



Kingdom of Saudi Arabia

Medical Services Department

Ministry of Defense

Health Services General Directorate

Prince Sultan Military College of Health Sciences

Vice Deanship of Postgraduate Studies and Research (VDPSR)

Regulations for Scientific Research

*This regulation was prepared based on the
Unified Regulations for Scientific Research in Universities*



Article (1):

Definitions: The expressions mentioned in these Regulations shall have the meanings set forth below:

1. **Scientific research:** Achievement that depends on the foundations of scientific recognized, and is the result of individual efforts or joint efforts or both.
2. **Principal Investigator:** is the faculty member, or similar, who represents the group involved in the research and supervises and manages the group.
3. **Co-investigator:** is a member of the faculty or who is similar, who is partnering with a group of researchers to complete the study of a topic.
4. **Arbitrator Examiner:** is a faculty member or expert who is charged with examining and studying scientific production.
5. **References:** is a member of the teaching staff or similar or an expert who is assigned to review scientific production.
6. **Counselor:** A member of the faculty or similar or an expert assigned by the research center competent to provide consulting services or studies.

Article (2):

The research conducted in the College aims at enriching knowledge in all useful fields, in particular, the following:

- Applied medical research in various health specialties.
- Contributing to military scientific research to serve the vision and objectives of the General Administration of Medical Services.
- Providing scientific advice and developing scientific and practical solutions to the problems facing society through research and studies required by governmental or private entities.
- Linking scientific research with the objectives of the College and developing strategic plans.
- Developing a generation of distinguished Saudi researchers and training them to conduct original high-level research by involving graduate students, lecturers, and research assistants in the implementation of scientific research.
- Upgrading the level of education in the College and postgraduate studies.

Article (3):

Motivate researchers, faculty, and students to conduct original and innovative researches that contribute to enrich the specialized knowledge and serve the community, and provide ways to accomplish, and benefit from them and College as well:

- Disseminating the results of scientific research in local and international publishing vessels, and providing means of scientific documentation to facilitate the tasks of researchers.



- Cooperating with scientific and research bodies and institutions inside and outside the Kingdom through conducting research and exchanging knowledge and experience.
- Finding ways and channels to encourage individuals and institutions to support and fund research projects to enhance the role of the College.
- Providing modern means of communication and the latest scientific publications of periodicals, books, and others.
- Subscribing to databases such as the Saudi Digital Library
- Providing research tools related to reference documentation, statistics, plagiarism detection, and others such as EndNote™, SPSS™, iThenticate™ plagiarism checker software

Article (4):

A Scientific Research Unit shall be established in the College under the Vice Deanship of Postgraduate Study and Scientific Research.

Article (5):

The Vice Deanship of Postgraduate Study and Scientific Research shall have a council under the name of "Postgraduate Council" consisting of:

- The Vice Dean of Postgraduate Study and Research as Chairman
- Director of Admission and Registration Department as a Member
- Head of the Postgraduate study unit as a Secretariat of the Council
- Head of the Scientific Research Unit as a Member
- A number of distinguished faculty members from every academic department offer Postgraduate programs

Council membership is for two years, renewable on the recommendation of the College Dean. The Council shall convene, take its decisions and it is presented to the College Council for approval according to the College education system.

Article (6):

Notwithstanding the duties of the Scientific Council, the College Council, and the Councils of the Departments, the Council of Postgraduate shall have the following competencies:

- Proposing the yearly research plan of the College and preparing the necessary draft budget for submission to the scientific council.
- Proposing the regulations, rules, and procedures governing the scientific research movement in the College.
- Approving research projects and studies and following up their implementation, arbitration, and disbursement according to the rules governing this.
- Proposing means of organizing and cooperating with various research centers



inside and outside the College.

- Coordinating work between the research groups at the College and outside the College in Hospitals of the armed forces and others.
- To recommend the approval of publishing the researches after arbitration according to the rules of arbitration and publishing at the College.
- Encouraging faculty members and other researchers and urging them to conduct innovative scientific research, and provide them with the means and research capabilities, and enable them to finish their research in an appropriate scientific atmosphere.
- Organize the process of contacting research centers outside the College, General Administration of Medical Services Research Centers, local and foreign, and develop cooperation with them to benefit from all that is new.
- Establishing an information base for current and completed research at the College and exchanging research information with other research centers.
- Studying the yearly report and the final account of the scientific research activity in the College in preparation for the submission of the College Dean.
- Supervision and follow-up of research funded by other sectors outside the College that fall within its competence.
- Forming specialized committees from among its members or from others as needed.
- Studying what is referred by the College Dean.

