



UNIVERSITY
OF BAHRAIN

Regulations of Scientific Research

Authority / Owner of Regulation: Deanship of Graduate Studies and Scientific Research

Effective: March 28, 2019



Regulations of Scientific Research

Title:	Regulations of Scientific Research in the University of Bahrain
Regulation Description:	Regulations that define the objectives of scientific research, the body responsible for scientific research affairs, the formation of the Scientific Research Council and its units, the general rules for scientific research, the types of scientific research, and the mechanisms for reviewing books and scientific research papers.
Regulation Scope:	<input checked="" type="checkbox"/> Academic <input type="checkbox"/> Administrative <input checked="" type="checkbox"/> Research <input checked="" type="checkbox"/> Student <input type="checkbox"/> general
Regulation Status	<input type="checkbox"/> New regulation <input checked="" type="checkbox"/> Revision of existing regulation
Approval Authority:	University of Bahrain Council
Authority / owner of Regulation:	Deanship of Graduate Studies and Scientific Research
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Related Documents:	The Bylaws of Faculty Members at the University of Bahrain, the Study and Examination Regulation, the Graduate Studies Regulation, Publications Regulations at the University of Bahrain, the Misconduct Bylaws for University of Bahrain Students, and the Academic Anti-Plagiarism Regulation.



**University of Bahrain Council Decision
Number (259) of (2019)
Regarding Regulations of Scientific Research**

Approval of University President / Date: 28 March 2019
University Council:

Article I

The provisions of the Regulations of Scientific Research shall apply. All provisions and decisions that contradict it shall be canceled.

Article II

The Dean of Graduate Studies and Scientific Research, and concerned parties, each within its competence, shall implement this regulation, which shall come into force from the date of its issuance.



Regulations of Scientific Research in the University of Bahrain

Article (1)

This regulation is called the “Regulations of Scientific Research in the University of Bahrain” and shall come into force from the date of its issuance.

Article (2)

The Deanship shall be considered as one of the deanships within the University and reports administratively to the University President.

Article (3)

For the purposes of these Regulations, "scientific research" is defined as any organized effort aimed at developing human knowledge and scientific research. This embodies what is stated in paragraph (a) of Article 5 of Decree-Law No. 12 of 1986 on the establishment and organization of the University of Bahrain, with the aim of encouraging and developing all aspects of scientific research.

Article (4)

Objectives of Scientific Research:

- (a) To make scientific research a supreme value among university staff, students, and some decision-makers in official institutions and the private sector.

Procedures:

- Organizing conferences and exhibitions related to scientific research.
- Strengthening cooperation with decision-making bodies in official institutions and the private sector.



- (b) Enabling university staff and students to master scientific research skills, each in their field of specialization.

Procedures:

Organizing training courses, workshops, and specialized scientific seminars.

- (c) Facilitating scientific research processes for faculty members and students at the University.

Procedures:

- Providing the necessary financial and technical support to faculty and student researchers.
 - Establishing a database of local and international scientific research across various scientific disciplines.
- (d) Facilitating the scientific publication process for the University's faculty members.

Procedures:

- Reviewing scientific publications (books).
 - Publishing a scientific journal for the Deanship of Research.
 - Supporting the publication of research in peer-reviewed international scientific journals.
 - Supporting patent registration for the University's faculty researchers.
- (e) Coordinating research efforts between the Deanship of Graduate Studies and Scientific Research and the various colleges and centers of the University.

Procedures:

- Conducting research and studies based on the needs of the colleges and centers.
 - Coordinating contract research, workshops, and seminars.
- (f) Establishing research partnerships between the Deanship of Graduate Studies and Scientific Research at the University of Bahrain and research centers outside the University at the local, regional, Arab, and international levels.

Procedures:

- Communicating with various international and Arab scientific research institutions.



- Conducting joint research with research institutions outside the University.
- Organizing local, regional, Arab, and international scientific research conferences.
- (g) Building effective relationships between the Deanship of Graduate Studies and Scientific Research and official and non-governmental community institutions in the field of scientific research.

