



جامعة الأمير مقرن بن عبد العزيز
University of Prince Mugrin

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| Policy Title : | Regulations and Procedures for Research Centers | | | | |
| Policy Number: | UPM.VRAA.SRGD.PP.06 | Version | 01 | Effective Date | Spring 2020-2021 |

Policy Statement:

The UC/Rector of the University may establish Research Centers in accordance with the Ministry Regulations in order to:

- a. provide recognition and support for a distinct area of research excellence within which researchers pursue a common research agenda and can demonstrate an impactful outcome of research.
- b. increase the quality and quantity of the University's research output, including traditional academic publications, support future Higher Degree Research completions, research impact and non-traditional research dissemination.
- c. facilitate collaboration with external partners, particularly through funded research activities.
- d. increase the opportunities for and effectiveness of research funding applications.

Purpose:

This policy outlines the rationale and procedures for the establishment, operation, review, and disestablishment of Research Centers within the University.

Scope:

Centers established by UPM's own funding, through an externally funded or privately funded process fall within the scope this policy. This policy does not restrict the appointment of research-intensive academic staff hired at the center to colleges and vice versa.

Policy Provision:

University Research Centers focus on enhancing UPM's research & innovation goals and KPIs. The establishment, running and operation of such Research Centers requires commitment to planning, resources, funding, and alignment with institutional research goals and projects. The procedures below describe the establishment process for new Research Centers and the operational process for established and active centers. The current procedure required depends on the state of each respective Research Center.

Procedure(s) that apply:

| S. No. | Procedure Steps | Responsibility |
|--------|--|--------------------|
| 1. | <p>Establishing Research Centers</p> <p>1. A written proposal to establish a Research Center must be submitted to the Rector.</p> <p>The proposal must include:</p> <ol style="list-style-type: none"> a. the proposed center's business plan and/or research plan; b. targets for external research income, involved HR's load, publication quality, publication volume, international income, research engagement and impact. | Rector, VRAA, VRBD |



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| | <p>c. key performance indicators</p> <ol style="list-style-type: none"> 2. The Vice Rector Academic Affairs (VRAA) and/or Vice Rector for Business Development (VRBD) will consider the proposal along with any other relevant factors and make a recommendation to the Rector. 3. The Rector would forward the proposal and recommendation to the UC for a decision of whether or not to establish the proposed center. 4. Following approval by the UC, the Research Center's initial establishment period will be up to five years. 5. To extend the operation of a Research Center for a further period: <ol style="list-style-type: none"> a. The Director of the concerned Research Center must seek the Rector's approval following the same process as that for establishing a center; and, b. The Rector will consider the past performance of the Research Center and may approve the Center's renewal, upon recommendation from the concerned Vice-Rectorate, for up to three years or refuse to approve the renewal. | |
| 2. | <p>Center's Operation</p> <p>General</p> <ol style="list-style-type: none"> 1. Administratively, faculty members, researchers and staff are able to conduct their research in university research centers/workplaces as well as in collaborators' research centers/workplaces as part of existing MOU agreements established with national academic institutions. Those research centers/workplaces may reside within or outside the university campus. 2. The Rector, concerned Vice-Rectorate will determine the College or administration in which a Research Center will be based. 3. The administrative location of a Research Center within a College will not affect a Research Center's ability to: <ul style="list-style-type: none"> - engage members from outside the College in which they are administratively located; or - engage in an interdisciplinary research agenda. 4. The Rector, and concerned Vice-Rectorate will appoint the Director of the Center through the UC and in consultation with the relevant Dean, should the Director be chosen from any of the existing colleges. | VRAA/VRBD, DSRGS and HSRGS/PMO, |



