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First: Definitions

of Scientific Communication: It sends a faculty member on a scientific mission outside the university, teaches outside the Kingdom, or travels to conduct research at a center or university other than his university during the summer vacation.

Scientific mission: To enable the faculty member to acquire information, experiences and skills in his field of specialization through his enrollment and participation in courses, training programs or workshops abroad.

Teaching: Allow the faculty to transfer the sciences, knowledge, experiences and skills gained through teaching to a university other than his, as well as permit the exchange of experiences and knowledge between educational institutions.

Scientific Research: Purposeful work that depends on the use of modern scientific and technical means with an individual or joint effort to enrich science and knowledge, also to find appropriate solutions for a specific topic in the researcher's field of specialization.

Second: Objectives:

1. Enrich the scientific and practical experience of the faculties.
2. Strength scientific links between the university and other scientific research institutions inside and outside the Kingdom.
3. Activate and expand the fields of purposeful scientific research.

Third: The regulations governing the affairs of Saudi faculty members in universities (for scientific communication)

Article 76:

It is permissible by a decision of the University Council, based on the recommendation of the Scientific Council and the recommendation of the specialized department and college councils, to send a faculty member on a scientific mission outside the university headquarters for a period not exceeding four months. In case of necessity, it may be extended to a year. The delegate shall be treated as a delegated if the period does not exceed a month. If the period exceeds that, he shall be treated as an employee dispatched for training abroad.

Article 77:

Subject to the applicable instructions, by a decision of the University Council, based on the recommendation of the specialized department and college councils, a faculty member may be delegated to teach outside the Kingdom, and he shall be treated as officially delegated to work abroad, provided that the delegation period does not exceed four years.

Article 78:

A faculty member may be allowed to travel to conduct research at a university other than his own during the summer vacation, according to a decision from the university director, based on the recommendation of the department and faculty councils concerned, and the scientific council, as follows:

1. The faculty member submits a travel request, including the data leading to it.
2. To submit a report after returning to the relevant department council on the research that has been completed.
3. A plane ticket will be issued to her/him.

Fourth: Executive and procedural rules

(for Articles 78 of the regulations governing the affairs of Saudi faculty members in universities)

Article 1: Detailed terms and conditions:

1. The scientific communication program must be specified within a timetable and related to the applicant's exact specialization.
2. To be commensurate with the level of the faculty member at the university.
3. Be conducted in an educational, research or professional institution recognized by the university.
4. It should not be part of the activities of one of the conferences, scientific symposia, courses or workshops attached to it.
5. The applicant must have spent at least two years as a faculty member at Imam Abdulrahman bin Faisal University.
6. The applicant must have research published or accepted for publication in one of the refereed journals within two years preceding the date of the start of the scientific communication.
7. The applicant must have spent at least two years from the date of the last scientific contact, sabbatical, loan, training course, workshop, and the like.
8. That the applicant has fulfilled his previous obligations in obtaining a previous opportunity to contact, sabbatical, attend seminars or training courses and the like.
9. The granting of scientific communication to the applicant does not result in withholding any course, and the department council stipulates that in its approval.
10. The percentage of applicants for scientific communication from the department should not exceed %10 of the total faculty members in the department from the same year.
11. The application must be submitted no later than four months before the date of the start of the contact (summer vacation is not counted among them).
12. It is excluded from some of the conditions and criteria above if the required nomination is from the university administration, or through grants from outside the university.

Article 2: Nomination and differentiation criteria:

1. The importance of the program and its scientific and practical return on the applicant and the department.
2. The level of the program (the training course or workshop), the number of applicants, the costs and the time for differentiation between them.
3. The number of times the applicant obtained a scientific contact or sabbatical.
4. The level of academic activity and administrative research of the applicant, as well as community service during the two years preceding his application for scientific communication.