Procedures:

- Communicating with official and non-governmental community institutions to inform them of the University's research capabilities.
- Informing official and non-governmental institutions and local decision-making bodies of the results of scientific research in their respective fields.
- (h) Increasing the financial revenues of the Deanship of Graduate Studies and Scientific Research to reduce reliance on the University in supporting scientific research.

Procedures:

- Raising the level and quantity of contracted research.
- Providing scientific services (scientific consultations, technical services, etc.).

Article (5)

The appointment and promotion of academics and administrators in the Deanship shall be subject to the University's law, regulations, and instructions.

Article (6)

The teaching load for the Dean and those seconded to the Deanship shall not exceed six credit hours (7.5 teaching hours) if it is in disciplines of a technical or laboratory-based nature).



First: Deanship Administration

Article (7)

The powers and responsibilities of the Dean of Graduate Studies and Scientific Research include the following:

The Dean is an academic appointed by the University's Board of Trustees and shall report to the University President, with the following responsibilities and powers:

- (a) Developing the scientific research process at the university level.
- (b) Preparing the Deanship's plans for the approval of the University Council.
- (c) Overseeing the implementation of the plans approved by the University Council.
- (d) Adopting the recommendations of the Scientific Research Council and submitting them to the University Council for approval.
- (e) Preparing the Deanship's budget and getting it approved by the University Council.
- (f) Coordinating scientific research efforts of all types with the deans of the University's colleges.
- (g) Chairing the Scientific Research Deanship Council.
- (h) Chairing the Scientific Research Council.
- (i) Supervising scientific research at the University.
- (j) Preparing, signing, and overseeing the proper implementation of contractual research agreements between the University of Bahrain and individual researchers or local, regional, and international entities.
- (k) Communicating with relevant entities within and outside Bahrain to achieve the objectives of the Deanship.
- (l) Other duties assigned by the University President and the University Council.

Article (8)

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



Article (9)

The Dean of Graduate Studies and Scientific Research may request the approval of the University Council, after coordinating with the Dean of the relevant college, to release a faculty member fully or partially for the purpose of conducting consultation or contractual scientific research.

Article (10)

The University President shall issue the necessary decisions to implement the provisions of these Regulations.

Second: The Scientific Research Council

Article (11)

The Council shall consist of:

- (a) The Dean of Graduate Studies and Scientific Research (Chairman)
- (b) The heads of the units affiliated with the Deanship
- (c) Two members from outside the University, nominated by the Dean of Graduate Studies and Scientific Research and approved by the University Council. They shall be appointed for a two-year term, which may only be renewed once.

Article (12)

The powers and responsibilities of the Scientific Research Council include the following:

1. Formulating the scientific research policies, plans, and future strategies of the Deanship, in accordance with the Deanship's vision, mission, and strategic objectives.
2. Proposing regulations, rules, and procedures organizing the deanship's work activity.



3. Monitoring the implementation of tasks assigned to the Deanship of Scientific Research, and ensuring proper performance and alignment with the Deanship's vision, mission, and strategic objectives.
4. Forming specialized working committees within the Deanship and defining their tasks and responsibilities.
5. Supervising scientific research activities of all types.
6. Supervising the activities of the Deanship's scientific centers.
7. Proposing scientific research and other activities that achieve the Deanship's objectives.
8. Proposing the Deanship's annual budget and its expenditure areas.
9. Approving reports issued by the Deanship on its activities.
10. Other tasks assigned by the University Council.
11. Approving scientific research projects of faculty members, colleges, and various centers, and approving the allocated budget from the scientific research budget.
12. Approving scientific publications supported by the Deanship of Graduate Studies and Scientific Research for faculty members' publications, and monitoring their implementation.
13. Approving faculty members' requests for short scientific visits during summer breaks.
14. Forming subcommittees to monitor research and scientific publications supported by the University.

Article (13)

The council shall elect a secretary from among its members.

Article (14)

The council shall elect a financial secretary from among its members.



