

# Scientific Research

## Abridged Handbook

Prepared by  
**Deanship of Development and Quality**  
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# Regulations and rules of scientific research

(Reference: Deanship of Scientific Research and Basic Reference: Unified Regulations for Scientific Research in Saudi Universities)

## First: Definitions (According to Item 1)

- 1- Scientific research: is the achievement that depends on the known scientific foundations, and is the result of individual efforts or joint efforts or both.
- 2 - Principal Investigator: Is a member of the teaching staff, or an equivalent, who represents the group involved in the research and supervises and manages the group.
- 3 - Faculty member: who holds a doctorate degree from professor, then associate professor and then assistant professor in addition to those who are lecturers and instructors, language teachers and research assistants.
- 4- Co-researcher: A member of the faculty or similar, who is partnering with a group of researchers to complete the study of a topic.
- 5 - Arbitrator Examiner: is a faculty member or expert who is charged with examining and studying scientific production.
- 6 - References: is a member of the teaching staff or the like or expert who is assigned to review scientific production.
- 7 - Counselor: is a member of the teaching staff or similar or an expert assigned by the specialized research center to provide consulting services or studies.

## Second: Objectives and tasks

The research conducted at universities aims at enriching knowledge in all useful fields, in particular as follows: (In accordance with Item 2)

- a. Highlighting the Islamic curriculum and its achievements in the history of civilization and humanities.
- b. Collecting and caring for the Arab and Islamic heritage and indexing it and making it available for the researchers.
- c. Providing scientific advice and developing scientific and practical solutions to the problems facing the society through researches and studies required by governmental or private bodies.
- d. Transferring and localization of modern technology and participating in its development and adaptation to suit local conditions for the purposes of development.
- e. Linking scientific research with the objectives of the university and the development plans, and staying away from duplication and repetition and benefiting from previous studies.
- f. Developing a generation of distinguished Saudi researchers and training them to be able to conduct original high-level research by involving graduate students, lecturers, lecturers and research assistants in the implementation of scientific research.
- g. Upgrading the level of university education and graduate studies.

## Membership of the Deanship of Scientific Research Council (in accordance with Item 5)

The Deanship of Scientific Research shall have a council called the “Scientific Research Council” consisting of:

Dean of Scientific Research as	Chairman
Dean of Graduate Studies as	Member
Vice Dean (s) of the Deanship of Scientific Research as	Members

- Number of directors of research centers not exceeding five chosen by the University Council on the recommendation of the university dean.

- A number of distinguished professors in the Journal of Scientific Research. The members of the teaching staff of the university are not more than seven, appointed by the University Council for a period of two years, renewable on the recommendation of the university dean.

The Council shall convene, take its decisions and adopt them in accordance with the provisions of Item (35) of the Council of Higher Education and Universities.

The Deanship includes several centers:

- Center for Forensic Sciences and Arabic Language Research
- Applied Science Research Center
- Theoretical and Human Sciences Research Center
- Health Sciences Research Center
- Basic Science Research Center

## **Each Deanship Research Center is managed by:**

The Council of the Center.

Director of the Center.

Each within its jurisdiction.

## **Formation of the Council of Research Centers (According to Item 9)**

- a. 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 University dean based on the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for a renewable period of two years, and is treated financially as the head of the Department.
- b. A number of distinguished faculty members in scientific research shall not be more than five appointed by the university dean upon the nomination of the Dean of Scientific Research and the support of the Vice President for Graduate Studies and Scientific Research for a renewable period of two years.

## **Functions of the Research Center (According to Item 10)**

- a. Propose the annual research plan and prepare the necessary draft budget.
- b. Studying research projects of faculty members and the like and following up their implementation.
- c. Study of research projects and graduate studies that are required from outside the university and the selection of researchers and follow-up implementation and propose rewards to those in accordance with the rules governing it.
- d. Recommend disbursement from the established research budget within the limits of the powers regulating it.

- e. Study the annual report, the final account and the draft budget of the center and submit it to the competent authority and study what is referred to it by the council of the Deanship of Scientific Research.
- f. The establishment of specialized research units of the centers:

Research centers are working on the development of research units that are specialized in a field to help focus efforts and reach the objectives at a faster time. Research centers are also working to find the necessary funding for these units from the Deanship to equip them with the special tools and devices that help them to do their purpose.

