



جامعة الإمام عبد الرحمن بن فيصل
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مكتب نائب رئيس الجامعة للبحث العلمي والابتكار
Office of the Vice President for Scientific Research and Innovation

وحدة الكراسي العلمية والجمعيات العلمية
Scientific Chairs and Societies Unit

Egulations Governing Scientific Societies in Saudi Universities

Peer Reviewed Scientific Journals



MARKETING UNIT
وحدة التسويق
بوابة البحث العلمي والابتكار
VICE PRESIDENCY FOR SCIENTIFIC RESEARCH AND INNOVATION

Scientific Societies

Definition of a scientific association :

An organization established from reputable academic institutions to support an academic or professional discipline, or a group of related disciplines or professions. It consists of a group of specialized members. Membership may be general, and may require the possession of some qualifications, or it may be optional.

Promulgated under the decree of the Council of Higher Education No. 10/15/1420 that was issued in Session No.15 of the Council of Higher Education held on 1 Safar, 1420 A.H., under the royal approval of the Custodian of the Two Holy Mosques, the Prime Minister and the Chairman of the Council of Higher Education, by virtue of the honorable direction No. 284/M dated 16 Rabi` Al-Awwal, 1421 A.H.

the Council of Higher Education, in accordance with the provisions of Paragraph 5 (five) of Article 15 (fifteen) of the Law of the Council of Higher Education and Universities, stipulated the approval of the rules for establishing scientific societies as one of the competencies of the Council of Higher Education.

The approval of the unified regulation of the scientific societies in the universities will lead to the organization of the activities and works of such societies in the universities.

Having reviewed the memorandum of the General Secretariat of the Council of Higher Education on the subject and a copy of the draft regulation referred to,..the council resolved the following:

The approval of the rules regulating scientific societies in Saudi universities, according to the wording attached to the decree.

Article 1

Saudi universities may establish scientific societies that shall work under their direct supervision, exercise their general activities towards the development of theoretical and applied knowledge, and the provision of scientific and applied consultations and studies to the public and private sectors, in accordance with the provisions ensured by such rules.

Article 2

Objectives of the scientific societies:

- ▶ Developing scientific thinking in the field of specialization as well as working on fostering and revitalizing it.
- ▶ Achieving scientific communication among members of the scientific society (in the field of specialization).
- ▶ Providing scientific advice in the field of specialization.
- ▶ Developing the scientific and professional performance of the members of the society.
- ▶ Facilitating the exchange of scientific production and scientific ideas in the society's areas of interest, among the relevant authorities and institutions inside and outside the Kingdom.

Article 3

Activities of the scientific societies:

To achieve the objectives stipulated in Article 2, scientific societies are entitled to carry out the following:

- ▶ Encouraging scientific research and consultations.
- ▶ Authoring and translating scientific books in the society's area of interest and other relevant areas.
- ▶ Conducting scientific studies to develop the aspects of the applied practice.
- ▶ Convening seminars, study sessions, training programs and courses related to the society's area of interest.
- ▶ Issuing scientific studies, bulletins, and periodicals related to the society's area of interest.
- ▶ Participating in local and international exhibitions.
- ▶ Inviting relevant scholars and intellectuals to participate in the activities of the society, according to the regulatory procedures.
- ▶ Organizing scientific trips for the members of such societies and establishing scientific competitions in their field of specialization.
- ▶ Develop and activate the financial resources of the associations to ensure their continuity

Article 4

Procedures of establishing scientific societies:

- ▶ Subject to the non-repetition of the one-specialization society, whether in the university or in other universities in the Kingdom, scientific societies are established by virtue of a decision issued by the council of the university, according to a recommendation from the academic board thereof.
- ▶ After the issuance of the establishment decision and until the formation of its bodies, the society assumes all competencies, and all measures are carried out by an interim institutional committee formed by the academic council of five members who select one of them as a chairman. The work of this committee ends by convening the first general assembly and selecting the members about whom the committee submits a detailed report to the general assembly.
- ▶ The term of the founding committee should not exceed two years from the date of its formation, provided that among the work it undertakes during this period is opening a bank account for the association in one of the local banks, making its internal regulations, opening the door for candidacy for membership and taking the necessary measures to urge specialists to acquire membership Association .

