

# **Excellence Awards Guidelines**

**Majmaah University**

**Deanship of Academic Research**

**1435/1436 H**

## **In the Name of Allah, the Most Merciful**

The Majmaah University is keen to enhance the quality of academic research and innovation, therefore, it puts the guidelines of the Ministry of Higher Education into effect, which related to awards of excellence in research. To achieve quality of research and encourage talented researchers at the university level, we have assigned the following awards:

1. Distinguished Paper Award (4 awards, an award to be assigned to each research center).
2. Distinguished Researcher Award (2 awards, an award to be assigned for theme of Humanities and Administrative, and another for Applied Sciences).
3. Distinguished Department Award (2 awards, one for the theme of the Humanities and Administrative, and another for the theme of Applied Sciences).
4. Innovation Award (one award across all the university' colleges).

These guidelines include the rules governing the awards of excellence in research and innovation, in accordance with the bylaw of scientific research in Saudi universities, which declared by Royal Decree No. (7/b/4403) dated 04/02/1419 AH. These guidelines have been approved by the University Council at its 8<sup>th</sup> minute dated 11/05/1435 AH, and the validation of his excellence, the Minister of Higher Education, the Chairman of the University Council by the letter No. (1145) dated 06/20/1435 AH.

The Deanship of Scientific Research hopes that these awards achieve the prospective outputs.

## **Nominations for the Excellence Award for the Distinguished Researcher**

### **Conditions for Nomination:**

1. A faculty member must have an author' profile on Google Scholar and attach a proof of his Academic Publications.
2. Documents / certificates to be attached that confirm contribution in conferences, editorial board members, theses supervised, and the membership of theses' examination committees.
3. The researcher must be a faculty member in the University of Majmaah, including those on scholarships. The name and title of the University must be mentioned in the published research.
4. Nominated academic research and other contributions must be after the date of June 2012
5. Application form for the award to be filled.
6. Hard and soft copies (on a CD) of all the documents must be submitted to the Deanship of Scientific Research.

## **Evaluation Process:**

100 marks to be assigned as follows:

- 70% of the marks is for the published papers in peer-reviewed journals which are indexed in journal citations reports, maximum 7 papers. 10 marks to be assigned for each published or accepted for publication paper; otherwise, the mark assigned is 5 marks for each paper.

- 5% of the marks for participation in scientific conferences.
- 10% of the marks for seminars.
- 10% of the marks for the research papers that have funded either internally or externally.
- 5% of the marks for contributions as member of: editorial boards, reviewer of journals, theses.

70 % of the total 100 marks are required for the participant to earn the award.

## **Application Form for the Distinguished Researcher Award**

Name of the researcher: Academic

Rank:

Department:

College:

Name of the Researcher in English as in publications:

(1) Details of research publication published in peer-reviewed journals after June 2012

Research Title	Journal Title	Year of Publication	Journal Rank	Journal Indexing

(2) Participation in conferences, seminars and workshops after June 2012

Title of the Paper	Name of Seminar or Conference	Country	Date of the Conference/ seminar

(3) Seminars presented in the department\*

Title of the Seminar	Date of the seminar

\*Attach proof from the department (Minutes or Appreciation certificate)

(4) Research paper that have internal or external funding

Title of the research proposal	Year of Funding	Amount of Grant	Sponsoring Agency

(5) Contributions as member of: editorial boards, reviewer for journals, theses supervision or theses' examination committees.

The Contribution	Type of the membership	Year	Others

Applicant Signature

## **Nominations for the Excellence Award for the Outstanding Paper**

### **Conditions for Nomination:**

1. The paper must have been published or accepted for publication in a refereed journal indexed in SCOPUS or ISI *citations report*. Authors should provide a documentation of the journal's Impact Factor. Papers published in Arabic language are excluded from these conditions, but are subject to the academic promotion conditions released by the Scientific Council.
2. The principal author or the co-author should be a faculty member in Majmaah University or those considered as them, including those on scholarships during the time of nomination for the award. The name of Majmaah University must be mentioned in the published paper.
3. The paper must have been published or accepted for publication after the date of July, 2012.
4. The paper must not have won the outstanding Paper Award in Majmaah University before.
5. The candidate should fill the application form related to the Nomination for the Award.
6. Hard and soft copies (on a CD) of all the documents must be submitted to the Deanship of Scientific Research.

### **Evaluation Process:**

The research centers compare the nominated papers, then an outstanding paper is nominated by each research center.

## Application Form for Nominations for the Outstanding Paper Award

Track of the paper discipline	<input type="radio"/> Scientific	<input type="radio"/> Humanities	
Title of the paper:			
Date of Publishing:			
Title of Journal:			
Journal Impact Factor:			
Participants in the paper	University	College	Country
Name of Principal Author:			
-			
Names of Co-authors			
1.			
2.			
3.			

