



جامعة العلوم والتقنية في الفجيرة
UNIVERSITY OF SCIENCE & TECHNOLOGY OF FUJAIRAH



Research Policies and Procedures

2022 - 2023

Deanship of Graduate Studies and Research Policies and Procedures

Policy Name	Deanship of Graduate Studies and Research Policies and Procedures		
Policy Owner	Deanship of Graduate Studies and Research	Reviewed	Annually
Approved By	Vice Chancellor for Academic Affairs	Approval Date	

Policy Statement

Research and graduate studies at USTF are managed by the Dean of Graduate Studies and Research (DGSR), who reports to the Vice Chancellor for Academic Affairs. The DGSR is responsible for conducting all day-to-day operations related to research, technology, and graduate studies to provide support and guidance for USTF's faculty engaging in research and for students in the master's program. The Council for Graduate Studies and Research (CGSR) is chaired by the Dean of Graduate Studies and research and includes representatives from all USTF colleges. The council discusses the proposals of new graduate programs, faculty conference delegation, and all matters related to graduate studies and research.

Policy Purpose

The Deanship of Graduate Studies and Research (DGSR) develops policies and procedures governing graduate programs and research at the University. The DGSR aims to achieve the objectives of activities related to the USTF's Strategic Goal (2): "Performing high quality, applicable and impactful research, and intellectual contribution". The DGSR assists the CGSR in enhancing the quality, relevance, volume, and impact of research carried out at USTF and for improving the effectiveness of existing graduate programs and developing new graduate programs that meet the need of Fujairah Emirate and the UST. The DGSR shall take all necessary steps to promote research and graduate studies at the University.

Definitions

Deanship of Graduate Studies and Research: The DGSR is responsible for conducting the operations related to research, technology transfer, and graduate studies and Research at the University.

Council for Graduate Studies and Research: The CGSR develops policies and procedures for enhancing the quality, relevance, volume, and impact of research carried out at USTF and for enhancing the effectiveness of existing graduate programs.

College Research Committee: The purpose of CRC is to take all necessary actions to promote research in the college. These actions include development and implementation of procedures for funded research projects, mechanisms for projects evaluation, and payment of compensation to researchers.

Research Ethics Committee: A Research Ethics Committee (REC) ensures that research work involving human, or animal objects follows specified University guidelines. The REC will develop and apply policies and guidelines in accordance with all applicable national and international standards.

Research Conference Committee: The main task of RCC is to make recommendations

concerning participation of faculty members in academic conferences for the purpose of presenting a research paper.

Deanship of Graduate Studies and Research

Vision

The Deanship of Graduate Studies and Research will achieve worldwide recognition of excellence for University of Science and Technology of Fujairah (USTF) graduate programs, research, and scholarly work by providing strategic leadership and comprehensive support to faculty, graduate students, and the external community.

Mission

The Deanship of Graduate Studies and Research is committed to promoting excellence in graduate studies and research through its well-defined policies, efficient procedures, and funding mechanisms as well as support for developing effective partnerships and collaborations with academic and non-academic institutions locally, regionally, and internationally.

Goals

- Promote excellence in graduate studies, research, and scholarly work.
- Ensure consistency and compliance of all graduate programs with relevant policies.
- Foster a vibrant and stimulating research ecosystem at USTF.
- Increase the number of faculty members publishing in peer-reviewed high-quality journals.
- In collaboration with colleges and departments, define research targets and extend support to achieve these targets.
- Enhance the quality and relevance of existing graduate programs on a continuous basis.
- Encourage initiation of new graduate programs reflecting global trends and catering to local and regional market needs.
- Develop and implement an effective internal funding mechanism to provide research grants to faculty in all colleges.
- Provide opportunities to faculty and graduate students to obtain external research grants and nurture partnerships with organizations and businesses.
- Assist colleges in recruiting outstanding graduate students through graduate scholarships and awards from internal as well as external sources.
- Encourage multidisciplinary research among various colleges and departments.
- Enhance the research culture in USTF by organizing an annual Research Day and other activities including research awards for outstanding faculty and students.
- Assist colleges in organizing national and international scientific conferences.
- Assist and oversee the operation of College Research Committees in all colleges to promote and encourage multi-disciplinary research activities between colleges.
- Promote the culture of research at undergraduate level.

- Cooperate with colleges in developing joint graduate programs with international academic institutions.
- Develop, periodically assess, and modify policies and procedures to continuously enhance the quality of research and graduate programs at USTF to meet international quality standards and achieve excellence.

Council for Graduate Studies and Research (CGSR)

Purpose of CGSR

The Council for Graduate Studies and Research (CGSR) will be established under the Deanship of Graduate Studies and Research (DGSR) with the mandate of developing policies and procedures for significantly enhancing the quality, relevance, volume, and impact of research carried out at USTF and for enhancing the effectiveness of existing graduate programs and development of new graduate programs. It shall take all necessary steps to promote research and graduate studies at USTF.

Role of Council Members

The Council members will contribute to achieving the vision, mission, and goals of the Deanship of Graduate Studies and Research. They will play a leading role in promoting graduate studies and research in their respective colleges.

College Research Committee (CRC)

A College Research Committee (CRC) shall be formed in each college. Each college Dean is responsible of the composition of the CRC of her/his college. It shall have at least one member from each department in the college. The purpose of CRC is to take all necessary actions to promote research in the college including internally- and externally funded research. These actions include development and implementation of procedures for internally-funded research projects, mechanisms for projects evaluation and payment of compensation to researchers for externally-funded projects, establishing and maintaining contacts with external funding sources, spreading awareness among all faculty members about research funding opportunities, providing administrative support to faculty members for obtaining external funds, and continual follow-up of research projects. The CRC shall encourage and support all research activities in the College. The CRCs shall be responsible for implementing the policies and procedures of the DGSR and CGSR in their respective colleges, evaluation of submitted research proposals, making recommendations to the CGSR to fund the selected research projects, and reviewing the progress and final reports of funded projects. The CRC, under the guidance of the College Dean, shall develop a strategic research plan and policy for the college including the research objectives and KPIs. The CRC of each college is responsible for developing clearly formulated and measurable research criteria against which faculty members will be assessed.

Research Ethics Committee (REC)

A Research Ethics Committee (REC) shall be formed under the DGSR to ensure that research work involving human, or animal objects follows specified University guidelines. The REC will develop and apply policies and guidelines in accordance with all applicable national

and international standards. These policies and guidelines shall be approved by the Dean of Graduate Studies and Research and the VCAA. The Dean of Graduate Studies and Research shall appoint the Head of REC with the approval of the VCAA. All research work conducted at USTF that requires ethical approval of the research project must obtain a Certificate of Ethical Clearance (CEC) from the REC before initiating the project. This requirement is applicable to both funded and non-funded projects.

Research Conferences Committee (RCC)

The main task of RCC is to make recommendations concerning participation of faculty members in academic conferences for the purpose of presenting a research paper. The role and functioning of the RCC shall be in accordance with the “Policy on Research Conferences”.

Research Policies and Procedures

Policies

- USTF considers research among the most important responsibilities of its faculty members. It encourages, facilitates, and supports research activities in all disciplines.
- All USTF faculty members are expected and encouraged to conduct research and engage in scholarships as well as publish and share their findings.
- USTF faculty members are expected to publish at least two peer reviewed research papers each year.
- Faculty members can conduct academic or practice-oriented research in their area(s) of specialization and participate in multi-disciplinary research. They can also conduct pedagogic research.
- Each faculty member is expected to publish at least two peer-reviewed Journal research papers per academic year.
- The research performance of faculty will be a key factor in their annual evaluation as well as for their promotion to a higher rank.
- College Deans, in coordination with the DGSR, are responsible for developing and implementing a concrete research plan and a strategy aligned with USTF strategic plan. In coordination with the CRCs, they shall define research objectives for their college and KPIs for measuring the achievement of these objectives.
- Each college shall specify and get approved its research budget. Once the research budget has been officially approved for each college, it shall be transferred to the account of DGSR. The DGSR shall provide the funding for all approved research projects, based on the recommendations of the CRC and the Council for Graduate Studies and Research (CGSR), and approval of the Dean of GSR and VCAA (as applicable). The funding for approved research projects for each college shall be provided from the allocated research budget for each college. The DGSR may also utilize its own budget to promote research at USTF.
- The DGSR shall provide grants for research projects on a college-wide competitive basis in accordance with its policies for internal research funding.

