

ASU Research Policy



Policy Code:

Category/Department: Deanship of
Research and Graduate Studies

Owner: Dean of Research and
Graduate Studies

POLICY & PROCEDURES:

- ASU Research Policy



Contents

1. Version Control & Sign–Off Sheet.....	3
2. Introduction.....	4
3. Purpose	4
4. Scope	4
5. Article 1: Research, Innovation and Research Ethics Committee	4
6. Article 2: Research Funding	6
7. Article 3: Researches Submitted by Organisations Outside the University.....	8
8. Article 4: Research and Development Database.....	8
9. Article 5: Participation in Conferences, Workshops or Seminars	9
10. Article 6: Reward of the Publication in Journals and Conferences.....	10
11. Article 7: Publication Fees	11
12 . Article 8: Funding Writing of Books	11
13. Research Funding Application Form	13
14. Application Form for Participation in a Conference	20
15. Application Form for a Reward on Article Publication	23
16. Application Form for Publication Fees.....	26
17. Application Form for Writing, Publishing or Printing Book.....	28
18. Pledge to Publish an Article in Conference or Journal	30
19. Pledge to Write, Publish or Print a Book	31



1. Version Control & Sign-Off Sheet

Version Control			
Version	Change reference	Approval	Dates
1	Initial version	UC	7.5.2018
		BOT	13.5.2018
2	Updated version	UC	20.5.2019
		BOT	23.5.2019



ASU Research Policy

Introduction

Scientific research is one of the most significant sectors that contributes to the development and progress of countries and societies. Therefore, Applied Science University, in the Kingdom of Bahrain, realised the prominence of research and its influence in the development and advancement of society. Accordingly, the University has considered research as one of the three pillars as well as one of the seven strategic objectives adopted by the University in its strategies to achieve its vision and mission. This reflects the great significance that the University attaches to research to achieve high-quality research outputs that contribute to improving the image and level of the University locally, regionally and internationally and its long-term sustainability. For this reason, the University is keen to secure faculty members and student's needs to conduct research and publish articles in refereed journals and conferences.

The University set its research priorities in line with the National Research Strategy 2014-2024 issued by the Higher Education Council in the Kingdom of Bahrain. In addition, the University encourages employees to focus on applied research related to the needs of local market community. Moreover, the University secures fund for research by allocating 3% of the University's revenues as required by the Higher Education Council. Consequently, the University adopted a Research Policy, which will be implemented through a set of procedures to ensure the achievement of the vision, mission and strategic objectives of the University.

Purpose

ASU Research Policy aims to organise the process of supporting research in all of its forms through the development and adoption of specific procedures and mechanisms consistent with the regulations and bylaws of research at the University.

Scope

This Policy applies to:

- All faculty members who may conduct any research activity at the University.
- All University students (undergraduate and postgraduate students) who conduct any research activity at the University.
- Employees involved in administrative procedures for any research activity.

Article 1: Research, Innovation and Research Ethics Committee

- a. The University established a committee called "Research, Innovation and Research Ethics Committee. This committee prepares the strategic and operational plans necessary for research at the University in light of the research bylaws and decisions of the Higher Education Council and any other relevant studies.
- b. The purpose of the Research, Innovation and Research Ethics Committee is to promote research initiatives and culture, publications and to ensure that such research is conducted to the highest ethical standards by performing the following duties and tasks:
 - Issuing research and graduate policies that promote the achievement of the University's strategic objectives.



