on the proposal of the Standing Committee for Scientific Research and Innovation and the recommendation of the Scientific Council, the resolution issued by the University Council for the request to establish research and innovation centers and institutes—in accordance with the provisions of the Law—shall specify the competencies and governance of each center or institute, and the rules by which it operates, based on its nature, activities, objectives, and its academic, technical, and administrative affiliation.
- 02 A manager shall be appointed for each research or innovation center by a resolution of the University President, based on the Deputy's nomination, for a renewable term of two years.
- 03 The manager of a research or innovation center shall be treated financially and administratively as a department head.
- 04 The center managers and institute deans shall undertake the following tasks, each according to their specialization:
  - A. Studying research and innovation projects of faculty members and their equivalents, and monitoring their implementation.
  - B. Studying research and innovation projects and studies requested by external entities, selecting researchers, monitoring their implementation, and proposing remuneration for those involved in accordance with the regulating rules.
  - C. Studying the annual report and budget proposal for the center or institute and submitting them to the Executive Management concerned with scientific research at the University.
  - D. Studying matters referred to them by the Executive Management concerned with scientific research at the University.
  - E. Overseeing and monitoring the progress of research and innovation activities of faculty members, their equivalents, and research assistants.
  - F. Proposing the annual research plan for the center or institute, and preparing the annual budget proposal for the center's or institute's events, in preparation for submission to the Executive Management concerned with scientific research at the University, and subsequently forwarding them to the Standing Committee for Scientific Research and Innovation.







- G. Preparing the annual report on the activities of the center or institute and submitting it to the Executive Management.
- H. Communicating with scientific departments and faculty members to motivate them towards scientific research and innovation, coordinating their projects, and providing the resources and facilities to support the preparation and publication of their research with the greatest possible efficiency.
- I. Communicating and coordinating with external entities on all matters related to research and innovations being prepared or planned in cooperation with the center or institute.

## Chapter Six: Research Chairs

### Article Sixteen:

A Standing Committee for Research Chairs shall be formed at the university by resolution of the University Council, headed by the Deputy, and including a number of members with experience and competence in the field of scientific research and research chairs from within or outside the university. Representatives from the public and private sectors may also be added.

#### Executive rule

- 01 Committee members shall be appointed for a renewable term of two years based on the Deputy's nomination.

### Article Seventeen:

Research chairs shall be established, and their regulations shall be set by a resolution of the University Council, according to the recommendation of the University's Standing Committee for Research Chairs.

### Article Eighteen:

International research chairs shall be established at the university according to a memorandum of understanding or cooperation agreement between the university and the foreign institution hosting the chair, in accordance with the procedures for cooperation agreements and memorandum of understanding with foreign institutions.





#### Article Nineteen:

Without prejudice to the authority of other councils and committees in the university, the Standing Committee for Research Chairs shall undertake the following:

1. Proposing regulating rules for research chairs and submitting them to the University Council.
2. Approving the financial policies for research chairs.
3. Approving the mechanism for selecting supervisors and chair professors.
4. Recommending the names of supervisors and chair professors.
5. Recommending the establishment, continuation, or discontinuation of research chairs at the University.
6. Proposing the authorities and the organizational and administrative structure for each chair and submitting them to the Scientific Council for approval.
7. Proposing the annual budget for research chairs and studying their final account.
8. Approving the general performance reports for research chairs.
9. Discussing the annual report for research chairs and submitting it to the University Council.

#### Article Twenty:

The establishment of research chairs aims to:

1. Achieving a qualitative addition to scientific research and innovation within the chairs' field of specialization.
2. Enhancing the Kingdom's scientific standing on both regional and global levels, and supporting its directions in all scientific, economic, and political fields.
3. Developing partnerships with the community and its institutions, and enhancing the output of scientific research.
4. Enhancing scientific knowledge and finding solutions to some existing problems that have social and economic impacts at both local and global levels.





5. Contributing to supporting and serving developmental strategies, plans, objectives, and sustainable development programs.
6. Contributing to the transfer and localization of technology in the Kingdom.
7. Achieving the specific objectives for which the chair was established.