- USTF shall support and facilitate Collaborative Research conducted in cooperation with public and private institutions and industry.
- The University, through the DGSR, shall assist faculty members for obtaining research grants from external sources.
- The DGSR shall develop and implement a Distinguished Visiting Researcher (DVR) program which aims at inviting eminent scholars to give lectures at USTF, and to interact with faculty and students on research projects.
- Researchers shall follow the highest ethical standards in all aspects of their research work. They shall also abide by the applicable confidential requirements.
- Researchers shall abide by the University policies on Intellectual Property Rights.
- In some special cases, the teaching load of an outstanding researcher may be reduced with the approval of the College Dean and the Vice-Chancellor for Academic Affairs (VCAA).
- The College Deans shall submit an annual report on research accomplishments to the DGSR and the Office of Institutional Planning and Effectiveness (OIPE). They shall also submit to DGSR a plan regarding proposed research projects for the next academic year.
- A Research Ethics Committee (REC) shall be formed under the DGSR to ensure that research work involving human, or animal objects follows specified national and international standards and guidelines.
- Outstanding researchers will be recognized and rewarded by the University.
- USTF will not tolerate research misconduct including fabrication, falsification, or plagiarism in carrying out research or publishing its results.

Procedures

- The DGSR, in collaboration with College Research Committees, will take all necessary actions to promote research at USTF including internally- and externally funded research. These actions include development and implementation of procedures for internally funded research projects, mechanisms for projects evaluation and payment of compensation to researchers for externally-funded projects, establishing and maintaining contacts with external funding sources, spreading awareness among all faculty members about research funding opportunities, providing administrative support to faculty members for obtaining external funds, and continual follow-up of research projects, etc.
- The DGSR shall form a Research Ethics Committee (REC), at the University level, with well-defined roles and objectives.
- The DGSR shall develop a systematic procedure for rewarding outstanding researchers at USTF on a yearly basis.
- Each College Dean, in consultation with the College Research Committee (CRC), will submit research projects planned for the following academic year and accordingly propose the required research budget.

- The DGSR will hold workshops/seminars to spread awareness about research policies and procedures as well as funded research opportunities.
- All support departments including the Office of Human Resources and Office of Finance shall be made aware of the new policies, especially those involving Research Assistants. They shall also be directed to provide full support for promoting research at the University.

Policies and Procedures for Internal Funding

Policies

- USTF will provide funds to support research projects in all colleges on a competitive basis.
- All faculty members are eligible to apply for internal research funds either on an individual basis or by forming research groups and teams, including interdisciplinary teams. Priority for allocation of funds will be given to proposals with potential publications in journals of high impact factors or high-quality category (such as A*, A, B, and C) or proceedings of prestigious research conferences as recommended by CRCs and approved by the Deanship of Graduate Studies and Research. Preference will also be given to projects that are likely to receive external funds in the future.
- Projects focusing on important research areas for the Emirate of Fujairah, UAE and the Arab region will also have high priority.
- The competition for the award of funds will be held at least once and at most twice per academic year by the DGSR.
- No financial compensation will be provided to faculty members from internal research funds. However, compensation can be provided to students and others working on the funded project as Research Assistants.
- The research funds may be utilized for the purchase of components, parts, software, or other resources needed for successful completion of the project, as approved by the DGSR.
- USTF shall provide sufficient budget to the DGSR to cater to the needs of high-quality research projects in all colleges.
- The Dean of Graduate Studies and Research shall have the authority to approve funding for research projects with an upper limit of AED 50,000 per project. The funds will be granted only for projects recommended by the CRCs and the CGSR. The maximum duration for completion of such projects shall be 12 months.
- For research projects with funding requirements exceeding AED 50,000, the Dean of Graduate Studies and Research shall submit a request for funding approval to the VCAA provided that the project has been recommended by the CGSR.
- Funding for research projects with maximum funding requirement of AED 15,000 can be directly approved by the College Deans upon the recommendation of the CRCs. Such projects do not require the approval of the DGSR. The funding for such projects shall be provided by the DGSR upon the recommendation of the College Dean. This

funding will be provided from the approved research budget of the college requesting the grant.

- The DGSR will monitor the progress of funded research projects through CRCs headed by the Members of CGSR in their respective colleges.

Procedures

- The DGSR, with input from all members of the CGSR, will develop and maintain a complete mechanism for competitive award of research funds on an annual basis or at most twice yearly.
- Once the mechanism has been established, the DGSR will announce the deadline and procedure for applying for internal research funds.
- The DGSR will follow the specified procedure for evaluation of all submitted proposals.
- The evaluations will be done college-wide by the CRCs.
- Final approvals will be communicated to the Principal Investigator, Head of the Department, and the College Dean by the DGSR.
- The maximum fund for a research project awarded by DGSR is limited to AED 50,000. For projects seeking higher funding amounts, approval of the Vice-Chancellor for Academic Affairs (VCAA) will be sought.
- The Principal Investigator will coordinate with the concerned CRC for utilization of approved funds in accordance with specified procedures.
- The Principal Investigator will be responsible for submitting progress report(s) as well as the final report to the DGSR. The Principal Investigator will also be responsible for closing all accounts related to the internally funded research project at the completion of the project.
- For research projects with research budget of up to AED 15,000, project evaluation will be carried out by the College Research Committee and the award will be granted by the College Dean for purchase of components, parts, materials, etc. as well as payment to Research Assistants. The College Research Committee shall monitor the progress of all projects awarded by the College Dean.

Policies and Procedures for external Funding

Policies

- All faculty members are encouraged to seek external research funds. Such grants shall be recognized in the annual assessment of faculty members.
- USTF will facilitate the process of obtaining research funds from external agencies or other sources through the DGSR and other offices.
- The DGSR will establish and develop ties with various national, regional, and international funding agencies and organizations.
- The DGSR will inform faculty members about forthcoming research grant opportunities and their deadlines. It will also provide administrative support to interested faculty members to apply for the research grants in accordance with

university rules and regulations as well as the requirements of the corresponding funding agency.

- For externally funded projects, the researchers are eligible to include, if permitted by the funding agency, compensation for their time and effort. The compensation amount can then be included in the proposed budget submitted to the DGSR.
- The researcher(s) can get release time of 3 credit hours in their teaching load per semester, for one academic year, by paying the University, through an external research grant, an amount corresponding to the teaching load, as determined by the University.
- This amount shall be based on the ratio of required release time and the full-time teaching load per semester year for the concerned faculty member.
- USTF has the right to receive compensation to cover direct and indirect expenses related to the project. Such expenses include, but are not limited to, the overhead cost for its human resources and facilities. As such, the University can add overhead charges up to a maximum of 20% of the project budget proposed by the Principal Investigator. This amount will be added to the proposed budget and the final budget will be then submitted to the funding agency.
- The DGSR will be responsible for signing the agreement in accordance with all relevant University policies including intellectual property rights.
- The DGSR shall maintain close links with all relevant centers in USTF to provide opportunities for faculty members to obtain externally funded research projects.

Procedures

- The DGSR will develop detailed criteria regarding externally funded projects. Such criteria will ensure that the individual faculty member or a research group seeking external funds has the necessary expertise and access to required facilities and resources to undertake the project and successfully complete it. It will also ensure that the project under consideration is consistent with the mission and goals of the University and has secured the approval of the Research Ethics Committee (REC), if so required.
- The DGSR will prepare appropriate documents and proposal approval forms and provide them to all College Research Committees along with procedures for proposal submission and its evaluation.
- Accepted proposals will be subsequently completed by the researcher or research group in all aspects considering the specific requirements of the funding agency and following the financial guidelines of the DGSR. The DGSR, after adding the overhead charges in the proposed budget and carrying out final internal review, will submit the proposal to the funding agency prior to the specified deadline.
- The DGSR will initiate and contribute in negotiations between the Principal Investigator and the funding agency.

