



University of Bahrain

Research Policy¹

Article (1)

The herein system shall be named “University of Bahrain Research Policy” and will enter into force as of its date of issuance.

Article (2)

The Deanship is regarded as one of the University of Bahrain deanships, and is administratively affiliated to the University President.

Article (3)

“Scientific Research” is defined, for purposes of this system, as any orchestrated effort that aims to develop human knowledge and scientific research. As such, it embodies the recitals of paragraph (a) of Article (5) of Legislative Decree No. (12) for 1986 with respect to the Establishment and Organization of the University of Bahrain, for purposes of promoting and developing the domains of scientific research.

Article (4)

Scientific Research Objectives:

- a) Making scientific research a supreme value to all members of the university, students and certain decision makers at official organizations and the private sector.

¹ Document translated, please refer the source text in Arabic

Procedures:

- ~ Organize exhibitions and conferences specialized in scientific research.
 - ~ Deep-root cooperation with decision making circles at official organizations and the private sector.
- b) Enable university members and students to master skills of scientific research, each in their field of specialty.

Procedures:

- ~ Organize training courses, workshops and themed seminars.
- c) Facilitate scientific research processes for faculty members and students at the university.

Procedures:

- ~ Extend the necessary financial and technical assistances to faculty members and student researchers.
 - ~ Establish a database of the local and international scientific researches in the different fields.
- d) Facilitate scientific publication processes for faculty members.

Procedures:

- ~ Scientific books arbitration.
 - ~ Issuance of a specialized scientific magazine at the Research Deanship.
 - ~ Support the publication of researches in scientific and arbitrated magazines.
 - ~ Support the registration of the faculty researchers' patents.
- e) Coordinate research efforts between the Higher Education Deanship, and other university Colleges and Centers.

Procedures:

- ~ Conduct researches and studies based on the needs of colleges and centers.
- ~ Coordinate in the field of contractual researches, workshops and seminars.

- f) Establish a type of research partnership between the Graduate Studies and Scientific Research Deanship at the University of Bahrain, and the external scientific research centers at the local, regional, Arab and international levels.

Procedures:

- Communicate with the various Arab and international scientific research organizations.
 - Hold joint researches with external research organizations.
 - Organize local, regional, Arab and international scientific research conferences.
- g) Build effective relations between the Graduate Studies and Scientific Research Deanship, and the official and private community organizations in scientific research fields.

Procedures:

- Outreach to the official and private community organizations to acquaint them with the university research capabilities.
 - Inform the official and private community organizations, as well as local decision-making circles, of the scientific research outcomes in their fields of specialty.
- h) Increase the Graduate Studies and Scientific Research Deanship financial revenues, with an aim of reducing dependence on the university support of scientific researches.

Procedures:

- Increase the volume and level of contractual researches.
- Provide scientific services (scientific consultations, technical services, and others).

Article (5)

Promotions and appointments of academics and administrators at the Deanship is subject to the university regulations and codes.

Article (6)

The teaching quorum of the Dean and the other seconded staff should not exceed six credits (7.5 teaching hours), if the specialties were technical or in the laboratory.

First: Deanship Management

Article (7)

The competencies and responsibilities of the Graduate Studies and Scientific Research Dean are:

The Dean is an academic person appointed by the University Trustees Council, and is reports to the University President. He assumes the hereunder tasks:

- a) Develop scientific research at the university level.
- b) Draft the Deanship plans for approval on part of the University Council.
- c) Supervise implementation of the plans approved by the University Council.
- d) Adopt recommendations of the Scientific Research Council, and refer the same to the University Council for approval.
- e) Draft the Deanship budget, pending approval of the University Council.
- f) Coordinate the various scientific research efforts with other University Deans.
- g) Chair the Scientific Research Deanship Council.
- h) Chair the Scientific Research Council.
- i) Supervise scientific research at the university.
- j) Prepare contractual research agreements between the University, and individuals or the local, regional and international parties; sign and supervise implementation of the same.
- k) Communicate with competent parties inside Bahrain and abroad to fulfill objectives of the Deanship.
- l) Any other task that may be entrusted by the University President, and the University Council.

Article (8)

Faculty members and researchers must obtain the University President approval, at the recommendation of the Graduate Studies and Scientific Research Dean, to provide services or contractual research consultations.

Article (9)

The Graduate Studies and Scientific Research Dean may seek the University Council consent, after coordinating with the competent college Dean, to fully or partly second a faculty member for purposes of consultations, or for contractual scientific research.