#### Article Twenty-One:

The following is required to establish the international chair:

1. The chair shall align with the Kingdom's identity, based on Islamic teachings, its moderation, and efforts to promote dialogue between global cultures and civilizations.
2. The chair shall have a clear and specific research plan, specifying the methodologies for its studies and research.
3. The chair shall provide a new scientific contribution and elevate the Kingdom's position within global and knowledge communities.
4. The chair shall contribute to developing relationships, cultural and scientific communication, spreading tolerant concepts, and promoting the Arabic language.

#### Article Twenty-Two:

The international institution hosting the chair shall possess a reputable scientific and research standing and excellence in the chair's field, and be compatible with the Kingdom's identity and directions.

#### Article Twenty-Three:

The request for establishing a chair, whether from the university or the funding entity, shall include a financial sustainability plan ensuring the continuity of the chair's activities and its effectiveness.





#### Article Twenty-Four:

Without prejudice to the funding entity's conditions, the Chair Supervisor and Chair Professor shall be appointed from among the distinguished faculty members and researchers in the chair's field of specialization, by a resolution of the university president, in accordance with the recommendation of the Standing Committee for Research Chairs.

#### Article Twenty-Fifth:

The chair supervisor is responsible for the following tasks:

1. Presenting the annual operational plan for the chair and supervising its implementation.
2. Forming the Chair's research team (researchers - technicians - administrators - students) based on the recommendation of the Chair Professor.
3. Preparing reports on the performance of the Chair's team.
4. Supervising and monitoring the progress of all administrative tasks.
5. Representing the Chair before all university units.
6. Submitting requests to secure the chair's needs such as materials and equipment.
7. Raising periodic and final technical and financial reports of the chair to the Standing Committee for Research Chairs.
8. Performing any other tasks determined by the Standing Committee for Research Chairs.

#### Article Twenty-Six:

The University Council shall determine the mechanism for distributing the officials' authorities within the research chairs system, in alignment with its organizational structure.





#### Article Twenty-Seven:

1. Research chairs at the University shall have a main independent account in an authorized bank or financial institution, where all chair revenues shall be deposited, and sub-accounts may be opened for each individual chair. Disbursements from these accounts shall be made in accordance with the authority matrix approved by the University Council.
2. The fiscal year for research chairs shall be the University's fiscal year.
3. The establishment of research chairs shall be financed from funding contracts concluded with third parties. They may also be financed from the University's budget or its endowments.
4. Without prejudice to the funding entity's conditions, a research chair may undertake certain activities commensurate with its specialization to develop its revenues and ensure financial sustainability through:
  - A. Self-financing by obtaining support for national and international research and projects from funding entities inside and outside the University.
  - B. Revenues generated from conducting research projects, intellectual property rights, studies, or scientific and consulting services.
  - C. Chair revenues from seminars, courses, conferences, workshops, or publications it organizes.
5. The University Council shall, in accordance with the Chair's regulations or the executive rules of this regulation, determine the percentage of the funding amount to cover the administrative burdens of the research chairs.

#### Article Twenty-Eight:

Disbursement for the chairs shall be based on the contract concluded with the donor or funding entity and the executive rules specified for disbursement on research chairs, as follows:





1. Preparing a consolidated budget for all research chairs based on the individual budget of each chair, without exceeding the available funding amount for each chair.
2. Securing equipment and tools required by the chair, based on the approval of the Standing Committee for Research Chairs and within the approved budget of the chair.
3. Disbursing funds from the approved budget of the chair in the form of advance payments, with subsequent payments made according to achieved progress.
4. Advance payments shall be used to disburse the following items:
  - A. Funding research and studies related to the chair.
  - B. Securing research equipment and laboratory supplies necessary for the chair's operations.
  - C. Spending on seminars, workshops, conferences, and remuneration for the chair's staff.
  - D. Operational and administrative expenses for those in charge of the research chair.
  - E. Any other expenses specified by the research chair's regulations approved by the University Council or the executive rules of this regulation.