- Reviewing proposals on policies related to research and graduate studies, including those referred to them by the University Council and other University Committees.
 - Reviewing the University's research ethics policies and following up their implementation.
 - Ensuring that research activities are prepared, reviewed and conducted in a manner that guarantees its integrity and quality.
 - Monitoring the appropriateness of the existing policies and identifying their shortcomings to promote high-quality research and graduate studies activities at the University.
 - Supervising procedures used to improve the quality of research and graduate studies, including procedures related to the quality of research and graduate studies.
 - Reviewing annual reports related to research and graduate studies, and make recommendations to the University Council.
 - Approving funding of research projects proposals submitted by faculty members at the University and monitor their implementation.
 - Supervising the preparation and implementation of the Annual Excellence Symposium, in addition to research and graduate studies handbooks.
 - Evaluating the scientific agreements signed between the University and international universities and ensure the existence of Higher Education Council approvals to activate and maximise their utilisation.
 - Reviewing key performance indicators for research and the related feedback.
 - Forming a joint committee for the laboratories management and specialised devices at the University and its roles are:
 1. Inventory of specialised equipment of common use.
 2. Develop regulations and instructions to determine how researchers are qualified for the use of the devices and propose fees for their use.
 3. Determine the types of new equipment required for common use.
- c. Research, Innovation and Research Ethics Committee comprised of:
- Vice President for Academic Affairs and Development - Chairman.
 - Dean of Research and Graduate Studies - Member.
 - Director of Administration and Finance Directorate - Member.
 - Director of Library and Information Services - Member.
 - Research Coordinator of each College - Member.
 - Postgraduate Directors in each College - Member.
 - Director of the Quality Assurance and Accreditation Centre - Member.
 - Assistant Dean of Research and Graduate Studies - Secretary of the Committee.
- d. Research, Innovation and Research Ethics Committee is guided by the following:
- National Research and Development Priorities issued by the Higher Education Council.
 - Plans and research priorities at colleges level, which are consistent with the University research priorities and the national research priorities issued by the Higher Education Council.
 - A database of research projects that have already been implemented at the University.
 - Research proposals approved within the University's research plan.



Article 2: Research Funding

Applied Science University encourages and supports research conducted by its faculty members. The University allocates 3% of its revenues for research funding to comply with the requirements and bylaws of the Higher Education Council. The Deanship of Research and Graduate Studies invites faculty members to submit research projects proposals. These proposals are initially evaluated by the academic departments until they are approved by the University Council. Moreover, these proposals are funded and monitored in accordance with the University and the Higher Education Council bylaws, according to the following:

a. Procedures for Supporting Research Projects

1. The principal investigator submits the research project proposal to the Head of the Department according to an application form issued by the Deanship of Research and Graduate Studies. In case of multiple departments of the research team, the form must be submitted to the Head of the Department to which the principal investigator belongs.
2. The Head of the Department submits the research proposal to the Dean of the College, providing his opinion in the space provided in the application.
3. The Dean of the College refers the research proposal to the Research Committee (Scientific Committee) in the College for reviewing and evaluation.
4. The Chairman of the College Research Committee (the Scientific Committee) submits the committee's recommendation to the Dean of the College, stating the opinion of the Committee in the space provided in the application.
5. The Dean of the College studies the application and submit the proposal, including all attachments to the Dean of Research and Graduate Studies.
6. The Dean of Research and Graduate Studies submits the proposal with attachments to the University Research, Innovation and Research Ethics Committee.
7. The Research, Innovation and Research Ethics Committee deems the research proposal for making the appropriate decision and determine the amount of support. The Committee may seek the specialists' opinion other than its members to assess the scientific value of the research project.
8. The Chairman of the Research, Innovation and Research Ethics Committee submits the recommendations of the Committee to the University Council to make the appropriate decision regarding the research project and the amount of financial support.
9. After approval by the University Council, the amount of support will be paid in stages and based on the approved plan and budget of the proposal and the progress reports submitted by principal investigator.
10. The Dean of Research and Graduate Studies approves all procedures of disbursement according to original invoices or purchase orders submitted by the principal investigator by filling the relevant forms after being approved by the principal investigator to be deducted from the research project budget according to the disbursement guidelines at the University.
11. The principal investigator submits progress reports at the end of each phase to follow up achievement of the project.
12. No change or amendment to the project plan may be made after approval unless a written approval obtained from the Research, Innovation and Research Ethics Committee is.
13. The principal investigator is committed to finish the project during the period specified in the application form, with the possibility of extension for the duration of the project according to a report submitted by the principal investigator explaining the reasons for the extension.



14. In case of terminating the project for any reason, the Research, Innovation and Research Ethics Committee recommends to the University Council to take any of the following actions:
 - Stop the project and return the remaining amounts to the research budget at the University.
 - Assign one of the researchers involved in the project or an external researcher to complete the project.
 - Recover a percentage of the amounts spent on the project from its beginning as determined by the Research, Innovation and Research Ethics Committee.
15. Upon completion of the project, the principal investigator submits two final reports (technical and financial) to the Research, Innovation and Research Ethics Committee.
16. The Research, Innovation and Research Ethics Committee deems the final reports and submit its recommendations to the University Council for appropriate decision.
17. If the contract of any of the research project team ended before the completion of the project, it is permissible to continue participating in the project upon recommendation from the Research, Innovation and Research Ethics Committee and approval of the University President.

