

**NINGDOM OF SAUDI ARABIA  
MINISTRY OF HIGHER EDUCATION  
KING FAISAL UNIVERSITY  
KNOWLEDGE EXCHANGE & COOPERATION ADMINISTRATION**

**Charter of  
Rules And Regulations  
Governing Scientific Chairs  
at king Faisal University**

**2009**



## **Charter of Rules and Regulations Governing Scientific Chairs at King Faisal University**

### **Article (1)**

#### **Definitions:**

University: King Faisal University

Scientific Chair: A permanent or temporary grant or award to finance an academic or research program at the university. The scientific chair may be temporary, permanent, or endowed.

Permanent Scientific Chair: A scientific chair financed for a period of not less than ten years.

Endowed Scientific Chair: A scientific chair financed by an endowment.

Temporary Scientific Chair: A scientific chair financed for a period of not less than two years.

Donor: A person, group, or an organization that donates an in-kind or cash award to establish a scientific chair or to finance an existing scientific chair.

Professor of the Chair: An eminent researcher who has made extensive contributions in the chair's field of research. He supervises the scientific affairs of the chair.

Supervisor of the Chair: A faculty member who has extensive research experience in the chair's field of research. The supervisor is appointed by the Principal Committee of Scientific Chairs and is in charge of the financial, administrative, and technical affairs. The Committee: A group of experienced members from within the university and stakeholders in the community chosen by the President or his appointed delegate and assigned specific duties that include formulating and enforcing policies and regulations for scientific chairs.

Research Projects: Research studies and consultations implemented under the supervision of the scientific chair.

## **Article (2)**

### **Vision**

King Faisal University Scientific Chairs to be a fundamental enhancer and a renewable source of support for research excellence, creativity, and knowledge and scientific development efforts, and to be a main channel to achieve the strategic partnership with the community and promote the university's prestige and exploration at local, regional, and international levels.

## **Article (3)**

### **Mission**

To reinforce the university's efforts to support national development and serve its objectives and prepare a generation of outstanding researchers to contribute in knowledge production and transfer and settlement of modern technology.

## **Article (4)**

### **Objectives**

- 1- Instill a culture of excellence, innovation, and creativity in the university's genres and support their development.
- 2- Enhance the university and Kingdom's scientific standing internationally.
- 3- Support the transfer of technology to enhance, develop, and increase the caliber and productivity of local industry and other production and service entities.

- 4- Identify areas of collaboration between the university and the community's organizations for the mutual benefit of both.
- 5- Develop channels through which the community can benefit from the university's potential in human resources, utilities, and equipment.
- 6- Generate innovative research and support scientific publishing in renowned international journals.
- 7- Support postgraduate programs and enhance their capabilities to create a new generation of researchers to contribute to the knowledge and scientific development in the kingdom in particular, and to serve humanity in general.
- 8- Establish new, specialized scientific programs which provide the necessary competencies to help community institutions carry out their duties in the achievement of national development plans.
- 9- Support the establishment and development of technical terminology in the Arabic language.

## **Article (5)**

### **Finance Resources**

- 1- Grants or definite-financial bestowals or installments to finance either a temporary or permanent chair or in-kind investments that partially or completely cover the expenditures of the chair.
- 2- Balances from the university budget or the University Endowment Fund.
- 3- Higher Education Fund or other resources.
- 4- Self financing created by the chair's programs and activities (studies, consultations, and training).

### **Article (6)**

The University Council approves the acceptance of stipulated monetary and in-kind grants, bestowals, testaments, and endowments, which finance scientific chairs, in accordance with prevalent regulations.

### **Article (7)**

The minimum sum required to establish an endowed or permanent scientific chair is 5,000,000 Saudi riyals. The minimum sum required to establish a temporary scientific chair is 2,000,000 Saudi riyals.

### **Article (8)**

Grants, bestowals, testaments, and endowment revenues are deposited in an independent account for each chair in the name of the university in one of the local banks. This account balance is audited annually.