### **Functions of the Director of the Research Center (According to Item 11)**

- a. Supervising and following up the research work of faculty members and the similar and research assistants, including direct supervision of the administrative and technical staff of the Center.
- b. Liaise with the scientific departments and motivate faculty members to research, coordinate their research projects, and provide the means and capabilities to help prepare and disseminate them as efficiently as possible.
- c. Liaising and coordinating with other research centers inside and outside the university in all matters related to the nature of research that is under the supervision of the center or that will be prepared for the benefit of entities outside the university.
- d. Prepare the draft annual budget for the Center's activities in preparation for submission to the council of the Center and then submit it to the competent authority at the University.
- e. Prepare the annual report on the Center's activities and submit it to the competent authority.

## Third: Mechanisms to Apply for supporting Research Funding

### 1. Periodical Research:

It is provided at the opening of the submission of research Deanship of scientific research in the period from the first Muharram and until the end of the month of the first spring of each year, by uploading the research project on the website of the Deanship after obtaining the approval of research centers and the number of that approval in the research project. Applicants are also notified of the acceptance or rejection of their research by sending an e-mail.

The research is divided into several types as follows:

- Permanent Small Grants
- Grant research groups
- Grant research priorities
- International cooperation grants
- Bachelor student grants
- Development grants

### 2. Exceptional research:

They are submitted at any time of the year and are required to be submitted to the research centers of the researcher or researchers to obtain approval and recommend approval for their scientific value or benefit to the university and then be submitted directly to the Deanship of Scientific Research.

### 3. External research:

It is the research submitted for the support of other government bodies outside the university, but through the Deanship of Scientific Research (such as King Abdulaziz City for Science and Technology), and the opening and closing dates for the submission of research for those entities. Approval of the research centers of the researcher or researchers is required.

#### **Some government agencies supporting research:**

King Abdul Aziz City for Science and Technology ([www.kacst.edu.sa](http://www.kacst.edu.sa)) supports various research programs including Biotechnology and Genetic Engineering Research Program, Technical Innovation Centers Program and Excellence Support and Innovation Program

Center for Research and Consulting Studies Umm Al-Qura University ([rcc@uqu.edu.sa](mailto:rcc@uqu.edu.sa))

Center for Medical and Medical Sciences Research - Umm Al-Qura University ([www.uqu.edu.sa](http://www.uqu.edu.sa))

SABIC Research Grants Program

Center for Medical and Medical Sciences Research, Umm Al-Qura University

Center for Engineering and Architectural Science Research, Umm Al-Qura University

Center for Hajj and Umrah Research, Umm Al-Qura University

Custodian of the Two Holy Mosques Institute for Hajj Research, Umm Al-Qura University

Research and Consulting - Taibah University in Madinah

Center for Scientific Research and Revival of Islamic Heritage - Umm Al-Qura University

Center for King Fahd Medical Research, King Abdulaziz University

Center for Water Research, King Abdulaziz University  
Research and Consulting Institute, King Abdulaziz University  
Center for Environmental Studies Research, King Abdulaziz University  
Center for Genomic Medicine Research, King Abdulaziz University  
Center of Excellence in Environmental Studies King Abdulaziz University  
Center of Nanotechnology, King Abdulaziz University, Faculty of Engineering  
Center of Excellence in Genomic Medicine Research  
King Fahd Center for Genomic Research  
Agricultural Research Center, Huda Al-Sham, King Abdulaziz University  
Water Studies Center - King Faisal University  
Beauty Research Center, King Faisal University  
Date and Date Research Center  
Agricultural and Veterinary Training and Research Station, King Faisal University  
King Faisal University  
Center of Veterinary Research and Animal Production King Faisal University  
Center of King Saud University College of Dentistry Research  
Prince Mohammed Bin Fahd Center for Medical Research and Studies, King Faisal University  
National Center for Agriculture and Water Research in Riyadh  
Agricultural Research Station Baljurashi - Ministry of Agriculture  
Information Technology Center, King Faisal University

Regional Center for Agricultural Research in Al-Ahsa, Ministry of Agriculture

King Saud University College of Computer and Information Sciences Research Center

Arab Horse Center in Dirab - Ministry of Agriculture -

Agricultural Research Station in Al-Kharj, Ministry of Agriculture

Agricultural Research Center, Qassim, Unayzah, Ministry of Agriculture

Agricultural Research Center, Makkah Region, Jeddah, Ministry of Agriculture

Najran Horticulture Research Center Ministry of Agriculture - -

Center of Pasture and Livestock Development Research, Al-Jouf, Ministry of Agriculture