#### Article Twenty-Nine:

Any chair that has become inactive or no longer has any activity or about which no information is available shall not be supported, whether due to its establishment under a time-bound agreement that has expired or as a one-time grant.





## Chapter Seven: Research Spending and Funding

### Article Thirty:

The University, through the University Council or its authorized delegate, may undertake scientific research and conclude specific research agreements, as well as manage research initiatives related to scientific research and innovation for entities inside or outside the Kingdom, in exchange for financial amounts. The financial allocations for these research and initiatives shall be deposited into a main independent account at a bank or financial institution licensed to operate in the Kingdom, from which they are spent on the approved research, initiatives and programs as agreed upon.

### Article Thirty-One:

Spending on research funded from the Executive Management's budget, or from the budget of approved initiatives and programs, or from contracts and agreements, or any other sources, shall be made in accordance with the approved and provided budget for each research or project, and in accordance with the terms of each program as per the contract signed with the research team.

### Article Thirty-Two:

Remuneration may be disbursed to authors, editors, translators, peer reviewers, linguistic proofreaders, scientific journal editors, and anyone whose work relates to scientific research and innovation in evaluating proposals, reports, books, encyclopedias, and manuscripts. This remuneration shall commensurate with what is paid for such work, as determined by the executive rules of this regulation.







## Executive rule

### I: Authors, editors, and translators of books:

1. Authors, editors, and translators shall be granted a reward determined by the Scientific Council based on reviewers' reports, provided that the reward does not exceed fifty thousand riyals (50,000) per book.
2. The eligible reward is estimated according to the reviewers' average score, as per the following table, provided that the academic work achieves a minimum score of 75% and that the book contains at least (25,000) twenty-five thousand words.

Average total score of the reviewers	The amount (in Riyals)
79 - 75	twenty-five thousand riyals (25,000)
84 - 80	thirty thousand riyals (30,000)
89 - 85	thirty-five thousand riyals (35,000)
94 - 90	Forty thousand riyals (40,000)
100 - 95	fifty thousand riyals (50,000)

### II: Book Reviewers and Language Proofreaders:

1. A reward of (two thousand Riyals (2,000) shall be granted to anyone assigned to review authored, edited, or translated books, whether the reviewer is from within or outside the university.
2. A reward of two thousand Riyals (2,000) shall also be granted to anyone assigned to perform language proofreading, whether the editor is from within or outside the university.
3. A reward of seven hundred and fifty Riyals (750) shall be granted to anyone assigned to review a chapter of a book, whether from within or outside the university.

### III: Evaluation of research proposals and scientific production submitted for promotion:

1. A reward of five hundred riyals (500) shall be granted to anyone participating in the evaluation of research proposals and studies for each proposal, whether from within or outside the university.





2. A reward of five hundred riyals (500) shall be granted to participating in the review and assessment of scientific production submitted for academic promotion, for each research paper, up to a maximum of (5,000) five thousand riyals for the entire submitted scientific production.

#### IV: Scientific Studies or Reports:

The University President, based on the recommendation of the Scientific Council, may assign some faculty members or their equivalents from university staff to prepare scientific studies or reports for specific purposes that are not part of the university's publication programs. Furthermore, the reward for each researcher shall not exceed ten thousand riyals (10,000) per study, and the total annual reward shall not exceed thirty thousand riyals (30,000) for each researcher within one fiscal year. A report shall be submitted to the University Council at the end of each academic year.

#### V: Scientific Journal Editors:

An annual honorary reward shall be granted to editorial board members of each journal according to each member's role and responsibilities as follows:

**Editor-in-Chief:** The primary person responsible for managing the organization's operations, making final resolutions regarding articles, and ensuring compliance with the journal's publishing policies and overall objectives.

**Managing Editor:** Responsible for the administrative and organizational coordination of the organization's operations, monitoring workflow, and coordinating with editors and reviewers.

**Section Editors:** The officials responsible for editing articles within their specialties and ensuring their quality according to academic standards.





