



جامعة الإمام عبد الرحمن بن فيصل
IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

وكالة الجامعة للدراسات العليا والبحث العلمي
Vice Presidency for Graduate Studies and Scientific Research

عمادة البحث العلمي
Deanship of Scientific Research

Regulatory rules for the trainee researcher

from outside the university



MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

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Introduction



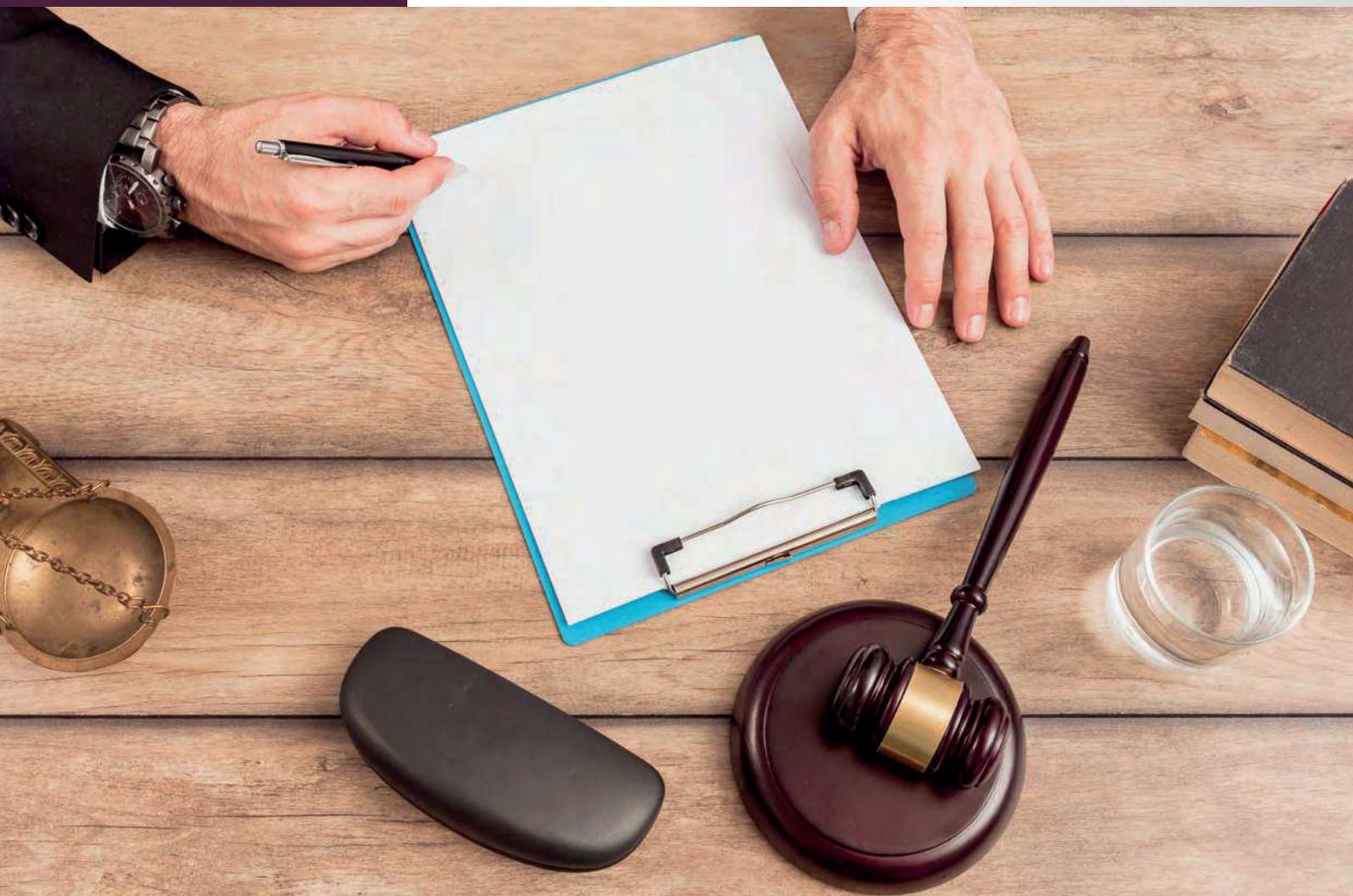
The importance of training is due to the many advantages that we obtain from it. Training acquires great importance in contemporary management, in response to changes in the internal and external organized environment. With technological progress, new jobs and training needs will appear, with which the importance of training emerges, among which:

