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Visiting Researcher Program

Introduction:

In alignment with Princess Nourah bint Abdulrahman University's mission to lead women's advancement in scientific research and contribute to building the global knowledge-based economy, and in pursuit of the university's strategic objectives derived from Saudi Vision 2030 to promote research excellence, invest in national intellect, and transfer global expertise to serve the Kingdom's sustainable development and participation in the global science and knowledge ecosystem, the Deanship of Scientific Research and Libraries has launched the **Visiting Researcher Program**.

This program aims to host distinguished professors and researchers from prestigious international universities to benefit from their expertise, experiences, and ideas in enhancing the skills of PNU researchers and faculty members. It seeks to foster an integrated research environment capable of forming collaborative partnerships and engaging in global research competitiveness. The program aims to:

- enhance research activity at the university and develop the scientific research skills of Princess Nourah bint Abdulrahman University researchers.
- provide an enabling environment for scientific collaboration with distinguished professors and researchers from prestigious universities and research centers locally and internationally.
- increase scientific publication in high-impact journals indexed in the Web of Science (WOS) database.
- improve the quality and global ranking of scientific publications affiliated with the university and increase citation rates for PNU research outputs.





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First: Funding Budget for the Visiting Researcher Program

- The program duration shall not exceed 12 months.
- The total financial support distributed as follows:

1. Research Costs

- Compensation for the visiting researcher, disbursed in two installments:

- 50% upon signing the contract.
- 50% upon completion of all contract requirements, publication of two research papers, and approval of the final report by the Permanent Committee for Scientific Research and Innovation. The two research papers must be published in internationally indexed journals within the Web of Science (WOS) Core Collection, listed under the Science Citation Index Expanded (SCIE) or Social Sciences Citation Index (SSCI).

At least one of the papers must be within the top 10% of journals in its field, with an average Journal Impact Factor (JIF) in the range of 90–100%.

- Compensation for the participating researcher, disbursed in two installments:

- 50% upon signing the contract.
- 50% upon completion of contract requirements, publication of two papers, and approval of the final report by the Permanent Committee for Scientific Research and Innovation.

The same publication conditions mentioned above apply. The two research papers must be published in internationally indexed journals within the Web of Science (WOS) Core Collection, listed under the Science Citation Index Expanded (SCIE) or Social Sciences Citation Index (SSCI).



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المملكة العربية السعودية

جامعة الأميرة نورة بنت عبد الرحمن

(٠٤٨)

وكالة الجامعة للدراسات العليا والبحث العلمي

عمادة البحث العلمي والمكتبات

2. Visit Costs – (paid to the participating researcher)

- Up to 50% for the visiting researcher's trip to Princess Nourah bint Abdulrahman University.
- Up to 50% for the PNU participating researcher's trip to the visiting researcher's home university.

The amount includes tickets, accommodation, transportation, and living expenses for both researchers, following university regulations. The duration of each visit must not exceed two weeks, and the university will not bear any additional expenses.

Second: Evaluation Criteria for the Visiting Researcher Program

1. Principal Researcher Requirements

The project must have a Principal Researcher who meets the following criteria:

- Must be Saudi and hold the rank of Assistant Professor or higher, either from the university or the self-operated health sector affiliated with the university.
- The Principal Researcher's responsibilities include:
 - Communicating with the visiting researcher, completing application forms, submitting the research plan (Performance Charter), and coordinating logistics (visit, accommodation, transport, workshops, and lectures).
 - Monitoring project progress, submitting periodic reports, ensuring compliance with approved research plans and funding regulations, and updating the visiting researcher on all approved requirements.
 - Maintaining continuous communication with the Deanship of Scientific Research and Libraries regarding all project matters.





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2. Visiting Researcher Requirements

The visiting researcher must meet one of the following conditions:

- Be a Full Professor listed among the WOS Highly Cited Researchers, announced annually.
- **OR** Be a Full Professor affiliated with one of the Top 200 universities globally (Shanghai Ranking) or have publications in Nature or Science
- **OR** Be an Associate Professor with publications in Nature or Science, **and** affiliated with one of the Top 200 universities (Shanghai Ranking).
- **OR** Be an Associate Professor with publications in Nature or Science, **and** listed among the WOS Highly Cited Researchers, announced annually.