**Editorial Board Members: A group of specialists who contribute by reviewing articles and providing scientific opinions and advice on publishing strategies.**

Journal Classification		Editor-in-Chief/Managing Editor	Section editors in the editorial board	Editorial board members
Clarivate	Q1	(40,000) Forty thousand riyals	(35,000) thirty-five thousand riyals	(10,000)
	Q2	(35,000) thirty-five thousand riyals	(30,000) thirty thousand riyals	Ten thousand
	Q3 & Q4	(25,000) twenty-five thousand riyals	(20,000) twenty thousand riyals	Riyals
Scopus		(20,000) twenty thousand riyals	(15,000) fifteen thousand riyals	(5,000)
Uncategorized		(15,000) fifteen thousand riyals	(10,000) ten thousand riyals	Five thousand Riyals

### Article Thirty-Three:

The university may grant certificates of appreciation, awards, and financial rewards to distinguished researchers, outstanding research, and inventions according to the standards approved by the University Council based on the recommendation of the Scientific Council. More than one researcher may share the award, and the reward shall be distributed among them according to regulations approved by the Scientific Council and within the approved budget.





## Chapter Eight: Externally funded research Research Supported by External Entities

### Article Thirty-Four:

The Executive Management oversees the progress of the research and provide periodic reports to the supporting entities as per the agreement. The Standing Committee or its delegate based on the recommendation of the executive management may suspend or cancel the research and halt funding if the researcher fails to fulfill their obligations according to the approved plan.

#### Executive rule

The project manager shall submit periodic progress reports to the Executive Management, in accordance with the requests issued by the executive management or the supporting entity.

### Article Thirty-Five:

Neither the university nor the researcher may modify the scope and the approved plan of the externally funded research unless agreed otherwise with the supporting entity.

### Article Thirty-Six:

Contracts may be signed with researchers for a fixed period to conduct research funded by external contracts, provided that the contract duration with the researchers does not exceed the specified duration of the externally funded research, and that the financial commitment for such contracts is included within the budget of the externally funded research.

### Article Thirty-Seven:

Research activities supported by external grants is subject to the rules governing the acceptance of donations, grants, and bequests applicable to the university. Scientific research provided by the university to internal or external entities - so long as it does not compromise the university's goals or mission - is subject to the executive rules approved by the University Council.





## Chapter Nine: Scientific production and intellectual property rights

### Article Thirty-Eight

The university supports the publication of scientific production in various forms such as books, research papers, scientific reports, master's theses and doctoral dissertations. The University Council shall approve the detailed rules and regulations for scientific production based on the recommendation of the Scientific Council.

#### Executive rule

1. The scientific production submitted for publication at the university includes the following:
  - A. Textbook: A book authored or translated that covers the syllabus of a specific course.
  - B. Scientific Reference: A book authored or translated that addresses a particular topic within a field of knowledge, targeting specialists in that field. It includes books, references, translators from references, critical editions, scientific encyclopedias, and dictionaries.
  - C. Scientific Theses: Research studies submitted as part of postgraduate programs, such as Master's or PhD, comprising original research conducted by the student under academic supervision as part of the degree requirements.
  - D. Scientific Studies and Reports: Research studies or scientific reports assigned by the University President to some Saudi faculty members or equivalent university staff to prepare for special purposes not included in the university's publishing programs.
2. General Controls for Scientific Publishing:
  - A. The applicant for publication shall be a member of the Saudi Electronic University.
  - B. The content of the scientific production shall not conflict with the religious, social, political values or the applicable laws of the Kingdom of Saudi Arabia.
  - C. The submitted scientific production under the university's name should align with the university's objectives, be original and contribute a distinguished scientific addition in its field of specialization.
  - D. The work shall not have been previously published or submitted for publication elsewhere.