- Machinery and equipment used in the government organization efficiently and reduces the cost of its maintenance.
- Self-realization and career development for employees who possess an element of ambition.
- Adapting with technical changes in the field of management so that the organization maintains a level of performance that achieves the satisfaction of the beneficiaries of its services.
- Achieving the organization's manpower needs and shortening the time needed to perform work effectively.
- Using training as a method of motivation and promotion and merit.

Research training is considered one of the most important types of training, especially in our time, because of the matter of scientific research in developing technologies as well as progress in the medical, engineering and scientific fields, as well as educational and literary fields.

These organizational rules come to draw the way for the bodies related to training, starting with the trainee, the academic department and the Deanship of Scientific Research, to be a smooth path that overcomes obstacles in the field of training.

Chapter One: General Provisions





Article One:

The following words and phrases - wherever they are mentioned in these organizational rules - have the meanings indicated before them, unless the context requires otherwise:

- **Deanship:** Deanship of Scientific Research.
- **Applicant:** A beneficiary who has submitted an application to the university for a research training opportunity in one of its facilities for a specified period of time.
- **Trainee:** is the applicant who has been issued the necessary approvals to accept students.
- **Research training:** providing the trainee with specialized knowledge in an exclusive specialized field with the aim of raising efficiency to the most competitive degree.
- **Department:** It is the department entrusted with training the trainee, whether the department is academic, research or clinical.
- **Academic Supervisor:** He is a faculty member, or a member of a research or advisory center, who is entrusted with supervising the trainee during his training period.
- **Assistant Technician:** A person who has obtained a practical qualification and technical training that enables him to provide technical services in laboratories, centers or research institutes.



Article Two:

These organizational rules aim to organize the research training process for applicants from outside Imam Abdulrahman bin Faisal University and to govern the relationship between the trainee, the academic supervisor, the department, and the deanship. It defines the obligations and tasks of each of them.



Article Three:

The university offers training programs for individuals and entities, and they are divided into types as follows:

1. **Skill training:** It means training in scientific research skills and the use of research equipment.
2. **Specialized training:** It means training on specialized technical and research equipment.
3. **Training completed with publication:** It means training on specialized equipment and acquiring research skills. For the purpose of producing scientific research.

Chapter Two: Admissions





Article Four

applicant must have the following:

1. He must have a university degree from a Saudi or foreign university recognized by the Ministry of Education, or be a student in the last year of his university studies, and the Deanship may exempt diploma holders, provided that they have experience A process of not less than three years.
2. The training opportunity applied for must be compatible with the applicant's certificate or study.
3. The applicant's cumulative average should not be less than (good).
4. He must submit a letter approved by his work or study authority, approving his joining the training program.
5. The applicant must fill out the application form.
6. To pay the fees allocated to the training program before starting it, %10 for the academic department specialization.
7. Any other special conditions required by the training opportunity.



Fifth Article:

The application form consists of the following:

- The applicant's training objectives and measurement tools.
- The start and end date of the training.
- Equipment and tools necessary for training.
- An undertaking that the applicant has read these organizational rules, agrees to their provisions, and undertakes to abide by what is stated in them.

It is suggested that the application form or "Research Training Application Form" be attached with the regulatory rules.



Sixth Article:

Before the beginning of each academic year, and after the approval of the College / Deanship Council, the departments determine the number of training opportunities available to them for each program, and send this to the Deanship of Scientific Research to announce them.

Before each semester, the Deanship announces the available training opportunities, their start and end dates. It receives the applications of applicants and checks that they meet the conditions, and then forwards them to the relevant department for study regarding the possibility of accepting the training of each applicant or not, and the regular procedures are completed accordingly.

If the applicant is accepted, he will be notified to pay the enrollment fee for the training program within a week from its date, otherwise his acceptance will be considered null.