Third: Units

Article (15)

These instructions and guidelines are related to the Regulations of Scientific Research at the University of Bahrain and shall come into force from the date of their issuance.

Article (16)

The following words, wherever mentioned in these instructions and guidelines, shall have the meanings assigned to them below, unless the context requires otherwise:

University: University of Bahrain.

Unit: The unit affiliated with the Deanship of Graduate Studies and Scientific Research.

President: The President of the University.

Dean: The Dean of Graduate Studies and Scientific Research.

Head: The head of the unit.

Services: Contractual projects, consultations, conferences, workshops, short courses, specialized technical services.

Article (17)

The unit is one of the entities of the Deanship and reports administratively to the Dean of Graduate Studies and Scientific Research.

Article (18)

Units are established within the Deanship by a decision of the Board of Trustees based on a recommendation from the University Council.

Article (19)

The units aim to achieve scientific objectives in specific areas of applied research and training.

Article (20)

The head of the unit is appointed by a decision of the University President for a renewable two-year term after consultation with the Dean of Graduate Studies and Scientific Research and the University Council.



Article (21)

The powers and responsibilities of the heads of units include the following:

Within their area of specialization, each head of unit shall be responsible for enhancing interaction between the University of Bahrain and various sectors of society, promoting local, regional, and international cooperation in scientific research and publication, and providing scientific consultations.

In consultation with the Dean of Graduate Studies and Scientific Research, and with the approval of the relevant Dean of the College, the University President appoints the head of the unit from among the faculty members in the field of specialization, whose duties and responsibilities are defined as follows:

- (a) Developing strategic research plans within their area of specialization, supervising their implementation, evaluating them, and reporting on them.
- (b) Activating contract research and scientific consultations with the relevant colleges and local, regional, and international institutions.
- (c) Organizing conferences and workshops specializing in the scientific field of the center, in cooperation with the relevant continuing education program.
- (d) Coordinating with the relevant colleges on tasks required by scientific research and external consultations.
- (e) Other tasks assigned by the Dean of Graduate Studies and Scientific Research.

Article (22)

The units primarily aim to:

- (a) Enhance interaction between the University of Bahrain and the community.
- (b) Promote and develop local, regional, and international cooperation in certain scientific fields.
- (c) Solve specific problems for government agencies, industry, companies, and others.



- (d) Strengthening mutual relations and cooperation between the University and the local and regional sector.
- (e) Developing applied research projects related to local and regional problems and needs.
- (f) Providing specialized services to researchers and others for a fee.

Article (23)

Consultations, technical services, and studies shall be provided to various institutions in the public and private sectors, both within and outside Bahrain, according to written contractual agreements.

Article (24)

The powers and responsibilities of the units include the following:

- (a) Reviewing and making recommendations related to the unit's work plan.
- (b) Reviewing and making recommendations related to contractual research and consultation agreements.
- (c) Reviewing and making recommendations related to the unit's annual budget.
- (d) Reviewing and selecting contractual research proposals.
- (e) Selecting and recommending research teams from different academic departments to conduct contractual research and consultancy studies.
- (f) The head of the unit shall submit recommendations to the dean.

Article (25)

The following shall be assigned to conduct research, provide consultations, offer technical services, and conduct studies in the unit:

- (a) Faculty members and university staff, and others assigned for this purpose due to their competence and excellence
- (b) Full-time researchers appointed to the unit or deanship.



- (c) Any other competencies and expertise from outside the University that the unit deems necessary to contract with through a written agreement.

Article (26)

Researchers from within or outside the University, assigned to contractual and consultancy projects, workshops, and technical services, shall be paid financial compensation for their work in accordance with the University of Bahrain's financial regulations.

Article (27)

Each unit's revenues consist of

- (a) Revenue generated from the provision of services.
- (b) Donations, gifts, and any other income.
- (c) The amount allocated annually by the University within its budget for the unit.

Article (28)

Each unit shall provide its services in accordance with agreements it concludes with beneficiaries, based on the principles and conditions determined by the council, after consulting with a legal advisor affiliated with the University and obtaining the approval of the Dean of Graduate Studies and Scientific Research.