b. Terms and Conditions of Research Funding

1. The applicant must be a faculty member at the University and at least has a rank of Assistant Professor.
2. The principal investigator submits the research project proposal during the period stated in the call for project proposals.
3. The principal investigator submits the research project proposal according to an application form issued by the Deanship of Research and Graduate Studies for this purpose.
4. The principal investigator agrees not to submit the same research proposal to another supporting body and not to obtain prior support for the same research proposal.
5. The researcher may submit or participate in more than one research project proposal with up to three concurrent projects. .
6. The submitted research project proposal should be consistent with the University and the national research priorities.
7. An outcome of a published or accepted for publication article in a refereed journal or a refereed conference from the research project.
8. In the published article, the researcher(s) should mention Applied Science University/Kingdom of Bahrain in the affiliation and state that the project was funded by Applied Science University.

c. Disbursements on Funded Research:

The University undertakes to pay for the research expenditure in accordance with Article (10) of the bylaw of the scientific research for of higher education institutions issued by the Ministry of Education and related to scientific research expenditures, which are:

1. Purchase equipment and research tools, including the specialised computer and software required for conducting the research project.
2. Purchase biological, chemical, physical, glass and other materials required for conducting the research project.



3. Buy specialised books or journals necessary for a specific research project, provided that these books and journals shall be returned to the library in the institution after the completion of the research project.
4. Purchase the necessary databases to conduct the research project or paying the subscription fees.
5. Purchase specialised scientific tests and measurements or rent equipment essential for the implementation of each part of a specific research project.
6. Contract with suppliers for maintenance and repair of equipment purchased for research project.
7. Modification of existing facilities to accommodate a particular research project or set of research projects such as a biosafety laboratory, a low-vibration hall, or research project facility for animal welfare.
8. Publication fees required for publishing articles in peer-reviewed journals or conference proceedings.
9. Expenses related to holding conferences, seminars and any academic related issues.
10. Travel expenses of faculty member if he/she has to travel outside the Kingdom to conduct a specific research project activity, such as collecting data or using specialised equipment available only in that country.
11. Expenses of the practical consultancy and external services, if required by the research project.
12. Any other expenditures required to complete the research project and of a similar nature to the items mentioned above.

Article 3: Researches Submitted by Organisations Outside the University

1. Contractual research projects may be received from the external bodies as well as research projects proposed by the University through the Deanship of Research and Graduate Studies.
2. Research projects shall be referred to the Research, Innovation and Research Ethics Committee for consideration, approval and referral them to specific College(s) related to the received project.
3. A research team shall be formed in the concerned College to study the research project and indicate the feasibility of conducting it, determine its requirements and evaluate the budget allocated from the external body or from the University. If the research project is rejected, a notification will be sent to external body or to the University in this regard.
4. The study shall be referred to the Deanship of Research and Graduate Studies through the College for the approval and arrangement of contractual matters.
5. A contract is signed between the Deanship of Research and Graduate Studies and the external body in case the research project is proposed by a third party or between the research team and the Deanship of Research and Graduate Studies if the research project is proposed by the University.
6. Initiate the implementation of the research project according to the proposed contract.

Article 4: Research and Development Database

- a. The Deanship of Research and Graduate Studies, in cooperation with the Library Management, creates a database of the research outcomes in the University in terms of the numbers and titles of published articles in the refereed journals and conferences, published books, number of researchers holding PhD and MSc in the University and registered patents.
- b. The Deanship links the University's research and development database with the Higher Education database of Bahraini universities and updates it annually.



- c. The University creates a comprehensive electronic library that will include an electronic tracer for all the periodicals, manuscripts, historical documents and databases at the University.

