

## SCIENTIFIC RESEARCH EXECUTIVE REGULATIONS AT THE UNIVERSITY OF SHARJAH

(According to Dean Council Decision no (25) and Chancellor's  
Decision no (204) for the year 2007-2008)

### PART ONE: Definitions

#### Article (1)

These regulations shall be known as (The University Scientific Research Executive Regulations) which are based on Research By-Laws, and shall be effective as of the date of approval by the Deans' Council.

#### Article (2)

The following terms shall have the meanings assigned to them unless the context indicates otherwise:

The University	The University of Sharjah
The Chancellor	The Chancellor at the University of Sharjah
The Board	The University Research Board
The Deanship	The Deanship of the College of Graduate Studies and Research at the University
The Dean	The Dean of the College of Graduate Studies and Research
The College	The Specialized Academic College
Scientific Research	The methodological and persistent work that aims at increasing knowledge and developing applications and scientific solutions. This includes basic and applied research.
Scientific Research Affairs	All that is related to scientific research including research grants, research groups, scientific publishing, the UOS Journal, research activities, programs and any other research-related affairs.
Basic Research	Research that aims to examine scientific phenomena, raise knowledge about such phenomena or develop new ideas that may have future application.
Applied Research	Research that aims at translating knowledge into applications and practical/workable solutions.
Seed Projects Grants	Funding provided by the University for research projects submitted by newly-appointed faculty members to help them prepare the basic sources for conducting their research at the University.
Single Disciplinary Research Grants	Competitive The support provided by the University for refereed research projects submitted by distinguished and productive researchers in various disciplines, including research in new areas, single-discipline research, targeted research and cooperative-joint research with other public and private institutions.
Interdisciplinary Research	Collaborative Research which is conducted from the perspective of various participating disciplines with a view to reaching more comprehensive research outcomes. Applications

			submitted by researchers from various academic departments or colleges may be included in this type of research.
Research in Targeted Projects			Research that aims at enriching the University's capacity in strategic areas that might contribute to the support of sustainable development to serve the Emirate of Sharjah and the country.
Research Visits' Grants			Funding provided by the University for visits conducted by faculty to external scientific institutions in order to enhance cooperation with these institutions and benefit from their expertise, in addition to developing the research capabilities of the University's faculty.
Hosting Grants	Visiting Researchers'		Funding provided by the University for hosting distinguished researchers from external renowned scientific institutions in order to enhance cooperation with these institutions, benefit from their expertise and transfer specialized knowledge, in addition to giving opportunity to the University's faculty members for training and developing their research capabilities.
Research Groups			Groups of researchers from the Faculty members who conduct collaborative and follow-up research with the aim of establishing an identity for scientific research in targeted areas in order to serve the society and local community.
Scientific Publishing			Publishing scientific authored books, conference, symposium, seminar and workshop proceedings, specialized scientific journals and technical reports.
Funding Grant	Scientific Publishing's		Funding provided by the University of Sharjah for publishing authored books and scientific reports, including refereeing awards, authored books or scientific reports awards, in addition to the cost of publishing and production of the book or the scientific report.
Author			The Faculty member employed on a full-time basis at the University, who is the author of the book or the report.
Book Manuscript			The scientific material of the book or the report prepared by the author for the purpose of supporting its publication and issuance from the date of submission until delivery of the final version.
Research Purchasing Committee			A committee chaired by the Dean and charged with purchasing the items pertaining to the scientific research and the main equipment that fulfill the requirements of the Principal Investigator or Research Group Coordinator and ensuring that they are delivered accordingly in coordination with concerned departments at the University.
Research Grants			The financial support provided by the University of Sharjah for researchers from among faculty members in order to enable them to implement their basic and applied research projects or research visits. Details of providing funds and objects of funding shall be in accordance with the provisions of the budget stipulated in the forms of these projects.
Principal Investigator			A faculty member employed at the University of Sharjah on a full-time basis, who shall be responsible for implementation of the research project and shall be



Research Equipment	referred to in the addresses of official communications and correspondence pertaining to the project. All systems, equipment or instruments made and used for the purpose of scientific research, which are provided to researchers by the University of Sharjah through purchasing from outside the University or securing them from the University's assets.
Research Assistants	Those who provide assistance to the Principal Investigator in the implementation of his/her project in return for a specific payment. These could be undergraduate or graduate students from the University of Sharjah, or could be diploma, Bachelors, Masters or Ph. D. holders from inside or outside the University.

## Chapter Two: Objectives and Research Duties of the College of Graduate Studies and Research

### Article (3)

The objectives of the College of Graduate Studies and Research are to:

- Encourage, organize and provide funding for useful research efforts at the University.
- Conduct targeted research projects through research groups.
- Execute the University's research policies and guidelines.
- Build and maintain effective links with the local, regional and international communities and help direct the research capabilities of the University to serve the Emirate of Sharjah in particular and the United Arab Emirates as a whole.
- Develop scientific research at the University and provide the appropriate circumstances and environment for faculty members to do research.
- Spread and transfer scientific knowledge and research results through publishing research and studies results.
- Hold conferences, forums, and other scientific gatherings that relate to managing scientific publishing and media issues related to the scientific research.

### Article (4)

The Deanship shall act as an executive body for implementing the decisions and directives of the Board and, together with the scientific research department, shall be in charge of the following duties and activities:

- Managing and executing the recommendations and resolutions of the Board.
- Proposing the Deanship's annual budget which includes funding for the Deanship and research groups, the budget for scientific research grants and major research equipment.
- Preparing periodic reports on scientific research at the University to be submitted to the Board.
- Dealing with research grants applications submitted by faculty members and graduate studies students and issuing recommendations to the Board for funding them.
- Following up the implementation of the grants for funded projects.
- Following up the publishing of books, conference proceedings, and scientific seminars and reports.
- Overseeing the publishing of the UOS journal.
- Documenting the scientific research activities at the University in coordination with the various colleges and centers.



- I. Treating the research visits applications for faculty members and hosting researchers and visitors, and issuing recommendation for funding them.
- J. Overseeing research groups' affairs at the University.
- K. Overseeing the implementation of research agreements with external institutions.
- L. Overseeing the research laboratories of the research groups
- M. Any other duties assigned to the Deanship by the University Research Board or the University's Chancellor.

### Chapter Three: General Principles for Scientific Research

#### Article (5)

The University supports specialized, competitive, collaborative and targeted research projects of high quality that aim at enhancing cooperation between the University and public and private institutions with a view of enriching the University's capability in strategic domains serving the interest of the Emirate and the whole country and aiming to support development and awareness in certain fields approved by the Board upon recommendation of the Deanship and the approval of the Chancellor.

#### Article (6)

The University of Sharjah considers that those who take part in the process of research should be held responsible at the highest ethical level in dealing with persons, materials, and information, and work within the framework of the Islamic Shari'a teachings, the by-laws and regulations of the University, and according to the law.

#### Article (7)

For research involving humans, animals, genetic materials, personal information, health and safety, researchers should be committed to research ethics and should obtain the appropriate approval as per the preliminary regulations decided by the Deanship.

#### Article (8)

Issues related to intellectual property shall be dealt with through the University Research Board pending the formation of an integrated policy to deal with this issue. The Deanship shall prepare procedures to deal with such issues. A committee shall be formed by the Board to consider the issues of intellectual property and develop appropriate policies in this respect as an introductory stage for such policies to be confirmed by the Board.

#### Article (9)

Data resulting from any research, as well as the means by which these data were collected, should be kept at the academic department or the Deanship for at least five years for reference purposes.

#### Article (10)

In case there is an impediment to publishing information about externally funded research, a clear and accurate agreement should be reached in this regard and approved by the Chancellor upon recommendation of the Dean and recommendation of the Board.

#### Article (11)

Authors should acknowledge the efforts of all those who have contributed to their work as well as the funding agencies behind a project. They should also acknowledge the sources of funding for their research in their publications (research, books, reports, patents and others).

#### Article (12)

Researchers should point out any conflict of interest which may be seen as affecting the research results.

#### Article (13)

Violations and disagreements shall be dealt with through the Board upon the recommendation of the Dean after preparing the relevant and proper information. The University Research Board and the Journal Editorial Boards may cancel any project or research in which any violation or contravention of the University's bylaws and regulations is established.

#### Chapter four: types of the University- Funded Research

##### Article (14)

The University provides funding for the following types of research:

- A. Seed projects.
- B. Specialized and competitive research related to the interests of faculty members and their research needs conducted through their colleges and through research groups in coordination with the Deanship.
- C. Collaborative research with public and private institutions conducted through the colleges and the Deanship.
- D. Targeted research conducted through the Deanship and the University research groups.

##### Article (15)

The aim of funding seed projects is to help the University's newly appointed faculty members to start their research activities at the University of Sharjah and to prepare basic sources for conducting future research.