- Upon award of external funding for the proposed project, the DGSR will inform the Principal Investigator, the Head of the Department, College Dean, and all concerned departments.
- A University Research Account (URA) shall be established for all externally funded research projects. For each project, a separate sub-account will be opened. The subaccounts will be managed by the DGSR in cooperation with the Principal Investigator (PI) for each project.
- The DGSR will ensure that the project is started on time and funds are readily available to the Principal Investigator as and when required in accordance with the pre-defined timeline.
- The DGSR, through the relevant CRC, will monitor the progress of the project comparing it with the specified targets defined in the project proposal.
- At the completion of the project, the Principal Investigator will submit the final report to the DGSR that shall be forwarded to the funding agency.

Policies and Procedures for Research Assistants

Policies

- To facilitate and promote research at the University of Science and Technology of Fujairah, researchers and research teams are eligible to hire part-time Research Assistants (RAs) through their internally- and externally funded research projects.
- The Research Assistants (RAs) could be graduate students, recent graduates, or highly talented senior undergraduate students.
- Senior undergraduate students can also be hired as RAs for research projects directly awarded by the College Dean (for research budget up to AED 15,000), especially in departments that do not offer any graduate program.

Procedures

- The PI and his/her research team are authorized to announce the position, short-list the candidates, and select the RA as per the requirements of the research project and the nature of tasks to be accomplished by the RA.
- The payment to RAs could vary from AED 25 to 40 per hour depending upon their qualifications and experience.
- If the RA is from USTF, the maximum number of allowed working hours is 15 hours/week, after getting the approval of the concerned HOD and Dean.
- The minimum CGPA required for RA position is 3.0 out of 4.0 for recent graduates and undergraduate senior students.
- Undergraduate RAs shall be full-time students either in their final year of studies or they have completed all course work and are engaged in their mandatory internship.
- The appointment of RAs is generally for Fall and Spring semesters. However, they may also be appointed to work during the summer term upon approval from the DGSR.

- The selected RA shall fill the Research Assistant Hiring Form and the PI shall submit this form to the Head of the CRC.
- The PI will be informed by the Head of CRC after the approval for the specified TA has been obtained from University of Science and Technology of Fujairah Office of Human Resources.
- The payments to RAs will be made after written approval of the PI and in accordance with the University regulations.
- In case of non-satisfactory performance, the RA will be given a written notice by the PI. If there is no noticeable improvement in the performance, the PI can request the DGSR through the Head of the concerned CRC for termination of the appointment. The RA will be informed accordingly by the DGSR.
- The RA shall abide by all rules and regulations of USTF, including those related to research work, intellectual property, and patents.

Deanship of Graduate Studies and Research (DGSR)

Application for Internal Research Grant

Guidelines

- Completely fill the below application form and submit it, by the specified deadline, to the Head of your College Research Committee (CRC).
- The duration of the research project should not exceed 12 months.
- The research grant approved by the DGSR is limited to AED 50,000 per project. For higher amounts, the approval of Vice-Chancellor for Academic Affairs (VCAA) shall also be required.
- Research Assistants (RAs) could be graduate students in USTF or other academic/research institutions within or outside UAE, recent graduates, or highly talented senior students. Estimated amount for per hour payment to RAs could vary from AED 25 to 40 depending upon their qualifications and experience. If the RA is from USTF, the maximum number of allowed hours per week is 15, after getting the approval of the concerned HOD and Dean. If the RA is from outside UAE, special permission is required from the VCAA.
- Evaluation criteria will consider, among other factors, the quality of research proposal, required budget, and expected number of publications in journals of high impact factor or high-quality category or proceedings of prestigious conferences as classified by the CRC in each College and approved by the DGSR.
- Teamwork, inter-disciplinary teams, and teams including members from industry, academic institutions, etc. are encouraged.
- Internal research funding is quite competitive and research funds will be awarded for each college based on uniform evaluation criteria.
- For research proposals requiring clearance from the Research Ethics Committee (REC), kindly attach the approval letter from REC.

Application Form

College: _____ **Research Duration (months):** _____
Research Title: _____
Proposal ID Number: _____ (to be assigned by the DGSR)
Research Type: Basic Research Applied Research Pedagogic Research

Research Team Members:

Researcher	Academic Rank or Designation	Affiliation	Specialization
Principal Investigator (PI)			
Co-Investigator #1			
Co-Investigator #2			
Co-Investigator #3			

Proposal Abstract and Objectives (maximum 350 words):
Expected Research Outcomes (maximum 300 words):
Research Methodology (maximum 500 words)
Research Contribution and Usefulness (maximum 300 words) [Main contribution in the field of research]
How does the research project fit within USTF 2018-2023 Strategic Plan (300 is the maximum number of words).

Track Record of Research Team (maximum 500 words)
 [Provide a track record of the researchers involved with regards to the proposed research area. Include some recent references of PI and his/her team related to the proposal research field.]

Work Plan with Timeline
 [Define main tasks of the research project and completion time needed for each task. The entries shown below are for illustrative purpose only.]

No.	Tasks	Months											
		1	2	3	4	5	6	7	8	9	10	11	12
1	Problem Formulation												
2	Analysis												
3	Simulation												
4	Report Writing												

Justification for Funding (maximum 500 words)
 [What is the rationale for funding including need for RA (if required)?]

Requested Funds
 [Please detail the funding requirements for the above proposal, adding additional rows/categories as required. The entries shown below are for illustrative purpose only.]

Items	Amount (AED)
Equipment/Hardware	
Software/Simulators	
Consumable Materials/Components	
Travel for Field Testing or Data Collection	

Research Assistant (specify no. of hours/week and no. of weeks)	
TOTAL	

Deliverables and Targets

The Project Progress Report must be submitted after completion of half the project duration. Within one month of the completion of the project duration, a final report shall be submitted to the DGSR through CRC Head.

Expected number of publications in journals of high impact factor or high-quality category =

Expected number of publications in proceedings of highly prestigious conferences =

Ethical Issues

Does the project involve samples of animals or humans, or it is concerned with other ethical issues that would require special approvals? Yes No

If the answer is Yes, please attach the approval letter from Research Ethics Committee (REC).

Pledge by Principal Investigator (PI)

If the above proposal is accepted by the Deanship of Graduate Studies and Research and research funds are granted, I affirm that I will settle all accounts related to this research proposal.

Name of PI

Signature

Date

Deanship of Graduate Studies and Research (DGSR)

Part-time Research Assistant Hiring Form

Guidelines:

- After obtaining the approval of the DGSR for hiring a part-time Research Assistant (RA), the Principal Investigator (PI) shall get this form completed from the selected RA and submit it to the Head of her/his College Research Committee (CRC).
- The PI will be informed by DGSR after the approval of the selected RA has been obtained from University of Science and Technology of Fujairah Office of Human Resources.
- If the RA is from outside UAE, special permission is required from the VCAA.
- Payment to RA shall be made in instalments as determined by the CRC and in accordance with the University regulations.
- For any further information or clarification, please contact the Head of CRC of your College.

Application Form

Proposal ID Number (as assigned by the DGSR):

Research Title:

College:

Expected Start Date:

Principal Investigator:

Name: E-mail:

Phone (office):

Mobile:

Research Assistant:

Name: Affiliation: E-mail:

Phone (office):

Mobile:

Assigned Tasks for Research Assistant (RA):

[Provide details of specific tasks assigned to the RA that he/she must accomplish within specified period. The nature of tasks could be data collection, analysis, simulation, lab work, etc.]

Number of working hours per week =

Duration (number of weeks) to accomplish the assigned tasks =

Rate (AED/hour) =

Total Amount = AED

Pledge by Research Assistant:

I affirm that I will complete all the above-mentioned tasks assigned to me by the Principal Investigator (PI) to the best of my abilities and submit the results to PI on time.