Article 5: Participation in Conferences, Workshops or Seminars

- a. The University shall, fully or partially, fund the expenses of the faculty members' participation in conferences, workshops or symposium unless otherwise funded by the organiser. This funding include any of the following items:
 - Conference or seminar fees.
 - Tickets.
 - Accommodation fees.
 - Daily Allowances.
- b. If the faculty member participates in a conference, workshop or symposium within the Kingdom of Bahrain, the University shall contribute only to the registration fees.
- c. The following conditions must be taken into consideration when applying for funding for participation in conferences, workshops or symposium:
 1. The conference, workshop or symposium must be organised by universities, institutes or other academic and research institutions.
 2. The participant submits a research article to the conference, workshop or symposium that is relevant to the conference topics and the faculty member specialisation.
 3. The participant must provide an acceptance letter of the abstract or the article in the conference or symposium.
 4. The faculty member affiliation should include the name of Applied Science University /Kingdom of Bahrain in the accepted article.
 5. The participant should have published two articles in refereed ad peer-reviewed journals after his last conference participation.
 6. The participant undertakes to submit a report about his/her participation to the Head of the Department to which he/she belongs, showing what benefits gained and any suggestions or recommendations he/she considers University benefit.
 7. The conference, workshop or seminar must be specialised and reputable in terms of the organising body and the topics, and that related to the philosophy and objectives of the University.
- d. Procedures for applying for participating fund:
 1. The faculty member fills an application form issued by the Deanship of Research and Graduate Studies for this purpose and submit it to the Head of the Department to which he/she belongs and should attach the followings:
 - Acceptance letter of the article in the conference, workshop or symposium.
 - A copy of the article.
 - A report that shows the percentage of Plagiarism of the article.
 - Details and information about the conference or the seminar.
 - Two articles published in refereed journals after the last conference participation.
 - Special and authorised pledge to publish article in a conference or journal.
 - Special report on the safety of the article content approved by the special Committee in the Faculty/ Department.
 2. The Head of the Department submits the application and the attachments to the Dean of the College.



3. The Dean of the College sends the application including all attachments to the Dean of Research and Graduate Studies, and state his opinion in the space provided for that.
4. The Dean of Research and Graduate Studies writes his opinion in the space provided for that and submit the application to the Vice President for Academic Affairs and Development.
5. The Vice President for Academic Affairs and Development transfers the application to the Vice President for Administration, Finance and Community Engagement to make the appropriate decision of the payment.

Article 6: Reward of the Publication in Journals and Conferences

- a. The reward of publishing articles is paid to faculty members as follows:
 - One Hundred (100) Bahraini Dinar for a single author article published in local conferences or local refereed journals.
 - One hundred and fifty (150) Bahraini Dinar for all participants in the joint article published in the local conferences or local refereed journals, and half of the reward for faculty member at the University if the participating authors are from outside the University.
 - Two hundred (200) Bahraini Dinar for a single author article published in regional or international conferences and refereed journals.
 - Three hundred (300) Bahraini Dinar for all participants in the joint article published in regional or international conferences or refereed journals, and half of the reward for faculty member at the University if the participating authors are from outside the University.
- b. Procedures for applying for publication award:
 1. The faculty member fills an application form issued by the Deanship of Research and Graduate Studies for this purpose and submit it to the Head of the Department to which he/she belongs and should attach the followings:
 - A copy of the article published in refereed journal or in conference proceedings.
 - A report that shows the percentage of Plagiarism of the article.
 - Details and information about the journal in which the article is published.
 - Special and authorised pledge to publish article in a conference or journal.
 - Special report on the safety of the article content approved by the special Committee in the Faculty/ Department.
 2. The Head of the Department submits the application and the attachments to the Dean of the College.
 3. The Dean of the College sends the application including all attachments to the Dean of Research and Graduate Studies, and writes his opinion in the space provided for that.
 4. The Dean of Research and Graduate Studies writes his opinion in the space provided for that and submit the application to the Vice President for Academic Affairs and Development.
 5. The Vice President for Academic Affairs and Development transfers the application to the Vice President for Administration, Finance and Community Engagement to make the appropriate decision of the payment of the award.



Article 7: Publication Fees

Procedures for applying for publication fees:

1. The faculty member fills an application form issued by the Deanship of Research and Graduate Studies for this purpose and submit it to the Head of the Department to which he/she belongs and should attach the followings:
 - A copy of the article published in the journal.
 - An invoice showing the amount paid as publication fees of the article in the journal.
 - A report that shows the percentage of Plagiarism of the article.
 - Details and information about the journal in which the article is published.
 - Special and authorised pledge to publish article in a conference or journal.
 - Special report on the safety of the article content approved by the Special Committee in the Faculty/ Department.
2. The Head of the Department submits the application and the attachments to the Dean of the College.
3. The Dean of the College sends the application including all attachments to the Dean of Research and Graduate Studies, and writes his opinion in the space provided for that.
4. The Dean of Research and Graduate Studies writes his opinion in the space provided for that and submit the application to the Vice President for Academic Affairs and Development.
5. The Vice President for Academic Affairs and Development transfers the application to the Vice President for Administration, Finance and Community Engagement to make the appropriate decision of the payment of the publication fees.