- E. Adherence to the rules of academic integrity is mandatory.
- F. Commitment to proper citation of sources according to recognized scientific standards is mandatory.
- G. The author shall provide evidence of the consent from any contributors involved in the scientific production, if any, for its publication by the university.
- H. The scientific production shall exhibit scientific accuracy, clarity of style, linguistic correctness, and typographical quality.
- A. The book shall include the essential elements of scientific books such as (introduction, chapters, up-to-date references, indexes for topics and terms, and tables). The Scientific Council has the right to reject the book's review if these standards are not met.
- B. The author/translator shall coordinate with the publishing department to publish the scientific production in accordance with the university's established publishing rules and specifications after the Scientific Council's approval. If the author/translator fails to comply with the requirements within the specified timeframe set by the publishing department, the university has the right to cancel the publication of his scientific production.

### 3. Special Controls for Publishing Textbooks:

- A. The book shall serve a course within the author's department according to the course description and its suitability as a reference, based on recommendation of the committees responsible for approving programs and plans at the university.
- B. The book should receive approval recommendations from both the department and faculty councils for publication.

### 4. Special Controls for Translating Scientific Production:

In case of translated production, the following conditions are required:

- A. The translated work should have clear scientific or practical benefit.
- B. The translated work shall undergo peer review by one or more reviewers.
- C. Both the translator and reviewer(s) shall be proficient in the source and target languages.
- D. The translator shall adhere to the reviewer's notes and suggested amendments.
- E. Permission for translation and publication must be obtained from the relevant authorities before beginning the work.





#### 5. Peer Review of Scientific Production:

- A. Scientific production submitted for publication shall be reviewed by at least two specialists according to the designated evaluation form. If their opinions differ, the production shall be referred to a third reviewer whose opinion is final. Furthermore, the author/translator shall consider and apply reviewers' and examiners' comments and suggested amendments.
- B. The academic rank of the reviewing faculty member should be equal to or higher than that of the author/translator of the scientific production submitted for publication.
- C. If the arbitrator is not affiliated with a university or academic institution, they shall have a PhD or its equivalent.
- D. The scientific production must receive the majority of reviewers' approval for publication by the university, with an average score of at least 75%.

#### 6. Copyright:

- A. The university retains the copyright of the authored or translated scientific production.
- B. The university solely retains the copyright of the authored/translated book, in accordance with intellectual property laws and agreements.
- C. The university's publications shall bear its official logo, title, publication date, and copyright notice.

### Article Thirty-Nine:

The Scientific Council shall review all scientific production submitted for publication under the university's name: whether research, authorship, translation, or critical edition — ensuring they align with the university's objectives and exhibit originality.

### Article Forty:

Funded research shall be published in accordance with the contractual agreement between the university and the funding entity, without prejudice to rights the rights of both parties, and their ownership of any rights resulting from the research, such as intellectual property rights.







## Article Forty-One

Any individual affiliated with the university is not permitted to use any institutional affiliation other than the university's when publishing research that is funded by the university or conducted using its resources. Affiliation with any additional entity is prohibited unless explicitly permitted by the university's regulations.

### Executive rule

1. Institutional affiliation rules apply to all members of the Saudi Electronic University, including faculty members, researchers, communication and academic sabbatical, university-sponsored scholars, seconded personnel, and similar categories, across all scientific production.
2. Affiliation shall be limited solely to the university and its research centers when university resources are utilized. No external institutional affiliations may be added.
3. Researchers shall use the following standardized institutional affiliation format:
  - A. In Arabic: الجامعة السعودية الإلكترونية.
  - B. In English: Saudi Electronic University
4. When collaborating with the university-affiliated research centers, the affiliation of the centers is added as a secondary institutional affiliation according to the following format:
  - A. In Arabic: اسم المركز البحثي - الجامعة السعودية الإلكترونية - الرياض.
  - B. In English: Research Center Name, Saudi Electronic University, Riyadh, Saudi Arabia.
5. Visiting researchers are required to list the university as their affiliation if their collaboration results in any scientific production.

## Article Forty-Two:

For research funded either by the university or external entities, affiliation requirements are as follows:

1. If the university is the funding source, the researcher must list the university as the sole institutional affiliation in the published work, without including any other affiliations.
2. If the funding source is external, the researcher must add their affiliation to the university unless restricted by a condition from the funding source.