##### Article (16)

These seed projects shall be announced once a year within the period specified by the Deanship. Researchers may apply for this type of funding only once and during the first year of their installment at the University.

##### Article (17)

The following steps should be taken when applying for research grants:

- A. Forms for research grants should be completed and reviewed by the research committees at the colleges with the aim of improving their quality and then forwarded to Deanship to take the necessary action for obtaining the approval of the University Research Board and the Chancellor.
- B. The period of the project shall not exceed two years, however, this period may be renewed in special and justified cases.
- C. A ceiling for funding such research grants shall be specified by the Deanship and upon the recommendation of the University Research Board and the Chancellor's approval.
- D. Colleges should supply the Deanship with names and addresses of potential referees related to the research proposal.

##### Article (18)

All types of research may be applied to from the beginning of the first semester until the end of April of every academic year. However, the seed projects are announced for at the beginning of every academic year.

##### Article (19)

A faculty member may not act as the Principal Investigator for two projects at the same time except in the case of seed projects. Members of research groups may apply for synchronous funding for two research projects in the capacity of Principal Investigator provided that one research project is conducted as an independent one and the other through the research group.

##### Article (20)

The principal investigator of the project should be a holder of a Ph.D. degree (or an equivalent degree recognized by the University in his/her specialty). He/she must also be a full-time employee at the University (but not a visitor).

##### Article (21)

The competitive, collaborative and targeted research projects shall be refereed according to an approved form specifically prepared for this purpose and according to the following principles:

- A. The researchers' competence based on their scientific production and CVs.

- B. Quality of research in terms of its importance, originality, appropriateness of research methods, and feasibility of achieving research objectives.
- C. Research impact on the scientific, economic, social and cultural development.

#### **Article (22)**

The Deanship shall explain the bases for the referees' evaluation in order to ensure accuracy and impartiality in the evaluation process and shall present discrepancies in evaluators' opinions before the Board to take the appropriate action in this regard and specify the value of support which has to be approved by the Chancellor.

#### **Article (23)**

A ceiling for funding such research shall be determined based on the annual research budget prepared by the Deanship and upon recommendation of the Board and the Chancellor's approval.

#### **Article (24)**

The research grant for a project shall cover all of the following:

- A. The costs of seeking assistance from a research assistant (by a maximum of 30% of the budget needed for the project, and may be raised by the Board to 50% in special and justified cases.)
- B. Purchasing books, reference materials and sources.
- C. Publishing research and related activities.
- D. Purchasing software relevant to the subject of research.
- E. Purchasing equipment and materials required for research.
- F. Insurance on research equipment and fees for the periodic maintenance of equipment.
- G. Costs of research tests (inside or outside the country).
- H. Cost of field trips and other travel requirements (only inside the country).
- I. Costs of conducting field survey and questionnaires.
- J. Any other costs included in the project budget and approved by the Board.

#### **Article (25)**

The amount of the research grant for a project does not normally cover expenses of participation in conferences, gathering, seminars or any similar activities except in limited and exceptional cases (i.e. when the research is at the heart of the subject matter) and upon justifiable recommendation by the Dean and approval from the Chancellor provided that the nature of the project fulfills at least one the following requirements:

- A. Collecting field data and information necessary for completion of the research project outside the country.
- B. Conducting measurements using research equipment not available in the country or costly equipment, which cannot be imported within the budget limitations in which case presenting evidence of approval from the hosting institution to use its research equipment during the prescribed period is mandatory. The measurements done using this equipment shall also be specialized and require the presence of the concerned project researcher.

#### **Article (26)**

The Principal investigator is entitled to a petty cash advance replenished in the amount of AED 5000 as a maximum and upon the approval of the Dean. The advance shall be closed at the end of the academic year or carried forward to the beginning of the next academic year. However, the Principal Investigator may extend the advance to another period in line with the project budget and its approved completion period. The petty cash amount may be substituted by original invoices submitted to the Deanship and approved by the Dean until the advance term is closed at the end of the project.

#### **Article (27)**

The Principal Investigator is entitled, through application, to a research advance up to a maximum of 10% of the amount of his/her basic research project grant subject to

consideration by and recommendation of the Research Purchasing Committee at the Deanship and approval of the Dean.

#### **Article (28)**

The advance may be raised to a maximum of 30% of the basic research project grant. This shall be made in special cases justified by the Principal Investigator and approved by the Dean upon recommendation of the Research Purchasing Committee.

#### **Article (29)**

If a reference book required for completion of a project research is not available at the University Library, the following steps must be taken:

- A. The Principal Investigator should submit an application for book acquisitions to the Deanship.
- B. The Deanship shall, in coordination with the Library, ensure that the required book is not already in the Library catalogue and shall indicate the price of the book/s being requested.
- C. The Deanship shall then authorize the Principal Investigator to purchase the book directly using his/her research budget.

#### **Article (30)**

The Principal Investigator shall immediately deliver the book he/she has purchased to the Deanship so that it may be catalogued following the standard procedures under the University Library Cataloguing System for Scientific Research. The Principal Investigator may then borrow the book from the library as per the regulations of the circulation system, specifying that the loan period of this book be handled through a special procedure in line with the research project completion period.

#### **Article (31)**

The Deanship shall, at the end of the academic year, work in coordination with the University Library to circulate to all University Colleges a list containing the names of reference books pertaining to scientific research, which were added during the year, so that the new researchers may utilize books in accordance with the Library's existing system.

#### **Article (32)**

Computers, laptops and PCs, fall under the responsibility of the University Purchasing Department, which shall provide them for all currently employed faculty members. It is therefore not permitted to purchase computers or their accessories for research projects as long as they are already available.

#### **Article (33)**

With the exception to the previous Article, the Principal Investigator may submit to the Deanship a purchase order for consideration, only in the following cases:

- A. The University does not have a computer that meets the specifications required by the approved research project.
- B. The nature of the research requires re-assembling or adjusting computer components to obtain a certain result.
- C. The nature of the project requires conducting field measurements for extended periods by means of monitoring and storage in a special computer system, or if the nature of the project requires that particular measurements should be saved and documented and kept confidential.
- D. The Research Assistant does not have a computer and the nature of his/her work shall extend over a long period of time.

#### **Article (34)**

If the computer software required by the researcher is not available at the Computer Center, the following steps must be taken:

- A. The Principal Investigator should submit an application for purchasing computer software to the Deanship.

- B. The Deanship shall, in coordination with the Computer Center, ensure that the software is not available within the Electronic Library, and check to ensure that the required software is compatible with the systems and operating systems available at the University, in addition to performing a price check.
- C. If the software is not available in the country, following the above two steps, the Principal Investigator shall be authorized to purchase it directly from his/her research budget or through the University Purchasing Department in collaboration with the Deanship.

#### **Article (35)**

Having purchased the software, the Principal Investigator shall deliver it to the Deanship in order to be included in the Computer Center Electronic Library as per the procedures under the heading, Software for Scientific Research. The researcher, as per a Deanship circulation system and in coordination with the Computer Center, may then use the software throughout the project until the completion period.

#### **Article (36)**

The Deanship shall, on a yearly basis, allocate an amount of money to fund the distinguished research projects of students whether undergraduate or graduate students as well as the theses and dissertations with the purpose of encouraging research among the students under the following rules:

- A. Students shall submit the research plan, the thesis or the dissertation through the Academic Department then through the Academic College. This plan, thesis or dissertation shall include a budget of the project and a written approval of the supervisor to conduct the research.
- B. The plans shall be presented to the research committee at the College in order to ensure their integrity, originality and being worth funding.
- C. The plans shall be presented to the Dean for evaluation and necessary action.
- D. The ceiling of funding for each project shall be AED 5000.

#### **Article (37)**

The Investigator shall provide the Deanship with an annual report on the progress of the project to be approved by the Dean. At the end of the period of the project, the Investigator shall submit a final report on the status of the project and fill a special form in the Deanship, designed for the purpose of closing the project. The Dean may approve the closure of a project provided that it has realized its objectives. The Board may approve a request of extending the period of a project for no longer than one year upon justified reason. However, if the period of the project ends and the Investigator has not submitted the final report, completed the project or provided justification of the inability to complete the project, the Dean shall refer the issue to the Board which is entitled to close the project and claim any amounts of money spent on the project by the Investigator.

#### **Article (38)**

All the procedures of payment for the competitive, collaborative, targeted, seed and student research projects shall be approved by the Dean in accordance with original invoices or purchase orders presented by the Investigator. Such amounts shall be deducted from the project budget as per the above mentioned rules of funding.

### **Chapter five: Covering Costs of Publishing Academic Research**

#### **Article (39)**

The University covers the costs of publishing academic research submitted by faculty members for international, refereed and scientific journals, whether or not this research falls within the framework of funded research projects.