Date Palm Research Center

National Center for Agriculture and Water Research - Ministry of Agriculture

National Center for Locust Control and Research - Ministry of Agriculture and Water

Center of Saudi Aramco Research and Development

Renewable Energy Research Center, King Fahd University of Petroleum and Minerals

King Saud University College of Applied Medical Sciences Research Center

King Faisal Center for Research and Islamic Studies

Center of Aramco Petroleum Exploration and Engineering - Ras Tanura

Center of Petroleum Refining and Chemicals Research, King Fahd University of Petroleum and Minerals

Camel and Pasture Research Center in Al - Jouf  
Center of Saudi Aramco Research and Development  
King Abdulaziz Center for Purebred Arabian Horses  
National Center for Date and Date Research in Al – Ahsa  
Center of College of Pharmacy Research, King Saud University  
Research Institute - King Fahd University of Petroleum and Minerals  
Experiments and development of citrus plant in Sipani - Ministry of Agriculture  
Aramco Research, Technology and Technical Services Department  
Center of Islamic Economics Research  
Research Center of Science and Medical Studies Departments, King Saud University  
Research Center, College of Medicine, King Saud University  
Research Center, College of Engineering, King Saud University  
Communications and Computer Research Center, King Fahd University of Petroleum and Minerals  
Research Center - King Faisal Specialist Hospital  
Research Center, College of Engineering, King Saud University  
Engineering Research Institute, King Fahd University of Petroleum and Minerals  
Biotechnology Research Center, King Saud University  
Applied Medical Sciences Center, King Fahd University of Petroleum and Minerals  
Research Center at King Faisal Specialist Hospital  
Research Center, Department of Clinical Pharmacy, King Saud University

King Khalid Eye Specialist Hospital

Petroleum and Minerals Center, King Fahd University of Petroleum and Minerals

Medical, Aromatic and Toxic Plants Research Center

General Directorate of Medical Research, Ministry of Health

Refining and Petrochemical Center - King Fahd University of Petroleum and Minerals

King Fahd National Center for Pediatric Oncology and Research - Aragin Co.

Environment and Water Center King Fahd University of Petroleum and Minerals -

Research Center, College of Medicine, King Saud University

Prince Sultan Bin Abdulaziz Center for Environmental and Tourism Studies and Research, King Khalid University

Center for Desert Studies, King Saud University

Center of Academic Development and Evaluation, King Khalid University

Center of Madinah Research and Studies

Center of Research and Consultancy Studies - Umm Al-Qura University

King Abdullah Institute, King Saud University

Center for Graduate Studies and Continuing Medical Education - King Khalid University

Research Center, College of Architecture and Planning, King Saud University

Research Center, College of Food and Agricultural Sciences, King Saud University

Prince Salman Center for Disability Research

Astronomy and Geophysics Research Institute, King Abdulaziz City for Science and Technology

Research Center, College of Science, King Saud University

Center of Saudi Aquaculture Research

Center of Seismic Studies Center, King Saud University

Energy Research Institute / King Abdulaziz City for Science and Technology

SABIC Industrial Complex for Research and Development - Riyadh

Center of Schlumberger Carbon Rock Research Center, Dhahran

Center of Engineering Materials Research

Prince Sultan Center for Environment, Water and Desert Research

Space Research Institute, King Abdulaziz City for Science and Technology

Research and Desalination Technology Institute

R&D Department - Riyadh Cable Group of Companies

National Center for Alternative Medicine and Integration - Ministry of Health

Center of Science and Mathematics Education Development, King Saud University

Center of Najran Horticulture Research

General Directorate for Research and Vocational Studies

National Center for Mathematics and Physics - King Abdulaziz City for Science and Technology

Agricultural Research Station Baljurashi - Ministry of Agriculture

Center of Grassland and Livestock Research

## Fourth: Awards of Faculty for the Researches Funded by the University

The University funds the research from its budget, either at the initiative of the researcher or the competent scientific authorities in accordance with the approved plan and the procedures regulated by the Scientific Council within the maximum amounts the following:

