

¹Jadara University Research Center Instructions

Issued by the Council of Deans by its Resolution No. (8) dated 4/10/2023

Pursuant to Article (4) of the Scientific Centers System at Jadara University for the year 2013

Article (1): - These instructions shall be called (Jadara University Research Center Instructions) and shall be effective from the date of its decision by the Council of Deans.

Article (2): - The following phrases and words shall have the meanings assigned to them below, unless the presumption indicates otherwise: -

University: - Jadara University.

System: - The system of scientific centers of Jadara University for the year 2013

President: - The President of the University.

Center: - Jadara Research Center .

Council: - The Council of the Center.

Chairman of the Board: - Chairman of the Board of the Jadara Research Center.

Director: - Director of the Center.

Article (3): - A center called Jadara Research Center shall be established at the university and shall be linked to the president of the university or his representative

Targets of the Center

Article (4): - The Center shall work to achieve the following objectives: -

1. Promoting scientific research: Promoting research and studies in a variety of academic and scientific fields.
2. Developing community service: Providing services and programs that serve the local and national community.
3. Enhancing higher education: Supporting university education by providing specialized courses, workshops and educational programs.

¹The Center and its instructions were established by the Council of Deans Resolution No. (8) Session No. (1) dated 4/10/2023 and approved by the Board of Trustees Resolution No. (74) dated 24/10/2023.

4. Attracting talents: Attracting and hiring distinguished researchers and academics and encouraging them to work in the center.
5. Collaboration and partnerships: Strengthen cooperation with other institutions and research centers to promote knowledge exchange and implement joint projects.
6. Infrastructure development: Provision of advanced research equipment and facilities to support research and education.
7. Publishing research: Publishing the results of research and studies in scientific journals and conferences to contribute to scientific knowledge.
8. Enhancing sustainability: Working on projects and research that promote environmental and social sustainability.
9. Promoting transparency and ethics: Adhering to high ethical standards in research and studies.
10. Providing consultations: Providing consultations and advice to the government, companies and society on issues related to research and research areas.

Article (5): The Center achieves its objectives by the following means: -

- Assigning researchers from inside and outside the university to carry out studies, research and consultations that are consistent with the objectives of the center.
- Organizing conferences, seminars and courses on topics of local, regional or international importance.
- Publishing research and studies as the Center deems appropriate.
- Issuing specialized periodicals.
- Cooperation and coordination with centers, institutes and institutions with similar purposes and interests.

The Council of the Center

Article (6): - The Center shall have a board of nine members who hold at least the degree of associate professor, provided that the number of those holding the rank of professorship shall not be less than two-thirds of the board appointed by the chairman, including the chairman of the board and the director of the center, and its members shall be seven members from the university and two members from universities, institutions and official and private companies.

Powers of the Board

Article (7): - The Board of the Center shall effectively carry out its tasks by assuming specific responsibilities, which are:

1. Developing policies and programs: The Council formulates the policies of the Center, approves its programs and plans, and supervises their effective implementation to ensure the achievement of the Center's objectives.
2. Reviewing the budget: The Board takes an active role in discussing and approving the annual draft budget of the Center, which is prepared by the Director, and contributes to the effective financing of the Center's activities.
3. Reviewing reports: The Board discusses and approves the annual report that summarizes the work and activities of the Center, which contributes to evaluating performance and identifying future successes and improvements.
4. Consideration of Relevant Issues: The Board shall follow up on any other issues related to the objectives of the Centre, and take the necessary decisions to ensure continuous development and continuous improvement.

Center Manager

Article (7):

1. The Director of the Center shall be appointed by a decision by the President.
2. Whoever is appointed as the director of the center must be one of the employees of the university and hold the rank of professor in one of the scientific disciplines.
3. The job and financial rights and duties of the director shall be determined according to the laws and regulations in force at the university.

Center Manager

Article (9): - The Director of the Center shall be entrusted with the following tasks: -

1. Following up the administrative and financial affairs of the center in accordance with the laws and instructions in force at the university.

2. Administrative and financial follow-up of research projects implemented by or through the Center and in accordance with the laws and instructions in force at the university.
3. Preparing the annual report of the Center and submitting it to the Council for its decision.
4. Preparing the annual financial budget of the Center.
5. Addressing donors and research institutions at the national and international levels to discuss ways to cooperate and support the activities of the Center.
6. Follow up the implementation of the founders' decisions and recommendations.
7. Any other responsibilities and powers delegated by the Chairman or the Board.

Article (10): - The Center shall carry out its work by one or more of the following means:

1. Appointing full-time researchers in accordance with the rules of the university to conduct research and studies or assisting faculty members in conducting them.
2. Assigning the teaching staff or researchers from inside and outside the university to implement one or more of the items of the work program, in accordance with the instructions of the Center. For this purpose, a contract shall be organized between the university and the researcher indicating the research budget, the time period necessary for its implementation, the researcher's availability and any other matters related to the research. The contract shall be signed by the university president or his representative.