#### **Article (40)**

An application for covering the amount of publishing academic research shall be submitted to the Dean for research which falls within the approved research plan. As for research that falls

outside the framework of funded projects, an application shall be made through the Dean of the concerned college or the college to which the faculty member is affiliated as follows:

- A. A copy of the published research or accepted for publishing.
- B. Proof of publication or acceptance for publication.
- C. Proof that the journal is a scientific, refereed and periodical.
- D. The original invoice

#### **Article (41)**

The place of work of the researcher as displayed on the published research must be the University of Sharjah and the researcher must be still employed on a fulltime basis. If the research falls within the framework of funded projects, the project number is required, as well as an express indication that its implementation has been funded by the Board.

#### **Article (42)**

The Dean may approve coverage of publishing academic research in international scientific conferences and gatherings when there is an approved financing of research for the faculty member concerned with publishing. This can be achieved if he/she implements a research project in his capacity as principal investigator, associate investigator, coordinator, or member of a research group. The publishing amount shall be deducted from the research general budget for the research or the research group. As for the research projects that fall outside the framework of funded projects or research groups, these are covered by the budget of the scientific research. The Dean may approve the price cost immediately provided the amount does not exceed AED 2000. Should the application exceed the approved amount, the Chancellor's approval must be obtained upon recommendation of the Dean.

#### **Article (43)**

In the context of the aforementioned clauses, if the faculty member is not the first author (the Principal Investigator), the Dean may cover part of publication costs which shall be in proportion to his contribution to the research effort.

### **Chapter Six: Research Groups**

#### **Article (44)**

The University encourages joint-scientific research between researchers inside and outside the research institution within specialized or interdisciplinary research groups. The University seeks to develop and promote research groups so they can act as a nucleolus for future research centers and units in order to make the most of their research capabilities and encourage researchers from among the faculty members to conduct research jointly and in collaboration with private and public community institutions in addition to shaping the identity of scientific research at the University of Sharjah in targeted areas that serve the society as a whole and the local community in particular.

#### **Article (45)**

For the formation of research groups, the following should be observed:

- A. A group of researchers (at least three) may apply to register a research group under an appropriate name at the Deanship. One of the researchers – preferably having the rank of Professor or Associate Professor – shall coordinate its functions. Researchers can be from the same college or from various colleges. Furthermore, researchers from outside the University may join as associate members without having the privileges given to University members.
- B. Researchers wishing to form research groups must assess the expertise, competencies and capabilities available in their colleges and other colleges, with the aim of cooperating in order to prevent interference and duplication. Therefore, groups that are obviously duplicating efforts in areas of scientific research may be asked to combine as one before their applications may be considered.
- C. Research groups are registered for three renewable years. Renewal is dependant on the group's performance, the University policy, approval of the Board and approval of the Chancellor.

- D. These research groups may receive an annual grant commensurate to the group's performance as per the regulations adopted for that purpose.
- E. Research groups shall be given additional benefits in the areas of funding for scientific research at the University. For example, members of research groups may obtain synchronous funding, in addition to what the university provides for groups allowances, research projects, attending scientific conferences or participating in research visits.
- F. An annual report on the group's activities shall be submitted to the Deanship as well as a final report for the purpose of evaluation, dissemination of information and obtaining approval for continuation of support and registration.
- G. The scientific outcome of the research groups shall bear the name of the colleges or centers to which the researchers belong provided that the scientific outcome is connected to the name of research group.
- H. Any researcher at the University may participate in more than one research group, subject to his/her ability to make an active contribution and provided that he/she is not a coordinator of more than one group at a time.
- I. The University Research Board can, upon the approval from the Chancellor, approve a partial or full sabbatical or financial award for coordinators in these groups.
- J. Members of the research groups shall agree on the basis upon which appropriate decisions should be made related to their performance inside these groups.

#### **Article (46)**

The research groups report to the Deanship. However, they may be hosted by colleges, which should give due publicity to them in printed, electronic and other media. Hosting such research groups has the following number of benefits:

- A. Presence of a registered group actively involved in research at the hosting college.
- B. Availability of additional research funding for academic staff participating in research groups.
- C. Further publicity for the college actively involved in research for the group.
- D. Availability of additional opportunities for training in the field of research for researchers and students.

#### **Article (47)**

The scientific outcome of the research groups shall bear the name of the colleges or centers to which the researchers belong provided that the scientific outcome is connected to the name of research group.

#### **Article (48)**

Hosting colleges shall provide research groups with additional support as well as necessary facilities that might enable them to actively carry out their assignments.

#### **Article (49)**

Upon hosting research groups, the researchers' capabilities and experience along with the research infrastructures provided must be observed, bearing in mind the objectives of scientific research at the hosting colleges.

#### **Article (50)**

Evaluation of research group applications shall be based on the following criteria:

- A. Name of the group must reflect the research activity of the group.
- B. Members of the group must have a continuous research activity in the research areas pertaining to the group.
- C. The number of members must not be less than three.
- D. Research capabilities of members must be weighed against their cumulative research achievements.
- E. The group should be able to sustain its research and continue to function without depending on one specialized principal investigator, whose absence might prohibit the group from functioning efficiently.
- F. It is preferable that the group coordinator has previous experience in running research groups and possesses the rank of Professor or Associate Professor.

- G. Objectives of the group and its relevance or importance in scientific, social and economic development and its potential contribution to community service.
- H. Prospects for success, development, and enhancing the reputation of a group in its area/s of research.
- I. Essential necessary equipment for research must be available and accessible.
- J. The group must have a clearly-defined and achievable plan in terms of members and sources.
- K. The equipment that the group plans to acquire must have sustainable capacity to be utilized and invested in.
- L. The proposed group activity must benefit students through both the teaching and learning process.
- M. The group should be able to establish a strong research relationship with similar local and international research groups.

#### **Article (51)**

Members of the research groups are expected to be productive researchers in the field of Scientific Research, particularly with regard to the productivity elements identified and approved in these guidelines. Productive researchers in this context are those who maintain a productivity level that is at least equivalent to the average research productivity at the University during a period of three years.

#### **Article (52)**

Since academic requirements include teaching, research and community service, members who choose to focus on teaching or service, or who are required by their departments to focus on teaching or service, may have their memberships frozen until they are able to allocate sufficient time for productive research.

#### **Article (53)**

Membership may be frozen for those who do not participate in the group's activities, or do not maintain sufficient productivity during the period of three years due to other engagements. This freezing shall be based upon recommendation of the group Coordinator and upon approval of the Dean.

#### **Article (54)**

Academic researchers from outside the research groups or those whose memberships have been frozen may join or re-join a group upon recommendation of the group Coordinator and approval of the Dean. The decision to approve or disapprove joining or re-joining is solely based upon research considerations, the researcher's expected productivity and available funding for the group.

#### **Article (55)**

Academic researchers may join more than one research group, but they must be able to make a sufficient contribution to these groups. Generally speaking, it is not allowed to calculate the productivity of a group's members for more than one group unless research output is related to the research activities of more than one group, in which case productivity shall be divided among the groups.

#### **Article (56)**

The group Coordinator shall serve for three years renewable for one time only upon agreement of the group members, the recommendation of the Dean and approval of the Board. The group Coordinator may be removed at any time upon approval of two-thirds of the members and upon recommendation of the Deanship and approval of the Board.

#### **Article (57)**

At present, the University allows two types of research groups having the following specializations:

- A. Groups specialized in certain areas that enrich scientific research in these areas where the number of participants in the groups is limited.

- B. Interdisciplinary groups that can accommodate the largest number of researchers, but where scientific research does not focus on a certain area of specialization, so as to enrich the research.

**Article (58)**

The Board may look into the specializations of a research group and re-structure a group in terms of specialization in line with public interest requirements.

**Article (59)**

Formation and registration of research groups shall be conducted by taking the following steps:

- A. Interested faculty members from one college or various colleges shall be in agreement and complete the standard applications form for registration of a research group.
- B. The nominated group Coordinator shall submit the application to the concerned college for hosting the group, and another copy to the Deanship.
- C. The College Research Committee shall verify the application for fulfilling conditions and evaluation according to standard criteria for evaluation, and forward recommendations to the College Council including screening arrangements for applications submitted from a college that may have sent several applications.
- D. The College Council shall approve hosting research groups mindful of recommendations of the Research Committee.
- E. The hosting college shall send its recommendations to the College who shall review applications submitted by the college.
- F. The Deanship shall have a running file for an applicant's information. Upon completing the file, this information shall be evaluated in accordance with the criteria approved by the Board, and a summary of recommendations shall be submitted to the Board for consideration.
- G. The Board shall consider all applications and discuss the grounds and results of evaluation upon which it shall make recommendations for the selection of groups for registration based upon approval from the Chancellor.
- H. The Dean shall notify the groups' coordinators about the Board's decisions.