Article (10)

The University President shall issue the necessary decisions to enforce provisions of the herein System.

Second: Scientific Research Council

Article (11)

The Council consists of:

- a) Dean of the Graduate Studies and Scientific Research (chairman).
- b) Heads of Units affiliate to the Deanship.
- c) Two external members who are nominated by the Dean of the Graduate Studies and Scientific Research. The two members must be endorsed by the University Council; and are thereto appointed for a one-time renewable term of two years.

Article (12)

Competencies and responsibilities of the Scientific Research Council are:

- 1) Draft the Deanship scientific research policies, plans and future strategies in line with the Deanship vision, mission and strategic objectives.
- 2) Propose regulations, rules and organizing procedures of the Deanship activities.

- 3) Follow up implementation of the tasks entrusted to the Deanship, and ensure good performance and conformity with its vision, mission and strategic objectives.
- 4) Set up themed working committees of the Deanship, and to determine the tasks and responsibilities of the same.
- 5) Supervise activities of the various types of scientific research.
- 6) Supervise the Deanship affiliated scientific centers.
- 7) Propose scientific researches and other activities that fulfill objectives of the Deanship.
- 8) Propose the annual budget of the Deanship, and means of expenditure.
- 9) Approval the reports issued by the Deanship with respect to its activities.
- 10) Any other tasks entrusted by the University Council.
- 11) Approved scientific research projects of faculty members, colleges, centers; and approve the allocated budgets to the same from the scientific research general budget.
- 12) Approve scientific publishing processes that are supported by the Deanship of Graduate Studies and Scientific Research with respect to the faculty works, and follow up on the implementation of the same.
- 13) Approve requests submitted by faculty members pertinent to short scientific visits during summer vacations.
- 14) Form specialized sub-committees to follow up on the issues of scientific research and publishing that are supported by the University.

Article (13)

The Council shall select a Secretary from amongst its members.

Article (14)

The Council shall select a Finance Secretary from amongst its members.

Third: Units

Article (15)

The herein instructions and guidelines are associated with the Scientific Research System of the University of Bahrain, and shall enter into force on the date of issue thereof.

Article (16)

The following terms, wherever they may appear, shall have the meanings adjacent to them, unless the text indicates otherwise:

University:	The University of Bahrain
Unit:	A Unit affiliate to the Graduate Studies and Scientific Research Deanship
President:	President of the University of Bahrain
Dean:	Dean of the Graduate Studies and Scientific Research
Head:	Head of a Unit
Services:	contractual projects, consultations, conferences, workshops, short courses, specialized technical services.

Article (17)

A unit is regarded as one of the Deanship components, and is thus administratively affiliate to the Dean of Graduate Studies and Scientific Research.

Article (18)

Units of the Deanship are incepted by virtue of a decision from the Trustees Council, at the recommendation of the University Council.

Article (19)

Units aim to achieve scientific objectives in specific fields of applied research and training.

Article (20)

The Head of a Unit shall be appointed by virtue of a decision from the President for a renewable term of two years, after consulting with the Graduate Studies and Scientific Research Dean, and the University Council.

Article (21)

Responsibilities and competencies of the Heads of Units are:

Heads of Units, each in his specialty, shall endeavor to promote interaction between the University of Bahrain and the various societal segments; and to vitalize cooperation at the local, regional and international levels in areas of scientific research and publishing; as well as provide scientific consultations.

The President shall appoint the Heads of Units in consultation with the Dean of Graduate Studies and Scientific Research, and approval of the competent college, from amongst the specialized faculty members whose competencies are:

- a) Draft strategic research plans within the scope of specialty, supervise implementation, assessment and report on the same.
- b) Vitalize contractual research activities and scientific consultations with the competent colleges; as well as with local, regional and international organizations.
- c) Organize specialized scientific conferences and workshops of the center, in cooperation with the competent continued education program.
- d) Coordinate with the competent colleges with respect to the tasks that required by scientific research processes and external consultations.
- e) Any other tasks entrusted by the Dean of Graduate Studies and Scientific Research.

Article (22)

The Units primary objectives are:

- a) Promote interaction between the University of Bahrain and society.
- b) Promote and develop cooperation at the local, regional and international level in specific domains.
- c) Resolve specific problems of governmental, industrial entities and firms as well as others.
- d) Promote mutual relations and cooperation between the university and the various local and regional sectors.
- e) Develop applied research projects that are closely associated with local and regional requirements and issues.
- f) Render paid specialized services to researchers.