Article 5

Membership, the conditions and procedures :

Membership is one of three types, as delineated below:

► Full membership

It requires the following terms:

- ▮ A requester of a full membership should have an academic degree or its equivalence in the society's field of specialization or should be one of those working in this field of specialization.
- ▮ Payment of the annual subscription fee.
- ▮ Any other requirements imposed by the board of directors.
- ▮ Approval of the membership should be issued via a resolution from the board of directors.

► Honorary membership

It is granted by virtue of a decision of the General Assembly to anyone who has contributed to the development of the society's areas of interest, or has provided financial or moral services to the society. Honorary members are exempt from the requirement of payment of the subscription charges; they may attend the meetings of the general assembly and the various committees thereof as well as participate in the discussions.

► **Affiliation membership**

First: It is enjoyed by the university students in the society's field of specialization and by those workers who have an interest in the work of the society who do not fulfill the requirement of the academic degree required for full membership.

An affiliated member is exempt from 50% of the value of the annual subscription and may attend the meetings of the general assembly and the various committees thereof, as well as participate in the discussions, without having the right of voting.

Second: It is permissible for legal persons (such as institutions and companies) to request affiliation to the scientific association if it works in the field of the association's activity, provided that the subscription fee is paid in full.

Article 6

Duties of Members:

The member must sign - after accepting his membership - in the member register that includes his name, address and e-mail, and implement all obligations stipulated in the rules governing scientific societies and the internal regulations of each society, and pay the annual subscription.

Article 7

Termination of membership:

Membership in the society is terminated in the following cases:

- ▶ The withdrawal or death of the member.
- ▶ The non-payment of the annual subscription after the elapse of one year of the entitlement thereof.
- ▶ The non-fulfillment of any of the requirements of the membership.
- ▶ The engagement in any work or activity resulting in afflicting an injury, either material or moral, to the society; the membership is not cancelled in such a case, except with the approval of the board of directors of the society.
- ▶ If the member is sentenced to a legal punishment or imprisonment for a crime against honor or trust, unless five years have passed since the execution of the punishment or imprisonment.
- ▶ If he was dismissed from the public service for disciplinary reasons, unless five years have passed since the dismissal.



▪ **The membership may, by virtue of a resolution from the board of directors, be reinstated to the member who lost it, upon their request and if the reasons for canceling the previous membership have ended.**

▪ **A person whose membership has been terminated may appeal the termination decision before a manager. The university has to decide on that appeal after taking the opinion of the board of directors in writing.**



Article 8

General assembly, formation of the general assembly and the meetings thereof:

- ▶ The general assembly is formed of the full members, and its decisions apply to all members, including absentees, opponents and members of the board of directors, who convene a regular meeting once a year upon the invitation of the chairman. The meeting is not valid without the attendance of the majority of the members. If the majority of members do not attend, another meeting may be held after four weeks, and this meeting is deemed valid with the attended members. Provided that the meeting is announced in two local newspapers, and the university's message newspaper to which the association belongs. An extraordinary meeting may, upon the request of the board of directors or one-fifth of the members of the general assembly, be convened, when necessary.
- ▶ It is not permissible to delegate to attend the meeting of the general assembly, as it is necessary to physically attend in person in the meetings of the assembly, and each member has one vote, and votes may not be cast by correspondence, telephone or e-mail.
- ▶ The invitation to attend the assembly meeting from the Chairman of the Board of Directors should be in writing and sent to all members at least one month before the date of the meeting, including the agenda, meeting place, time and date by means of a means that ensures that the invitation reaches them (by regular mail or electronic mail).
- ▶ When inviting the general assembly to its members in order to choose the next members of the board of directors, the board of directors must start the procedures for inviting the assembly at least three months before the end of the board's term, and the first general assembly meeting should be held at least three weeks before the end of the board period three months at least
- ▶ The decisions and recommendations of the Scientific Society are taken by the majority of votes, and if they are equal, the side with which the chair of the session is on will prevail, and the vote is either by raising the hand or by secret vote if the majority of the attendees so requested.
- ▶ A special register must be used that includes the names, membership numbers and signatures of those who attend the general assembly meeting and signed by the members of the board of directors.