**Article (60)**

In addition to the funding provide by the hosting colleges for groups, the University provides research groups with annual grants from the research budget. These grants shall be allocated and paid in accordance with following rules and regulations:

- A. At the end of each academic year, the research groups shall submit applications for grants including a proposed budget for the next year.
- B. The Deanship shall review and discuss the proposed budgets with group coordinators, and group applications shall be evaluated according to the productivity system adopted in these guidelines, to be combined or included in the required annual research budget at the University.
- C. Upon approval of the annual research budget, grants shall be distributed among groups according to the available budget and in accordance with the productivity systems established for that purpose, with the understanding that each group shall obtain the least determined amount based on the productivity scale or the amount it has requested.
- D. The research groups shall submit a modified budget that is consistent with the funding allocated thereto.
- E. Grants shall be transferred to the accounts pertaining to the groups within the general budget for research. These accounts must be in the name of these groups.
- F. The groups may use the grants allocated to them following the payment regulations for research in these guidelines.
- G. Members of the research groups are entitled to obtain synchronous funding for two research projects at the University.
- H. Research groups coordinators may request partial sabbatical leave or lump-sum awards provided that this is justified and in compliance with rules in place

at the University. Final decisions in this regard shall be issued by the Chancellor upon recommendation of the Dean.

**Article (61)**

At present, the University has adopted a system based upon production and productivity for the distribution of funds among the research groups as per the payment regulations for research in the Guidelines.

**Article (62)**

Payment for research groups shall be governed by the various rules adopted and in force at the University as set out in the payment regulations for research in the Guidelines.

**Article (63)**

Scientific Research department shall supervise the research groups' activities in the Deanship in coordination with the concerned research groups' coordinators. The committee shall be charged with dealing with all issues that have to do with a group's performance and development. The committee shall meet on a regular basis for this purpose.

**Article (64)**

Research groups are expected to submit annual progress reports on their performance. These reports shall be used to assess the performance of a group and to allocate appropriate funds, report regularly to the Board, and disseminate information of the research groups. The Dean, if necessary, may request that research groups submit semi-annual summary reports.

**Article (65)**

At the end of a group's registration period of three years, the group is required to submit a comprehensive report, which will be used by the Board to take a decision concerning the continuation of the group's registration based upon recommendation from the Dean.

**Article (66)**

The various reports should include information on group's members, activities and achievements, particularly in terms of the recognized production components. The reports should address difficulties, limitations and proposals for improvement.

**Article (67)**

The routine activities of research groups involve the following:

- A. Conducting various research and appropriate applications development.
- B. Cooperating with well-known and/or international researchers.
- C. Developing Interdisciplinary research projects.
- D. Building a research infrastructure.
- E. Holding research seminars by the research group.
- F. Holding research workshops, seminars and conferences related to the work of a research group.
- G. Seeking internal and/or external funding to support a group's research activity.
- H. Publishing research papers in international research journals.
- I. Participating in regional and international conferences.
- J. Providing technical consultation and community services.
- K. Developing publicity material on the groups.
- L. Publishing research output by which the process of learning and teaching are enriched.
- M. Training and supervising students and researchers.

**Article (68)**

A number of laboratories may be designated for the purpose of research that will be conducted by research groups as well as targeted research at the University in coordination with the Central Laboratories. The administrative affairs of these laboratories shall be dealt

with through coordination between the Deanship and the Central Laboratories Department at the University.

#### Article (69)

The Research Groups may use their allocated grants for the following purposes:

- A. Participation in external conferences in accordance with the provisions of articles 155 and 156 of the present bylaw.
- B. Providing equipment to support research such as computers, their accessories, and other small instruments/devices used in scientific research.
- C. Purchasing books and reference materials.
- D. Assistance in holding in-house conferences, seminars, and workshops.
- E. Hosting visiting researchers.
- F. Supporting external research visits in accordance with the provisions of articles 165 and 166 of the present regulations.
- G. Recruiting researchers, research assistants, and administrative assistants from the staff of the University.
- H. Equipping University research laboratories.
- I. Covering costs of scientific publishing.
- J. Covering the costs of any other issues related to scientific research.
- K. Entitlement to a petty cash advance payment in the amount of AED 1000 for purchasing, taking into account that the value of any purchase must not exceed AED 200.

#### Article (70)

All regulations relating to funding research projects and set out in these by-laws shall apply to funding mechanisms for research groups as well as to the guidelines concerning research groups.

#### Article (71)

At the end of each academic year, each research group shall submit a proposed budget for the next year that is consistent with the general conception of the research group's plan.

#### Article (72)

At present, the University has adopted the following system which is based upon production and productivity in order to distribute funds among the research groups.

- A. **Total Production:** is understood in the context of these guidelines as the total number of knowledge-producing research elements in Table (1), each of which is multiplied by the specific weighting of that element. Scientific research elements set out in Table (1) are taken into account in the calculation of the total production. The mark for total production is calculated on a scale which has a maximum limit of (5) degrees as follows:

Total Production Mark = 5 x the total production elements by their specific weights / the highest total production element by their specific weights.

- B. **Productivity:** Productivity is understood in the context of these guidelines as the total production divided by the number of the group members. The productivity mark is calculated on a scale, which has a maximum limit of (5) degrees as follows:

Productivity Mark = 5 x the actual productivity of any group / the highest productivity of the group.

- C. **Nature of the Group:** The nature of the group depends upon the research areas in which research is conducted, be it Engineering, Medicine, Applied Sciences, or Sharia and Humanities, etc. The mark for the nature of the group is calculated on a scale whose maximum limit is (2) degrees. The University has currently approved giving each research group equally two marks irrespective of the nature of these groups.
- D. **Multiple calculations of the production elements:** in regard to the production and productivity of the members affiliated with more than one group, the marks for production/productivity shall be distributed among the groups with which the members are affiliated.

**Table (1) Production elements and their Standard Specific Weights<sup>1</sup>**

Production Material	Specific Weight
Preparing media materials	10 maximum*
Preparing a web site	10 maximum*
Organizing conferences / gatherings for each gathering	15
Holding workshops for each workshop	7
Holding lectures for each lecture	2
Concluding agreements for each agreement	15
Providing technical services/community service	10
Obtaining internal research grants	4
Obtaining external research grants	6
Patenting for each patent	20
Production of tangible research products	30
Publishing in scientific journals	15
Publishing in conference proceedings	7.5
Publishing authored books	15
Publishing edited books	10
Publishing a chapter of a book	7.5
Publishing technical reports	7.5
Training graduate students on conducting research	5

\* Calculated one time for new groups.

**Article (73)**

The funding of research groups shall be regulated by the coordinators of these groups by means of relevant forms, to be submitted to the Deanship for necessary action in terms of obtaining required approval and the implementation of procedures and follow-up. These forms cover the activities set out in Table (2) as follows:

**Table (2) Funding Research Groups and relevant Appropriations and Regulations**

Funding of	Relevant Form	Required Appropriations	Relevant Regulations
1- Purchasing supplies and small consumable equipment for research purposes	Purchasing Order Requisition	- Approval of the group coordinator - Approval of the Dean	- Research By-laws - Research Funding Guidelines
2- Request for Hosting: lectures, visits, workshops	Hosting application form	- Approval of the group coordinator - Approval of the Dean	- Research By-laws - Research Funding Guidelines - Application should be made at least 2 weeks before the event
3- Request for computer software	Request for computer software Application Form	- Approval of the group coordinator - Approval of the Dean	- Research By-laws - Research Funding Guidelines

<sup>1</sup> Other standard production elements may be calculated.

4- Request for funding for attending a conference	4- Request for funding for attending a conference application form	<ul style="list-style-type: none"> <li>- Signature of applicant.</li> <li>- Approval of the group coordinator</li> <li>- Approval of the Dept./ College for sabbatical leave.</li> <li>- Approval of the Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines</li> <li>- Delegating to external conferences regulations</li> <li>- Application should be made at least one month before the event</li> </ul>
5- Request for hosting a visiting researcher/lecturer	Form for hosting a visiting researcher	<ul style="list-style-type: none"> <li>- Signature of applicant.</li> <li>- approval of the group coordinator</li> <li>- Approval of the Dean.</li> <li>- Approval of the Chancellor (in case the amount is above AED15.000)</li> </ul>	<ul style="list-style-type: none"> <li>- research By-laws</li> <li>- Research Funding Guidelines.</li> <li>- Application must be made at least 8 weeks before the hosting date.</li> </ul>
6- Research Visit	Form for Research Visit	<ul style="list-style-type: none"> <li>- Signature of applicant.</li> <li>- Approval of the group coordinator</li> <li>- Approval of the Dept./ College for sabbatical leave.</li> <li>- Approval of the Dean</li> <li>- Approval of the Chancellor</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines.</li> <li>- Application must be made at least 8 weeks before the visit date.</li> </ul>
7- Technical Assessment of required equipment	Technical Assessment Form	Signature of the group coordinator	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines</li> </ul>