#### Article Forty-Three:

Universities encourage their researchers to produce high-quality research, and guide research activities and their outcomes through regulations that localize and enhance the quality of research. Funding shall only be allocated to research conducted within the university, unless otherwise approved by the University Council and its controls, and subject to the following conditions:

1. Research results shall be published in journals with high impact factors and ranked in the prevailing publication classification.
2. Research shall be localized, with more than 50% of the authors affiliated with the university, and the first or corresponding author must be from the university.
3. Research involving international collaboration with distinguished researchers and high citation-weighted metrics is encouraged, provided the first or corresponding author is from the university.
4. Research must be conducted at the university or in collaboration with related research, scientific institutional, or other relevant entities.
5. Research published in unranked journals is not eligible for support.

#### Article Forty-Four:

The University Council shall approve the university's intellectual property (IP) policy based on recommendations from the Scientific Council, ensuring alignment with applicable laws and regulations in the Kingdom of Saudi Arabia.

#### Article Forty-Five:

The university may establish technology transfer or licensing offices, business incubators or accelerators, and co-working spaces to foster an innovation-driven environment. The university also shall manage, register, and commercialize intellectual property rights, and may facilitate the establishment of companies in collaboration with external supporting entities and researchers who have developed intellectual property rights; for the joint investment of intellectual property rights resulting from scientific research, in accordance with the applicable laws and regulations in the Kingdom.





## Chapter Ten: Scientific integrity

### Article Forty-Six:

The university is working to enhance the scientific integrity of research and innovation activities, ensuring their credibility, integrity and freedom from any practices that compromise ethical conduct, behavioral honesty, and research ethics. Additionally, these activities shall comply with the international standards. Scientific practices encompass all aspects related to research misconduct as well as the ethics of scientific research.

### Article Forty-Seven:

By a resolution of the University Council, a Standing Scientific Integrity Committee shall be established, chaired by the Vice President. The committee's formation shall ensure neutrality, independence, and expertise across various research fields, including a specialist in legal matters. The committee is responsible for ensuring that all scientific research and innovation activities are in compliance with the applicable laws and regulations in the Kingdom, as well as the observed professional ethics, and are free from any actions or behaviors that violate scientific behavioral integrity and honesty.

### Article Forty-Eight:

The University Council shall establish the necessary rules and procedures to protect scientific integrity. These rules will define violations and the sanctions related to research misconduct, with disciplinary measures applied according to the relevant functional system governing the offender.





## Chapter Eleven: Scientific journals

### Article Forty-Nine:

Scientific journals shall be issued in accordance with the provisions of the law governing the university.

### Article Fifty:

Scientific journals may be printed, electronic, or both. It is also permissible for publication in these journals to require a fee.

### Article Fifty-One:

Without prejudice to the provisions of the law and the provisions of this regulation, the University Council shall approve the rules governing the operation of scientific journals based on the recommendation of the Scientific Council, provided that these rules include the following:

1. Controls, conditions, and justifications for establishing scientific journals within the university in accordance with the university and its directions.
2. Mechanisms for monitoring and potentially closing the university's scientific journals.
3. Procedures for forming editorial boards, administration, and advisory committees of the scientific journals.
4. Authorities and competencies of the editorial board and Technical Administration
5. Publication rules and general policies for each established scientific journal.
6. Administrative and Financial Governance of Scientific Journals.





## Executive rule

Scientific journals at the university shall be issued by a resolution of the University Council based on the recommendation of the Scientific Council and proposals from the faculties, supporting deanships, centers, units, or associations, according to the following controls:

