

# Organizing Rules Research Excellence

**Saudi Centers Of Research Excellence (SCORE)**





## Chapter One: The Concept and Objectives of Research Excellence Centers

### First : Definitions

#### Article 1:

the following words and phrases – wherever they are mentioned – have the meaning stated against each of them:

- ① The Ministry: Ministry of Higher Education.
- ② The University: The venue of the center.
- ③ The Center: An independent university research unit aiming at accomplishing quality and creative research achievements in a certain field, consolidating research capabilities, supporting research programs, upgrading them in that specialization, and undertaking activities supporting of scientific and research fields.
- ④ The Supervising Committee: A committee formed by the ministry for undertaking certain tasks to follow up the performance of research excellence centers, evaluating and supervising them.
- ⑤ Board of Directors: A group of people entrusted with supervising management of technical, administrative and financial business of the center according to particular procedures.
- ⑥ The Director: The director of the center.
- ⑦ Deputy Director: deputy director of the center, the director may have more than one deputy.
- ⑧ Consultant Board: a group of people of scientific competences submitting their opinions and scientific and research experience to the center.
- ⑨ Executive Committee: The body entrusted with managing the center.
- ⑩ Conditions and Specifications: A document accredited by the ministry of higher education involving the conditions and specifications of the research excellence center, procedures and methods of submitting proposals of financing the research excellence centers at universities and the criteria of evaluating these proposals and bases of preference among them.

- 11 A Contract of Finance: A written agreement between the university and the ministry to finance the center.
- 12 Equipment: scientific devices of certain technical performance doing definite functions that the researcher or team of researchers can depend on or need to arrive at a certain research result. These do not include office furniture or tools.

## Second: Objectives of the research excellence center

### Article 2:

The finance of the research excellence center aims at:

- 1 Conducting specific scientific and research activities focusing on definite fields of national concern and strategic nature.
- 2 Preparing an adequate research and scientific atmosphere in order to enable researchers and postgraduate students to conduct creative research and develop advanced technologies that may help the kingdom assume a leading position in the areas the center is concerned with.
- 3 Attaining integration and linking between researchers and experts in university and industry.
- 4 Consolidating cooperation in specific research fields between Saudi universities and relevant distinguished world research universities and centers.



## Chapter Two: Procedures and Requests of Financing the Center

### Article 3:

Request of financing the center is accepted through submitting a written proposal to the ministry of higher education according to the conditions and specifications referred to in item (10) of article 1.



## Chapter Three: Developing the Center and its Management

### First: The Method of Establishing the Center and the Elementary Obligations of the university:

#### Article 4:

In case of agreeing to financing the center, a contract is to be drawn up between the ministry of higher education and the university, involving the following basic elements:

- A The center's name and the field of its work and objectives.
- B The amount of finance, and the rules of depositing and spending it, that conform to the articles of chapter four of these rules.
- C Obligations of the financing institution (the ministry of higher education).
- D Financial penalties and fines imposed on the center as a result of violating terms of agreement and the rules of application in the contract.

#### Article 5:

The university is committed, within the three months subsequent to signing the contract, to submitting a strategic plan of the years following the first year of financing the center and the operating plan of the first year, according to the period agreed upon in the contract. In the two plans, the objectives approved to be achieved by the center should be taken into account.

## Second: Management of the center:

### Article 6:

The center is to be managed by a staff member or a researcher in the field of the center's work, providing that his academic rank should not be less than associate professor with experience and administrative competence .He should be full time manager of the center technically and administratively . He is to be responsible to the board of directors, the university and the ministry of higher education . He is appointed by a decree to be issued by the university director for two renewable years in which the authorities, responsibilities and tasks are identified.

### Article 7:

The manager is to be assisted by a staff member or more of specialists in one of the fields of the center, one of whom is to deputize the manager in his absence or lack of ability to manage the center . The deputy manager is to be appointed by a decree issued by the university director for two renewable years.