Article 8: Funding Writing of Books

- a. The reward of writing a book is as follows:
 - Two Thousand (2000) Bahraini Dinars for the refereed scientific book of one author.
 - Three Thousand (3000) Bahraini Dinars for the refereed scientific book of more than one author.
- b. Conditions for Funding
 1. The book topic should be in one of the scientific fields which concern the University and society.
 2. Research ethics and intellectual property are applied.
 3. The language of the book should be precise and explicit and should not contain any linguistic error.
 4. The book should not have been published or submitted for publication to any other bodies.
- c. Procedures for applying for a reward for writing a book
 1. The Faculty Member fills a support writing book form and submit it to the Head of the Department to which he/she belongs. In case of multiple Departments of the authors, the form is submitted to the Head of the Department to which the principal author belongs and should attach the followings:
 - Two copies of the draft book.
 - A report that shows the percentage of Plagiarism of the authored book.
 - Pledge to publish a book.



- Special report on the safety of the article content approved by the Special Committee in the Faculty/ Department.
2. The Head of the Department submits the application and the attachments to the Dean of the College.
 3. The Dean of the College transfers the application, including all attachments to the College Curriculum Development Committee for consideration and advice.
 4. The Dean of the College transfers the application, including all attachments to the College Council for consideration and advice, after the approval of the Curriculum Development Committee.
 5. The Dean of the College sends the application, attachments and the recommendation of the College Council to the Dean of Research and Graduate Studies with the need to attach the names of ten arbitrators who are competent in the subject of the book.
 6. The Dean of Research and Graduate Studies transfers the application with the whole attachments to the Research, Innovation and Research Ethics Committee to make the appropriate decision in this regard.
 7. After the approval, the book must be sent to reviewers who are competent in the subject of the book by the Chairman of the Research, Innovation and Research Ethics Committee.
 8. If the reviewers or linguistic references request amendments to the book, the author should undertake to make the required amendments precisely.
 9. The Research, Innovation and Research Ethics Committee recommend the permission or rejection of the book publication based on the reports received from the reviewers.
 10. The full amount of the due reward should be paid after contracting with the author/ authors according to the contract allocated for that.
 11. No amendment or deletion of the book contents are allowed after its adoption and approval.



جامعة العلوم التطبيقية
Applied Science University

عمادة البحث العلمي والدراسات العليا
Deanship of Research and Graduate Studies

نموذج طلب دعم مشروع بحث علمي
Research Funding Application Form



اولاً: معلومات حول المشروع البحثي (تعبأ من قبل الباحث الرئيسي)
Information of the project proposal (filled by the Principal Investigator)

Title of the Research Proposal (In English)
عنوان المشروع البحثي (باللغة العربية)

Name of the Principal Investigator
أسم الباحث الرئيس

College:..... Dept.:.....
الكلية:..... القسم

البريد الالكتروني E-mail	خلوي Mobile No	رقم هاتف المكتب Office Tel No	الرتبة العلمية للباحث الرئيس PI Academic Rank

هل تم تقديم هذا المشروع لنيل الدعم إلى جهات دعم أخرى ولم تظهر نتيجة الدعم لغاية تقديم هذا الطلب ؟

لا نعم

Was this Proposal submitted for other funding bodies?

Yes No

موازنة المشروع البحثي:.....دينار بحريني

Total Proposed Budget of the Research Project:..... BD

المدة المقترحة لتنفيذ المشروع البحثيشهرًا
Proposed Duration of the Research Project..... months

Scientific Field of the Proposed Research Project	الحقل العلمي للمشروع البحثي	
Humanities, Social & National Security Sciences Sector	قطاع العلوم الإنسانية و الإجتماعية و الحقوق	1
Engineering	قطاع الهندسة	2
Basic Sciences Sector	قطاع العلوم الأساسية	3
Economic Science Sector (Administrative, Financial, Archeology, Tourism)	قطاع العلوم الإقتصادية (إدارية، مالية،)	4
Communications & Information Technology Sector	قطاع الاتصالات و تكنولوجيا المعلومات	5
Others (Please Specify):	أخرى (الرجاء تحديدها)	6
<p>قائمة بالأبحاث المنشورة، المقبولة، أو التي أرسلت للنشر ذات العلاقة بالبحث للباحث الرئيسي A List of the PI's Publication (Published, Accepted, or Sent for Publication) Related to the Proposed Research Project.</p>		

Co-Investigators Information

معلومات الباحثين المشاركين في المشروع البحثي

الكلية College	القسم Department	الرتبة Academic Rank	اسم الباحث المشارك Name	رقم
				1
				2
				3
			PI Signature توقيع الباحث الرئيس	



