



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

**UNIVERSITY STUDENT RESEARCH BOARD**  
**Policy No. USRB 001**  
**Student Research Policy**

**1. Applicability**

This document is applicable to all currently enrolled students at King Saud bin Abdulaziz University for Health Sciences (KSAU-HS).

**2. Definitions**

Students : currently registered students at KSAU-HS.

University : KSAU-HS.

Faculty : full time or joint appointment at KSAU-HS.

Research Center: King Abdullah International Medical Research Center (KAIMRC) .

KAMC : King Abdulaziz Medical City.

**3. Guidelines**

- All students are encouraged to do research under supervision.
- All university faculty are encouraged to supervise students.
- It is advisable to write a contract between the faculty and the students, to specify the research question, conditions and terms of the research, who is to do what, confidentiality, data ownership, authorship and order of authors on the published work.
- KAIMRC provides grants for students and every student is encouraged to apply.
- Copyright is essential part of research and students are strongly advised to take every care not to breach copyright.

**4. IRB Approval**

Any research to be conducted by any member of staff or students should be subjected to IRB committee approval or exemption. Evidence of IRB result should be available before commencing any research activity.

## 5. Data Ownership

In case of research funded by the university, data ownership belongs to the university. And the university holds the copyright for any material produced from its funding. In case of KAIMRC funding, ownership and copyright belongs to the research center. If the research is funded by an outside funding agency or body, data ownership and copyright should be agreed upon before the start of the project.

### Data Storage/Confidentiality

Data Storage:

- Lab notebooks should be stored in a safe place.
- Computer files should be backed up and the backup data stored in a secure place physically removed from the original data.
- Biological Samples should be appropriately stored
- Data that are subject to privacy restrictions must be stored in a safe place accessible only to authorized personnel.
- Confidentiality of the study subject should always be maintained.

## 6. Authorship

- i. All individuals listed as authors should qualify for authorship.
- ii. Qualification for authorship must have:
  - a. Substantial contributions to conception and design, or acquisition of data, or analysis and interpretation of data;
  - b. Drafted the article or revised it critically for important intellectual content
  - c. Sufficient participation in the work to take public responsibility for appropriate portions of the content; and
  - d. Final approval of the version to be published.
- iii. Financial and material support should be disclosed.
- iv. Authorship order must be agreed upon before the start of the work. By defining criteria to first author, second author and so on. It is better to include this in the research contract.
- v. Acknowledgments: All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section.
- vi. Affiliation should be to the university with full address and department name where the research was conducted.

## 7. Research Misconduct

Students must read the following statements about research misconduct. This statement must be part of the research contract between the student and the faculty.

Research misconduct is the deviation from the accepted research ethics and integrity that includes but not limited to :

- *Fabrication* is making up results.

- *Falsification* is manipulating research results.
- *Plagiarism* is the acquisition of someone else's ideas, results, or words without giving them the credit.

Students or faculty who are found to have research misconduct will be submitted to disciplinary committee according to the Ministry of Education bylaws.

#### **8. Application to present at conferences abroad**

- a. Students are encouraged to submit their work to the university local conference first
- b. Students who presented at the local conference are encouraged to apply at international conferences
- c. Students who have oral presentations will be supported to present their papers.

Prepared by SRB:  
Effective Date: 01 March 2017

Reviewed By:

  
\_\_\_\_\_  
Prof. Ali Hajeer  
Chairman, Student Research Board

Approved By:

  
\_\_\_\_\_  
Prof. Youssef Al Eissa  
Vice-President, Educational Affairs  
KSAU-HS