### **Article (9)**

Expenditure for a chair's activities is deducted from each scientific chair's account according to the previously approved projected budget. Such payments have to be approved by the President of the university or his delegate in accordance with official documentation, and is subject to the supervision of the university's comptroller.

### **Article (10)**

The university comptroller periodically audits the financial archives of the scientific chair and presents a report to the President of the university.

### **Article (11)**

According to the prevalent regulations, ten percent (10%) of the endowment or bestowal budget is devoted to the university to cover the chair' service expenses.

### **Article (12)**

The academic body, which desires to establish a scientific chair, prepares a detailed project including the following:

- 1- Vision, mission, objectives, and the main specialty of the chair and its significance to society, the university, and the academic body.
- 2- General description of the chair's type, name, and research or academic program with which it is attached.
- 3- The expected resources which will finance the chair.
- 4- Administrative, technological, and scientific requirements which are necessary for conducting the activities of the scientific chairs.
- 5- Prepare a detailed estimated budget for the chair, which should include income and running and instrumentation expenditures.

### **Article (13)**

A contract is signed between the university and the donor that stipulates the objectives, duration, and the amount of bestowed financial and in-kind support.

### **Article (14)**

The donor is obligated to finance the chair in accordance with the signed contract. In the case of finance or payment discontinuation for unjustified reason, the donor forfeits his rights to all privileges bestowed upon him by the university (Article 15).

### **Article (15)**

The university awards the chair donor the following privileges

- 1-Naming the chair after the financier (unless otherwise abdicated).
- 2- Including the donor's name in the University's Golden Record.
- 3- Naming the laboratories and areas specific to the chair after the donor, in accordance with the university's rules and regulations.
- 4- Honoring the donor as the university deems appropriate.
- 5- If so desired, the donor can benefit from the chair's research outcome.
- 6- Citing the donor's name in published articles, printed material, seminars, and conferences related to the chair.

### **Article (16)**

Scientific chairs are established in areas pertinent to the university. They must also serve the university's Vision, Mission, the objectives of the donor, and support the university's efforts to develop the knowledge-based national economy.

### **Article (17)**

#### **Professor of the Chair**

To achieve the objectives of the chair, an eminent scientist from the kingdom or abroad with outstanding scholarly achievements in the subject area of the chair, will be recruited. The Professor of the chair will supervise the scientific affairs of the chair.

### **Article (18)**

In the event that the university is unable to recruit a permanent professor for the chair, help will be sought on a part-time basis.

### **Article (19)**

Duties of the Professor of the chair will be determined by the signed contract and may include the following:

- 1- Contribute in the achievement of the Vision, Mission, and objectives of the chair.
- 2- Accomplish the objectives of the chair in the stipulated time.
- 3- Contribute towards the development of knowledge and technical and technological issues as stipulated by the chair's work plan
- 4- Update and develop laboratories and work areas related to the chair.
- 5- Prepare an annual report at the end of each academic year on the scientific and research activities of the chair.

## **Article (20)**

### **Supervisor**

In accordance with the ordained regulations of the Principal Committee of Scientific Chairs, a faculty member from the university, who is affiliated with the chair's field, is assigned supervisor for the chair. The supervisor of the chair is in charge of technical, administrative, and financial affairs of the chair.

The Supervisor is awarded a monthly payment as follows:

- 1- 5,000 Saudi riyals for Assistant Professor.
- 2- 6,000 Saudi riyals for Associate Professor.
- 3- 7,000 Saudi riyals for Professor.

It is possible to increase the award by 50% if the work of the chair is related to innovative applied research.

## **Article (21)**

### **Part-time Consultant**

It is permitted to seek help and advice from a part time consultant who has outstanding academic accreditation and achievements in the chair's field. This consultation can be delivered either through visitation or through distant consultation.

## **Article (22)**

### **Researchers, Research Assistants, and Technicians**

Researchers, research assistants, and technicians who have research interests and experience related to the chair's field are recruited from within the university and externally to help in achieving the chair's objectives.