- A. The journal's scope and specialization should be precisely defined (whether specialized, multidisciplinary, or interdisciplinary.).
- B. The journal should be affiliated with one of the following scientific entities:
  - Colleges or research institutes.
  - Specialized research centers or units within the university.
  - Scientific associations.
  - Scientific departments with distinguished research activity.
- C. The journal shall comply with the scientific standards of the publishing rules applicable at the Saudi Electronic University.
- D. The journal's name should not be shared with other scientific journals at Saudi universities, whether domestic or international.
- E. The journal's name should be consistent with its field of specialization, whether it is a specific scientific area or an interdisciplinary field.
- F. The journal's objectives and mission should be clear, promising in promoting scientific, academic, and intellectual progress, add value to society, and enrich human knowledge locally and globally.
- G. The journal should carry on its inner or outer cover or both, the phrase: "A peer-reviewed scientific journal issued by the Saudi Electronic University," alongside the journal's title.
- H. All the requirements for journal preparation must be available online, ensuring easy access to abstracts and published research results in the journal, while ensuring copyright and ownership rights.
- I. The journal should be issued regularly and periodically at specified times. Each issue must clearly state: The Journal title, the Editor-in-Chief name, the editorial board members, the issuing entity, the indexing number, the journal number, the issue number, date of publication, and the publication conditions therein.





#### Article Fifty-Two:

scientific journal shall be issued under one of the following classifications:

1. A specialized journal focused on publishing original theoretical and applied research papers, reports, and scientific reviews, along with other content in peer-reviewed scientific publishing within a single scientific discipline.
2. An interdisciplinary integrative journal focused on publishing original theoretical and applied research papers, reports, and scientific reviews, as well as other works included in peer-reviewed scientific publications, within interdisciplinary integrative disciplines.

#### Article Fifty-Three:

The development of a scientific journal at the university requires the following:

1. Clearly defined vision and objectives for the journal.
2. The journal shall serve as a high-quality publishing platform within its field both locally and internationally.
3. There must be at least three university faculty members specialized in the journal's field holding the rank of Associate Professor, and one holding the rank of Professor.
4. The journal's name and classification should align with its scientific field of interest and specialization.
5. The journal shall align with the university's general research directions.
6. Any other conditions stipulated in executive rules.





### Executive rule

1. The journal shall not duplicate or directly compete with any existing scientific journal at the university in the same field or subject.
2. The journal's topic should be significant and widely relevant on local, regional, and international levels.
3. The journal should aim to be indexed in reputable international or Arab scientific databases within a timeframe not exceeding five years from its publication date.
4. The journal's name shall accurately reflect its scientific specialization while maintaining clarity and breadth appropriate to its scope.
5. The journal should carry on its inner and outer cover, the phrase: A peer-reviewed scientific journal issued by the Saudi Electronic University, Kingdom of Saudi Arabia.
6. The journal's objectives and mission shall clearly support scientific, academic, and intellectual advancement. All contents of the journal issues should be available online, including summaries and research findings published in the journal, with a strong emphasis on copyright and intellectual property rights.
7. The journal shall have clear procedures regarding the rules and conditions of publication.

### Article Fifty-Four:

The University Council, based on the recommendation of the Scientific Council, appoints the editorial board, with appointments lasting two years and renewable. The editor-in-chief shall hold a minimum academic rank of Professor. It is permissible to include individuals holding a PhD or those with research experience from outside the university, whether from within the Kingdom or abroad as members of the editorial board. The executive rules shall specify the necessary qualifications for members of the editorial board.







### Executive rule

1. Terms for appointing Editors-in-Chief of scientific journals:
  - A. Shall be specialized in one of the scientific fields of the journal and proficient in the language of publication.
  - B. Shall have prior publications in classified international or nationally peer-reviewed scientific journals.
  - C. The candidate's average number of publications over the past five years should not be less than two papers.
  - D. Shall be a faculty member at the Saudi Electronic University.
2. Terms for Appointing Members of Scientific Journals' Editorial Boards:
  - A. The majority of the editorial board members should hold a rank of Associate Professor or equivalent.
  - B. The member should be specialized in one of the scientific fields of the journal.