- A. A reward of 1,200 riyals (1200) per month will be paid to the Principal Investigator of Ph.D. One thousand riyals (1000) per month for each of the participants of the faculty members and the like of doctoral holders during the basic period specified in the research plan.
- B. The researcher assistant from the master's degree holders shall be paid a reward of (30) 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.
- C. The research assistant from the university degree holders shall be paid a reward of (25) twenty five riyals per hour, not exceeding (600) six hundred riyals per month during the basic period specified in the research plan.
- D. A reward of (20) twenty riyals per hour, not exceeding (400) four hundred riyals per month, during the basic period specified in the research plan.
- E. Any consultant within the city shall be paid a reward of (500) five hundred riyals for each day of consultation, provided that the total amount he receives in one year does not exceed (7000) seven thousand riyals.
- F. A consultant from outside the city shall be paid a reward of (1000) thousand riyals for each day for a comprehensive consultation for accommodation and subsistence provided that the total amount he receives in one year does not exceed 14,000 riyals.

- G. A consultant from outside the Kingdom shall be paid a reward of (2000) thousand riyals for each day of a comprehensive consultation for accommodation and subsistence provided that the total amount he receives in one year shall not exceed (20,000) twenty thousand riyals.
- H. The remuneration referred to above may not be paid if the researcher is vacant for work in scientific research.

### **Mechanisms of Using Parties outside the Kingdom:**

- 1- In the case of using the services of a research consultant or researcher who came from outside the Kingdom, this should be mentioned in the research project. The monthly bonus paid to them may be increased during the basic period specified in the research plan.
- 2- In case of using a laboratories outside the Kingdom, the reason for resorting to such laboratories should be mentioned in the research project.
- 3- In the case of purchasing materials from outside the Kingdom, the reason for the purchase should be stated in the research project. Original invoices should be brought for approval.
4. Research supported financially by governmental research institutions, or others should be carried out in accordance with the regulations issued by these institutions.

## **Fifth: Awards and incentives**

### **Awards and Incentives for Distinguished Researchers and Distinguished Research:**

1. It is valid to give prizes, encouragement awards on a yearly basis to distinguished researchers and the number of these prizes and awards are to be determined by the University Council on the recommendation of the Scientific Council.
2. It is valid to give prizes, encouragement awards on a yearly basis to distinguished conference and journal papers. The number of awards and prizes may be determined by the University Council on the recommendation of the Scientific Council.
3. Each award consists of a certificate of appreciation and a financial reward not exceeding twenty thousand riyals determined by the University Council based on the recommendation of the scientific council.

### **Regulations for Publishing Master and doctoral dissertations:**

1. It is permissible, after the approval of the Scientific Council, to publish some master's and doctoral theses that are of great interest or are linked to the Kingdom's development goals.
2. If the thesis is written in a foreign language and the Scientific Council considers it important to publish it in Arabic, the Council shall decide a financial reward for its translation.
3. For the purpose of publication, it may consider publishing letters approved by another university inside or outside the Kingdom if they serve the objectives of the university.
4. The author of the thesis receives a remuneration of eight thousand (8,000) riyals for the dissemination of the master's thesis and fifteen thousand (15,000) riyals for the publication of the doctoral thesis.

## **Translation and Publication of Research, Scientific Literature and Books:**

1. The Scientific Council shall consider the production submitted to it for publication on behalf of the University including research, authoring, translation or investigation, provided that it is consistent with the objectives of the University and characterized by authenticity.
2. The scientific production submitted for publication shall be subject to arbitration by at least two specialists. The Scientific Council shall lay down the detailed rules and procedures for arbitration, examination and review systems.
3. The authors, investigators and translators shall be paid a reward estimated by the Scientific Council based on the arbitrators' reports according to the subject of the book and its scientific value and the efforts exerted in it, provided that the reward shall not exceed fifty thousand riyals (50,000) for each book.
4. The rewards for authoring or translating encyclopedias and encyclopedic books shall be determined in accordance with the plan and procedures approved by the Scientific Council, provided that the rewards of each volume shall not exceed fifty thousand riyals (50,000).
5. Remuneration of not more than two thousand riyals (2000) shall be paid to those charged with examining or arbitrating books written, verified or translated from inside or outside the university on one book.
6. A remuneration not exceeding two thousand riyals (2000) per book for linguistic correctors for the book published by the university.
7. A reward not exceeding five hundred (500) riyals for each research and no more than three thousand riyals (3000) for the entire scientific production submitted to those who participate in the arbitration and examination of scientific production submitted for promotion to a scientific degree.
8. The owner of the production submitted for publication shall correct the printing experiments and prepare the complete catalogs.