## Third: Board of Directors of the Center:

### Article 8:

Board of directors of the center consist of :

- A Vice-director of university for postgraduate studies and scientific research or any of the other vice-directors (chairman).
- B Dean of scientific research( deputy chairman).
- C Manager of the center (secretary of the board).
- D Three to five members well-known in the field of the center's work appointed by a decree to be issued by the university director and nominated by the manager of the center.
- E Two external members related to the field of the center' work, to be appointed by the university director for two renewable years.



#### Article 9:

Board of directors are concerned with all the centers' affairs in a way that does not contradict with the rules and the regulations adopted in the university, they are authorized to:

- (A) Approving policies and strategic plans (operating and others) ensuring the achievement of the centers' objectives.
- (B) Approving internal regulations of the center in a way that does not contradict the rules and regulations adopted in the university and establishing administrative units or modifying them so as to organize the flow of work at the center.
- (C) Forming the consultant board of the center and approving its members.
- (D) Forming the executive committee of the center and identifying its authorities and mechanism of work.
- (E) Approving contracts and allowances of researchers, consultants, researcher-assistants, technicians, workers and others of projects and studies related to the project scheme and according to financial plans of the center.
- (F) Suggesting scientific and research cooperation agreements with scientific and research institutions inside and outside the kingdom and holding workshops, conferences and other activities related to the center's work.
- (G) Accepting supporting and scientific members from private sectors and individuals and laying regulations related to this membership.
- (H) Recommending acceptance of gifts, donations and wakfs in a way that does not contradict with the basic purpose of establishing the center and the regulations followed in the kingdom.

#### Article 10.:

- (A) Board of directors meet in response to a call from its chairman twice every semester at least, and the meeting is not considered valid without the attendance of two-thirds of the members; the decisions of the board are issued by overall majority of the votes of the attending members. In case of equality of votes, the side of the chairman is preponderated. The decisions of the board are put into force following the approval of the university director.

- Ⓑ In case of objection by the director of the university to any of the board decisions and the insistence of board to its stance, the decisions under objection are referred to the university council and its decision is considered final.

#### Fourth: The Consultant Board of the Center

##### Article:11:

A consultant board for the center is to be formed of five members at least for two renewable years, providing that two-thirds of the members are from outside the university, two of which are experts known for their distinguishment in the field worldwide, in addition to the manager of the center.

##### Article 12:

The consultant board is chaired by one of its members with the exclusion of the manager of the center, and the deputy chairman assumes managing board affairs in his absence or inability to manage the board affairs .The chairman and his deputy are to be nominated through the board of directors.

##### Article13:

The consultant board of the center are concerned with:

- Ⓐ Submitting recommendations that link the center to the world excellence experiences in the field of the center's work.
- Ⓑ Guiding the center in the two operating and strategic plans referred to in articles (16,5) of these rules.
- Ⓒ Providing remarks and recommendations concerning raising the scientific performance of the center and its researchers.
- Ⓓ Studying the subjects referred to form the board of directors.



#### Article 14:

The consultant board meet once a year at least in response to a call form the chairman or his deputy, and submit their recommendations to the board of directors of the center to approve what they find appropriate. The board are to submit an annual report to the board of directors.

### **Fourth: The Supervising Committee of the Research Excellence Centers**

#### Article 15:

The ministry of higher education form a committee to supervise the performance of the center on its part. This committee is concerned with:

- (A) Setting criteria pertaining to the performance of the research excellence centers.
- (B) Ensuring that these centers achieve its objectives.
- (C) Assisting the center to implement approved plans of work, follow up the center's performance, the extent of realizing main objectives and the strategic plans of the ministry in the field of scientific research.
- (D) Evaluating and identifying the general framework of the annual periodical scientific financial and administrative reports.
- (E) Following up the extent to which the center is committed to the work plans stated in the university proposal to finance the center.
- (F) Following up the extent of integration of the research excellence centers works with the university and related institutions.
- (G) Following up the mechanisms related to the stages of the center's performance and its evaluation.
- (H) Ensuring the extent of match between the center's vocation with other centers so as to attain national and strategic goals and avoid repetition and duplication.
- (I) Preparing an annual report and submitting it to the ministry on the extent of the achievement of the main goals of the centers financed by the ministry and the strategic plans of the ministry in the field of scientific research.