Applicant Signature



## **Nominations for the Excellence Award for the Distinguished Department**

### **Conditions for Nomination:**

- (1) At least, 25% of the faculty members in the department should have a published contribution (books, chapter in books, book translation, papers, articles, and conference proceedings). A proof of the contribution must be provided; such as the cover page of the book or the author's citation on *Google scholar*.
- (2) The faculty members in the department should show their contributions in attending or participating in local or international conferences during the year (all documentation must be provided).
- (3) The department must hold at least one 'scientific seminar' or 'workshop' in each semester and provides what proves it. A digital copy must be submitted to the Deanship of the Scientific Research.
- (4) All of the department's activities should be after June 2012.
- (5) An application form for the award should be filled.
- (6) Hard and soft copies (on a CD) of all the documents must be submitted the Deanship of Scientific Research.

## **Evaluation Process**

Each Department to be evaluated based on 100 points divided as follows:

- 50% of the score to be assigned for the research papers published in refereed scientific journals. Authors of the papers should be for the faculty members of the department, who have at least an academic rank of Assistant Professors. (the research paper published in a journal that is classified according to the classification of the Ministry of Higher Education in the kingdom is represented as two research papers).
- 5% of the evaluation score to be allocated for the research papers published in refereed scientific journals by faculty members who are lecturers or demonstrators (the research paper published in a journal that is classified according to the classification of the Ministry of Higher Education in the kingdom is represented as two research papers).
- 15% of the evaluation score to be assigned for the funded papers either internally or externally.
- 10% of the evaluation score to be assigned for participating with a research paper in a conference.
- 10% of the evaluation score to be assigned for the membership of: the editorial board of journals, reviewer's board, theses supervising committee, and theses examination committee
- 5% of the evaluation score to be allocated for the research of students of the department.
- 5% of the score to be allocated for the seminars held by the department that discusses research proposals or scientific topics.

For the department to be nominated to the prize, it is required to get a score of 70 out of 100.

It should be noted that the best department in each of the previous categories will be taken as a standard to evaluate other departments in that specific category. The total weighted average will then be extracted, and the department which gets the highest average will be awarded the prize.

## **Application form for the Distinguished Department Award**

**Department:**

**College:**

- (1) Details of the faculty members in the department who have an academic rank of Assistant Professor, at least:

No.	Name	Academic rank	Nationality

- (2) Details of the published and accepted papers after June 2012:

Author's name	Paper title	Journal's name	Publishing date	Journal's Ranking

(3) The contribution in conferences (attendance only is not included), seminars and workshops, after the month of June 2012:

No.	Paper's title	Title of the conference/ seminar/ workshop	Country	Date

(4) Workshops organized by the department:

Title of workshop	Name of keynote speaker	Date of workshop

(5) Research projects funded locally or internationally:

Research title	Name of principal researcher	Year of funding	Amount of funding	The funding agency

(6) Memberships: The editorial board of journals, reviewers board, theses supervising committee, theses examination committee:

Name of faculty member	Type of membership and its details.	Year	Other remarks

(7) Students' research achievements at the higher education conferences:

Student' Name	Research Title	Year	The research's winning position

Head of the Department

Signature:

## **Call for Nominations for the Excellence Award for Innovation**

### **Conditions for Nomination:**

1. The candidate should be a faculty member in Majmaah University or those considered as them including those on scholarships during the time of nomination for the award. The name of Majmaah University must be mentioned in the documents regarding the invention.
2. The innovation must not have earned an excellence award for innovation from Majmaah University before.
3. The candidate should fill the application specified for Nominations for the Excellence Award for innovation.
4. Hard and soft copies (on a CD) of all the documents must be submitted to the Deanship of Scientific Research.

### **Evaluation Process:**

Each applicant gets a total score of (100) marks that will be assigned as follows:

- 20 % of the total evaluation score will be assigned for the registration of the patent.
- 50% of the total evaluation score to be assigned for the acceptance of the registration of the patent.
- 15 % of the total evaluation score will be assigned for publishing a research paper related to the patent.
- 15 % of the total evaluation score will be assigned for achievement of the innovation for any awards.

Nominated innovation that wins the excellence award for innovation, should get a cumulative score of (70) marks out of (100) marks. Applicant must submit all the supporting documents.

## Application Form for Nominations for the Excellence Award for Innovation

Applicant Name	
Researcher Role	<input type="checkbox"/> Principal Researcher <input type="checkbox"/> Participant Researcher
Academic Rank	
College	
Academic Field	
Innovation Name	
Innovation Type (Aspect)	
Innovation Description	
Is Patent Registered? (Please Submit Related Documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do You earn Patent? (Please Submit Related Documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you Published a Research Paper Related to Patent? (Please Submit Related Documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does Innovation earned any Awards? (Please Submit Related Documents)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Photo for Innovation	

Applicant Signature