8- Determining the work hours of group assistant (temporary appointment)	Form for work hours of group assistant	<ul style="list-style-type: none"> <li>- Signature of the group assistant.</li> <li>- Signature of the group coordinator.</li> <li>- Approval of the Dean</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines</li> </ul>
9- Request for purchasing publications	Form for requesting publications	<ul style="list-style-type: none"> <li>- Approval of the Group Coordinator.</li> <li>- Approval of the Dean</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines</li> </ul>
10- Appointment of a researcher, a research assistant or administrative assistant for the Group	Form for appointment of assistant	<ul style="list-style-type: none"> <li>- Approval of the College Registrar (for students).</li> <li>- Signature of the group researcher, Research Assistant or Administrative Assistant applying for the position.</li> <li>- Signature of the Group Coordinator.</li> <li>- Approval of the Dean.</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines</li> </ul>
11- Request for publishing publications	Form for purchasing publications	<ul style="list-style-type: none"> <li>- Signature of the Group Coordinator.</li> <li>- Approval of the Dean.</li> </ul>	<ul style="list-style-type: none"> <li>- Research By-laws</li> <li>- Research Funding Guidelines.</li> <li>- Scientific Publishing Guidelines.</li> <li>- Application must be made 8 weeks before the need arises.</li> </ul>

**Article (74)**

The regulations of funding for research group shall be as set out in Table (3) below. The Dean is entitled to exclude some elements in special cases.

**Table (3) Regulations for Funding Research Groups**

Funding Element	No. of Times Permitted Per Year	Maximum Consumption
Hosting visiting Researchers to Deliver Lectures or Participate in Conferences and Workshops	1 + 1 for lectures + conferences and workshops	25%
Funding for Holding Workshops	1	15%
Hosting Participants/Attendees and Lecturers at Lectures	-	AED 200 for each time, with a maximum of 5%
Attending Conferences + Scientific Visits	1+2	25%
A Research Assistant or Administrative Assistant (on a temporary basis)*	1+1 part-time	25%
Purchasing computers	**4 computers to be replaced every 3 years with valid justification	15%
Qualitative studies of the Community Service	-	30%

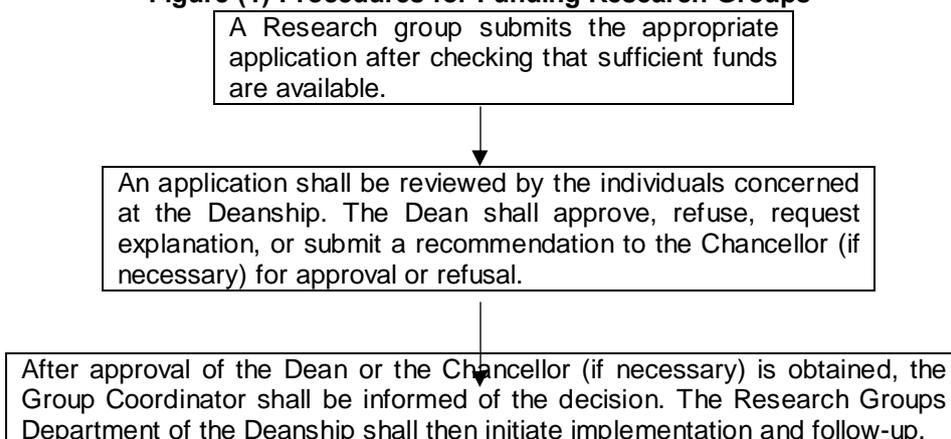
\* does not include continuous appointments approved by the University.

\*\* with the exception of research groups whose work depend on computers.

#### Article (75)

Funding shall be made through completing the relevant forms by the research groups' members to be approved by the Group Coordinator, who shall submit the forms to the Deanship for consideration. After obtaining suitable approval from the Dean or the Chancellor, if necessary, the group coordinator shall be informed of the decision. The research groups department in the Deanship shall begin implementation and follow-up of the application in collaboration with concerned departments, as indicated in the following figure:

**Figure (1) Procedures for Funding Research Groups**



#### Article (76)

Funding for other items, not provided for in these regulations, shall be made through a written application to the Dean, which should include a justification for the application and all relevant information.

## Chapter Seven: Publishing Scientific Books

### Article (77)

The University of Sharjah provides funding for publishing authored books whether these books are textbooks, scientific reference books, or general knowledge books. The University also gives certain financial awards for authors. Such awards have a maximum and a minimum as determined via a recommendation by the Deanship and an approval of the Chancellor.

### Article (78)

In special cases and upon a recommendation of the Dean and an approval of the Chancellor, the University may fund publishing distinguished authored books by authors from outside, who apply for funding their scientific product. Those shall be subject to the same procedures applied by the Deanship in funding publishing books authored by faculty members.

### Article (79)

The Deanship shall implement these guidelines in its capacity as the responsible authority for receiving applications and processing and dealing with publishing requirements which include the following:

- A. Review of applications forms submitted for funding of authored books by faculty members.
- B. Follow-up of refereeing procedures for books within approved criteria.
- C. Upon fulfilling all requirements, making recommendations to the Office of the Chancellor to approve an authored book.
- D. Payment of remunerations for referees of authored book.
- E. Ensuring that the content of the research is suitable for journal publication.
- F. Follow-up regarding quotations on printing expenses.
- G. Follow-up on obtaining the LPO form from concerned departments at the University.
- H. Designing the book cover.
- I. Follow-up on printing press matters until the book is printed and issued.
- J. Delivering the book in final manuscript form to the printing press.
- K. Calculating the author's reward as per established procedures and submitting a recommendation for approval.
- L. Follow-up the conclusion of the contract between the University and the author.

### Article (80)

Councils of the academic departments at the University's colleges shall receive applications for funding authored books by faculty members. These applications shall be accompanied by the form designated for that purpose along with an electronic or print copy of the book manuscript to be funded.

### Article (81)

The Academic Department reviews the application and ensures that all requirements for funding authored books are met, including the following:

- A. The scientific, literary or artistic value of the book.
- B. The book manuscript is in the area of specialization of the faculty member.
- C. The faculty member must be a holder of a Ph.D. (or equivalent degree in his specialization recognized by the University), and must be a full-time employee at the time of application for funding the publishing of his/her book.
- D. The content of the manuscript must be consistent with the terminology and course description in the study plan of the college in case it is a textbook.
- E. The book must meet the typesetting requirements for authored books adopted by the Deanship.

### Article (82)

The academic department shall forward the application to the Research Committee at the college, which will review the application and ensure that all requirements for funding authored books are met.

**Article (83)**

A recommendation for publishing shall be forwarded through the college deanship after obtaining approval from the concerned college council in order for the Deanship to proceed with funded publishing.

**Article (84)**

In case the book submitted for publishing funding is a translation of a published book, the faculty member must provide a proof of approval for translation and publishing by the publisher who published the book in its original language after all publishing funding requirements set out in these guidelines are met.

**Article (85)**

The Deanship shall examine the application and recommendations of the concerned parties and refer to or consult the author if necessary. Upon meeting all requirements, the Deanship will conduct the refereeing process as per established rules and according to the evaluation form prepared for that purpose.

**Article (86)**

The Deanship shall send the book manuscript to two referees specialized in the book subject matter and having the rank of Professor. In special instances when the academic rank of the author is less than that of Professor, the manuscript may be sent to a referee with the rank of an Associate Professor.

**Article (87)**

The author shall normally re-write and correct the book manuscript according to the notes made by the referees, or otherwise provide convincing justification. He/she shall also re-typeset the book in accordance with the rules for typesetting authored books under operation at the Deanship.

**Article (88)**

The manuscript shall be reviewed in its modified format by the concerned party at the Deanship and the appropriate recommendation shall be forwarded to the Chancellor regarding funding for publishing an authored book.

**Article (89)**

The University is entitled to retain copyright privileges for three years starting from the date of release of the first edition, by virtue of a publishing contract between the University and the author subject to the following conditions:

- A. The author shall provide a written undertaking stating that the book was not published previously, and in case he/she quotes their own research/literature, this must be indicated in the introduction of the book.
- B. The author may not, during the period mentioned above, finalize an agreement with any other party for printing or publishing the book.

**Article (90)**

Printing of authored books must comply with the specifications and regulations mentioned in these guidelines. Each book shall be assigned its own **ISBN** (International Standard Book Number) by the concerned authority in order to protect copyright privileges and intellectual property rights.

**Article (91)**

The book shall be reprinted in case it becomes out-of-print during the term of the contract provided the author is notified to that effect.

**Article (92)**

Upon expiration after the first three years, the Dean may reprint and publish the book for another three years if approval from the author is obtained. The author shall be granted half of the reward he/she was granted before, in which case the author may modify or add what he/she deems appropriate and useful to the subject matter of the book.