Article 9

Competencies of the general assembly:

The general assembly seeks to achieve the objectives of the society, and it is especially entitled to carry out the following:

- ▶ Issuing the rules regulating the internal work process inside the society.
- ▶ Approving the annual budget of the society and approving the final account thereof per annum.
- ▶ Adopting the annual report of the society.
- ▶ Selecting the board members.
- ▶ Endorsing the work plan presented by the board of directors.
- ▶ Proposing the establishment of branches of the society, according to the recommendation of the board of directors.
- ▶ Appointing external auditors for the accounts of the society and determining their fees.
- ▶ Proposing the transfer of the headquarters of the society from one university to another.
- ▶ Proposing the dissolution of the society.

Article 10

Branches of the Association:

The rector of the university may approve the establishment of branches of the association based on the recommendation of the board of directors and the approval of the general assembly, provided that the establishment decision defines the branch's terms of reference and its headquarters.

The board of directors shall nominate whoever manages the association's branch, and the director shall prepare periodic reports every three months to be submitted to the board of directors, and an annual report on the activities of the branch.

The branch may not take decisions that contradict the decisions of the board of directors or contradict the general policy of the association, and it must issue recommendations to be submitted to the board of directors for approval if they are on a subject. Concerning the powers of the board of directors referred to in Article Fourteen. If it is not within the powers of the Council, it shall be submitted to the person in authority for approval.

Article 11

Honorary chairman of the society:

The general assembly, upon the proposal of the board, may nominate an honorary chairman for the scientific society from among the figures known for their interests in the society's work fields, for one term of three years, by virtue of a resolution issued by the council of the university; this chairman is entitled to head the sessions they attend.

Article 12

Resources and budget of the society:

- ▶ **First:** The society depends, primarily, on their own resources thereof, and they are as follows:
 - The annual subscriptions of the members.
 - The sales revenues of the society's prints, periodicals, and the services provided by the society, within the scope of its objectives.
 - Revenues generated from the courses and programs the society holds.
 - Endowments, donations, and grants provided by the university, bodies, and individuals
 - What is allocated to it from the university budget.

- ▶ **Second:** The budget and final accounts of the society
 - The fiscal year of the society starts and ends with the fiscal year of the university.
 - The final accounts are prepared according to the professional rules and norms.

Article 13

Formation of the board:

The board consists of a number of the full members whose number should not exceed nine, selected by the general assembly via secret ballot, from among the full members of such assembly, provided that two-thirds of the same are employees of the university that established the society.

- ▶ The term of membership of the board is three years, renewable once.
- ▶ Everyone who wishes to nominate himself for membership in the board of directors must have spent a period of no less than two years as a member of the association.
- ▶ If one of the members fails to attend the meetings of the board three consecutive times, without an acceptable apology, the board may consider such member as resigned.
- ▶ In the event of the vacancy of a membership of one of the members selected by the general assembly, for any reason whatsoever, the board selects the winner of the most votes and the approval of the general assembly on the same is required in the first meeting thereof.
- ▶ The board of directors chooses by secret ballot from among its members a chairman for a period of three years, renewable once, provided that he is an employee of the university to which the association belongs. The board also chooses a deputy from among its members.
- ▶ to the president, as a secretary to the council, and a treasurer. 5- If the number of council members is less than half and it is not possible to fill the vacancies of the reserve members who obtained the highest votes, the council is considered dissolved and a decision is issued by the university rector.
- ▶ The board of directors may not cancel the membership of any of its nine members except in accordance with the third paragraph of this Article (12), or if he commits an administrative or criminal offense that prejudices his reputation and has been investigated in writing.
- ▶ The member dismissed by the board of directors may appeal the dismissal decision to the director of the university in which the association was established.
- ▶ The seconded, delegate, and full-time advisor may not chair the council, and it is not included in achieving the required percentage of members of the university's board of directors.
- ▶ The chairman is deemed a representative of the assembly before third parties and represents the same in contacting the official and unofficial bodies inside and outside the Kingdom, according to the due regulatory procedures; and they are entitled to preside over the general assembly.