Article (23)

Consultations, technical services, and studies are rendered to various organizations inside Bahrain and abroad in both the private and public sectors, according to written contractual agreements.

Article (24)

Responsibilities and competencies of the Units include:

- a) Review and adopt recommendations with respect to the Unit working plan.
- b) Review and adopt recommendations with respect to contractual research agreements and consultations.
- c) Review and adopt recommendations with respect to the annual budget of a Unit.
- d) Review and select proposals for contractual researches.
- e) Select and propose research teams from the various academic departments, to undertake contractual researches and consultation studies.
- f) The Unit Head shall submit recommendations to the Dean.

Article (25)

The hereunder shall be entrusted to undertake researches, consultations, technical services at the Unit:

- a) Faculty members, university employees and others who shall be charged therein considering their efficiency and excellence.
- b) Fully time researchers appointed at a Unit or Deanship.
- c) Any other expertise or competencies from outside the university, whom the Unit envisages the need to contract by virtue of a written agreement.

Article (26)

Researchers, from or outside the university who are entrusted with contractual projects, consultations, workshops and technical services; shall be awarded financial rewards in exchange for their services, as per the University of Bahrain financial system.

Article (27)

The Unit financial revenues are:

- a) Revenues resulting from the rendered services.
- b) Donations and grants, as well as other revenues.
- c) The funds allocated by the University annual budget to each Unit.

Article (28)

Each Unit shall render its services according to agreements with the beneficiaries, as per the terms and conditions stipulated by the Council; after seeking the opinion of the University legal consultant, and at the approval of the Graduate Studies and Scientific Research Dean.

Article (29)

The Deanship affiliate Units shall render paid services.

Fourth: Scientific Research General Rules

Article (30)

A faculty member must undertake researches and creative activities that are commensurate with his specialty unilaterally or jointly or by virtue of supervising the works and dissertations of Graduate Studies students, according to the rules of the faculty members; and to contribute to the scientific research environment at the University by holding researches and studies; participate in seminars, supervise the researches of students as well as their scientific and practical activities; provide professional and scientific mentoring; or participate in research initiatives; and contribute in soliciting financial support for research activities from external sources.

Article (31)

Faculty members and students conduct researches as per the regulations and rules of the University of Bahrain, and the legislations of the Kingdom of Bahrain of relevance to intellectual property rules and risk safety; as well as any other moral and contractual commitments.

Article (32)

Each faculty member shall develop and implement their own researches plan that is commensurate with the University and the competent faculty strategic plans.

Article (33)

Each faculty member shall submit annual detailed and full details with respect to the outcome of researches, research activities of their competent departments and colleges for purposes of evaluation.

Article (34)

Faculty members shall submit original works that are subject to the general terms of academic integrity with respect to scientific research. Plagiarism, in all forms, is regarded as unethical on part of researchers that is liable to legal action by the university against a researcher.

Article (35)

Upon undertaking contractual researches or researches supported by the Graduate Studies and Scientific Research deanship; faculty members must maintain all data and research records supporting their outcomes until such time when they are permitted to disclose the same. They must also avail the opportunity for the university to view the same after completing their project according to the legal requirements.

Article (36)

The University of Bahrain shall provide technical and administrative services to researchers; as well as financial support to faculty researches in addition to students of Graduate Studies through the Deanship, who shall also supervise and coordinate contractual research projects, consultations, scientific publishing and arbitration. It shall also support students scientific researches in line a determined mechanism that is announced annually.

Article (37)

The University of Bahrain shall own all intellectual property rights and dividends that were envisaged or applied or authored or created by virtue of a research activity at the University by its employees and its partners; save considering copyrights of authors in conventional academic works which are proprieties of the researcher/s. The University may adopt whatever it deems appropriate with regard to distributing financial returns and commercial exploitation of the same. The University shall also decide on exempting applications with respect to ownership and intellectual property yields, in line with the enacted legislations in the Kingdom of Bahrain.

Article (38)

The mechanism to submit financial support applications of scientific research for faculty members is as follows:

- ~ Submit an application for financial support to the Graduate Studies and Scientific Research Deanship at the Dean office.
- ~ The applications shall be referred from the Dean office to the competent research unit.

- In cases of competency of the general plan of scientific research, the following shall be taken:
 - Tentative assessment is made by the competent unit, and Head of Scientific Research Committee of the concerned college.
 - External assessment will be for projects exceeding BHD 4999.
 - Assessment results shall be made available within (4) weeks from the date of submitting an application.
 - The application is thereto forwarded to the Scientific Research Council Deanship, after which it is forwarded to the University Council for final decision.
 - If the general plan of the scientific research is not competent, it shall be forwarded to the Scientific Research Council Deanship for final decision.