Details of the Research Project

ثانياً: معلومات تفصيلية حول المشروع البحث

1. Abstract	1. ملخص مشروع البحث
2. Introduction	2. المقدمة
3. Objectives	3. الأهداف
4. literature Review	4. الدراسات السابقة



5. Research Methodology & Tools	5. منهجية البحث وادواته
6. Expected Outcomes	6. النتائج المتوقعة
7. References	7. المراجع

Project Time Plan

ثالثاً: خطة العمل الزمنية للمشروع البحثي

First Year												العام الأول	
Duration in months											المدة بالشهور	المهمة	
12	11	10	9	8	7	6	5	4	3	2	1	Task	
													1
													2
													3
													4
													5
													6
													7
													8
													9
													10
Second Year												العام الثاني	
Duration in months											المدة بالشهور	المهمة	
12	11	10	9	8	7	6	5	4	3	2	1	Task	
													1
													2
													3
													4
													5
													6
													7
													8
													9
													10

رابعاً: احتياجات وميزانية المشروع البحثي (تفصيلية و حسب مراحل المشروع)

Resources and Budget of the Proposed Project

الكلفة (دينار بحريني) Cost in (BD)	مبررات البنود المطلوبة Justifications	الوصف Description	البند Item	
			1. الأجهزة والمعدات والأدوات البحثية والبرمجيات التي يحتاجها المشروع البحثي Equipment, tools and Software needed for the research project	
			2. قواعد بيانات او كتب او مجلات متخصصة لازمة لازمة لاجراء المشروع البحثي Databases, books or journals required to conduct the research project	
			3. اختبارات ومقاييس علمية لازمة لاجراء المشروع البحثي Scientific tests needed for the research project	
			4. نفقات الاستشارات والخدمات الخارجية التي يحتاجها المشروع البحثي Consultancy and external services expenses required by the research project	
			نفقات السفر لغرض اجراء المشروع البحثي Travel expenses for the purpose of conducting the research project	
			الكلفة الإجمالية للمرحلة Phase Total Budget	



Recommendations & Decisions			خامسا: التوصيات و القرارات
			تنسب رئيس القسم Recommendation of Head of the Department
	التوقيع Date والتاريخ		اسم رئيس القسم Name of Head of the Department
			رأي اللجنة العلمية في الكلية (يكتبه رئيس اللجنة) Recommendation of the College Scientific Committee (written by the Chair)
	التوقيع Date والتاريخ		اسم رئيس اللجنة العلمية في الكلية Name of Head of the College Scientific Committee
			رأي عميد الكلية Recommendation of the Dean of the College
	التوقيع Date والتاريخ		اسم عميد الكلية Name of the Dean of the College
			رأي عميد البحث العلمي والدراسات العليا Recommendation of the Dean of Research and Graduate Studies
	التوقيع Date والتاريخ		اسم عميد البحث العلمي والدراسات العليا Name of the Dean of Research and Graduate Studies
			رأي لجنة البحث والابتكار واخلاقيات البحث العلمي (يكتبه رئيس اللجنة) Recommendation of Research, Innovation and Research Ethics Committee (written by the Chair)
	التوقيع Date والتاريخ		اسم رئيس لجنة البحث والابتكار واخلاقيات البحث العلمي Name of the Chair of Research, Innovation and Research Ethics Committee

قرار مجلس الجامعة في اجتماعه رقم: بتاريخ:/...../.....

University Council Decision in meeting No.----- Date:-----

	القرار رقم..... Decision Number
	توقيع رئيس الجامعة University President Signature



Conferences/ Activities during the Current Academic Year:				
<i>Participated in Researches</i>		<i>Date of the Activity</i>	<i>Name of the Activity</i>	<i>Semester</i>
<i>No</i>	<i>Yes</i>			
<input type="checkbox"/>	<input type="checkbox"/>			<i>Second</i>
<input type="checkbox"/>	<input type="checkbox"/>			<i>Summer</i>
<input type="checkbox"/>	<input type="checkbox"/>			<i>First</i>
<i>I undertake to submit a report on the official conference/ assignment (According to the Attached Report Form)</i>				
Placement of the Head of Department: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved</i> <i>Date: (dd/mm/yyyy).</i> <i>Signature:</i>				<i>Placement of the Head of Department/ Dean:</i>
Placement of the Dean: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved</i> <i>Date: (dd/mm/yyyy).</i> <i>Signature:</i>				
Placement of the Dean of Research and Graduate Studies <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved</i> <i>Date: (dd/mm/yyyy)</i> <i>Signature:</i>				
Placement of Vice President for Academic Affairs and Development: <input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved</i> <i>Date: (dd/mm/yyyy)</i> <i>Signature:</i>				



Specify the conference (activity) participation fees :

Number of Nights: () Price: ()

Booking of Tickets Economy First Class Date: (dd/mm/yyyy).