Chapter Three: The Trainee





Article Seven:

The applicant shall abide by the following:

1. Compliance with the rules and regulations related to scientific research and intellectual property rights, and the university's rules and regulations.
2. Commitment to the training plan approved by the department.
3. Not to publish, display or reuse the training materials, or make scientific lessons on specialized devices, photocopy and publish them without the written consent of the department and the deanship.
4. Follow the instructions and instructions of the academic supervisor and specialists working in the laboratory.
5. Maintaining the confidentiality of research data.
6. Not to apply any samples without the written consent of the supervisor, according to the form prepared by the department.
7. Maintain the order of the place, the integrity of the samples and the laboratory environment, the integrity of the laboratory equipment, and not to tamper with, disassemble or take part of them, move them from their places or operate them above their capacity, and follow the relevant instructions.
8. Not to take out any materials or samples outside the training site.
9. Dispose of waste in accordance with the rules followed in the place of training.
10. Not to operate devices or analyze samples without supervision of a specialized technician.
11. Commitment to the general security and safety rules for the place of training.
12. Commitment to scheduled work hours.
13. Not being alone in the lab without any supervision.
14. Not hosting anyone in the training venue.
15. Adhere to the uniform assigned to the place of training.
16. Commitment to attendance and discipline, provided that the percentage of absence does not exceed (%15).



Eighth Article:

If the trainee is enrolled in the two programs of skill training (Article Three 1) and Specialized Training (Article Three 2), he is prohibited from publishing or submitting any extracts, papers, research, results or information obtained as a result of his training at the university, unless he obtains Written approval from the department and the deanship, and then the same applies to the trainee enrolled in the training program that ended with publication.



Article Nine:

If the trainee is enrolled in the training program that ended with publication (Article 3), he pledges to preserve intellectual property rights, and not to publish or submit any extracts, papers, research, results or information obtained as a result of his training at the university until after they are presented to the supervisor.

Academic, obtaining written approval from the department and deanship, and mentioning the name of the university in what was published. (Verification of the university's published status) Any research, scientific paper, or any form of work is considered a joint work between the trainee and the academic supervisor in his capacity as a member of Imam Abdulrahman bin Faisal University.

Chapter Four: **The Academic Supervisor**





Article Ten:

The academic supervisor requires the following:

1. He must be a faculty member at the university.
2. To be a specialist in the field in which the training will be conducted, and a practitioner of the equipment that will be trained on.
3. He must have published at least two scientific papers, and the Deanship of Scientific Research may exempt from this condition after the department provides the appropriate justifications for the exemption.



Eleventh Article:

The department will determine a fair mechanism for distributing training programs to faculty members, and after approval by the College Council, the Deanship of Scientific Research will be briefed about it.



Article 12:

Academic supervision of training programs is not included in the faculty member's quorum and working hours.



Thirteenth Article:

The academic supervisor undertakes the following:

1. Build the training plan with the trainee and submit it to the department for approval.
2. Communicate with the concerned authorities within the university to obtain the necessary approvals and permits, and he may seek the assistance of the Deanship of Scientific Research to facilitate the task and to communicate with the concerned authorities outside the university.
3. Supervising the progress of the training process and submitting the required periodic reports to the department and deanship.
4. Orienting the trainee, guiding him, and providing him with all the knowledge and skills necessary to achieve the outcome of the training program.

Chapter Five: Section





Article Fourteen:

The department defines the basic foundations and principles for each training program, and all training plans are built upon them. These foundations include the following:

1. The scientific material covering the subject of training and defining the theoretical and practical parts of it.
2. Devices, tools and samples allowed to be used.
3. The evaluation mechanism, duties, issues and tests based on which the evaluation will be conducted.
4. Training program schedule.
5. Any other foundations that the department deems important to adopt for all training plans.



Fifteenth Article:

The theoretical part of the scientific material must include a definition of the apparatus that will be trained, its components, its history, and how to achieve the maximum possible benefit from it. The department may add what it deems important to the scientific article.



