

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Deanship of Scientific Research

عمادة البحث العلمي

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Instructions for Promoting and Encouraging Quality Research Publication at the University

Recommendations of the special committee formed by a decision of the University Council

The University Council assigned the special committee to submit a proposal to transform scientific research from a self-initiative into an integral and original part of the academic work. Accordingly, actions were taken to provide suggestions related to enhancing competencies and promoting scientific research through linking it to the annual raise.

The committee took into consideration the regulations and instructions related to scientific research and the tasks of the faculty member. For this, article 24 of the University's regulations and instructions, which was approved in 2004, stipulates that part of a faculty member's task is to conduct scientific studies to advance knowledge and develop the community.

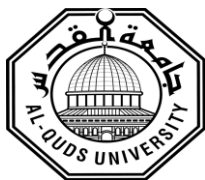
The committee, after thorough discussions, reached the following recommendations, which are deemed to promote and enhance scientific research efficiency at the University level.

First

1. To attract active research faculty members from the distinguished graduates of Al-Quds University who have completed their postgraduate studies from prestigiousⁱ universities.
2. To attract active research faculty members from outside the University who have completed their studies throughout the three levels, bachelor, master's, and doctorate, from prestigious universities on the academic and research levels.
3. To encourage faculty members to get involved in the research activity by offering incentivesⁱⁱ and rewarding them.
4. In compliance with the University's regulations and laws, the faculty member shall enjoy a partial reduction from the academic load if he/she is involved in conducting research. It is not acceptable for him/her to work overtime either inside or outside the University.
5. According to article 5 of the scientific research regulations, faculty members are granted seed funding from the scientific research budget covered by the University.
6. To support and assist researchers in drafting research proposals in cooperation with a special unit experienced in writing proposals and help them look for fundings vis a vie article 3 of the regulations of scientific research.
7. To provide mechanisms to benefit from prominent digital libraries.

Second: Incentives for Scientific Research Dissemination

Researchers are granted bonuses for publication in a renowned journalⁱⁱⁱ in which bonuses are granted. This is according to a fair policy for everyone and within the frame of the annual award for scientific research announced at Al-Quds University and under the supervision of the Deanship of Scientific Research. Such award will be granted after the committee's review, which is appointed by the Deanship of Scientific Research and commissioned by the University President.



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Such bonuses will be granted as follows:

- a) The researchers who have a record of 10 published studies in class A and B journals as clarified below. In case the researcher was the main author or corresponding author, he/she will be granted a one-time \$600 US bonus for papers published in journals ranked Q1 during the cycle of one academic year and \$400 US for papers published in journals ranked Q2.
- b) Bonuses will be granted to other researchers who have a record of less than 10 published papers and as main researchers, during the cycle of one academic year as follows:
 - \$200 US on every article at least ranked A, B, C, D.
 - \$600 US on every research ranked Q1, and \$400 US on every research ranked Q2.
- c) Any researcher who publishes within the ranks A and B, as an associate researcher, receives \$100 US for each research.
- d) The system of bonuses is applied to research students from Al-Quds University.

Third

1. To encourage researchers to conduct research visits to prestigious universities and research centers and facilitate their journeys.
2. To encourage researchers to present research papers at scientific conferences sponsored by reputable research institutions and societies and financially support them.
3. To encourage researchers to engage in international studies and multi-country partnerships for their importance in raising the name of the University in international rankings.
4. To invigorate researchers to engage in applied and multidisciplinary research that serves sustainable development goals.
5. The University fully covers the publishing expenses not exceeding \$500 US in Q1 and Q2 journals and the A, B, C, D categories.
6. To facilitate the process of checking and analyzing the research outputs through:
 - The Center for Statistical Analysis, a specialized and approved center affiliated with the Faculty of Science and Technology.
 - To benefit from all University research and service laboratories, according to the following mechanism:
 - To provide scientific research tools, via a centralized system.
 - To provide analysis service on advanced and sophisticated devices through authorized analytical services centers.
 - In the event that the service cannot be provided at the University due to the lack of necessary equipment, the researcher will be assisted by facilitating checking of services or service work outside the University, and the University will cover the expenses. A form is available on the University's webpage.



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Fifth: The University assists in providing editing and translation services for research intended to be published in reputable journals.

Sixth

- One of the duties and tasks of a faculty member is to carry out scientific research. The lack of scientific research is considered a failure to perform the tasks stipulated in the regulations and instructions of the University.
- Upon contracting with any new faculty member starting from the academic year 2021/2022, it is required that he/she will publish a scientific paper in international journals indexed A, B, C, D annually or carry out equivalent research work^{iv}. If it is not possible to achieve this, he/she will be given an opportunity for another two years. If he/she fails to achieve this, the contract with him/her will be terminated.
- To reactivate the full-time academic system starting from 2021/2022, priority will be given to active researchers within standards determined by the faculty in coordination and consultation with the Deanship of Scientific Research and Deanship of Academic Affairs.
- Al-Quds University must be mentioned in the research published during the sabbatical years without salary or scholarship.
- To reactivate the tenure system, the load of the research output shall be at least 40% of the final evaluation.

Seventh: Researchers from Outside the University

- This item belongs to a group of researchers who have research relations with Al-Quds University and publish their research as first or second affiliation.
 1. In the event of publishing any research on behalf of Al-Quds University, it shall be conducted with the coordination of the Deanship of Scientific Research to ensure that research complies with the University regulations and instructions.
 2. Approval must be obtained from the Scientific Research Ethics Committee at Al-Quds University in case needed.
 3. There are no job entitlements that Al-Quds University bears to the researcher.
 4. The bonuses and incentives instructions are applied according to what was previously mentioned in the second point of the scientific research bonuses for these researchers.
 5. These researchers can apply to proposals to obtain funding and benefit from the University's services in partnership with researchers from Al-Quds University and in coordination with the Deanship of Scientific Research.

ⁱ Prestigious Universities: Among the top 500 universities of the Shanghai list



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ⁱⁱ Incentives: Appreciation awards offered by the Deanship of Scientific Research to researchers based on Article 8a of the scientific research laws and regulations.

ⁱⁱⁱ Journals that are among the following categories:

- Web. Of Science
- Scopus
- Emerging source citation index
- ARCIF and the approved list of Journals at the University of Jordan

^{iv} Equivalent research work: Publishing books, chapter in book, patent development, product development