Name of Research Assistant

Signature

Date

Name of Principal Investigator

Signature

Date

Note:

- Attach latest CV of Research Assistant.
- If the Research Assistant is from University of Science and Technology of Fujairah, kindly attach the approval or NOC from the concerned HOD and Dean.
- If the Research Assistant is from outside UAE, kindly attach special permission obtained from the VCAA.

Deanship of Graduate Studies and Research (DGSR)

Research Proposal Evaluation Form

Instructions:

- Each research proposal will be evaluated by the College Research Committee (CRC), which is headed by the Member of CGSR representing that college.
- The CRC can appoint reviewers from within or outside the College and USTF.
- The review process shall be completed within one month after the specified deadline for receiving research proposals.
- The CRC shall rank all reviewed proposals in the order of their overall review grades based on the quality of proposed research work, expertise of researchers in the proposed research area, and expected number of publications in journals of high impact factor or high-quality category, or proceedings of prestigious conferences as classified by the CRC in each college and approved by the DGSR. However, the CRC shall also consider the required budget for each proposal and the total budget available when making the final recommendations.
- Any grievance from a PI shall be submitted directly to the Dean of Graduate Studies and Research.

Evaluation Form

Proposal ID Number (as assigned by the DGSR):

Research Title:

College:

Principal Investigator:

Requested Funding (AED) = Remarks of Proposal Reviewers

Evaluation Criteria and Grading:

For each of the following criteria, the score range shall be from 0 to 5 as follows:

Excellent (5) Very Good (4) Good (3) Fair (2) Poor (1 or 0)

No	Criterion	Score
1	Clarity of research proposal and its objectives	
2	Feasibility of expected outcomes	
3	Relevance and explanation of research methodology	
4	Significance of research contribution and its usefulness in scientific field and/or to society	
5	Track record of researchers in relation to the submitted research proposal	
6	Rationale for requested budget and how reasonable it is for proposed research	
TOTAL (out of 30)		

College Research Committee Decision:

The College Research Committee, in its meeting held on, has discussed the proposal, its evaluation by reviewers as well as its overall ranking among submitted proposals, and accordingly decided by a majority vote that:

- Proposal is approved with requested funding of AED
- Proposal is approved with modified funding of AED
- Proposal is not approved due to the quality/merit of research proposal.
- Proposal is not approved due to its lower ranking considering available funds.

Remarks by Head of the College Research Committee (Member of CGSR):

Remarks by the College Dean:

Head, College Research Committee	Signature	Date
College Dean	Signature	Date
Dean of GSR	Signature	Date

Related Policies

- Research Strategy
- Research Ethics Policy
- Student Involvement in Research Policy
- Commercialization of Research Output Policy
- Research Strategy
- Research Publication Compensation Policy
- Research Conference Policy

Document History

Version	Date	Update Information	Owner	Reviewer	Approval
V 1.0	14/10/2020	Approval as a New Policy	Deanship of Graduate Studies and Research	VCAA	BOT
V 2.0	08/02/2021	Approval as Updated Policy	Deanship of Graduate Studies and Research	VCAA	BOT
V 3.0	06/02/2023	Approval as Updated Policy	Deanship of Graduate Studies and Research	VCAA	BOT

Research Publication Compensation Policy

Policy Name	Research Publications Compensation Policy		
Policy Owner	Deanship of Graduate Studies and Research	Reviewed	Annually
Approved By	Vice Chancellor for Academic Affairs	Approval Date	

Policy Statement

University of Science and Technology of Fujairah (USTF) requires and encourages its faculty members to conduct high-quality research in their areas of specialization and publish their research results in highly reputable international journals. Each USTF faculty member is expected to publish two peer reviewed research papers in reputable journals each academic year. The publication of scientific research is considered as one of the most essential activities of faculty members at USTF, and Goal 2 of USTF's Strategic Plan 2018-2023 reflects the importance of research to the faculty, University, and community. As a new proactive University, USTF aligns its research efforts with the UAE Vision 2071 in addressing global problems of national impacts. The University supports its faculty towards achieving this goal. As an incentive, USTF has adopted this policy to provide financial compensation for the publication of quality research in SCOPUS-indexed journals and USTF-A peer reviewed journals.

Purpose of Policy

USTF's research publications compensation policy aims to honor and to encourage its faculty members to conduct high-quality research in their areas of specialization and publish their research contributions in highly reputable international journals to elevate the academic research at USTF.

Policy Content and Guidelines

As an incentive, USTF has adopted this policy to provide financial compensation for the publication of quality research in SCOPUS-indexed journals and USTF-A peer reviewed journals.

Objectives

Research publication compensation policy aims to reward the efforts of the faculty members at the University and encourages them to enrich the research portfolio of USTF. The objectives of research publications compensation are as follows:

- Increase number and quality of USTF SCOPUS-indexed papers published in reputable international journals and USTF-A peer reviewed journals (Refer to the Appendix).
- Encourage faculty members to boost research and scholarly activities in the University.
- Contribute to the university's strategic goals related to research.
- Promote and encourage collaborative research with peer researchers in other academic institutions.
- Enrich the scientific research output on national, regional, and international levels.

USTF research compensation criteria

- The publications eligible for compensation for an academic year are those published between 1 September of the previous year and 31 August of the next year.

- The research paper must be conducted while the applicant is a full-time faculty member at USTF at the time of reward.
- The applicant must use University of Science and Technology of Fujairah (USTF) affiliation as a main affiliation in research publications submitted for compensation.
- The faculty member must assign his/her financial exploitation rights in patent to (USTF) or to a third party designated by (USTF) in return for fair compensation.
- The same research publication cannot be submitted for compensation in more than one of the five categories stated in item (C) below.
- The research work submitted for compensation in all categories should be SCOPUS-indexed at the time of submission for publication.
- Research published in conference proceedings is not eligible for the reward.
- Financial compensation shall be awarded to full-time USTF faculty members only.
- The research paper(s) submitted for compensation is preferred to be in the specialization area of the applicant.

Research Compensation Categories

Faculty publication compensation is classified into the following five categories:

Category 1: Papers published in SCOPUS-indexed journals.

Category 2: Books or book chapters published in SCOPUS-index.

Category 3: Patents

Category 4: Publication Fees

Category 5: Arabic publications

The financial compensations in all categories have been specified for papers published in SCOPUS-indexed journals, books, and Arabic USTF-A peer reviewed journals. The maximum total financial compensation for research publications received by an individual USTF faculty member in categories 1, 2 and 5, shall not exceed 10,000 AED in an academic year, excluding categories (3 and 4).

Category 1: Papers published in SCOPUS-indexed journals.

Tables 1 and 2 are used for calculation of the financial compensation of papers published in SCOPUS-indexed journals. The website www.scopus.com is used for identification of the SCOPUS quartiles.

- a. For papers published in the top 10% of SCOPUS index, 90%-99%, the payment per USTF faculty shall be as per Table (1).

Table 1. Financial compensation for papers published in top 10% of SCOPUS quartile Journals.

SN	Number of authors listed on published paper	Payment per USTF faculty (AED)
1	1	7,500
2	2	3,750
3	3	2,500
4	4 or more	8,000/number of authors

- b. For papers published in journals of quartiles (1) to (4), if the number of authors is 3 or

less, the financial compensation is the product of multiplying the payment per USTF author in Table 1 times the percentage of the journal quartile in Table (2).

- c. For papers published in journals of quartiles (1) to (4), if the number of authors is 4 or more, the financial compensation is the product of multiplying 8,000 AED times the percentage of the journal quartile in Table 2, divided by the number of authors which is 4 or more.

Table 2. Financial incentive for papers publishes in Q1-Q4 SCOPUS-indexed journals

SN	SCOPUS Quartile (www.scopus.com)	Payment/USTF Author as a percentage of Table 1
1	Quartile 1 (75% - 89%)	80%
2	Quartile 2 (50% - 74%)	60%
3	Quartile 3 (25% - 49%)	35%
4	Quartile 4 (0% - 24%)	20%

- d. USTF faculty are strongly encouraged to visit the SCOPUS website (www.scopus.com) and make sure that the Journal they have published in or are going to choose for future publication, is indexed by SCOPUS. They also must check the coverage period carefully before submitting an article for publication. The SCOPUS quartile information may also change from time to time based on the SCOPUS evaluation criteria. If the SCOPUS quartile changes from the time of submission to the time of publication, the SCOPUS quartile information at the time of calculating compensation shall be used by the University.