Article 14

Meetings of the board:

The board holds a regular meeting every three months and the meeting thereof is only valid with the attendance of the majority of members thereof. The board may convene extraordinary meetings whenever it is requested by more than half of the members thereof, requested by one-fifth of the members of the general assembly or the chairman. In such event, the meeting is limited to consideration of the topic for which the meeting was held.

The resolutions of the board are issued by the majority of votes of the attendees, and in the case of an equality of votes on any question at a meeting of the board, the vote of the chairman of the meeting shall provide the casting vote.

Article 15

Competencies of the board:

The board is responsible for the following:

- ▶ Proposing the budget of the society.
- ▶ Preparing the agenda of the general assembly.
- ▶ Proposing the general policy of the assembly, in the context of the objectives set out in such rules, and submitting such policy to the general assembly for approval.
- ▶ Proposing the internal rules of the society and organizing the work thereof.
- ▶ Forming specialized committees and groups to carry out the duties and activities of the society.
- ▶ Preparing the annual report on the activity of the society, presenting it to the specialized councils in the university, after obtaining the approval of the general assembly.
- ▶ Identifying the annual subscriptions of the members.
- ▶ Mandating the preparation of studies and research.
- ▶ Approving the conclusion of seminars, courses, and study groups, according to the relevant regulations, observed by the universities.
- ▶ Accepting the endowments, donations, grants, and aids.

Article 16

General provisions:

- ▶ The activities of the society are associated with the president of the university wherein the society was established, or with anyone authorized by such president.
- ▶ Paying the subscription fees in the voters' lists is a condition for exercising the right to vote, and a person who has not paid the subscription may not exercise this right.
- ▶ The lapse of two years since the member's joining the association is a condition for exercising the right to nominate for membership in the board of directors. It is not permissible for anyone who does not meet this condition to nominate himself, even if he fulfills the other nomination conditions.
- ▶ It is not permissible for a person to register on behalf of another person, with the exception of (people with special needs, who have the authority of whomever they see fit to register on their behalf in accordance with the relevant terms and forms.
- ▶ The society sets out the executive statutes thereof, in a manner that is not contrary to the artice thereof, and they are approved by the council of the university wherein the society was established.
- ▶ The minutes of the general assembly and those of the board are approved by the president of the university to which the society affiliates, or the one authorized by such president.
- ▶ In the event of disagreement between the president of the university and the general assembly or the board, the topic is communicated to the council of the university whose decision, in this regard, is final.
- ▶ If the scientific society is dissolved (for any reason whatsoever), the properties thereof are devolved to the university that established the same.
- ▶ If a society is transferred from one university to another, all the properties and documents thereof are transferred as well to the new university.
- ▶ The Council of Higher Education is entitled to interpret these rules.
- ▶ These rules are applicable from the date of their approval.
- ▶ The provisions of such rules are applied to currently existing societies.
- ▶ These rules supersede any contrary provisions.

Article 17

Board elections:

- ▶ **First:** The general assembly must form a committee to elect members of the board of directors, whose number shall not be less than five.

- ▶ **Second:** The Election Commission must verify the following:
 - The total number of the association members present in the hall, and whether this number provides a quorum of at least two-thirds of the number of working members and their continuing membership.
 - The number of attendees and the availability of a quorum shall be announced or not.
 - In the absence of a quorum, he orders to suspend the meeting for one hour, during which he receives the rest of the late members. If the quorum is completed after that, the work of the meeting is started. But if it is not complete, the meeting is announced to be postponed for a period of four weeks according to the tenth article of these rules.
 - The head of the supervisory committee or whoever he designates from among the members of the committee shall, before the start of the voting process, provide a brief explanation of the voting process, explaining the most important controls and procedures related to it, with particular reference to the obligation of members to remain inside the voting hall and not leave it until the voting process ends.
 - The names of the candidates for membership of the Board of Directors are written on an electronic screen in front of all the members of the General Assembly.
 - Each candidate introduces himself, his experiences and his electoral program.