Signature:

Placement of the Director of Administration and Finance Directorate

Approved Not Approved Date: (dd/mm/yyyy).

Signature:

Placement of the Vice President for Administration, Finance and Community Engagement:

- Approved Not Approved Date: (dd/mm/yyyy).

Signature:

Required Table of Contents:

<i>Description</i>	<i>Available</i>	<i>Not Available</i>
<i>1. Two published articles in refereed Journals after participating in the last conference.</i>		
<i>2. Invitation to the Conference or Acceptance Letter of the article.</i>		
<i>3. Conference Details.</i>		
<i>4. A Copy of the accepted article.</i>		
<i>5. Published articles after participating in the Last Conference.</i>		



Application Form for a Reward on Article Publication

Name: ----- College:----- E-mail Address: ----- Date: (dd/mm/yyyy).	Signature:----- Department:----- Phone Number:-----
--	---

Author: Joint External
 Internal Participant (Applicant Name)
 Article Title:

 Date of Publication:.....
 Journal Name:.....
 Website of the Journal:
 Article Link in the Journal Website:
 Hardcopy Journal Electronic Journal International Journal
 Local Journal Regional Journal
 ISSN or e-ISSN:
 Thomson Reuters or ISI Scopus
 Journal E-mail:
 Volume: Issue: Pages: (From ... to ...)

Placement of the Head of Department:
 Approved Not Approved.
 Date: (dd/mm/yyyy). Available in Budget
 Signature:-----

Placement of Dean:
 Approved Not Approved.
 Date: (dd/mm/yyyy). Available in Budget
 Signature:-----

Placement of the Dean of Scientific Research and Graduate Studies:

Due Amount	Notes

Placement of the Dean of Scientific Research and Graduate Studies:
 Approved Not Approved
 Date: (dd/mm/yyyy).
 Signature: :-----



Placement of Vice President for Academic Affairs and Development:

Approved *Not Approved*

Date: (dd/mm/yyyy).

Signature: :-----

- Placement of the Vice President for Administration, Finance and Community Engagement:

Approved *Not Approved*

Date: (dd/mm/yyyy). Available in Budget.

Signature: :-----

Note:

- Please attach proof that the journal is peer-reviewed if it is not expressly stated in the front pages or on its website.*
- Please attach proof of payment of publication fees if you have already paid.*
- Please provide a letter with the consent of the participating coauthors from Applied Science University if the article is joint.*
- Please attach some extra copies of the article or the volume the article published in.*
- Filling out all the electronic form is a condition for considering the application.*



Application Form for Publication Fees

Name:	Signature:
College:	Department:
E-mail Address:	Phone Number:
Date: (dd/mm/yyyy)	
<hr/>	
Author: <input type="checkbox"/> <i>Single</i> <input type="checkbox"/> <i>Joint</i> <input type="checkbox"/> <i>External co-author</i>	
Internal co-author:	
Article Title:	
.....	
.....	
Date of Publication:	
Journal Name:	
Website of the Journal:	
Article Link in the Journal Website:	
<input type="checkbox"/> <i>Hardcopy Journal</i> <input type="checkbox"/> <i>Electronic Journal</i> <input type="checkbox"/> <i>International Journal</i>	
<input type="checkbox"/> <i>Local Journal</i> <input type="checkbox"/> <i>Regional Journal</i>	
ISSN or e-ISSN:	
<input type="checkbox"/> <i>Thomson Reuters (ISI)</i> <input type="checkbox"/> <i>Scopus</i>	
Journal E-mail Address:	
Volume:	Issue:
	Pages: (From ... to ...)
<hr/>	
Placement of the Head of Department:	
<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved.</i>	
Date: (dd/mm/yyyy).	<input type="checkbox"/> <i>Available in Budget</i>
Signature: -----	
 Placement of Dean:	
<input type="checkbox"/> <i>Approved</i> <input type="checkbox"/> <i>Not Approved.</i>	
Date: (dd/mm/yyyy).	<input type="checkbox"/> <i>Available in Budget</i>
Signature: -----	



Placement of the Dean of Scientific Research and Graduate Studies:

Due Amount	Notes

Placement of the Dean of Scientific Research and Graduate Studies:

Approved Not Approved

Date: (dd/mm/yyyy).