## Chapter Four: Financial Rules

### **Article 16:**

The ministry identifies the budget required to finance the center according to the contract, which is cashed in payments in line with the achievements based on the two operating and strategic work plans stated in article five of these rules.

### **Article17:**

Financial payments of the center are to be deposited in a special and independent account; whatever the case, it is not allowed to spend from the allocated fund in other items than those agreed upon in the finance plan.

### **Article18:**

The university director issues a decree in which he identifies the mechanisms and authority of spending from the center budget for the authorized persons including the manager of the center.

### **Article19:**

Cashing is allowed from the bank account of the center based on the form of approval of cash signed by the authorized persons from the account which identifies the beneficiary and the institution requesting cash, the sum to be cashed, the main purpose of it and the match between the sum and the budget of the project.

### **Article20:**

Cashing is not allowed from the center's budget on the office furniture, infrastructure installation, public service bills or other expenditures not closely related the center's activities.

### **Article21:**

Expenditure on equipment and the maintenance required for the center's activities should not exceed 40% of the center's budget, and the equipment's ownership is transferred to the university on the termination of the contract.



**Article22:**

Transfer of the budget items agreed upon are allowed only by written consent from the ministry of higher education.

**Article23:**

The center is not allowed to contract with any other institutions to achieve all or some of its research obligations financed by the ministry of higher education without the consent of follow-up and evaluation committee stated in article( 15) of these rules.

**Article24:**

The center is to abide by following all the financial regulations and instructions pertinent to financial rules of expenditure, the systems of government competitions, purchase and other systems related to purchase and expenditure from the center's budget.

**Article25:**

The center is committed to submitting an executive and financial plan of work and periodical technical and financial reports according to the statement of the contract.

**Article26:** The center is to abide by identifying rights of intellectual ownership related to the research activities of the center in all its research projects, and the manipulation that brings benefits for both the center and the university according to the regulations followed in the kingdom.

**Article27:**

An annual remuneration is to be paid to the manager of the center, his deputies and the rest of the members of the board of directors of the center and the consultant board for their practical and administrative efforts in response to a suggestion by the director of the university.



**Chapter Five: Penalties**

**Article 28:**

The ministry of higher education has the right to impose financial penalties if the university delayed fulfilling its obligations, providing that this penalty does not exceed ten percent of the total budget approved for the center, if that delay was not brought about by an acceptable excuse or was beyond control or an emergency accident or lack of commitment by the ministry according to the statement of the research finance contract.

### **Article 29:**

If the university violates the terms of agreement stated in these rules or in the contract of research finance drawn up with her, which led to the non-establishment of the center or hindered implementing its main objectives or doing its basic functions according to the set objectives and goals stated in these rules or in the contract of research finance, the ministry has the right to apply the following penalties and procedures:

Invalidating the contract of research finance and stopping finance immediately.

- A Restoring what has been paid whether money or possessions from the institution that has requested finance.
- B

These penalties do not preclude the ministry her right to sue the university for damages incurred as a result of this lack of commitment . The university will be responsible for any compensations or obligations that may rise for individuals or institutions as a result of this lack of commitment.



## **Chapter six: General terms**

### **Article 30:**

The management of the center is to abide by providing the secretariat of the project of the research excellence center of the ministry of higher education with photocopies of the decrees of appointment and authorization issued by the director of the university and the board of directors of the center.

### **Article 31:**

These rules are to be reviewed and modified, if necessary, after two years of its approval.

### **Article 32:**

These rules are put into force as of the date of approval by the minister of higher education, and all decisions contradicted are null and void.

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#### **For More Information Please Contact:**

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