Category 2: Books or book chapters published in SCOPUS-Index

- a. For a published book chapter, peer-reviewed and indexed by SCOPUS, each USTF author shall receive a net amount of 1,000 AED.
- b. For a published edited book, peer-reviewed and indexed by SCOPUS, each USTF author shall receive a net amount of AED 2,000 under two conditions. First, if the edited book is authored by the USTF Faculty. Second, if it was not previously compensated for by USTF as a published authored book.
- c. For a published authored book, peer-reviewed (not editorial book or thesis) and indexed by SCOPUS, each USTF author shall receive a net amount of 3,000 AED.

Category 3: Patents

- d. The faculty member must promptly communicate and disclose in writing to USTF all inventions which are made, conceived, developed or reduced to practice by the faculty member alone, or jointly with others.
- e. The faculty member assigns his/her financial exploitation rights in intellectual property to USTF or to a third party designated by the University in return for a fair compensation determined in Table (3), considering the economic value of the invention and the level of support provided by USTF to the faculty member in making such invention.
- f. The faculty member is responsible for the registration process including recording, defending, filing, and prosecuting the patent in UAE and any foreign country.

- g. USTF shall share 60% of the expenses of the patent registration with the faculty member. USTF maximum share amount of the expenses of patent registration shall not exceed 7,500 AED in the UAE and 15,000 AED internationally.
- h. After deducting the expenses of patent registration, the patent revenues shall be divided between the University and the faculty member(s) as shown in Table (3) below:

Table 3. Financial compensation for Patent exploitation

SN	The amount of the patent proceeds Per year	USTF's percentage	USTF Faculty Member's percentage
1	Less than 100,000	50%	50%
2	From AED 100,000 to AED 250,000	55%	45%
3	More than AED 250,000	60%	40%

Category 4: Publication Fees

- a. USTF publication fees compensation is determined according to Table (4) and (5). USTF faculty should submit the actual publication fees receipt to the representative of his/her college in the Council for Graduate Studies and Research (CGSR) to be eligible for publication fees compensation.
- b. Only papers published in the top ten, Quartile (1) and Quartile (2) SCOPUS-indexed journals shall be considered for publication fees compensation.
- c. For research papers published in quartile (1) and quartile (2) SCOPUS-indexed journals, the publication fees compensation shall be calculated as a percentage of total publishing charges listed in Table (4) in respective to the number of authors per research paper and the percentage for each journal quartile as shown in Table (5)
- d. The publication fees compensation sum per USTF author shall not exceed 6,000 AED per USTF faculty per academic year.
- e. Tables (4) and (5) shall be used for calculation of publication fees compensation.

Table 4. Publication fees compensation for papers published in the top 10% of SCOPUS quartile Journals.

SN	Number of Authors Listed on Published Paper	Publication fees per USTF Author (AED)
1	1	6,000
2	2	3,000
3	3	2,000
4	4 or more	6,000/number of authors

Table 5. Publication fees compensation for papers published in quartile (1) and quartile (2) SCOPUS-indexed journals.

SN	SCOPUS Quartile (www.scopus.com)	Payment/USTF Author as a percentage of Table 5
1	Quartile 1 (75% - 89%)	80%
2	Quartile 2 (50% - 74%)	60%

- f. For papers published in the top 10% of SCOPUS-indexed journals, the publication fees per USTF author shall be as per Table (4).
- g. For papers published in journals of quartile (1) or quartile (2) SCOPUS-indexed journals, if the number of authors is 3 or less, the publication fees compensation is the product of multiplying the payment per USTF author in Table (4) times the percentage of the journal quartile in Table (5). For instance, for papers published in quartile (1) journals, if the number of authors is 4, the publication fees compensation is the product of multiplying 6,000 AED times the percentage of the journal quartile in Table (5), which is 80%, divided by the number of authors which is 4. In this case the publication fees compensation amount shall be 1,200 AED per USTF author.
- h. For papers published in Arabic journals, only USTF-A peer-reviewed journals shall be considered for publication fees compensation. The non-peer reviewed papers and internal peer-reviewed papers shall not be considered for publication fees compensation. USTF-A peer-reviewed journals publication compensation fees is calculated as the actual publication charges submitted by USTF faculty divided by the number of authors per research paper. USTF-A peer-reviewed journals publication compensation fees sum shall not exceed 1,000 AED per a research paper, and 2000 AED per USTF faculty per academic year.

Category 5: Arabic Publications

Regarding journals or books published in Arabic language, only USTF-A peer-reviewed journals shall be considered for compensation (**Refer to the Appendix**). The internal peer-reviewed papers or non-peer-reviewed papers shall not be accepted. The compensation sum in this category shall be calculated as shown in Table (6).

Table 6. Financial incentive for Arabic language publications

SN	Number of Authors Listed on Published Paper/Book	Payment per Paper/Book (AED)
1	N authors per Journal paper	1,000/N per USTF author (non-SCOPUS) 2,000 per USTF author (SCOPUS - Single Author) 3,000/N per USTF author (SCOPUS - more than one author)
2	N authors per Book	2,000/N per USTF author (non-SCOPUS)

Procedures

- A. At the beginning of each academic year, USTF faculty members submit their research output to the Deanship of Graduate Studies and Research (DGSR) for the USTF faculty publication compensation in all categories.
- B. Faculty members submit their contributions in categories (1), (2), and (5), described above in (C), to the DGSR at USTF. Compensation for the patents will be treated separately according to Table (3) and compensation for the publication fees will be calculated according to Tables (4) and (5).
- C. The members of the Council for Graduate Studies and Research (CGSR) verify the eligibility of faculty members for research compensation according to the USTF research compensation criteria listed

above. The DGSR may request additional supporting information from the applicant if required.

- D. The Dean of Graduate Studies and Research reviews and verifies the final detailed tables of faculty members eligible for publication compensation, per college under all applicable categories, and prepares a summary table for research compensation.
- E. The detailed tables and the summary table of research compensation are discussed, in detail, and approved by the CGSR.
- F. The Dean of Graduate Studies and Research presents the detailed and summary tables of financial compensation to USTF Chancellor for approval.
- G. Upon approval, USTF Chancellor shall forward the compensation payments to USTF's Office of Finance for implementation.

Grievance

- A. Grievance applications related to USTF faculty publications compensation shall be sent directly to the DGSR.
- B. Grievance request may include any additional documents the applicant believes supports his application.
- C. The DGSR acknowledges the receipt of the grievance to the applicant, and the Dean of Graduate Studies and Research forms an independent ad-hoc committee to investigate the grievance.
- D. The ad-hoc committee submits a recommendation to the Dean of Graduate Studies and Research regarding each grievance application within a maximum period of 5 working days.
- E. The CGSR discusses recommendations of ad-hoc committees, and a final decision is made, and in case of a tie the side of the DGSR prevails.