#### Article (93)

Each issue released by the Deanship shall bear the following expression: The following report expresses the opinion of its author(s) and not necessarily the viewpoint of the Deanship or Policy of the University of Sharjah.

#### Article (94)

No funding shall be made for book typesetting and printing by the author. However, the author may be given guidance as to publishing houses and other related matters.

#### Article (95)

Upon approval of funding for publishing a book, the author(s) shall sign a contract with the Deanship indicating clearly in writing all the rights and responsibilities resulting from the University funding the publishing of a book written by faculty member(s).

#### Article (96)

The maximum limit approved for the award is AED 32,000 and the minimum limit is AED 16,000. The value of the award is calculated on the basis of the total points accumulated as a result of the book evaluation in the Referees Form as set out below:

Item Name	Evaluation item	Evaluation Point for one Item
Type of Book	Textbook	8
	Reference	6
	General Knowledge	4
Originality of the Book	Original	8
	Valuable	6
	Useful	4
Scarcity of the book material	Unavailable	8
	Available to a certain limit	6
	Abundantly available	4
Service offered by the Book to the community	High	8
	Medium	6
	Low	4

#### Article (97)

The highest evaluation mark for a book is (32) and the minimum is 16 according to the above table. Accordingly, AED 1000 shall be allocated for each Book project in return for every mark.

#### Article (98)

Should the faculty member collaborate with others in writing the book, payment of the award shall be calculated as per the percentage of the effort exerted by the co-author and their agreement thereof. The author(s) shall receive 50 copies of the published book.

#### Article (99)

The Deanship shall be responsible for payment of the referees' remunerations in the amount of (\$500) per each referee. The Deanship shall also bear the mail charges and shall coordinate with the concerned departments at the University and in accordance with their standard procedures for follow-up of the final printing of the book.

#### **Article (100)**

The prices of the books published by the Deanship shall be determined by the Dean and upon a recommendation by the head of Scientific Research Department. The price in this respect shall be the outcome of multiplying the cost of the book, including refereeing, mailing, the value of the Author's copies and any awards, wages or deductions incurred by the University – by 2 and divided on the number of the copies.

#### **Article (101)**

The Deanship may make discounts on selling the books to students or publishers, or to official or private institutions through agreements upon a recommendation from the Dean and the approval of the Chancellor.

#### **Article (102)**

The right of dedicating the books or the journals published by the University inside the campus shall be restricted to the Chancellor or the Dean.

### **Chapter Eight: Issuing Specialized Scientific Journals**

#### **Article (103)**

The University issues a refereed periodical in the name of the University containing specialized volumes in various fields of knowledge so as to give faculty members, as well as researchers from inside and outside the University, the opportunity to publish and popularize their research for the benefit of all, as well as giving them an opportunity to contribute to scientific and cultural development, disseminating scientific viewpoints from new research, and consolidating communication with various community institutions, especially institutions that are concerned with scientific research inside or outside the Arab World.

#### **Article (104)**

The University publishes through the Deanship, a refereed scientific journal to be issued in three series:

- A. University of Sharjah Journal for Social Sciences & Humanities.
- B. University of Sharjah Journal for Shari'a & Law, Sciences.
- C. University of Sharjah Journal of Pure & Applied sciences.

#### **Article (105)**

The Board, following an approval by the Chancellor, may recommend issuing other series or special versions of the UOS Journal provided that there are reasonable grounds to this effect.

#### **Article (106)**

The University of Sharjah Journal aims at contributing to the development, enrichment and dissemination of knowledge through publishing original scientific research and scientific reviews in the fields of the journal-related subjects.

#### **Article (107)**

The Chancellor shall act as the General Supervisor for each series of the Journal and shall assign an Editorial Board for each series. The Editorial Board shall be composed of an Editor-in-chief, Editorial Secretary and three distinguished faculty members representing the concerned specializations in each series. The terms of office of the Editor-in-Chief, Editorial Board and Editorial Secretaries shall be two renewable years upon the Dean's recommendation and the Chancellor's decision.

#### **Article (108)**

The Editorial Secretaries shall be granted appropriate remuneration or may have their teaching workloads reduced to a rate to be determined by the Chancellor upon recommendation of the Dean.

#### **Article (109)**

The UOS Journal shall abide by the publication rules and conditions outlined in its latest issue. The Editorial Boards may forward a recommendation to the Deanship to amend such rules and conditions provided that the Journal is in line with other journals.

#### **Article (110)**

The Editorial Board is charged with the following tasks and powers:

- A. Developing policies and rules for publication of the journal.
- B. Making decisions for acceptance or rejection of publishing research in the Journal based upon referees' recommendations.
- C. Ensuring that research published in the Journal is of the highest scientific quality.
- D. Following-up the refereeing of incoming research for publishing and objectivity of refereeing.

#### **Article (111)**

The Editorial Board may delegate some of its authority to the Editor-in-Chief and the Editorial Secretary.

#### **Article (112)**

The Editorial Board may approve publishing research presented in international scientific conferences held at the University or outside within the applicable rules for approving publication of research in the Journal and in collaboration with organizing bodies.

#### **Article (113)**

The Editorial Board may invite distinguished researchers to publish their research in the Journal and publish this research without being refereed from outside the Editorial Board. Furthermore, the Editorial Board may recommend standard awards for invited researchers upon recommendations of the Dean and approval of the Chancellor.

#### **Article (114)**

Referees shall be paid remuneration specified by the Editorial Board, recommended by the Dean and approved by the Chancellor.

#### **Article (115)**

Editorial Boards shall specify the different series of research specialties approved to be published.

#### **Article (116)**

The Deanship shall be pay remuneration for the referees of research accepted to be published in the University of Sharjah Journal in light of monthly reports presented by the Editorial Board to the Deanship. The Deanship shall be responsible for publishing the accepted research. In this respect, the Deanship shall pay the charges of publications and mailing, and coordinate with the concerned departments at the University in accordance with their standard procedures for follow-up of the final printing of the Journal. All paid amounts related to the scientific research, publications and mailing shall be deducted from the Deanship's budget.

### **Chapter Nine: Publishing Conference and Symposia Proceedings**

#### **Article (117)**

Publication of conferences and symposia proceedings held at the University shall be published through the Deanship. Preparation of documentation of proceeding shall be the responsibility of the organizers who should collect, edit, format, review and send a final document to the Deanship to finalize the publication process.

#### **Article (118)**

The Organizing Committee shall send through the college or the research group who organized the scientific event a request for publication of the proceedings. The department concerned with the event shall provide documentation of the proceedings in an electronic or

print format. The Deanship shall follow-up the procedures related to the production and publication of the proceedings in coordination with the organizing body.

#### **Article (119)**

The Organizers shall bear all external expense pertaining to the publication of the proceedings. Such expense shall be paid from the Activities budget. In case there are no provisions made for printing the proceedings in the Activities Budget, the Deanship may provide required funding subject to approval of the Chancellor.

### **Chapter Ten: Publishing Scientific Reports**

#### **Article (120)**

The purpose of these guidelines is to facilitate the procedures for publishing scientific reports submitted by faculty members at the University, including the following:

- A. Scientific reports for projects conducted by faculty in collaboration with public and private institutions.
- B. Scientific reports pertaining to research projects funded by the University or from outside.

#### **Article (121)**

Upon the approval of the research board at the College, a final form of the report manuscript in both a hard-copy and electronic copy shall be submitted by the dean of the college to the Deanship in order to complete the procedures of refereeing and publishing as per the rules of publishing books.

#### **Article (122)**

The faculty member (author of the scientific report), shall prepare a manuscript of the scientific report, taking into account the comments and opinions of the referees in accordance with the designated refereeing form. Accordingly, the Dean shall decide whether to accept or refuse the report.

#### **Article (123)**

Upon approval for funding publication of the duly refereed scientific report and after being refereed by the approved procedures, the author(s) shall sign a contract with the authorized department at the University indicating clearly all the rights and responsibilities resulting from University funding for publishing the scientific report. The University retains the copyright privileges of the scientific report. However, the authors reserve the right of publishing parts of the report in specialized scientific journals and conferences. A faculty member / Principal investigator may not conclude an agreement with any other body to reprint and publish the scientific report.

#### **Article (124)**

The faculty member shall upon publication of the scientific report be awarded the following:

- A. Upon approval of funding for publishing a scientific report and upon the recommendation of the Dean and approval of the Chancellor, the investigator(s) shall be granted a fixed award in the amount of AED 5000 to be divided, in case of more than one investigator, on them upon a written agreement made in advance.
- B. 20 copies of the scientific report

#### **Article (125)**

The scientific report shall be reprinted in case it becomes out-of-print during the term of the contract in accordance with the regulations of publishing books.

#### **Article (126)**

The Deanship shall be responsible for payment of the referee awards in the amount of (\$200) per each referee. However, the amount may be increased in special cases and upon recommendation of the Dean and approval of the Chancellor.