Article 3: Procedures

1. Recommendation of the department and college councils.
2. Scientific Council recommendation.
3. University Council approval.
4. The executive decision is prepared by the Deanship of Human Resources, and it notes in the decision the waiver approval signed by the candidate in cases of delegation on a scientific mission according to Article (76) of the regulations governing the affairs of Saudi university employees from faculty members under Civil Service Council Resolution No. (814/1), dated 1423/20/08 AH

Article 4: Required documents

1. Complete the scientific contact information form.
2. Official documents that show the content of the program (scientific assignment, teaching, research, duration and financial fees).
3. A copy of the Scientific Council's decision approving the applicant's previous contributions, if any.
4. A copy of the university council's decision to send the applicant to teach outside the Kingdom before, if any.
5. Borrowing decisions/documents, indicating the loan period (beginning and end).
6. A copy of the applicant's academic file.

Article 5: Financial provisions

1. The university provides a travel ticket based on its approval for scientific communication.
2. The request to delegate a faculty member outside the Kingdom is treated according to the procedures set out in Article (77) of the regulations governing the affairs of Saudi university affiliates from faculty members and the like.
3. Taking into account the application of the regulations and regulations instructions and the university's instructions regarding financial provisions in general.
4. All the financial obligations referred to above are made within the available capabilities of the university, and if the allocated items expire, the university apologizes for meeting the aforementioned requirements and does not postpone the financial claims for the following year.

Article 6: Interruption / Postponement / Change of Date and Place (scientific sabbatical)

1. The applicant is committed to the approved scientific communication program and time, and it is not permissible to interrupt the assignment or change the place except with the approval of the university and based on the recommendation of the Scientific Council.
2. In the event of changing the date for the same scientific communication program and requesting to attend the same program on a new date, the college's approval in writing is required.
3. The person licensed for scientific communication begins his work at the university after the end of the period of scientific communication, with written notification to the head of the concerned department, who is transferred by the dean of the concerned college and from him to the Deanship of Human Resources. .
4. If the applicant is unable to attend the approved scientific communication program, the college is required to inform the Department of Faculty and Staff Affairs of this in writing, which is transferred by the dean of the concerned college and from him to the Deanship of Human Resources. regulations in this regard.
5. If the licensee for scientific communication fundamentally violates the scientific program for scientific communication, or leaves the program without an excuse accepted by the Scientific Council, it is the powers of the Scientific Council to recommend the recovery of all amounts spent on him during the period of scientific communication, including his salary and allowances prescribed by law, and depriving him of Scientific contact or scientific sabbatical for a specified period.

Article 7: General provisions:

1. A faculty member shall submit a detailed scientific report, two months after his return from scientific communication, to the relevant department council, including what has been accomplished during the period of scientific communication and the extent to which it has been benefited. The report is submitted with a copy of the approved scientific communication project. To the college council and then the scientific council.
2. The same procedures apply to the applicant who obtains scientific contact through grants from outside the university or assigns him the expenses of scientific communication without financial obligations to the university.
3. The college prepares an annual plan in which it identifies the scientific communication programs in which it wishes to participate.
4. The University Council has the right to interpret these regulations based on the recommendation of the Scientific Council.

Fifth: Required forms for scientific communication

1. Dean's letter form (Form 4/1)
2. The scientific communication request form (Form 4/2)
3. Written waiver declaration form (Form 4/3)
4. Official documents for scientific communication indicating the amount of fees - duration - program content.
5. A copy of the applicant's updated resume.

Sixth: Sources

1. The Higher Education and Universities Council System and its Bylaws, Third Edition 1428 AH/2007AD The
2. Regulations Governing the Affairs of Saudi University Affiliates from the Faculty Members and Those in Their Equivalents, and the Executive and Procedural Rules of King Faisal University, First Edition 1423/1422 AH
3. Scientific Communication, Rules Executive and Procedural, King Abdulaziz University.
4. Scientific Communication, Executive Rules of King Saud University.



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أمانة المجلس العلمي
The Secretariat of the Scientific Council



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