To have strong scientific reputation and research experience in the field of specialization, and it is preferable that the researcher has obtained scientific awards from internationally recognized organizations in the field of specialization or has obtained patents in the field of specialization registered with international organizations.

Third: Regulations for Publishing Scientific Papers

A. Research Team

1. The affiliation with the University shall be the single affiliation for all researchers who are affiliates of Princess Nourah bint Abdulrahman University, and for self-employment affiliates of the Health Affairs Administration and the centers affiliated thereto at the University. Dual affiliation is not permitted, and the affiliation shall be written in the following form: Department name / College name / Princess Nourah bint Abdulrahman University, **Duple affiliations are not allowed.**

2. The official University email must be used in all forms of correspondence with journals. When adding the email address, only the official University email shall be listed for all members of the research team who are University affiliates, and no other email shall be accepted in the affiliation.



3. **Only** the participation of Princess Nourah bint Abdulrahman University affiliates in scientific research and scientific papers resulting therefrom as well as international affiliated employees (as part of the paper authorship) is permitted, without any financial obligations within the contract. The participation of any external researcher from Saudi, Arab, or Asian universities is not permitted. (The participation of international researchers from North America, Europe, Australia, Japan, or South Korea is permitted.)

4. Publishing with researchers from countries or entities with which the Kingdom does not officially deal, or in journals published by countries or entities with which the Kingdom does not officially deal, is not permitted. The researcher shall bear full scientific, legal, and ethical responsibility for the published research.

B. Publishing Criteria

1. The principal investigator shall undertake to publish the scientific papers of the original research type (Article) in one of the internationally indexed scientific journals within the Web of Science (WOS) Core Collection, and indexed under the citation indices: Social Sciences Citation Index (SSCI) or Science Citation Index Expanded (SCIE) only, provided that one of the two scientific papers is ranked within the top 10% of specialized journals, with an Average Impact Factor (JIF) ranging from 90%–100%.
2. Publishing in predatory or suspected journals, or publishing in journals included in the prohibited list, is not permitted.
3. Publishing in journals issued by countries or entities with which the Kingdom does not officially deal is not permitted. The researcher shall bear full scientific, legal, and ethical responsibility for the published scientific papers.





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4. It is required to acknowledge the financial support provided by the Deanship of Scientific Research and Libraries at Princess Nourah bint Abdulrahman University as follows:

The authors extend their appreciation to the Deanship of Scientific Research and Libraries at Princess Nourah bint Abdulrahman University for funding this work through the Visiting Researcher Program No (VR-XX-XXX).

Without mentioning any other financial support from any other entity inside or outside the University, noting that financial acknowledgment is permitted only for one person or entity.

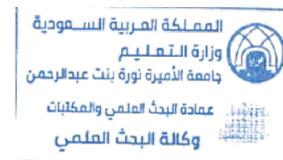
5. Compliance with the publication standards and citation regulations at Princess Nourah bint Abdulrahman University.

Fourth: Tasks of the Research Team

1. The visiting researcher shall be committed to participating in research and developing research and scientific publishing skills with researchers and faculty members from University affiliates. This includes supporting an environment conducive to creative ideas and translating them into consultative projects or participation in achieving patents in advanced scientific fields with researchers and faculty members from University affiliates.

2. Two visits shall be scheduled during the first six months of the contract period, as follows:

- One visit by the visiting researcher to Princess Nourah bint Abdulrahman University.
- One visit by the principal investigator, from among Princess Nourah bint Abdulrahman University affiliates, to the visiting researcher's host institution.





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3. During the visiting period, the visiting researcher shall deliver lectures and workshops (in person) for University affiliates and participate in conferences, seminars, and events organized by the University. The principal investigator shall also be committed, during the visiting period, to working with the research team and delivering a lecture on the joint research at the visiting researcher's host university.
4. Workshops shall be determined to be delivered by the visiting researcher remotely.