9. In case of translated production, the following conditions shall be met:

(A) The translated work shall be of scientifically or practically useful.

(B) The translated work shall be subject to arbitration by one or more reviewers.

(C) The translator and references should be proficient in the two languages that is being translated to and the language it is written in.

(D) The translator shall observe the auditor's remarks and the proposed amendments.

Obtaining the right of translation and publication from the concerned authorities before commencing.

(E) Obtaining the right of translation and publication from the concerned authorities before commencing.

10. The copyright shall be deemed a waiver by the author of his right to print the books he has been authored, achieved or translated for a period of five years from the date of the approval of the Scientific Council for printing.

11. When reprinting works published by the University, the owners shall be treated as follows:

a. If the works are part of scientific projects that have been sponsored by the university, or the university has purchased their copyrights permanently or completed by professors who have been completely discharged by the University for completion. The owners do not have any new financial rights upon reprint.

b. The works prepared by its owners and bought by the university, the copyright shall be paid upon reprinting a reward not exceeding what was paid to them at the first time.

12. The University reserves the right to republish its publications

for a period of five years. If the owner of the production adds something important to the edition, the scientific council will appreciate a special reward for what he added after its approval from the arbitrator (examiner).

13. Five years after the approval of the Scientific Council to print the production, the right of full re-publication shall be transferred to its owner or inheritors. Republishing shall be by special agreement with the University.
14. The Scientific Council may consider re-publishing a product that has not previously been published or run out by the University if it has special scientific values.

# The Policy of Ethics of Scientific Research

(Reference: Deanship of Scientific Research)

The University of Qassim, represented by the Deanship of Scientific Research, is concerned with protecting the rights of all university employees and protecting the privacy of scientific research topics. The university is concerned with supporting scientific mobility within international scientific frameworks and foundations that raise the level of the university as a center of elaborate research with a distinguished level. This document was drafted to achieve these objectives and in response to the funding requirements for research from different funding bodies. The following is a description of the procedures and controls for scientific research at the university.

## Item 1: types and areas of research:

Theoretically, all research topics have a congenital dimension, but there are some research trends in which the moral aspect has a special place: research that is concerned with the human and health aspects; research conducted using experimental animals; and research that has social and political sensitivity.

## Item 2: Researchers:

Moral responsibility is primarily the responsibility of the researcher; the ethical aspects must be given special importance in all steps of research, from the idea to final steps, and results. In addition, the researcher must be familiar with, and have full knowledge of the rules and policies of the university in this aspect, and must apply these rules, and regulations. These rules and regulations apply to anyone who conducts research under the auspices of the university, whether research is conducted inside or outside the university.

1- The researcher is responsible for obtaining the prior approval of all the subject of the research, and the researcher should clarify to the participants in the research as follows:

The aim of the research, the source of funding, their right to withdraw from the research, or the refusal to participate in the research should be respected.

2- If the participants in the research are unaware of the nature of the research, or the value of their participation in it, for example, children, a written consent must be obtained from a parent or guardian.

3- If the participants' knowledge of the nature of the research will affect the results, they should at least mention the research of those participants.

4- It is recommended that the researcher consults with experts in the research subject, or the opinion of one of his colleagues when there is a need, especially in research related to some disciplines such as:

- Dynamic, or psychological stress.
- Infringement on the privacy of others.

5- The researcher should clarify the nature of the research to the participants, and obtain their consent to participate in it, including the method of writing the names of the participants and how they will be arranged with the definition of their workplace.

6- Research participants should be made aware of the importance of not publishing any data on the results, the privacy of the research, as well as not disclosing or using the information and results of the research until it is completed and published.

### Item 3: General principles and ethics of research:

- 1- Credibility and honesty: Focus on the importance of honesty in all research steps including: gathering information, recording results, the method used, writing and publishing the research.
- 2 - Objectivity of the research: The researcher should avoid bias to any point of view, or adopt a prior result in the steps of research such as, analysis of results, data, writing the research plan, review of views, and previous research.
- 3 - Accuracy: Commitment to accuracy, and seriousness in all aspects of research, and keep records of the steps and results of the search.
- 4 - Cooperation, sharing ideas, data and devices, as well as providing advice and assistance to those who need colleagues, and accept criticism, and suggestions.
- 5- Respect: Appreciate and respect the opinions and suggestions of the participants in the research, as well as the protection of minors, or unaware that may be covered or dealt with by the research.
- 6-Respect for intellectual property rights: such as patents, copyrights and other types of intellectual property.
- 7-Privacy: Protect the privacy of individuals and information in all aspects of research.
- 8-Justice, treating others with respect for and observance of their rights, giving each person his destiny, and his appropriate status.