Article (29)

Units affiliated with the Deanship shall provide their services for a fee.



Fourth: General Rules of Scientific Research

Article (30)

Each faculty member is required to conduct research and creative activities appropriate to their specialization, individually or collaboratively, or by supervising graduate student research and thesis. In accordance with the Bylaws of Faculty Members, faculty members are required to contribute to the research environment at the University of Bahrain as well, by conducting research and studies, participating in seminars, supervising student research and scientific and practical activities, and guiding them academically and professionally, participating in research initiatives, and contributing to securing financial support for research activities from external sources.

Article (31)

Faculty members and students conduct their research in accordance with the University of Bahrain's regulations and bylaws, the Kingdom of Bahrain's legislation concerning intellectual property rights rules and safety from risks rules, and any other ethical and contractual obligations.

Article (32)

Each faculty member shall develop and implement their own research plan that aligns with the strategic plan of the University and their respective college.

Article (33)

Faculty members must submit a complete and accurate report on their research outputs and activities to their respective departments and colleges annually for faculty evaluation.

Article (34)

Faculty members must produce original work that adheres to the general principles of academic integrity in scientific research. Plagiarism, in all its forms, is considered to be an unethical behavior by the researcher and warrants legal action by the University against the researcher.



Article (35)

When conducting contractual research or research funded by the Deanship of Graduate Studies and Scientific Research, faculty members are required to retain the data and research records that support their research outputs until the disclosure thereof is permitted, and the University shall have access to them after the completion of their project, in accordance with legal requirements.

Article (36)

The University of Bahrain provides technical and administrative support services to researchers, and financial support for scientific research by faculty members and graduate students through the Deanship of Graduate Studies and Scientific Research. Moreover, the Deanship supervises and coordinates matters related to contracted research projects, consultations, scientific publishing, peer-review, and student research support, according to a mechanism with specific frameworks that is announced annually.

Article (37)

The University owns all intellectual property rights and proceeds arising therefrom, which are conceived, implemented, authored, or created through research activity at the University by its affiliates and partners. This is subject to copyright ownership in traditional academic works, which belongs to the researcher(s). The University may make the appropriate arrangements regarding the distribution of financial proceeds and commercial exploitation, as well as decide on requests for exemptions regarding ownership and intellectual property proceeds, in accordance with the legislation of the Kingdom of Bahrain.

Article (38)

The mechanism for applying for financial support for scientific research by faculty members shall be as follows:

- Submitting requests for financial support to the Deanship of Graduate Studies and Scientific Research at the Dean's Office
- Support requests are forwarded from the Dean's office to the relevant research unit.
- If the overall research plan is consistent, the following actions shall be taken:



- (a) The initial evaluation shall be conducted by the relevant unit and the head of the research committee at the concerned college.
 - (b) Support requests shall be sent to internal and external reviewers according to the approved evaluation form.
 - (c) External evaluation is required for projects exceeding 4999 Bahraini Dinars.
 - (d) The evaluation result shall be provided within 4 weeks of the application date.
- It shall be sent to the Deanship of Scientific Research Council, and subsequently to the University Council for a final decision.
 - If the general research plan is not consistent, it shall be sent to the Deanship of Scientific Research Council for a final decision.

Article (39)

Types of scientific research are defined as follows:

- a. Faculty Research: Conducted by one or more researchers of faculty members at the University as a self-initiative.
- b. Colleges and Centers Research: Research proposed by the college or center, related to a research need, and conducted by a research team from the college or center, or a visiting professor dedicated to scientific research.
- c. Contractual Research: Managed by the Deanship of Graduate Studies and Scientific Research with institutions outside the University, in cooperation with the University's colleges and centers.
- d. Outstanding Students Research: Overseen by the Deanship of Graduate Studies and Scientific Research upon recommendation from the relevant colleges.

Article (40)

The University encourages students to engage in scientific research, publish their research, and seeks out, supports and sponsors those who are outstanding in the field of scientific research through their colleges and the Deanship of Graduate Studies and Scientific Research. Additionally, the University encourages outstanding research students by showcasing their scientific output at conferences and exhibitions organized or participated in by the University.