Administrative and financial procedures

Article (11): - The value of the service allowance for the university (an administrative expenses item) shall be determined on the project proposals submitted through the Center at a rate of 20%. The Board may amend this percentage according to the requirements of the donor.

Article (12): - The Center's revenues consist of the following sources:

1. The contribution of the university, which is determined in the annual budget.
2. Revenues obtained by the Center from national, Arab and international institutions or from companies interested in exploiting the results of the Center's research.

3. Grants and assistance from local, Arab and international bodies after their acceptance within the procedures and assets followed at the university.
4. The Center's share of the proceeds of studies, consultations, research and patents carried out through it.

Article (13): - The net income derived from studies, consultations and courses conducted through the Center shall be distributed after deducting the financial costs in accordance with the following: -

- (a) At least (20%) shall be deducted in favor of the university account.
- (b) The remainder shall be distributed as remuneration for the benefit of the team that carried out the work by a decision by the chairman based on a recommendation by the director of the centre and according to a prior written agreement between its members.

Article (14): - In the event that a research project is funded by local or international donors, the net income shall be distributed as follows: -

1. (20%) of the stipends item in favor of the Center.
2. (80%) of the remuneration item is distributed to the team that carried out the work by a decision of the President based on a recommendation from the Director of the Center.

Article (15): - Regardless of what is stated in Articles (13) and (14) of these instructions, the administrative staff in the center shall be treated in terms of remuneration in accordance with the overtime instructions in force at the university, provided that their remuneration is paid from the budget of the concerned project.

Article (16):- Disbursement shall be made from the Center's account by a decision of the Director for amounts not exceeding (500) dinars and by a decision of the Chairman of the Board for amounts exceeding (500) based on the recommendation of the Board and approved by the President of the University.

Article (17): The Chairman of the Board shall have the right to pay stipends to the members of the Jadara Research Center in accordance with the instructions.

Article (18): The appointments of the Center's employees shall be subject to the University's regulations and instructions.

Article (19): The Center's expenses shall be allocated an annual amount in the university budget.

Article (20): The Center may provide its services to the Jordanian, Arab and international community.

Article (21): The Center may accept donations and gifts.

Incentives

Article (22): The following amounts shall be paid to the members of the Center for each research published by them in the Scopus database:

1. \$500 if research published in Q1
2. \$400 if research published in Q2
3. \$300 if research published in Q3
4. \$200 if research published in Q4

An amount of 30% shall be added to it if a faculty member from Jadara University participates in the research. This amount includes publishing expenses and does not pay any incentives to the faculty member from within Jadara University.

These bonuses shall be paid to the affiliated members in the event that they publish a research in the name of the Center, provided that the affiliation is as follows:

Jadara Research Center, Jadara University, Irbid 21110, Jordan

Upon inclusion of the research in the Scopus database, the researcher shall be paid a maximum of 10 researches per year, and the number of published researches for the researcher shall not be less than three per year, provided that he has only two affiliations (the affiliation of the institution to which the researcher belongs and the affiliation of the Jadra Research Center). If he has more than two affiliations, he does not deserve any incentives. If the research paper is submitted by one or more researchers on the system, the incentives shall be disbursed to the first applicant only. No incentives shall be disbursed for the published researches in the conference proceedings and published book chapters, even if they are included in Scopus databases.

5% of the total amount received by the researcher shall be deducted as an administrative fee. The Center supports emerging scientists who have an impact factor

of less than 10, as the Center provides them with opportunities to join it, so that half of the value of the incentives in force is paid to researchers.

Membership

Article (23): When selecting the members of the Center, several criteria are considered to ensure excellence and sustainable scientific contribution. These criteria are as follows:

1. **Scientific production:** The researcher must have made tangible contributions to the scientific field, as it is required that he/she has published at least 10 researches within the last five years, according to a database .Scopus
2. **Impact coefficient (Scopus H-index):** The impact coefficient of the researcher reflects the extent of the impact of his scientific work, as it is required that the impact coefficient of the researcher be at least **10**, which confirms his effective contribution to the advancement of scientific knowledge.
3. **In approving the membership of the Center, the following shall also be required:**
 - Written approval from the researcher's university to join the center.
 - Signing the accession agreement between the center and the researcher.

New members of the Center benefit from a range of opportunities and privileges that contribute to their scientific and research development, including:

1. **Use of the university library:** Members have the right to use the university library during working hours, providing them with easy access to important scientific references and resources.
2. **Research Collaboration:** Members have the opportunity for research collaboration with university faculty members, which promotes an effective exchange of research ideas and experiences.
3. **Participation in scientific activities:** The Center provides its members with the opportunity to participate and attend in all scientific activities that it organizes, which contributes to expanding their knowledge and scientific update.
4. **Financial rewards:** Members are entitled to benefit from financial rewards allocated to support the advanced scientific research carried out by the Center, which encourages dedication and creativity in the field of scientific research.

Article (24): The Board shall decide on any problem arising from the application of these instructions in cases where no text is provided.

Article (25): The Chairman of the Board and the Director are responsible for the implementation of these instructions.