## Chapter Eleven: Organizing the purchase and supply of Research Equipment

### Article (127)

This chapter addresses research equipment falling under the limits of financial resources approved by the Board for faculty members' funded research projects, for research groups and relevant main research equipment the supply of which has been approved.

### Article (128)

Such funding shall be provided as follows:

- A. The Principal Investigator shall complete the form for requesting such equipment and its description in the designated field.
- B. The Form shall be submitted to the Deanship for consideration and necessary action.
- C. The researcher may attach a list of the names of suppliers in this area to help Purchasing Department expedite the supply of the required materials.

### Article (129)

The approval to purchase this equipment shall be achieved through the following procedures:

- A. Equipment valued less than AED 5000: the researcher may purchase directly, through the research advance or upon presenting an original official receipt. The Dean of the graduate studies and research will approve and forward the receipt to the financial department to be cashed.
- B. Equipment valued between AED 5000 and less than AED 40000: in this case, when it is established that such equipment is unavailable at the Central Laboratories, there should be a prior approval by the Dean, which is forwarded to the Services and Purchasing Department to follow the purchasing procedures as per the University's regulations.
- C. Equipment valued more than AED 40000: The application is submitted to the research committee at the Deanship of Graduate Studies and Research to attain the approval of purchase. Then the application is forwarded to the Services and Purchasing Department to follow the purchasing procedures as per the University's regulations.

### Article (130)

A special committee shall be formed in the Deanship to be concerned with purchasing the research equipment valued more than AED 40000, and setting priorities according to the required budget. The committee shall be chaired by the Dean and the membership of:

- A. Scientific Research Department Head - Chair.
- B. Director of Purchasing and Services Department.
- C. Director of the Finance Department.
- D. Director of Central Laboratories.

The committee may ask the representative of the party requesting the purchasing of equipment (researcher or research group coordinator) if needed. This Committee shall submit appropriate recommendations to the Dean in order to be forwarded to the Purchasing and Services Department.

### Article (131)

The University provides additional annual budget for the colleges and research groups from the research budget of purchasing costly research equipment that develops the University's research abilities. Such equipment is to be used in various research fields and specialties in order to cover the needs of the departments and colleges as much as possible. The equipment should be accurate and of high quality as per the international state-of-the-art research specifications. Since such equipment is costly, all the applications are referred to the Scientific Research Purchasing Committee in order to be considered and make recommendations concerning including them in the following year's budget for these equipment to be purchased.

#### **Article (132)**

Colleges and research groups shall submit purchasing applications for such equipment prior to the end of the first semester of each academic year. The equipment application form shall include inquiry concerning the research fields to be covered by such equipment, the number of the specializations of the colleges departments to benefit from the equipment and a detailed statement of the needs. The form shall also investigate the availability of material and human infrastructures to install, operate and maintain such equipment.

#### **Article (133)**

The annual budget proposal related to the main referential research equipment shall be prepared in accordance with the Scientific Research Purchase Committee's decision, the Dean's recommendation and the Chancellor's approval. A recommendation thereof shall be submitted to the Board in order to include this budget in the annual general budget of the University.

#### **Article (134)**

Once the Board approves the purchase of the required equipment, all the concerned bodies shall be notified through official letters. The supply of the equipment shall commence as per the standard procedures of the University.

#### **Article (135)**

Research equipment shall be registered in the Central Laboratories according to type and nature of research by means of providing a list of existing equipment in the labs to determine its whereabouts. All equipment shall be governed by the operating regulations of the Central Laboratories, provided they are not contrary to scientific research requirements.

#### **Article (136)**

In case any member of the faculty at the University (who has not obtained project funding) is in need of using research equipment, coordination between the researcher and the equipment supervisor shall be undertaken and the Deanship and Central Laboratories shall be informed.

#### **Article (137)**

The Central Laboratories shall perform tasks related to inspecting, documenting, maintaining and providing operational and service requirements.

#### **Article (138)**

The Purchasing Department shall follow the procedures required for inviting specialized companies (in case there is more than one supplier) to present quotations for items and materials in accordance with the technical specifications determined by the Principal Investigator, which shall not be purchased until obtaining written approval of the Principal Investigator.

#### **Article (139)**

Research equipment shall be received in the presence of the following:

- A. The Principal Investigator.
- B. The Deanship.
- C. A Supervisor of the laboratory where the equipment will be installed (if available).
- D. A representative of the Central Laboratories.

### Chapter Twelve: Paying for the employment of students and research assistants

#### **Article (140)**

This clause has been included upon the request of faculty members who have obtained research projects grants, as well as the research groups who have requested that research assistants from inside or outside the University conduct their research projects in accordance with specific payment instructions.

#### Article (141)

Bachelor Students shall be paid at the rate of AED 10 per hour, while students in their final year of study shall be paid at the rate of AED 15 per hour.

#### Article (142)

The rate of one working hour for research assistants in possession of a diploma, bachelor, master or Ph.D. degree is calculated as per an equation based on degree qualifications and type of work as follows:

Degree Qualification	Type of work	Hourly rate
Diploma	Data collection	AED 25 maximum
Bachelor	Data collection	AED 30 maximum
Bachelor	Data analysis	AED 40 maximum
Master	Technical specialized	AED 50 maximum
	Date collection	AED 35 maximum
Ph.D.	Data analysis/induction	AED 100 maximum
	Technical specialized	AED 75 maximum

#### Article (143)

The monthly working hours should not exceed 100. However, in special cases, the Dean may raise the amount after a written previous request.

#### Article (144)

Employment of the University of Sharjah's students can be performed through the following procedures:

- The Principal Investigator shall complete the form for employment of students and obtain approval from the College Registrar.
- The form along with the application shall be forwarded to the Dean for approval.
- The Researcher shall fill out another form regarding the number of actual hours and forwarded to the Dean to be approved and provide the required amount in coordination with the Finance Department at the University.

#### Article (145)

To employ the research assistants, the Principal Investigator shall submit an employment application accompanied by the Research Assistant's CV for approval by the Deanship and determining his/her standard hours of work according to the nature of work presented by the Research Assistant.

#### Article (146)

When circumstances require the Research Assistant to log onto the University website to gain access to information, he/she may apply for a temporary access code in his/her name through the Computer Center in accordance with the operating procedures in this regard.

#### Article (147)

The Research Assistant may enter the Central Laboratories as deemed necessary under the following conditions:

- The general responsibility for research and the performance of the Research Assistant lies with the Principal Investigator or the faculty member in charge of that research. A relevant form shall be signed in this regard.
- The Research Assistant shall be solely responsible for his/her own safety inside the laboratory, and shall sign a statement clearly releasing the University from any dangers that may occur during his/her presence in the Laboratory.
- Transferring any equipment outside the Central Laboratories building is not permitted without obtaining approval of the Central Laboratories and signatures of the personnel in charge on the transfer form.
- The Research Assistant shall enter the student laboratories only through the men's college entrance. Access to the women's laboratories is permitted only after Internal Security is notified by the researcher before entry to the laboratories.



- E. Male students (male Research Assistants) are not permitted to enter the Women's Central Laboratories (W12), nor are female students (women Research Assistants) permitted to enter the Men's Central Laboratories (M12) except with a permit card for a limited period of time to be issued by the Central Laboratories by virtue of a letter from the Deanship including the names, reasons, and authorized hours.
- F. The Research Assistant shall sign the attendance sheet at the Transport Officer desk at the Central Laboratories building (men and women) specifying the time of signing-in and signing-out.
- G. The Research Assistant shall be given an Identification Card by the Central Laboratories Department to facilitate his/her entry, departure and movement within the University and in order to be identified by the concerned departments (Administration and University Security) at the University.
- H. The Research Assistant may be given copies of the laboratories keys provided the process is governed by the Central Laboratories' regulations at the University and is in accordance with standard procedures in this regard.
- I. These procedures shall be applied for through a request submitted to the Deanship and followed by a letter of approval specifying the necessary action to be taken by the Central Laboratories Department.
- J. The Central Laboratories at the University shall be responsible for the implementation of the clauses of these regulations.

#### **Article (148)**

In special cases, it is possible to appoint Research Assistants from among the University staff. The Principal Investigator shall complete the form for employment of Research Assistants indicating therein the reasons for the request. Then it should be approved by the dean of the college, the head or the director of the department then by the Dean. The maximum number of working hours allowed for a Research Assistant is 15 hours per week.

#### **Article (149)**

The Research Assistant, who is from among the University staff, is not entitled to implement the research work entrusted to him/her except outside University official working hours. However, in exceptional cases and in coordination with the Principal Investigator, he/she is permitted to do so provided that it is not in conflict with his official duty and after obtaining approval from the head of the Scientific Department, the concerned college Dean or the approval of the Department Head followed by the approval of the Dean.