- The head of the supervisory committee, after the end of the voting process, announces the end of the voting process, so that the committee begins the sorting process by opening the box and counting the cards to ensure that they match the number of members attending the meeting, in front of the members of the general assembly and then proceed. The supervisory committee then sorts the cards and arranges what belongs to each candidate separately, counting the votes obtained by each candidate, and recording that in the sorting report designated for this purpose.
- White ballot papers, as well as ballot papers written in unreadable font, and those containing more than one name are considered null and void.
- If the ballot paper contains the name of one of the candidates more than once, the card is considered valid, and the repetition is counted as one vote.
- The supervisory committee records all the work it has done in a report for this purpose, and the chairman of the supervisory committee will then announce the result of the poll, provided that the minutes include the names of all the candidates for membership of the board of directors, including the reservists who got fewer votes.
- The winner of the membership of the Board of Directors shall be considered the winner of the membership of the Board of Directors.

Peer Reviewed Scientific Journals

Definition of a magazine or periodical:

A magazine or periodical is a periodically printed or printed publication or electronic publication, long or short, that contains a variety of readable material that contains many different articles.

The scientific journal is concerned with matters of science and scientific research. It is issued by reputable scientific institutions. It is the only means of publishing scientific research after its arbitration and a reference for science seekers. It publishes the latest findings of science in the various fields of science, and each journal is characterized by its own international filing number.

Editorial Board:

It is a group of professional specialists in scientific publishing concerned with managing the editing of the scientific journal, arbitration, reviewing manuscripts, articles and all materials submitted for scientific publication in accordance with the pace and direction of the general policy for editing the publication. Final, according to the magazine's regulations.

Organizational rules for scientific journals in Saudi universities:

Article (41): Scientific journals are issued by the university by a decision of the university council based on the recommendation of the scientific council.

Article 42: The University Council appoints the editorial board based on the proposal of the Scientific Council, and the appointment is for a renewable period of two years, provided that the academic degree of its president and members is not less than "Associate Professor."

Article (43): The editorial board is morally responsible for what is published in the magazine, and the board is responsible for supervising the publication of the magazine and determining the number to be printed.

Article (44): Research and articles shall not be published in university journals unless their validity for publication is authorized by two specialized rulings, provided that at least one of them is from outside the university.

Article (45): The Scientific Council grants an estimated annual reward to the editorial board of each magazine in the amount of (5000) five thousand riyals for the head of the editorial board, and (3000) three thousand riyals for each member of the editorial board.

Article (46): It is permissible to disburse a reward of (1,000) thousand riyals to those who are written by university journals in return for publishing the research for the refereed scholar in them.

Article (47): A reward not exceeding (500) five hundred riyals shall be paid in return for examining the research submitted for publication in the university's refereed journals, research centers, conferences, and scientific symposia held by the university. And proposals for research projects submitted for funding from the university.

Article (48): The editorial board submits annually to the Scientific Council a detailed report on its activities.

Forms

Application form for establishing a scientific association

The applicant's data	
	The name of the proposed association
	The requesting party (Faculty - Deanship - Administration)
	Section
	The location of the proposed assembly
	Assembly activity
	Objectives of establishing the association

Based on Article 4 of the rules governing scientific societies in Saudi universities:

- ▶ Not to repeat the association with the same specialization, whether in the university or in other universities in the Kingdom.
- ▶ The department must submit a proposal to form a temporary founding committee for the association.
- ▶ The requesting party must have sufficient qualifications to implement all procedures according to the articles of the rules governing scientific societies in Saudi universities.

Forms

Application form for creating a scientific journal

The applicant's data	
	Suggested magazine name
	The requesting party (Faculty - Deanship - Administration)
	Section
	The location of the proposed journal
	Magazine specialty
	Objectives of creating the journal
	Suggested editorial board
	Justifications for creating the journal
	Journals that can be received in the journal

References

- ▶ The rules governing scientific societies in Saudi universities / the system and regulations of the Council of Higher Education and Universities.
- ▶ The unified regulation for scientific research in universities / the system and regulations of the Council of Higher Education and Universities.
- ▶ Views of the legal administration at Imam Abdulrahman Bin Faisal University on the rules governing scientific societies in Saudi universities.



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