## Item 4: Regulations and Rules Governing Scientific Research

1- The researcher should follow the regulations and regulations set by the National Committee for Bioethics and Medical <http://bioethics.kacst.edu.sa>

2- The researcher should follow the rules and regulations stipulated by the university, college or department, if any.

3- In the first place, the researcher must demonstrate moral responsibility in all aspects of scientific research, including everything mentioned in the general principles and ethics previously.

4. The researcher must follow the regulations and regulations stipulated by other supporting bodies, or government agencies, or authorized to regulate this practice.

5- The researcher should follow the safety methods and keep the safety of the participants in the study, researchers, assistants and other workers. As well as maintaining the integrity of the facility, and the environment.

6- The researcher should dispose of all waste, including sharp, infectious, chemical and other wastes.

1. The researcher should familiarize himself with, and abide by all regulations and controls stipulated and regulated for misconduct in scientific research.

## Item 5: Regulations and Rules Governing the Scientific Research on Human Beings:

All research and scientific studies involving humans, or similar genetic material DNA or RNA or Human Tissue must be subject to the following rules and regulations:

1. The researcher must abide by the provisions of Islamic legitimacy, principles, and scientific norms governing this practice.
2. The person participating in the study must know the subject of the research in full.
3. The participation of people in the research should be voluntary and optional after knowing the details of the research in full.
4. The persons studied shall be respected and protected by explaining all the details of the research, damages and risks, if any.
5. The subject should be accepted within the ethics and general customs of the region.
6. Written informed consent must be obtained from the person participating in the study, or his legal guardian.
7. To inform all persons participating in the study, if necessary, of the results.
8. Respect the privacy of individuals participating in the study and respect the privacy of the information relating to all aspects of scientific research.
9. Scientific research Information, especially personal and private information, must be protected.
10. Persons participating in the study shall be protected from the study sample, researchers or assistants, as well as the integrity of the facility and the environment.
11. Researchers in this field can learn more using the following websites:

-Medical Research Council: Human tissues and biological samples

for use in research

[www.mrc.ac.uk](http://www.mrc.ac.uk)

- Royal College of Physicians [www.rcpath.org](http://www.rcpath.org)

- National Health Foundation [www.nih.org](http://www.nih.org)

- The National Committee for Bioethics and Medical Ethics:

<http://bioethics.kacst.edu.sa>

## **Item 6: Regulations and Rules Governing Scientific Research on Animals**

The use of experimental animals in scientific research is one of the most important catalysts for conducting medical and applied research.

1. The researcher must abide by the provisions of Islamic legitimacy and scientific principles and norms governing this practice.
2. The researcher should review and apply all regulations and rules governing scientific research.
3. The minimum number of experimental animals should be used in scientific research.
4. Damage to experimental animals should be minimized at all stages of scientific research.
5. Experimental animals may only be used by trained persons.
6. Endangered animals may not be used.
7. The facility should contain the places suitable for the care of experimental animals during all stages of scientific research.
8. The persons involved in the study should be protected by researchers, assistants and others, as well as the integrity of the facility and the environment.

## Item 7: Regulations and Rules Governing Scientific Research on the Environment

The human being is an essential part of the surrounding environment and he depends heavily on the natural resources in it. Accordingly, all environmental research will apply to the following regulations:

- 1- The researcher should apply all regulations and rules governing scientific research and adhere to the provisions of Islamic Sharia and scientific principles and norms.
- 2- The researcher should explain the mechanisms of the research in full and estimate all the damage resulting from the work of the research in addition to the development of other alternatives to do so.
- 3- To the extent possible, damage to all forms of life in the environment should be minimized, including humans, animals, plants and other natural resources.
- 4- The study should be initially done on a narrow size to verify the associated damage.
5. The researcher must respect private and public property in all aspects and coordinate in this regard.
- 6- Healthy and proper disposal of all harmful substances resulting from research, including infectious substances, chemicals and others.
- 7- Participants must be protected and natural resources protected.