Article (7):

The Vice Dean of Postgraduate Study and Research shall be responsible for the management of financial, administrative, and technical affairs related to scientific research at the College in accordance with the applicable rules and regulations. In particular, he/she shall have the following duties:

- Supervising the preparation of the yearly research plan of the College and the necessary budget for submission to the College Council.
- Raising to the College Dean for disbursement from the research budget allocated to researchers.
- Technical and administrative supervision of the various activities of the Deanship, and the development of plans, programs of work, and follow-up implementation.
- Supervising the work of the research centers associated with the Vice Deanship of Postgraduate Study and Research, following up their activities, and evaluating their performance.
- Cooperating and coordinating with local research institutes and centers inside and outside the College, liaising with research institutions and foreign research centers, and harnessing what can be used to modernize and develop the scientific research movement and technology in the College.
- Follow-up the Scientific Research Unit in everything related to the completion of postgraduate student's research and work to provide the capabilities and research tools to finish their research or scientific thesis.
- Follow-up and work to provide the necessary financial resources to spend on research funded from the College budget or sectors outside the College.
- Recommending contracting researchers, staff, and technicians for specific periods on



the budget of research projects supervised by the Deanship.

- Evaluating the performance of the staff of the Deanship and reporting them to the College Administration.
- Preparing the draft budget of the Deanship and the annual report in preparation for submission to the College Council.



Article (8):

The Research Center is managed by:

1. The Council of the Center.
 2. Director of the Center.
- Each within its specialization.

Article (9):

The Center Council shall be formed as follows:

1. The Director of the Center, who has the presidency of the Council, and is appointed by the Saudi faculty members by a decision of the College Dean based on the nomination of the Vice Dean of Postgraduate Study and Research for a renewable period of two years, and is treated financially as head of the Department.
2. The number of distinguished faculty members in scientific research must not be more than four appointed by the College Dean on the nomination of the Vice Dean of Postgraduate Study and Research for a renewable period of two years.

Article (10):

The Council of the Center shall consider all matters related to it and, in particular:

- Propose the yearly research plan and prepare the necessary budget for it.
- Studying the research projects of faculty members, and following up on their implementation.
- Studying the research projects, studies that are required from outside the College and the selection of researchers, and follow-up the implementation, and propose rewards to those in accordance with the rules governing this.
- Recommending disbursement from the established research budget within the terms of reference.
- Studying the annual report, the final account, and the draft budget of the Center and submit it to the competent authority.
- Studying what is referred to it by the Council of the Deanship of Postgraduate Study and Research.

Article (11):

The Director of the Research Center shall have the following competencies:

1. Supervising and following up on the research work of the faculty members and assistants of researchers, including direct supervision of the administrative and technical staff of the Center.
2. Contacting with scientific departments, and motivate faculty members to research, and coordinating between their research projects, and provide means and capabilities to help prepare, and disseminate as efficiently as possible.
3. Contacting and coordinating with other research centers inside and outside the College in all matters related to the nature of research that is prepared under the supervision of the center or that will be prepared for the benefit of entities outside the



College.

4. Preparing the draft of the annual budget of the Center's activities, in preparation for submission to the Council of the Center, and then submitted to the competent authority at the College.
5. Prepare the annual report on the Center's activities and submit it to the competent authority.

Article (12):

Agreement on research funded by the College from its budget, whether at the initiative of the researcher or the competent scientific authorities in accordance with the approved plan, and the procedures governing it by the Postgraduate Council within the limits of the following maximum amounts:

- A reward of 1,200 SR per month shall be paid to the Principal Investigator of Ph.D. holders, and 1,000 SR per month to each of the faculty participants and similar Ph.D. holders during the basic period specified in the research plan.
- The researcher assistant from the (Master degree holder) shall pay a reward of (30 SR) thirty riyals per hour, not exceeding (800) eight hundred riyals per month, during the basic period specified in the research plan and not more than three assistants.
- A reward of (25 SR) twenty-five riyals for one hour, not exceeding (600) six hundred riyals per month, shall be paid to the assistant researcher of the College degree during the basic period specified in the research plan.
- A research assistant for postgraduate students, technicians, or professionals shall be given a reward of (20 SR) twenty riyals per hour, not exceeding (400) four hundred riyals per month during the basic period specified in the research plan.
- The remuneration referred to above shall not be paid if the researcher is vacant for work in scientific research.

Article (13):

The Vice Dean of Postgraduate Study and Research may assign some Saudi faculty members to prepare researches or studies for special purposes that do not fall within the publishing programs at the College, provided that the reward of one researcher should not exceed (5000) five thousand riyals for each research and submit a report to the College Dean at the end of every academic year.

Article (14):

It is permissible to provide the necessary services for researches and studies carried out by the researcher on his own initiative for the purposes of publication or promotion and not included in the approved research plan.

Article (15):

Research supported financially by governmental research institutions, or other be carried out in accordance with the regulations issued by these institutions, provided that the College



Council on the recommendation of the Vice Deanship of Postgraduate Study and Research rules governing implementation.

Article (16):

Prizes and incentives may be granted annually to distinguished researchers. The College Council shall determine on the recommendation of the Postgraduate Council the number of such awards, awards, selection criteria, and method according to the excellence regulation of the General Administration of Medical Services

Article (17):

Encouragement prizes for outstanding researches may be awarded yearly. The College Council shall, upon the recommendation of the Postgraduate Council, determine the number of awards and selection criteria according to the following:

- The research should be original and innovative and should not have been published more than two years ago.
- The research should have been done at the College and subject to the arbitration system in force.
- The researcher should not have been awarded another prize before.
- The research should not be derived from the Ph.D. or master's thesis.