Appendix
أولاً: قائمة الدوريات المعتمدة في تخصص القانون
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Kilaw Journal – Kuwait International Law School Journal	A	2410 -2237	مجلة كلية القانون الكويتية العالمية	1
https://scholarworks.uaeu.ac.ae/sharia_and_law/	A	1608-1013	مجلة الشريعة والقانون جامعة الإمارات العربية المتحدة	2
http://www.pubcouncil.kuniv.edu.kw/jol/homear.aspx?id=1&root=yes	A	1029-6069	مجلة الحقوق جامعة الكويت	3
http://dirasat.ju.edu.jo/	A	1026-3748	مجلة دراسات في علوم الشريعة والقانون - الجامعة الأردنية	4
https://www.sharjah.ac.ae/ar/Research/spu/JournalLaw/Pages/ISSN.aspx	A	2616-6526	مجلة جامعة الشارقة للعلوم القانونية	5
WWW.ijtihihadnet.net	A	P-ISSN:1029-8908 E-ISSN:2960-1479	مجلة الشريعة والدراسات الاسلامية جامعة الكويت	6
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https://offline.uob.edu.bh/index.php/colleges/2016-08-24-08-30-26/law-magazine	A	1985-8000	مجلة كلية الحقوق - جامعة البحرين	8
https://jelc.journals.ekb.eg/	A	2636-2929	مجلة العلوم القانونية والاقتصاد - جامعة عين شمس	9
https://www.asjp.cerist.dz/en/PresentationRevue/120	B	2602-5930	مجلة دفاتر السياسة والقانون - جامعة قاصدي مرباح	10
https://spwww.shjpolice.gov.ae/old/ar/polFkr.aspx	B	1681-5297	مجلة الفكر الشرطي - شرطة الشارقة	11
https://ejournal.mutah.edu.jo/index.php/ijlps/index	B	2520-744X	المجلة الأردنية في القانون والعلوم السياسية	12
https://alaw.mosuljournals.com/	B	1819-1746	مجلة الرافدين للحقوق - جامعة الموصل	13
https://journalhals.azher.edu.eg	B	2805-2636	مجلة البحوث الفقهية والقانونية - كلية الشريعة بدمنهوور - الأزهر	14
https://journalhals.azher.tnt.eg	B	2686-2636	مجلة كلية الشريعة والقانون بطنطا - الأزهر	15
https://jafd.journals.ekb.eg	B	2636-2716	المجلة العلمية كلية الدراسات الاسلامية والعربية - الأزهر	16
http://zujournal.zu.edu.jo/	B	1561-9109	مجلة الزرقاء للبحوث والدراسات الانسانية - جامعة الزرقاء	17
https://www.ajman.ac.ae/ar/law/magazine	B	- 15 - 966 - 7 - 9948 ISBN978	مجلة العلوم القانونية - جامعة عجمان	18
https://jols.uobaghdad.edu.iq/index.php/jols	B	2070-027X	مجلة العلوم القانونية - جامعة بغداد	19
http://college.nahrainlaw.org/	B	1815-6630	مجلة كلية الحقوق - جامعة النهريين	20

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https://www.uokirkuk.edu.iq/lawjo/	B	2226-4582	مجلة كلية القانون للعلوم القانونية والسياسية - جامعة كركوك	21
https://alepuniv.edu.sy/view-dept/university-of-aleppo-research-journal	B	2226-9180	مجلة بحوث جامعة حلب سلسلة العلوم القانونية والاقتصادية	22
https://www.asjp.cerist.dz/en/PresentationRevue	B	2676-1742	مجلة العلوم القانونية والاجتماعية جامعة زيان عاشور - الجلفة	23
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https://web2.aabu.edu.jo/manar/	B	1026-6844	مجلة المنارة للبحوث والدراسات - جامعة آل البيت الأردنية	25
https://www.darassalam.ma/publication/2/byrevue	B	1114-4971	مجلة القانون المغربي	26
مجلة الحقوق للبحوث القانونية والاقتصادية (ekb.eg).	B	2735-3443	مجلة الحقوق للبحوث القانونية والاقتصادية - جامعة الاسكندرية	27
https://mawq.journals.ekb.eg/	B	2812-5282	مجلة كلية الشريعة والقانون - جامعة الأزهر بالقاهرة	28
https://jfsu.journals.ekb.eg/	B	1110-3973	مجلة كلية الشريعة والقانون - جامعة بأسوط	29
https://mle.journals.ekb.eg/	B	2735-4083	مجلة القانون والاقتصاد جامعة القاهرة	30
http://tujr.tu.edu.iq/index.php/t	B	2073-1140	مجلة جامعة تكريت للعلوم القانونية والسياسية	31
https://www.asjp.cerist.dz/en/PresentationRevue/268	B	2602-6759	مجلة صوت القانون - الجزائر	32
https://www.minia.edu.eg/dar/magazin.aspx	B	6689-1110	مجلة الدراسات العربية - جامعة المنيا كلية دار العلوم	33
https://bitly3QAgg9e	B	2735-556	مجلة الدراسات القانونية كلية الحقوق - جامعة أسوط	34
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https://lawjur.uodiyala.edu.iq/index.php/ijps	C	2225-2509	مجلة العلوم القانونية والسياسية - كلية القانون والعلوم السياسية - جامعة ديالى - العراق	36
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الموقع الإلكتروني	الفئة	ISSN	المجلة	م
https://www.univ-chlef.dz/jesd/	A	7690-2716	مجلة المقاولاتية والتنمية المستدامة	1
https://journal.damascusuniversity.edu.sy	A	5010-1818 2789-6552	مجلة الآداب والعلوم الإنسانية - سوريا	2
https://sosj.journals.ekb.eg	A	2857-2682	المجلة العلمية للتربية الخاصة - مصر	3
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https://www.squ.edu.om/research-ar	A	2522-2279 2312-1270	مجلة الآداب والعلوم الاجتماعية - عمان	5
https://mfes.journals.ekb.eg	A	2292-1110	مجلة كلية التربية جامعة أسيوط - مصر	6
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https://journals.ku.edu.kw/jss/index.php/jss	A	0253-1097	مجلة العلوم الاجتماعية جامعة الكويت	8
https://mktm.journals.ekb.eg	B	2536-9148 2735-4245	المجلة المصرية للتربية العلمية - مصر	9
https://mkmgmt.journals.ekb.eg	B	1110-1237 2735-3761	مجلة كلية التربية جامعة طنطا - مصر	10
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https://jsu.journals.ekb.eg/	B	2682-3626 2682-3624	مجلة دراسات تربوية واجتماعية - مصر	13
https://edusohag.journals.ekb.eg/	B	1687-2649 2536-9091	المجلة التربوية بكلية التربية - جامعة سوهاج	14
https://www.sharjah.ac.ae	B	1996-2339 2958-2784	مجلة جامعة الشارقة للعلوم الإنسانية والاجتماعية - الإمارات	15
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https://www.arabimpactfactor.com	C	1687-3548	مجلة كلية الآداب - جامعة الزقازيق - مصر	17
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https://jftp.journals.ekb.eg/	C	2090-5319 2682-3268	مجلة كلية التربية جامعة بورسعيد - مصر	19
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https://jfss.journals.ekb.eg/	C	2682-2660	مجلة كلية الخدمة الاجتماعية للدراسات والبحوث الاجتماعية - جامعة الفيوم - مصر	22