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| | <p>5. The Director will report to the Department of Scientific Research and Graduate Students (DSRGS) if the center is administered by the VRAA, or to the Project Management and Development Office (PMO) if it is administered by the VRBD.</p> <p>6. The Director, in consultation with the DSRGS/PMO, is responsible for the operations of the Research Center, including:</p> <ul style="list-style-type: none"> - setting the Research's strategic direction. - compliance and reporting, both within the University and externally, if required. - the research performance and management of academic staff, - financial management. <p>Membership of the Center</p> <ol style="list-style-type: none"> 1. Membership of the Research Center is determined by agreement between the Dean of the College in which the prospective member is based and the Director of the Center. Members of the Center (members) may undertake all or part of their research workload within the Center. 2. The Rector will make a final determination in relation to any dispute arising in relation to an appointment to a Research Center. 3. Members appointed from a College will continue to report to the Dean of that College or nominee as their line manager. 4. Members are expected to: <ol style="list-style-type: none"> a. meet individual research performance targets established by the Director; and b. conduct research that aligns with the Research Center's research plan. 5. For the purposes of performance reporting, Colleges will include data from members with whom they retain an affiliation. 6. Members are expected, within the reasonable confines of their appointment and workload, contribute to the activities of the College with which they are affiliated. <p>Reporting</p> <ol style="list-style-type: none"> 1. Research Centers are required to submit an annual report to the concerned Vice-Rectorate office (the DSRGS or PMO) detailing: <ol style="list-style-type: none"> a) research performance; and | |



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| | <ul style="list-style-type: none"> b) staffing; and c) finances; and d) progress against performance indicators; and e) forecasts and performance indicators for the next reporting period. <ol style="list-style-type: none"> 2. The DSRGS/PMO may request a report be prepared by the Director into any aspect of the Research Center's activities at any time. 3. The Director will comply with any reporting request from the DSRGS/PMO within a reasonable period. 4. The DSRGS/PMO may, at any time, direct the Research Center to submit to external review. 5. The reports shall be used by the DSRGS and HSRGS or PMO in order to monitor the achievement of the established objectives and to evaluate the effectiveness of the center on a periodic basis. <p>External Advisory Board (Optional)</p> <ol style="list-style-type: none"> 1. A Research Center may establish an External Advisory Board. 2. The Chair of the Board will be appointed jointly by the HSRGS and VRBD on the advice of the Director. 3. The External Advisory Board will provide the Director with advice concerning: <ul style="list-style-type: none"> a) the Center's strategic direction. b) the relevance of the Center's research to the public and/or private sector. c) sources of external funding. d) the Center's performance. e) any other matter referred to the Board by the Director. | |
| 3. (optional) | <p>Disestablishment of Research Centers</p> <ol style="list-style-type: none"> 1. The Rector may disestablish a Research Center acting on the written advice of the concerned Vice-Rectorate. The written advice recommending the disestablishment of a Center to the Rector will set out, in brief, the reasons for the recommendation. 2. Research Centers may be disestablished on the grounds of: <ul style="list-style-type: none"> f) economic viability. g) performance. h) changes to the University's strategic direction. i) changes to the University's fiscal position. | Rector, VRAA/VRBD |



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Applicable Form(s):

| Form Title | Retention Time | Retention Location |
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| N/A | | |

Definition(s):

UC – University Council

VRAA – Vice Rectorate for Academic Affairs

VRBD - Vice Rectorate for Business Development

HSRGS – Higher Scientific Research and Graduate Studies Committee

DSRGS – Department of Scientific Research and Graduate Studies

PMO – Project Management and Development Office

Related Policy(ies):

N/A

Reference(s):

N/A

Policy History:

N/A

Contact(s):

Name: Prof. Dr. Omar Tayan

Department: Department of Scientific Research & Graduate Studies

Deanship:

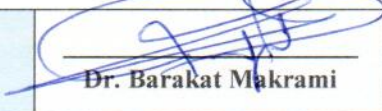
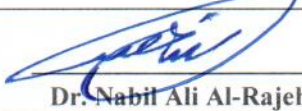
College / Program:

University Vice Rectorate: VRAA

Extension No.: 1120

Email: srgs@upm.edu.sa, o.tayan@upm.edu.sa

Approvals:

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|---------------------------------|--|---------------------------------|---|
| Reviewed By: (signed) |  Dr. Barakat Makrami | Approved By: (signed) |  Dr. Nabil Ali Al-Rajeh |
| Position: | Vice Rector of Academic Affairs | Position: | Rector |
| Date: | 18/2/2021 | Date: | 18/2/2021 |