



بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ
Deanship of Scientific Research

عمادة البحث العلمي

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Scientific Research Instructions at Al-Quds University No. 1 of 2018

Chapter 1: The University basic elements policy regarding scientific research:

1. Al-Quds University pays special attention to scientific research and considers it a special asset. Scientific research is one of the major elements to advance the University's scientific position worldwide, serve the Palestinian community in specific and the Arab community in general, and further expand human knowledge.
2. The University believes that scientific research is a significant part of the academic cadre work. This is reflected in its hiring policy of new academics and distribution of academic loads. Priority hiring is given to academics with extended experience and sufficient research outputs.
3. The University shall provide an adequate environment and the appropriate infrastructure needed to promote scientific research. This can be illustrated in terms of providing uninterrupted time for research, office space, equipment, library services, and other research requirements. The University prioritizes researchers by lowering their academic loads when appointing courses, allocating graduate dissertations, and supervising graduation projects. Furthermore, the University is committed to reducing the researchers' administrative and academic workloads partially or fully in respect to their research responsibilities.
4. The University shall provide joint research service centers that serve similar research purposes. It helps provide researchers with research equipment as well as specialized and trained technical staff to assist them in using the equipment through a pre-booking system. Moreover, the costs of testing and operating the equipment are deducted from the budget of the researchers' projects or in coordination with the research center administration. The University shall also work on locating all research centers in one centralized building for easy access.
5. Priority for sabbatical leave shall be given to researchers with substantial research outputs. These researchers shall be working on producing a minimum of one scientific paper approved for publication the year after the sabbatical leave.
6. The University shall promote research participation for the teaching and research assistants by reallocating a percentage of their workload to work on research and assist the researchers to finish their research.
7. The University supports publishing research, studies, literature, translations, and verified manuscripts in peer-reviewed journals of prestigious ranking according to the instructions in appendix 1. The University shall contribute to the expenses of publication - not



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- exceeding \$500 US for one research paper. It shall also contribute to the editing of publishable articles in accordance with the abovementioned instructions.
8. The University can provide funding for participation in scientific conferences for scientific papers as posters or presentations. The University shall form a specialized committee derived from the Deanship of Scientific Research to determine the significance of the conference according to the instructions in appendix 1. The committee then approves funding by allocating a maximum of \$1200 US to the researcher, payable one time during the academic year for the conferences' tickets, accommodation, and registration fees. Moreover, at a later stage, the University shall allocate a budget for each faculty to cover the expenses of their members' participation in conferences after the candidates' placement by the faculty and the approval of the Deanship of Scientific Research.
 9. Al-Quds University, as a first stage, shall issue a peered research journal twice a year where each issue addresses one of the following fields: medical sciences, applied sciences, architecture, social and humanities sciences. The second phase will include issuing an annual specialized peer-reviewed journal addressing one of the abovementioned fields.
 10. The University seeks to honor its researchers who publish in high-ranking scientific peer-reviewed journals by granting them appreciation and incentive awards in an annual ceremony according to appendix 2.
 11. The University shall provide funding for internal research projects by urging the researchers to present pilot projects proposals during September of every year. The pilot projects results will be used to bring more funding from local, regional, and international institutions. The funding ceiling for each project shall be \$5000 US, and the priority is for projects recommended by pioneers, community institutions serving the society, or projects recommended by an accredited body by the University, especially the projects related to the City of Jerusalem as in appendix 3. Moreover, the University shall form a specialized committee proposed by the Scientific Research Council and mandated by the University President to evaluate the presented projects.
 12. The Deanship of Scientific Research and its Council encourage conducting research conferences in medical, applied, humanities and social sciences at the University and country level. It also promotes joint conferences between its different faculties and with other Palestinian universities, civil society institutions, and private sector, or engage in international and regional partnerships. Moreover, the University provides these conferences with the needed logistics, news coverage, and funding support. In addition, the University endorses research conferences for students of graduate studies, bachelor graduation projects, and conferences addressing modern scientific issues that introduce solutions for local issues, especially those related to Jerusalem.
 13. The Deanship of Scientific Research and its Council encourage conducting research activities at the faculty level to promote scientific research among its teaching cadre and



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researchers. This is done through the scientific research committees in each faculty headed by the Scientific Research Council members. These activities shall include establishing a monthly Journal Club for the academic cadre and allocating a weekly one hour free work in the teaching staff timetable to conduct their research activities. Moreover, the Deanship of Scientific Research shall work on holding training courses and workshops related to scientific research methods, writing research proposals, publishing, and scientific writing conducted by international and local experts in various aspects of humanities, applied, and medical sciences.

14. The Deanship of Scientific Research and its Council shall support the student research clubs in the faculties as in appendix 4.
15. The Deanship of Scientific Research shall oversee the development of a database in cooperation with the projects department using the ticketing system to document the projects abstracts, funders, and upload the interim and final results of these projects.
16. The University shall oversee the development of a portal system connected to a database, to include the researchers' profiles such as research interests, previous and current projects, and participation in scientific conferences. Moreover, the researchers shall have access to upload their research data, which will be then reviewed by the Deanship of Scientific Research. Furthermore, the researchers shall update the data of their research projects and activities at Al-Quds University on the scientific research website with access control to certain information.
17. The University shall update the scientific research priorities of masters' dissertations and the teaching staff's research every three years, especially those related to Jerusalem affairs.
18. The University shall approve the incentives of research projects funded by external bodies. The project incentives system is detailed in appendix 6 of this document. This system is established to protect the researchers' and the University's rights and regulate the relationship between them.
19. The University shall form a joint council of both the Deanship of Scientific Research and the Deanship of Graduate Studies to evaluate and administer the research output of the masters' dissertations. The Dean of Scientific Research or its behalf shall represent the Scientific Research Council, and the Dean of Graduate Studies or its behalf shall represent the Graduate Studies Council in this joint council.