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https://journals.gulfuniversity.org/index.php/ijmmc	A	ISSN:2535-9797	المجلة الدولية للإعلام والاتصال الجماهيري - البحرين	1
https://www.misuratau.edu.ly/journal/media/	A	ISSN:2523-272X	مجلة كلية الفنون والاعلام - ليبيا	2
https://ejsc.journals.ekb.eg/	A	5836-1110	المجلة المصرية لبحوث الأعلام - كلية الإعلام جامعة القاهرة - جمهورية مصر العربية	3
https://www.asjp.cerist.dz/en/PresentationRevue/280	A	ISSN:2353-0502	مجلة الحكمة للدراسات الاعلامية والاتصالية - مركز الحكمة للدراسات والبحوث	4
https://www.jprr.epra.org.eg/home	A	ISSN:2314-8721	مجلة بحوث العلاقات العامة - الشرق الأوسط-مصر	5
https://www.asjp.cerist.dz/en/PresentationRevue/212	A	ISSN: 2602-7763	مجلة الرسالة للدراسات الإعلامية - الجزائر	6
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https://spu.sharjah.ac.ae/index.php/HSS	A	ISSN:1996-2339	مجلة جامعة الشارقة للعلوم الإنسانية - الامارات	8
https://ajms.arabcenter.com.ps/	A	ISSN:2706-8935	مجلة العربي للدراسات الاعلامية - فلسطين	9
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https://journals.ku.edu.kw/ajh/index.php/ajh/index	B	ISSN:1026-9576	المجلة العربية للعلوم الانسانية - الكويت	11
http://virtuelcampus.univ-msila.dz/facshs/?p=725	B	ISSN:2253-010X	مجلة العلوم الاجتماعية والانسانية - الجزائر	12
https://search.emarefa.net/ar/detail/BIM-381580-%D9%85%D8%AC%D9%84%D8%A9-%D8%A7%D9%84%D8%A5%D8%AF%D8%A7%D8%B1%D8%A9-%D8%A7%D9%84%D8%B9%D8%A7%D9%85%D8%A9	B	ISSN:0256-9035	مجلة الإدارة العامة - السعودية	13
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https://search.emarefa.net/ar/detail/BIM-399712	B	ISSN:1658-4767	مجلة جامعة الطائف للعلوم الانسانية - السعودية	16
https://jmssr.misd.tech/	B	ISSN:0127-7448	مجلة الدراسات الاعلامية للأبحاث التخصصية - ماليزيا	17
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م	المجلة	الفئة	ISSN	الموقع الإلكتروني
1	مجلة عجمان للدراسات والبحوث - الإنسانية - دولة الإمارات	A	1609-381X	RSH Awards (rsh-award.org.ae)
2	مجلة جامعة الشارقة للعلوم الإنسانية والاجتماعية	A	1996-2339	https://spu.sharjah.ac.ae/index.php/HSS
3	مجلة جامعة أم القرى للعلوم التربوية والنفسية - السعودية	A	1658-8177	https://uqu.edu.sa/jep
4	مجلة العلوم الإنسانية والإدارية - السعودية	A	6204-1658	https://www.mu.edu.sa/ar/centers-and-institutes/center-publishing-and-translation/8583
5	مجلة العلوم التربوية والنفسية - السعودية	A	1726-5231	https://journals.ajsrp.com/index.php/jeps
6	مجلة جامعة طيبة للآداب والعلوم الإنسانية - السعودية	A	1658-6662	https://www.taibahu.edu.sa/Pages/AR/Sector/SectorPage.aspx?ID=13&PageId=1151
7	المجلة العربية للعلوم الإنسانية - الكويت	A	1026-9576 2959-9830	https://journals.ku.edu.kw/ajh/index.php/ajh/index
8	المجلة المصرية للدراسات النفسية مصر	A	2040-0244	https://ejci.journals.ekb.eg
9	مجلة كلية الآداب جامعة الإسكندرية	A	2735-4652	/https://bfalex.journals.ekb.eg
10	مجلة كلية الآداب - جامعة القاهرة	A	1012-6015 2682-485X	مجلة كلية الآداب - جامعة القاهرة (ekb.eg)
11	مجلة دراسات في العلوم الإنسانية والاجتماعية - جامعة الأردن	A	1026-3721	https://dsr.ju.edu.jo/djournals/index.php/Hum
12	مجلة دراسات نفسية (تصدر عن رابطة الأخصائيين النفسيين المصرية) جمهورية مصر العربية	A	2682-4833	https://psj.journals.ekb.eg/
13	مجلة جامعة الباحة للعلوم الإنسانية - السعودية	A	1652-7187	https://bu.edu.sa/web/bujhs
14	مجلة الدراسات التربوية والنفسية - عُمان	B	2218-6506	https://journals.squ.edu.om/index.php/jeps/index
15	المجلة الدولية للدراسات التربوية والنفسية - الأردن	B	2520-4130 2520-4149	https://democraticac.de/?page_id=51408
16	مجلة ديالى للبحوث الإنسانية - جامعة ديالى- العراق	B	2957-3807	https://djhr.uodiyala.edu.iq/index.php/DJHR2022
17	مجلة العلوم الإنسانية والاجتماعية جامعة الامام محمد بن سعود الاسلامية - السعودية	B	3116-4888	https://units.imamu.edu.sa/deanships/SR/Units/Vice/Magazines/Pages/Controls.aspx
18	مجلة العلوم الاجتماعية جامعة الكويت	B	0253-1097	https://journals.ku.edu.kw/jss/index.php/jss
19	مجلة جامعة الخليل للبحوث للعلوم الإنسانية- فلسطين	B	2074-4781	https://www.hebron.edu/index.php/jour-hum/jour-archive.html
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Related Policies

- Research Strategy
- Research Ethics Policy
- Student Involvement in Research Policy
- Commercialization of Research Output Policy
- Research Strategy
- Research Conference Policy

Document History

Version	Date	Update Information	Owner	Reviewer	Approval
V 1.0	14/10/2020	Approval as a New Policy	Deanship of Graduate Studies and Research	VCAA	BOT
V 2.0	08/02/2021	Approval as Updated Policy	Deanship of Graduate Studies and Research	VCAA	BOT
V 3.0	06/02/2023	Approval as Updated Policy	Deanship of Graduate Studies and Research	VCAA	BOT
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Research Conferences Policy

Policy Name	Research Conference Policy		
Policy Owner	Deanship of Graduate Studies and Research	Reviewed	Annually
Approved By	Vice Chancellor for Academic Affairs	Approval Date	

Policy Statement

Conferences are important elements of university life for academic and professional staff, and for students. Whether on-campus or outside, conferences are considered an extension of the professional learning environment and should offer the same opportunities and welcome to all participants. USTF invites the highest quality speakers and discussants to be able to offer the richest possible experience to attendees. In the case of hybrid mode conference, the University supports online participation of USTF's faculty.

Purpose of Policy

Conferences are valuable to academician, professionals, and students, by providing the opportunity to find out about the latest research, to learn new skills, and to share best practice. Conferences are also venues for formal and informal networking that can be crucial for job enrichment and career development.

Chapter 1: General Provisions

Article 1

This policy is known as the Policy on Research Conferences.

Article 2

The provisions of this Policy shall apply to all faculty members of the University of Science and Technology of Fujairah regardless of their ranks.

Article 3

This Policy shall come into effect on the date of its approval by the University Chancellor. All contradicting texts shall be abrogated. The Policy may be reviewed upon the recommendation of the Council for Academic Affairs, headed by the Vice-Chancellor of Academic Affairs.

Article 4

Each College shall propose its budget for professional development of its faculty including their participation in research conferences and presentation of research papers, and get it approved from the University. The approved budget of each College for participation in research conferences shall be transferred to the Deanship of Graduate Studies and Research (DGSR). The DGSR shall utilize the budget allocated for each College to cover the research conference participation expenses for faculty members from that college. This will apply to all Colleges in the University.

Article 5

The Vice Chancellor for Academic Affairs (VCAA) has the authority to approve participation of a faculty member in a research conference upon receiving the recommendation made by the Dean of Graduate Studies and Research. The Dean's recommendation shall be based on the

recommendation of the Research Conferences Committee (RCC), which is formed by the Dean of Graduate Studies and Research and approved by the VCAA.

Article 6

Faculty members interested in presenting their papers at research conferences shall submit their request to their Head of Department (HOD). The HOD shall form an ad-hoc committee to review the paper and give its recommendation, along with a brief review report, considering the quality of the submitted paper and the reputation of the conference. The HOD shall present the paper along with the review report and recommendation of the ad-hoc committee in the next Departmental Council meeting. The HOD will then submit the participation request to the College Dean along with the recommendation of the Departmental Council and the review report of the ad-hoc committee.

Article 7

The Dean shall present the participation request, the review report, and the recommendation of the Departmental Council in the next College Council meeting. After getting the recommendation of the College Council, the Dean will submit the request to the Deanship of Graduate Studies and Research. The submission shall include the following:

- A completed application form for participation in a conference.
- Proof of paper acceptance from the conference organizer.
- A copy of the accepted research paper.
- Review report of the ad-hoc committee.
- Recommendation of the College Council.

Article 8

- The applicant shall have completed at least one year at the University as full-time faculty before applying for approval to be funded for presenting a paper in a conference. However, in exceptional cases, the Dean may recommend an applicant who has not yet served USTF for one complete year.
- An applicant may not be funded to present a research paper in a conference that is held outside UAE more than once in an academic year. However, in very special cases, the Dean may recommend a faculty member to participate twice per academic year provided that sufficient budget is available for other eligible applicants to avail at least one participation per academic year.
- A faculty member may also be permitted to attend a conference more than once in an academic year if he/she is invited as a keynote speaker and his/her expenses are totally borne by the conference organizers, provided the approval is obtained from the HOD, College Dean, and the Dean of Graduate Studies and Research.