Signature: -----

Placement of Vice President for Academic Affairs and Development:

Placement of Vice President for Academic Affairs and Development:

Approved Not Approved

Date: (dd/mm/yyyy).

Signature: -----

- Placement of the Vice President for Administration, Finance and Community Engagement:

Approved Not Approved

Date: (dd/mm/yyyy). Available in Budget.

Signature:-----

Note:

- Please attach proof that the journal is peer-reviewed if it is not expressly stated in the front pages or on its website.
- Please attach proof of payment of publication fees if you have already paid.
- Please provide a letter with the consent of the participating co-authors from Applied Science University if the article is joint.
- Please attach some extra copies of the article or the volume the article published in.
- Filling out all the electronic form is a condition for considering the application.



Application Form for Writing, Publishing or Printing Book

<i>Author Name:</i>	<i>Signature:</i>	<i>Date: (dd/mm/yyyy).</i>	
<i>Department:</i>		<i>College:</i>	
<i>Book Title:</i>			
<i>Book Language:</i>			
<i>Type of the Book:</i>	<i>Assistant Book</i>	<i>Curriculum book</i>	<i>Practical book</i>

<i>In the case of a textbook or reference book, what courses are appropriate to describe the content of the book?</i>	

<i>What are the Reasons for Writing and Publishing the Book?</i>	

<i>Names of the Participating Authors (if any)</i>	<i>Employee Number</i>	<i>Academic Rank</i>	<i>Department</i>	<i>Specialization</i>

<i>Recommendation of the Department Council (to approve/ not to approve the printing) of the book mentioned above in its (-----) meeting dated on: (dd/mm/yyyy).</i>	
<i>Department:</i>	
<i>Head of Department:</i>	
<i>Signature:</i>	
<i>Date: (dd/mm/yyyy).</i>	



Recommendation of the Curriculum Development Committee (to approve/ not to approve the printing) of the book mentioned above in its (.....) meeting dated (dd/mm/yyyy).

<i>Department:</i>	
<i>Name of Chairman:</i>	
<i>Signature:</i>	
<i>Date: (dd/mm/yyyy).</i>	

Recommendation of the College Council (to approve/ not to approve the printing) of the book mentioned above in its (...) meeting dated (dd/mm/yyyy).

<i>College:</i>	
<i>Name of Dean of the College:</i>	
<i>Signature:</i>	
<i>Date: (dd/mm/yyyy).</i>	

Recommendation of the Research, Innovation and Research Ethics Committee:

- () *Recommend the publication approval of the book mentioned above.*
- () *Recommend that the publication of the book mentioned above should not be approved for the following reasons:*

- 1-
- 2-

<i>Name of the Chairman of Research, Innovation and Research Ethics Committee:</i>	
<i>Signature:</i>	
<i>Date: (dd/mm/yyyy).</i>	



Pledge to Publish an Article in Conference or Journal

I (write your name), hereby declare that my book titled with:

“.....”

which has been published in (name of the Journal/ Conference) and has been implemented in line with all laws, regulations, and ethical standards adopted at Applied Science University, the Higher Education Council and the Kingdom of Bahrain. The research did not include any discussion of any sensitive matters and did not include any data or administrative or security information that requires permission by the competent authorities before using. I also undertake to preserve all the participants' rights in my research and not to expose them to any risks resulting from conducting this research.

Researcher Name:

Department:

College:

Signature:

Date: (dd/mm/yyyy).

Note:

- Attach a copy of the article to be published, plus information about the journal or conference.



Pledge to Write, Publish or Print a Book

I (write your name), hereby declare that my book titled with:

“-----”

submitted by me for publication by Applied Science University in the Kingdom of Bahrain, has not been published elsewhere in any form and has been implemented in line with all laws, regulations, and ethical standards adopted at Applied Science University, the Higher Education Council and the Kingdom of Bahrain. The research did not include any discussion of any kind of sensitive matters and did not include any data or administrative or security information that requires permission by the competent authorities before using. I also undertake to preserve all the participants' rights in my research and not to expose them to any risks resulting from conducting this research. In case of other than that, I shall bear the legal liability for that.

Researcher Name: -----

Department: -----

College: -----

Signature: -----

Date: (dd/mm/yyyy).