Article (39)

Types of scientific research are determines as follows:

- a) Faculty members researches, which are conducted by one or more university faculty researchers, on a personal initiative basis.
- b) Colleges and Centers researches, which are Colleges or Centers proposed researches associated with the need for the same, and conducted by a research team from the competent college or center; or by a visiting instructor on scientific research full time basis.
- c) Contractual Researches, which are researches managed by the Graduate Studies and Scientific Research Deanship with external organizations, in cooperation with the University colleges and centers.
- d) Distinguished Students Researches, which are researches managed by the Graduate Studies and Scientific Research Deanship at the recommendation of the competent college.

Article (40)

The University shall encourage students to undertake scientific researches, publish the same; seek, support and nurture distinguished students through their colleges in addition to the Graduate Studies and Scientific Research Deanship. It shall also encourage distinguished students in scientific research by virtue of displaying their scientific products in conferences and exhibitions that are being organized by the University, or in which it takes part.

The University also provides the opportunity to distinguished students to display their products during the Students Scientific Research Day; as well as organize scientific research competitions, hold courses and workshops with respect to students scientific research in cooperation between the Deanship, and the Student Affairs Deanship.

Article (41)

The mechanism of scientific consultations to other parties, whether inside the university or outside, shall be as follows:

- a) Submit an application for scientific consultation to the Dean of Graduate Studies and Scientific Research.
- b) The Dean shall forward the application to the competent college to nominate the adequate person, and determine the financial cost as well as the time frame.
- c) The Dean shall accredit the competent college recommendation, and thus signs the consultation contract with the applicant.
- d) Dean of the competent college shall be responsible for implementing the consultation contract.
- e) Dean of Graduate Studies and Scientific Research shall act as a link between the applicant and the competent college.

Article (42)

Tasks of scientific publishing that are entrusted to the Graduate Studies and Scientific Research Deanship are as follows:

- a) Arbitrated scientific books which the University colleges request publishing for purposes of using as a syllabus used for teaching.
- b) Scientific researches funded by the Graduate Studies and Scientific Research Deanship, after the faculty members attains a written consent to publish the same.
- c) Student researches nominated by the competent college Dean.
- d) Scientific researches carried out by the Graduate Studies and Scientific Research Deanship.

In this regard, the following must be taken into consideration:

- Scientific publishing of scientific books, at the recommendation of the Scientific Research Council, is availed after obtaining positive feedback from the arbitrators.
- Scientific researches publishing shall be made in the University magazines, or by virtue of a special edition of the Deanship.

Article (43)

The scientific arbitration of books and works shall be made according to the hereunder mechanism:

- a) The competent college submits an application for the arbitration of a scientific product to the Deanship of Graduate Studies and Scientific Research, coupled with a list of not less than five specialized arbitrators, provided they are from different geographic regions.
- b) The Deanship forwards the scientific product to the arbitrators (not less than two).
- c) The researcher makes the required amends, if any.
- d) The Scientific Research Council recommends publishing the scientific product.

Article (44)

- a) The budget allocated by the University Council to fund faculty, students, colleges and centers scientific researches.

- b) The Deanship revenues from contractual researches, scientific consultations, conferences, and workshops organized by the Deanship and affiliate centers..
- c) Donations allocated for scientific research purposes received from firms; local, regional, Arab and international organizations.

Article (45/A)

Forming an effective relationship with scientific research institutions in the Kingdom of Bahrain shall be based on:

- a) Coordinating efforts, and facilitating tasks of scientific research and publishing.
- b) Effective participation in scientific research undertakings.
- c) Exchange of viewpoints and advice.
- d) Cooperation in organizing scientific research conferences.
- e) Cooperation in building an information database relevant to scientific research.

Article (45/B)

Set up an effective relation with external scientific research organizations, as well as other supporting entities as follows:

- a) Exchange expertise, information and competencies in the field of scientific research.
- b) Participate in scientific conferences related to scientific research.
- c) Attain technical and financial support.
- d) Hold joint researches.
- e) Facilitate the processes of arbitration and scientific publishing.

Article (46)

The Vice president for Academic Programs and Graduate Studies, along with the Deanship of Graduate Studies and Scientific Research, Colleges, Academic Departments and Research Centers shall implement this System.

Article (47)

The herein system shall be reviewed every five years, or when the need calls by the Deanship of Graduate Studies and Scientific Research.