Article 9

Requests for attendance-only participation (without the submission of a research paper or keynote speech) or participation in some professional events, workshops, etc. shall be submitted by the College Dean to the USTF Delegation Committee, headed by the VCAA, for its approval. The DGSR shall only be concerned with presentation of papers at research conferences.

Article 10

USTF's faculty members may not participate in a conference when his/her presence at the University is deemed necessary by the HOD and Dean. Such cases may include the following:

- Visit of an academic accreditation team to the faculty member's department.
- Students' registration periods.
- Examination periods.
- During summer term if the faculty member is teaching a course.

Article 11

In case of multiple applications for participation in the same conference and lack of enough funds, selection shall be made by the Dean according to the following conditions and order of priority:

- Applicant's area of expertise in relation to the conference theme.
- Applicant carrying out organizational duties at the conference.
- Applicant with least recent conference participation.
- Applicant with partial external funding.

In case of multiple simultaneous applications for participation in different conferences and lack of enough funds, the Dean shall give priority to conferences that are more relevant to the research areas of interest for the College and its future research projects.

Article 12

If a conference is postponed after a participation mandate has been issued, the applicant is allowed to attend the same conference on its newly announced dates after notifying the Dean of Graduate Studies and Research and submitting the documents of conference postponement and its announcement of new dates. If a participant is denied entrance to a host country, he/she can apply for participation in another conference in the same academic year.

Article 13

The HOD and Dean shall emphasize the quality of participation and shall perform an assessment of the quality of participation based on a report submitted by the participant after attending the conference.

Chapter 2: Evaluation Criteria

Article 14

The Research Conferences Committee (RCC) of DGSR shall use the following criterion to determine the eligibility to participate in a conference and present the research paper:

- The conference is organized, sponsored, or supported by well-known professional organizations or associations.
- The conference has a good reputation in the specialized discipline, and it is listed in the database prepared by the College Research Committee (CRC) and approved by the College Dean.
- The papers published in the conference proceedings will be indexed by reputed sources, as determined by the Research Conferences Committee (RCC) of DGSR.

- Preference will be given to applicants who have not benefited from an earlier University authorization to participate in a conference in the same academic year.

Chapter 3: Financial Allocation

Article 15

The funding approved for presentation of a research paper shall cover the following:

- A return airfare ticket from the UAE to the conference host country. The ticket shall be of the same class as the faculty member's contractual airfare allocation.
- Conference registration fee.
- Visa fee, if paid by the participant.
- Daily expenses for the duration of the conference. Funding covers up to three conference days in addition to two travel days (departure and arrival).
- Participants receive 50% per diem if the organizing host provides accommodation.

Chapter 4: Participation Decisions and Grievances

Article 16

- Decisions relating to conference participation shall be made by the VCAA upon the recommendation of the Dean of Graduate Studies and Research (GSR). The recommendation of the Dean of GSR shall be based on the recommendation of the RCC.
- The RCC recommendation shall depend on the available fund allocated for conference delegation in the college.
- The Dean of Graduate Studies and Research shall always submit his recommendation to the VCAA regardless of whether the decision is for approval or rejection.
- Any grievance regarding the decision of the Deanship of Graduate Studies and Research shall be submitted by the concerned faculty directly to the VCAA.
- The VCAA may form an ad-hoc committee to review the grievance or directly decide. The decision made by the VCAA shall be final.

Chapter 5: Duties of Funded Faculty Member

Article 17

- A faculty member funded to attend a conference represents the University and is therefore responsible for communicating a positive image of the University by making an impressive presentation based on high-quality research, and commitment to UAE as well respect to the ethical values of the host country.
- A faculty member funded to attend a conference shall, upon his/her return, submit the following to the College Dean:
 - Report on participation
 - Copy of the passport with entry and departure stamps or copy of boarding passes.
 - Copy of the conference paper
 - Registration receipts (if any)
 - Visa fee receipt (if paid by the applicant)
 - The College Dean shall submit the above documents to the Dean of Graduate Studies and Research for reimbursement of requested funds.

Chapter 6: Self-Funded Participation

Article 18

- A faculty member may apply for participation in a conference at his/her own expense.
- For self-funded conferences, the approval of the HOD, College Dean, and the Dean of Graduate Studies and Research is required.
- The self-funded faculty member shall be granted paid leave for up to a maximum of three days, in addition to two days for travel.
- The participant shall be entitled to all non-financial benefits provided for in this policy and shall commit to all the obligations stipulated in this policy.
- The Dean may allow reimbursement of the conference registration fee for a self-funded participant.

Chapter 7: Participation in Thesis Jury

Article 19

- A faculty member may, with the consent of the HOD and Dean, participate in a thesis jury to assess master's or Doctoral theses, either within or outside the UAE. The Dean of Graduate Studies and Research shall be notified thereof.
- The faculty member participating in a thesis jury shall be entitled to one day of paid leave when the thesis defense takes place in the UAE, and to three days of paid leave when the thesis defense takes place outside the UAE.
- The participant shall be entitled to all the benefits provided for in this Policy, except for the financial allocations set forth in 5.3.

Chapter 8: Domestic Conferences

Article 20

The College Dean, upon the recommendation of the HOD, may permit faculty members to attend conferences held in the UAE. In such cases, the College shall bear the conference registration expenses. Also, if the faculty member is presenting a paper at domestic conference, he/she is entitled to hotel accommodation of up to two nights provided the conference venue is located at a distance further than 100 kilometers from the University.

Chapter 9: Role of the Office of Public Relations

Article 21

The Office of Public Relations at USTF shall make the necessary arrangements to facilitate attendance of approved participants at the conference. To that end, the Office of Public Relations shall:

- Assist the participant in obtaining an entry visa (if required).
- Make booking arrangements and issue air tickets.

Chapter 10: Decision Authority

Article 22

The VCAA shall decide on all cases not provided for in this policy.

Appendix

- Application Form for Attending a Research Conference
- Per Diem Claim and Fees Reimbursement Form
- Research Conference Participation Report

Application Form for Attending a Research Conference

Please read the pertinent regulations in Policy on Research Conferences before submitting the application for attending a research conference.

Personal Details

Name	
Academic Rank	
USTF ID #	
Email address	
Mobile number	
College	

Conference details

Name of conference to attend	
Place of conference (city, country)	
Conference duration dates	
Conference website	
Title of accepted paper	

Financial details

Estimate of return air tickets	
Registration Fees (if any)	
Visa fees (if any)	
Estimated Per diem	
Total	

Previous Conference Participation Funded by USTF

Last conference attended (funded by USTF)	
Title of paper presented in last conference	
Attendance dates of last funded conference	

Note: Please attach a copy of accepted paper and the letter/email of acceptance.

I hereby confirm that the above details are correct to the best of my knowledge.

Signature of Applicant: Date:

Per Diem Claim and Fees Reimbursement Form

College:	
VCAA's decision number and date:	
Conference name	
Title of presented paper	
Name of Proceedings where the paper is published	
Registration Fee	
Visa Fee (if paid by the presenter)	

Was the airline ticket provided by:

The University

The Organizer

Others

Specify

Was the hotel booked by the USTF Office of Public Relations: Yes

No

Were accommodation and allowance provided by:

The University

The Organizer

Others

Specify

Signature: Date:

Please attach the following:

- A copy of the VCAA's decision letter
- A copy of the passport with exit and entrance stamps or boarding passes
- Receipts of conference registration/ visa/ others (if any)
- Conference participation report and a copy of the presented paper

Research Conference Participation Report

Please attach a copy of the paper as it appeared in the Conference Proceedings.

Name of Participant	
Conference	
Conference Dates	
Country	
Conference Organizer	

Title of Presented Paper	
Presentation Mode (Oral, Poster)	
Date of Departure from UAE	
Date of Arrival in UAE	
Abstract of Research Paper	

Signature: Date:

Related Policies

- Research Strategy
- Research Ethics Policy
- Student Involvement in Research Policy
- Commercialization of Research Output Policy
- Research Strategy
- Research Publication Compensation Policy

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