Sixteenth Article:

The department assigns the technicians needed to be present to operate the devices, apply samples, and supervise the laboratories. The department determines the rules and mechanisms for distributing the trainees to the technicians.

Chapter Six: Deanship





Article Seventeen:

The Deanship supervises the implementation of the provisions of these organizational rules, and it must evaluate them periodically and report to the University Council in this regard.



Eighteenth Article:

In order to implement the provisions of these organizational rules, the Deanship monitors the progress of training programs in all departments using any means it deems appropriate and begin to apply them to certain departments and evaluate the experience, then all departments can be allowed to present the training opportunities available to them.



Nineteenth Article:

The Deanship studies the training opportunities offered by the departments and their compliance with the terms and conditions, and assesses the extent to which they achieve the objectives of research training, through the Council of the Deanship of Scientific Research, and it has the right to return them to the departments in the event that there are observations that require modification.



Article 20:

Based on the recommendation of the College/Deanship Council, the Deanship issues a certificate to each trainee after fulfilling the training requirements.

Chapter Seven: Evaluation





Article Twenty-first:

The trainee is evaluated by a test at the end of the training program consisting of: two theoretical and practical parts, and the trainee must obtain %85 in both parts to succeed.



Article Twenty Two:

The trainee is given two attempts to retake the test in full, or the part that he did not pass, provided that the period between the attempt and the one before it does not exceed two days.



Article 23:

If the trainee does not pass the final exam, his file is closed and sealed after passing, and he has the right to request from the Deanship of Scientific Research to obtain a statement that he joined the training program and details of the program, noting that he did not pass the final exam of the program.

Chapter Eight: Fees and Financial Revenues





Article Twenty-Four:

Distribution of the following training program revenues:

- %15 are allocated to the dean's account, and %10 are allocated to the academic department's account.
- The remainder shall be paid out of all the rewards of the employees in the training program, including faculty members, employees, and the like, inside and outside the college. As well as in securing the program's needs of tools and laboratory equipment and maintenance if necessary.
- What remains after that is allocated to the university's savings.



Article Twenty Five:

- The training program fees are deposited in the Deanship's account and provided with a deposit notice.
- The Deanship's financial department undertakes the collection and disbursement process, implements the accounting procedures resulting therefrom, and records all financial operations in the accounting books according to the documents.
- The Deanship's financial department prepares a statement of revenues and expenses for each training program.
- All financial procedures related to the training program at the Deanship are subject to the review of the financial controller at the university.



Sixth Article:

The number of hours working in support services is determined by faculty members, administrators, technicians and the like, commissioned by the Dean of the College.

1. Twenty hour per month.
2. Administrators and technicians (35) riyals per hour with a maximum limit, provided that the number of working hours does not exceed (73.50) hours per month.



Twenty-seventh Article:

The academic supervisor's remunerations are determined from faculty members and the like, inside or outside the university who are used in the academic supervision of the training program in preparing the training plan, workflow, guidance and counseling for each academic unit as follows:

Academic Rank	Rewards Teaching for each teaching unit (theoretical or scientific)
Professor	300
Associate Professor	250
Assistant Professor	200
Lecturer and language teacher	150
Demonstrator or technician	11

Chapter Nine: Other organizational materials included in the organizational rules:





Article 27:

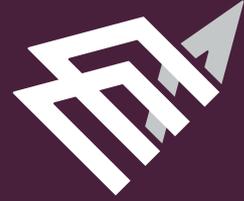
If the applicant requests to withdraw from the training program that extends its duration For one semester,

1. He may recover (%75) of the full tuition fees that he deposited in the dean's account if he requests withdrawal before the end of the second week of study.
2. He may recover (%50) of the full tuition fees that he deposited in the dean's account if he requests withdrawal before the third week of studying in the program.
3. He is not entitled to recover any amount of fees that he deposited in the Deanship's account after the end of the third week of study.
4. The Deanship may return all or part of the fees paid by the trainee to any program due to compelling reasons that prevented it. The trainee submits it to the Dean of Scientific Research. The matter is presented to the Deanship Council for approval and is dealt with in the case of returning part of the fees in accordance with paragraph (2 ,1) of this article.



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Deanship of Scientific Research



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