### Article Fifty-Five:

Faculty members or researchers affiliated with the university may accept memberships in advisory and editorial boards of local scientific journals. They may also accept memberships in advisory and editorial boards of international scientific journals provided that the journal is specialized, international, academic, and listed in recognized global rankings, including:

1. The journals should be published by an internationally recognized scientific body related to publishing and adopt a peer-review system for published research.
2. The journals have clear affiliations, objectives, and references.
3. The publishing mechanisms and quality should be in accordance with the university council's approved standards for such journals.
4. Journals shall be required to maintain a verified website, possess an International Standard Serial Number (ISSN), and be issued in either print or electronic format, or both.

The executive rules shall specify the detailed procedures for this Article, including membership approval processes in accordance with the authority matrix.





### Executive rule

University staff may obtain approval from the Standing Committee for Scientific Research and Innovation to be members of the advisory and editorial boards of local or international scientific journals, provided that the journals fall within the member's field of specialization. This is done by submitting a direct application to the Standing Committee, accompanied by a completed application form. The committee will evaluate the application according to the conditions outlined in this article.

### Article Fifty-Six:

The university may establish a main independent account with a licensed bank or financial institution in the Kingdom to deposit all revenues generated by the journals. It may also open subsidiary accounts for each journal. Expenditures from these accounts shall be disbursed for activities related to publishing, editing, subscriptions to international publishing databases, or any other publishing-related expenses, in a manner that ensures the development and sustainability of the university's self-generated revenues.

## Chapter Twelve: General Provisions

### Article Fifty-Seven:

The university may approve contracts with postdoctoral researchers, and the executive rules shall define the conditions and procedures for such contracts.

### Article Fifty-Eight:

Subject to the provisions of the law and its regulations, the University Council, based on the recommendation of the Scientific Council, shall establish the rules and procedures governing research conducted by faculty members during their scientific sabbatical leave.





#### Article Fifty-Nine:

1. The University Council may approve visits by its researchers to external scientific institutions in order to enhance cooperation with these institutions, benefit from their available expertise, and develop the research capabilities of the university's researchers.
2. The university shall promote exchange programs for students, faculty members, and researchers with local and international institutions.

#### Article Sixty:

The university may approve hosting visiting professors who wish to spend all or part of their scientific sabbatical period at the university, according to the rules and procedures established by the University Council.

#### Article Sixty-One:

The University Council may reduce the teaching load of faculty researchers and equivalent staff in accordance with the nature of the research project and the academic rank of the researcher.

#### Article Sixty-Two:

Without prejudice to the contracts and agreements, all tools, devices, and equipment purchased within the framework of research projects and research chairs are considered the property of the university, in accordance with the regulations set by the University Council.





### Executive rule

All tools, devices, and equipment purchased within research projects by the researcher shall be handled according to the following controls:

1. If the funding source is the university, the researcher shall return the equipment to the university and comply with the storage rules and procedures set by the University Council.
2. If the funding source is external, the researcher shall return the equipment to the university and comply with the storage rules and procedures, unless otherwise restricted by conditions imposed by the funding entity and stated in contracts and agreements with the university.
3. The researcher has the right to use the tools, devices, and equipment in future research unless this conflicts with a condition set by the funding entity or the university.

### Article Sixty-Three:

Issues related to intellectual property rights, research ethics, and the investment of research outputs shall be handled in accordance with the regulations, rules, and instructions issued on these matters, consistent with the applicable laws and regulations of the Kingdom.

### Article Sixty-Four:

This regulation supersedes the Unified Research Regulation for Universities issued by the Higher Education Council Resolution No. (2/10/1419) dated 6/2/1419H, and replaces the rules governing the work of Saudi International Research Chairs issued by the Higher Education Council Resolution No. (7/70/1433) dated 1/7/1433H.





#### Article Sixty-Five:

Subject to the provisions of the law, the University Council shall issue the executive rules of this bylaw.

#### Article Sixty-Six:

Without prejudice to existing contracts and agreements, this regulation shall come into effect 90 days after its approval, and any conflicting provisions shall be repealed.

#### Article Sixty-Seven:

The University Affairs Council has the authority to interpret the provisions of this regulation.

#### Article Sixty-Eight:

Unless otherwise specified in this regulation, the regulations of the University Affairs Council shall apply in accordance with the provisions of the law governing the university.





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