## Item 8: Some other ordinances that must be observed:

Conflict of Interest, Safeguarding Facility and Environment, Justice, Respect for Privacy, Intellectual Property Protection, Written Agreement with Researchers, Written Agreement with Supporters, Risk Assessment, Procurement Management, Financial Management, Cost-Benefit Analysis, Training, Student and Student Support Teaching staff.

## **Item nine: Policy of misconduct in scientific research:**

The Deanship of Scientific Research and the University in general expects all researchers inside or outside the University to abide strictly by the rules and regulations governing scientific research referred to above. Any breach of these regulations will be taken very seriously, in order to minimize the damage caused and to maintain the level of scientific research and the reputation of the university as a leading center of scientific research.

In the event of any violation of the regulations of ethics of scientific research, the matter is referred to the research center concerned to make a recommendation to the Committee on Ethics of Scientific Research at the University.

### **Paragraph (1) Application:**

The policy of misconduct in scientific research is applied at all stages of scientific research starting from the idea, research proposal, literary review, research work mechanisms, references, final report, researchers, assistants, supporters and others.

### **Paragraph (2) Definition:**

Misconduct in scientific research is defined as follows:

- Making or fabricating results and reports.
- Distorting and falsifying the results and methods of research and other work or selectivity in showing some of the results and hide some.
- Plagiarism or literary theft, including all stages of scientific research, starting with ideas and ending with reports.
- Mistakes and damages resulting from the lack of full compliance with the regulations and rules governing scientific research.
- Misconduct in scientific research does not include spontaneous errors or different methods of interpretation among researchers.

### **Paragraph (3) Proof:**

In order to prove misconduct in scientific research the researcher must:

- If there is an unacceptable error or far from practicing scientific research.
- If the commission of this mistake was done on purpose by the researcher or as a result of recklessness and non-compliance with controls.
- To be prove that by evidence.

### **Paragraph (4) Responsibility:**

The responsibility for reporting misconduct in scientific research rests with everyone, so that anyone who believes that misconduct in scientific research has occurred or happens should inform the Dean or Dean of Scientific Research.

### **Paragraph (5) Investigation:**

The supporting body, represented by the Deanship of Scientific Research, shall ensure the verification of misconduct in scientific research in the appropriate manner after the initial evaluation. The Deanship of Scientific Research is also in charge of communicating with relevant external bodies, both governmental and private. All papers shall be referred to the Scientific Research Ethics Committee for appropriate decisions.

### **Paragraph (6): Possible penalties:**

After all the evidence has been investigated and the relevant parties heard, the possible penalties for misconduct in scientific research vary according to the wrongdoing and there are several stages of the resulting penalties.

- Not supporting the project in case of submission.
- Monitoring and following-up the researcher's work in particular.
- Removing the researcher from a specific research project.

- Not reducing or cancelling the fund of the future research projects of the researcher.
- A letter of attention to the researcher may be included in the researcher file.
- Deduction from the monthly salary or deprivation of the premium.
- Stop the job promotion.
- Termination of service.

Other penalties may be applied from third parties relevant to the case depending on the applicable system.

All research proposals submitted to the Deanship of Scientific Research at the Qassim University with an ethical dimension should be evaluated by the Research Ethics Committee according to the following form:

Kingdom of Saudi Arabia	المملكة العربية السعودية
Ministry of Higher Education	وزارة التعليم العالي
Qassim University	جامعة القصيم
Scientific Research Deanship	عمادة البحث العلمي

## Request for Approval of the Scientific Research Moral/ Ethical Committee

1) The study Title

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2) The study Goal

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3) The researchers' names

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4) The reason of choosing the sample

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5) The mechanism, goal, and time of participation of the sample

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6) The dangers if any exists

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7) Description of any benefits if exists

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8) The Compensations if exists

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9) Ways of Protecting Information

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10) The right of withdrawing or terminating the participation in the study

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11) Information sources

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12) The approving signature of the researcher and the study participants

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13) Signature of Witnesses if required

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- All the regulations and rules that regulate the scientific research are reviewed.
- All the information attached are correct and updated information
- The proposed research is fully attached.

Name of the main researcher

Signature

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Recommendation of the Scientific Center

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- Approval and it will not be sent to the scientific research moral committee at the university.
- Disapproval of conducting the research.
- Recommendation to send the report to the scientific research moral committee at the university and attaching all the reviews and opinions conducted by the committee members.

The Scientific Research Moral Committee

Approval

Disap-  
proval

Date -----





VISION رؤية

2030

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Scientific  
Research