Furthermore, the University provides them with the opportunity to present their research and output at Student Scientific Research Day, as well as organizing scientific research competitions and holding student scientific research courses and workshops in cooperation between the Deanship of Graduate Studies and Scientific Research and the Deanship of Student Affairs.

Article (41)

The mechanism for submitting scientific consultations to other entities, both within and outside the University, shall be as follows:

- A. The entity requesting scientific consultation must submit the consultation request to the Dean of Graduate Studies and Scientific Research.
- B. The Dean of Graduate Studies and Scientific Research shall forward the consultation request to the relevant college to nominate suitable individuals and determine the financial cost and timeframe.
- C. The Dean of Graduate Studies and Scientific Research shall approve the recommendation of the relevant college and sign the consultation contract with the requesting entity.
- D. The Dean of the college providing the consultation shall be responsible for its implementation.
- E. The Dean of Graduate Studies and Scientific Research acts as the liaison between the entity requesting the consultation and the implementing college.

Article (42)

The scientific publishing responsibilities entrusted to the Deanship of Graduate Studies and Scientific Research include the following:

- A. Peer-reviewed scientific books that the University's colleges request to be published for the purpose of using them as a university curriculum for a course used in teaching.
- B. Scientific research funded by the Deanship of Graduate Studies and Scientific Research after the faculty member obtains written approval for publication.
- C. Student research nominated by the relevant college dean.
- D. Scientific research conducted by the Deanship of Graduate Studies and Scientific Research

In this regard, the following should be noted:



- Scientific books are published upon the recommendation of the Research Council, after receiving positive reports from reviewers.
- Scientific research shall be published in University of Bahrain journals or in a special edition for the Deanship.
- The scientific publishing process is subject to a regulation proposed by the Deanship of Graduate Studies and Scientific Research and approved by the University Council. This regulation defines the necessary publication criteria, the roles of the Deanship of Graduate Studies and Scientific Research and the author, the financial and material entitlements, and other conditions necessary for such purpose.

Article (43)

The scientific peer review mechanism for publications and books shall be as follows:

- a. The relevant college submits a request for peer review of the scientific output to the Deanship of Graduate Studies and Scientific Research, accompanied by a list of at least five specialized reviewers representing several countries geographically.
- b. The Deanship of Graduate Studies and Scientific Research sends the scientific output to (at least two) reviewers.
- c. The researcher is asked to make the required revisions, if any.
- d. The Scientific Research Council recommends the publication of the scientific output.

Article (44)

The Deanship's budget for scientific research shall consist of the following:

- a. The budget allocated by the University Council to fund scientific research for faculty members and students, and research conducted by colleges and centers.
- b. The Deanship's income from contracted research, scientific consultations, conferences, and workshops organized by the Deanship and its centers
- c. Donations allocated for scientific research that the Deanship receives from local, regional, Arab, and international companies and institutions.

Article (45-A)

To establish an effective relationship with scientific research institutions in the Kingdom of Bahrain based on the following:



- a. Coordinating efforts and facilitating research and scientific publication tasks.
- b. Active participation in scientific research processes
- c. Exchange of opinions and advice.
- d. Cooperation in organizing scientific research conferences.
- e. Cooperation in building a database for scientific research.

Article (45-B)

To establish an effective relationship with external scientific research institutions and supporting bodies, which includes the following:

- a. Exchanging experiences, information, and expertise in the field of scientific research.
- b. Participating in scientific conferences related to scientific research.
- c. Obtaining financial and technical support.
- d. Conducting joint research.
- e. Facilitating the processes of peer review and scientific publication.

Article (46)

The Vice President for Academic Programs and Graduate Studies, the Deanship of Graduate Studies and Scientific Research, the colleges, academic departments, and research centers shall be responsible for implementing these Regulations.

Article (47)

These Regulations shall be revised every five years or as needed by the Deanship of Graduate Studies and Scientific Research.