## **Article (23)**

### **Postgraduate Students**

A number of Saudi and non-Saudi students could be recruited to pursue their master and PhD degrees through carrying out their research in areas related to the chair's field.

## **Article (24)**

### **Financing of Research Projects**

Research projects, presented in the chair's fields, are financed after evaluation. Financing is processed according to the research accredited budget and signed contracts with the participants of the financed research.

## **Article (25)**

### **Budget**

- 1-An Annual estimated budget is prepared for each scientific chair by the supervisor within the amount allocated to the chair. The budget should be prepared at least three months ahead of the fiscal year to be studied, and approved by the Head of the Principal Committee for Scientific Chairs .
- 2-Expenditures must be within the chair's accredited budget.
- 3-During the fiscal year, and with a proposal from the chair supervisor and the approval of the Principal Committee of Scientific Chairs, it is permitted to make transfers between expenditure items and increase the allocations for specific items.

### **Article (26)**

The amount allocated for the expenses of the chair are designated for the following:

- 1- Salaries, rewards, and other allowances
- 2- Financing research projects and studies which serve the purpose of the chair
- 3- Providing financial support for seminars, workshops, and conferences which serve the objectives of the chair.
- 4- Purchasing the necessary research equipment to carry out the chair's research activities.
- 5- Operative and administrative expenses

### **Article (27)**

A permanent loan not exceeding 250,000 Saudi riyals in the name of the chair's supervisor is made available. The loan should be used to cover the purchase of equipment and operative and administrative expenses.

### **Article (28)**

All equipment and instrumentation will be the property of the university on completion of the chair's activities or cessation of its activities for whatever reason.

### **Article (29)**

The Principal Committee for Scientific Chairs is composed of five members selected and chaired by the President of the university or his appointed delegate. One member of the committee should be a supervisor of a scientific chair at the university. The head of the committee has the authority to invite anyone he deems as appropriate to attend the Principal Committee meetings.

### **Article (30)**

The Principal Committee meets periodically or whenever necessary by an invitation from the Head of the Committee and a quorum is achieved when two-thirds of the members are present. A decision is taken by a majority vote and when the votes are equal, the side of the Head of the committee is preponderated.

### **Article (31)**

The Principal Committee has the following duties:

- 1- Formulating the general policy of the university's scientific chairs
- 2- Approving the rules and regulations that direct the work of the scientific chair.
- 3- Approving performance reports of scientific chairs
- 4- Approving the annual budget of the chairs and their account final reports
- 5- Appointing an auditor and determining his fees (legal office)
- 6- Approving the annual report of scientific chairs programs
- 7- Approving the financial policy of scientific chairs
- 8- Recommending amendments on the rules and policies of this charter and presenting them to the University Council for approval
- 9- Approving the mechanism of selecting the supervisors of the scientific chairs

### **Article (32)**

The Principal Committee of Scientific Chairs presents a detailed annual report to the University Council. The report should identify the most important achievements of the scientific chairs' programs.

### **Article (33)**

#### Duties of the Head of the Principal Committee

In addition to chairing the Principal Committee, the Head will have the following duties:

- 1- Appointing supervisors of scientific chairs
- 2- Approval of researchers, assistant researchers, and technicians whose names are proposed by supervisors of scientific chairs.
- 3-Approval of research-projects reports submitted by supervisors of scientific chairs
- 4-Approval of purchase of equipment and supplies whose value exceeds 250,000 Saudi riyals

### **Article (34)**

The University Council allocates the Scientific Chairs Principal Committee's reward. It also allocates appropriate funds and motivational rewards to encourage initiatives for scientific chair - projects and the facilitation of their financial support.

### **Article (35)**

#### **General provisions**

- 1- Except as otherwise mentioned herein, any other issues will be under the jurisdiction of the rules and regulations of King Faisal University.
- 2- This charter is valid from the date it is approved by the University Council and it supersedes all other rules and regulations.
- 3- The University Council has the right to interpret this charter.