Fifth: General Provisions

1. Scientific papers published prior to the contract signing date shall not be counted as part of the research project outputs.
2. The content of scientific papers and the ideas contained therein shall not conflict with Islamic values, national vision, or the objectives of the University.
3. All outputs of the research project shall be the property of Princess Nourah bint Abdulrahman University, whether they are patents, inventions, products, or applications. All such outputs shall be subject to the implementation regulations of the Intellectual Property Policies at Princess Nourah bint Abdulrahman University.
4. Commitment to research ethics and to the ethical charter for scientific research approved by the University, and to continuously notify the Deanship of Scientific Research and Libraries and the Scientific Research Ethics Committee at the University of any updates to the project in the event of requesting an extension. The Deanship of Scientific Research and Libraries shall take all necessary procedures if any violations of research ethics or any scientific misconduct locally or internationally are proven.
5. The research team shall not be entitled, after approval of funding for the project, to make any substantive amendments to the project, including amendments to the type of project or the subject of the project, except



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after obtaining the approval of the Standing Committee for Funding Research Projects at the Deanship of Scientific Research and Libraries.

6. The calculation of the project duration shall commence from the date of contract signing. In the event that 14 days have elapsed without receiving a notice from the Deanship of Scientific Research and Libraries to the principal investigator and his/her affiliated colleges, in coordination with the Deanship and the Standing Committee for Scientific Research and Innovation, to cancel the research project.
7. The Deanship of Scientific Research and Libraries shall be entitled to withhold part or all of the support amount in the event of delay in submitting extension requests or the required and approved reports.

Delay in Report Submission	Deduction from Funding
30 days	25%
60 days	50%
90 days	75%
91+ days	No payment

Sixth: Procedures

1. The researcher shall submit the application for funding the Visiting Researcher Program to the Deanship of Scientific Research and Libraries in accordance with the announced mechanism, provided that the application is complete (all required documents and forms announced on the Deanship's electronic website).





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2. The application shall be reviewed by the Standing Committee for Funding Research Projects at the Deanship of Scientific Research and Libraries, and a recommendation shall be issued thereon and submitted to the Standing Committee for Scientific Research and Innovation.
3. An email shall be sent to the principal investigator, in the event of approval, including the project number and a copy of the contract.
4. The principal investigator shall be committed to signing the contract and sending it electronically via email within a period not exceeding two weeks from the date of receipt. In the event that 14 days have elapsed from the date of notification by the Deanship of Scientific Research and Libraries to the principal investigator and his/her affiliated colleges, and coordination with the Deanship and the Standing Committee for Scientific Research and Innovation has not been completed, the research project shall be canceled.
5. The principal investigator shall be entitled to submit a request for disbursement of a payment from the program budget for each report submitted, after its submission and approval by the Standing Committee for Scientific Research and Innovation.
6. After publishing all scientific papers in internationally indexed journals within the Web of Science (WOS) Core Collection, in accordance with the conditions stated above under Publishing Regulations for Scientific Papers, the principal investigator shall submit a request for project completion with all required attachments through the electronic submission system.
7. The request shall be presented to the Standing Committee for Funding Research Projects at the Deanship of Scientific Research and Libraries to review the fulfillment of contract requirements and submit it to the Standing Committee for Scientific Research and Innovation. In the event of approval, a disbursement order



shall be issued to the Financial Administration to disburse the approved installments from the funding amount.

Seventh: Extension of the Research Project Duration

The research team shall complete the research project requirements within the approved regulatory duration in accordance with the project funding contract. The Standing Committee for Funding Research Projects at the Deanship of Scientific Research and Libraries may grant an additional period to complete the required outputs based on a request submitted by the principal investigator, provided that no additional financial entitlements shall result from such extension.

The principal investigator shall submit the extension request to the Deanship of Scientific Research and Libraries no less than thirty (30) days prior to the end of the regulatory duration, provided that the extension request includes the following:

- A justification for the extension request, clarifying what has been completed to date, at the time of submitting the extension request, with the required supporting documents attached.
- A work plan to complete the remaining part of the research during the extension period.
- The required time period, provided that it does not exceed the approved duration of the research project.
- Attachment of the research acceptance letter for publication in the journal, which shall include the following: the title of the research project, the names of the researchers in the research paper, and the role of the principal investigator, provided that it is signed and stamped by the journal.