### **Chapter Thirteen: Research Cooperation with Outside Institutions**

#### **Article (150)**

Cooperation should be subject to general agreements. Agreements with external institutions should be conducted according to the following principles:

- A. The agreement should enhance the University's reputation in the field of research and increase mutual research activities between the cooperating parties.
- B. The agreement should be consistent with the objectives of the University and its research guidelines.
- C. The financial, corporeal, and other commitments required to implement the agreement should be clear and appropriate.
- D. The agreement should specify the general and specific objectives of cooperation, participants, funding and other sources, duration of cooperation, methods of renewal, responsibilities of each party, and a basis for dealing with the outcome of cooperation.

#### **Article (151)**

Discussion of and preparation for cooperative agreements shall be conducted by the appropriate deanship or college in coordination with the Deanship concerning research issues.

#### Article (152)

All cooperative agreements shall be submitted to the Board for review and recommendations and submitted to the Chancellor for approval. All agreements shall be signed by the Chancellor or his deputy. Draft cooperation agreements may be signed by the Dean upon authorization by the Chancellor.

### Chapter Fourteen: Funding for Research, Research Visits and Visiting Researchers

#### Article (153)

In order that the faculty members at the University may receive funding from outside national or international institutions for the research projects, the Deanship shall provide all types of support and facilitation. Funding from outside institutions shall be subject to the following rules:

- A. In the event that one or more of the faculty members or research groups at the University receive external funding to carry out a research project at the University, the Deanship shall be the body responsible for regulating such funding in accordance with both the University's applicable rules of funding for research projects and any conditions required by the donor following depositing the grant in a special account at the financial department of the University.
- B. 30% of the research grants shall be deducted for the account of the University.
- C. Upon the approval of the donor, the researcher(s) who have received an external research grant may allocate up to 20% of the grant amount as remuneration for themselves. Half of this remuneration may be obtained upon the completion of 50% of the project. The other half may be obtained upon the submission of the final report of the project. The amounts of money shall be divided among the researchers as per a special agreement concluded by them and attested by the Deanship.

#### Article (154)

The University encourages faculty members to participate in the activities related to their field of specialty at the local and international levels. The University provides a number of grants in this field, which include research visits and training sessions.

#### Article (155)

The approved forms shall be filled out by faculty members and reviewed by the Deanship before the end of February and then submitted to the Board. When the applicants are of the Research Groups, applications shall be examined and approved by the Deanship in accordance with the guidelines related to research groups. They may apply for such visits at any time.

#### Article (156)

The request shall be considered by the Board (or the Deanship, in case of the Research Groups) if the following conditions are met:

- A. The request meets the general requirements which include:
  1. An invitation from the host institution.
  2. Submission of a visiting schedule.
  3. Details of the research project by the host institution.
  4. Submission of the CV of the applicant.
  5. The faculty member should be a holder of a Ph.D. degree (or an equivalent degree recognized by the University in his/her specialty). He/she must also be a full-time employee at the University.
- B. Research visits shall be made during the summer vacation period. However, members of research groups may request visits at other times after obtaining the necessary approval from their departments and colleges.
- C. An applicant should carry out a research project at the time of application which is related to the proposed project of the research visit, or should have finished a project, related to the research visit, funded by the Board for which the Deanship could be consulted for clarification regarding performance in implementing the project and results achieved upon project completion.

D. Applications shall be assessed according to the nature of the research, its significance and competence of the researcher.

**Article (157)**

The sabbatical period shall not exceed two months and should not conflict with the researcher's academic commitments at the University.

**Article (158)**

A faculty member is not entitled to combine teaching in the summer semester and applying for a research grant as he/she will require enough time to benefit from the development grant.

**Article (159)**

The grant provided by the University shall cover the costs of a faculty member within an equation specified by the Board and upon a recommendation by the Deanship, taking into consideration whether or not the applicant has received a grant from the host institution. As for members of research groups, they shall be paid from their group allocations, provided this is in compliance with what the University provides for support for research visits.

**Article (160)**

The cost of air tickets to the host institution and the cost of accommodation shall be combined with the applicant's financial privileges he/ she receives from the host institution.

**Article (161)**

In case the grant request is approved, the faculty member will be asked to submit a comprehensive report on the project he/she has conducted and results reached demonstrating the importance of what he/she has achieved in opening channels of research cooperation with the host institution. This report is to be submitted to the Deanship within one month of reporting to the University of Sharjah upon return from the research visit along with a report from the host institution stating achievements and period of stay.

**Article (162)**

In regular cases, funding for professional development grants for faculty members is granted once every two years. As for members of the research groups, they may obtain additional grants from the allocations for their own groups.

**Article (163)**

The maximum limit for a visiting researcher's grant is AED 11,000 in addition to an air ticket at the economy class.

**Article (164)**

The University provides the Deanship with a budget for hosting visiting researchers with the aim of promoting research activities, especially in the fields of targeted research for the purpose of participation, training, and increasing the productivity of research activities.

**Article (165)**

The duration of funding is one-renewable month including air tickets, accommodations, running expenses and a financial reward within an equation approved by the Chancellor and upon recommendation of the Dean. Funding by other parties shall also be taken into account.

**Article (166)**

The research groups may also submit requests for hosting visiting researchers and lecturers for the sake of participation, training, and increasing the productivity of research activities. Such grants shall be offered from the allowances of their groups and in conformance with the funding provided by the University for scientific research visits and with the group's budget and activities.



#### **Article (167)**

Faculty members who are conducting research projects may request hosting visiting researchers through filling out relevant application forms and submitting them to the Deanship for processing. Accordingly, the Board recommends the approval of the requests by the Chancellor. Application forms submitted by research groups shall be approved as per the Research Group Guidelines set out in these by-laws.

#### **Article (168)**

Requests for hosting researchers from outside the University for sabbatical leave shall be submitted to the Deanship for review and submission of recommendations to the Board, which shall take the appropriate decision concerning their acceptance and other relevant issues as follows:

- A. Providing the necessary research facilities for the success of the visit.
- B. Providing financial support for the visitors including the cost of accommodations and specifying a monthly stipend.
- C. Determining the basis for dealing with the research outcome resulting from the visit and protecting the rights of the University of Sharjah in this regard.

### **Chapter Fifteen: Research Newsletter**

#### **Article (169)**

The Deanship prepares, edits and publishes a periodical newsletter containing the latest research related to news at the University and news related to the latest in research progress. Contributions from inside and outside the University may be published after a thorough review by the Editorial Board at the Deanship.

#### **Article (170)**

A media committee made up of administrative staff shall be formed at the Deanship and shall be responsible for publishing information about research activities at the University.

#### **Article (171)**

The Deanship shall be responsible for documenting all research activities and outcomes conducted by faculty members and graduate students, and shall release appropriate publications for that purpose.

#### **Article (172)**

The colleges and research groups shall submit reports on all their research activities and outcomes to the Deanship so as to contribute to the documentation of research and research outcomes at the University.

### **Chapter Sixteen: General Provisions**

#### **Article (173)**

To facilitate the follow-up process, the number of the research projects must be mentioned in all correspondences, transactions and applications related to research projects and their implementation.

#### **Article (174)**

All financial transactions and purchasing operations are conducted by the Deanship, which shall coordinate with the concerned departments at the University in this regard.

#### **Article (175)**

The regulations of funding all types of the University's research should primarily be in conformity with the regulations and by-laws of the Purchasing and Services Department at the University pertaining to the purchase of teaching equipment for the colleges and the

laboratories as they are considered separate parts. Any discrepancy between these regulations and those of the Purchasing and Services Department at the University shall be removed by the Research Purchasing Committee at the Deanship.

**Article (176)**

The amounts allocated for research do not usually cover membership in scientific or electronic online journals except in some special cases that should be examined by the Deanship and governed by the regulations for providing and maintaining books.

**Article (177)**

The amounts allocated for research do not usually cover membership in scientific associations except in some special cases that should be examined by the Deanship.

**Article (178)**

No amounts are usually paid in return for using personal telephones or buying pre-paid phone cards from the research project budget. This is, however, permissible under special circumstances and justifiable cases approved by the Dean.

**Article ( 179)**

In case of using a personal vehicle for transportation in order to implement the project, a special form approved by the University must be completed in order to obtain fuel allowance.

**Article (180)**

For research projects that require conducting field surveys by means of sending questionnaires by mail, individuals engaged in such projects should seek the assistance of the Deanship so that questionnaires are sent through the University's Mailroom. The charges shall be deducted from the project budget.

**Article (181)**

Implementation of the tasks of the Deanship lies primarily in the cooperation between its departments in order to realize its objectives.

**Article (182)**

The Dean may distribute the tasks among the Deanship's departments in line with public interest requirements.

**Article (183)**

The Chancellor, the Board and the Dean shall be responsible for the implementation of these guidelines.