Article (18):

Each award consists of a certificate of appreciation and a financial reward not exceeding ten thousand riyals determined by the College Council on the recommendation of the Postgraduate Council and may participate in the award more than one researcher, in which case the reward is distributed equally among them.

Article (19):

The Postgraduate Council shall set the rules governing the mechanism of nomination and applying for these awards and rewards offered by the College or those announced by other scientific bodies or institutions.

Article (20):

The production submitted for publication at the College shall include the following:

- Scientific Theses.
- Scientific research.
- Methodological textbooks.
- Books and references.
- Translators from references and textbooks, or others
- Scientific encyclopedias, dictionaries.
- What the Postgraduate Council is suitable for publication and consistent with



the objectives of the College.

Article (21):

After the approval of the Postgraduate Council, it is permissible to publish some master's and Ph.D.'s theses in which their publication is of general scientific interest or related to the development objectives in the Kingdom.

Article (22):

If the letter is written in a foreign language and the Postgraduate Council considers it important to publish it in Arabic, the Council shall decide a financial reward for its translation.

Article (23):

The author of the thesis is given a reward not exceeding (10000) ten thousand riyals for the publication according to the College's postgraduate program.

Article (24):

The Postgraduate Council shall consider the production submitted to it for publication in the name of the College in research, author, translation, or investigation, provided that it is coordinated with the objectives of the College and characterized by authenticity.

Article (25):

The Postgraduate Council shall lay down the detailed rules and regulations for publishing any of the elements of scientific production mentioned in Article (21) of these regulations.

Article (26):

The production submitted for publication shall be subject to arbitration by at least two specialists. The Postgraduate Council shall lay down the rules and detailed procedures for the system of arbitration, examination, and review.

Article (27):

The authors, investigators, and translators shall be paid a bonus estimated by the Postgraduate Council based on the arbitrators' reports according to the subject of the book, its scientific value, and its efforts, provided that the reward shall not exceed (20,000) twenty thousand riyals for each book.

Article (28):

The rewards of authoring, translation of encyclopedias books shall be determined in accordance with the plan and the procedures approved by the Postgraduate Council, provided



that the reward of each shall not exceed twenty thousand (20,000) riyals.

Article (29):

A remuneration not exceeding (1000) one thousand riyals shall be paid to anyone who is charged with examining or arbitrating books written, verified, or translated from inside or outside the College for one book.

Article (30):

A reward not exceeding (1000) one thousand riyals per book for linguistic correctors for the book published by the College.

Article (31):

Anyone who participates in the arbitration and examination of the scientific production submitted for promotion to a scientific degree shall be paid a reward not exceeding (500) five hundred riyals for each research and no more than (3000) three thousand riyals for the whole scientific production submitted.

Article (32):

In the case of translated production, the following conditions shall be considered:

- The translated work should be of scientific or practical feasibility.
- The translated work shall be evaluated by one or more reviewers.
- The translator and the reviewer should be proficient in the two languages of the translated from and the translated to languages.
- The translator shall observe the auditor's observations and proposed amendments.
- Obtain the right of translation and publication from the concerned authorities before commencing.

Article (33):

The right of publication shall be considered as a waiver from the author of his right to print the book he has written, achieved, or translated for five years from the date of approval of the Postgraduate Council for printing.

Article (34):

Five years after the approval of the Postgraduate Council to print the book, the right of its republication shall be fully transferred to its owner or heirs, in case of republishing; it has to be through an agreement with the College.

Article (35):



Scientific journals in the College shall be issued by a decision of the College Council upon the recommendation of the Postgraduate Council.

Article (36):

The College Council appoints the editorial board on the proposal of the Postgraduate Council, and the appointment for two years, renewable, provided that the scientific degree of its chairman and members of the "Associate Professor."

Article (37):

Researches and articles shall not be published in the College journals unless they are authorized for publication by two specialized judgments provided that at least one of them should be from outside the College.

Article (38):

The Postgraduate Council grants an estimated annual reward to the editorial board of each magazine in the amount of (5000) five thousand riyals to the editor-in-chief, and (3000) three thousand riyals for each member of the editorial board.

Article (39):

It is permissible to pay a reward of (1000) one thousand riyals for those who are consulted by the College magazines in return for publishing the scientific researches in it.

Article (40):

A reward not exceeding (500) five hundred riyals for the examination of research submitted for publication in the College journals, research centers, conferences, or scientific seminars held by the College and research project proposals submitted for disguise.

Article (41):

In a manner that does not contradict with the provisions of this regulation, the College Council shall, upon the proposal of the postgraduate Council, lay down detailed regulations and internal rules governing the completion, publication, and rewards of research at the College level

Article (42):

These regulations shall be effective from the date of approval by the General Director of Medical Services in the Ministry of Defense

Article (43):



The College Council has the right to interpret these regulations