



Guidelines For Sabbatical Leave Grant (Established Sep'98)

(April, 2009)



Section – 1: Introduction

King Fahd University of Petroleum & Minerals provides an opportunity to faculty members (including RI research engineers/scientists) to spend their sabbatical leave in a reputable academic and/or research institution. Sabbatical leave is a privilege and is granted only when it can be shown that the applicant is capable of using this period in a manner that will thereafter increase the applicant's effectiveness to KFUPM. The sabbatical leave guidelines aim to inform a faculty member who intends to apply for sabbatical leave about all related issues. It focuses on the main objectives, eligibility, proposal preparation and evaluation, and the procedures for processing the sabbatical leave application. The guidelines also provide details on the report to be submitted upon return from the sabbatical leave, the process for evaluating the report and what the University expects from the sabbatical leave. The sabbatical leave is expected to benefit all parties by rejuvenating the faculty member, broadening the department's expertise, and enhancing the University's reputation.

Section – 2: Objectives of the Sabbatical Leave

The main objective of the sabbatical leave is to provide KFUPM faculty with a change of atmosphere in order to pursue scholarly activities and to furnish a better environment for academic recuperation and rejuvenation. The sabbatical leave also provides the means to interact directly with scholars in reputable academic and research institutions. The following are considered as scholarly activities for the purpose of sabbatical leave:

1. To pursue, extend or diversify ongoing research;
2. To initiate and pursue research in new areas;
3. To work in industry in the area of research and development; the aim of spending sabbatical leave in industry is to develop applied research-oriented expertise, to develop expertise in practical oriented course(s) or to create an engineering design or product; and
4. To write a research-oriented book or a research monograph.

During the leave, the faculty member is expected to interact with academicians and/or researchers in other institutions with the view of developing his expertise. The faculty member is also expected to contribute to the literature in his field by publishing in reputable journals. In general, faculty members on sabbatical leave are encouraged to attend scientific meetings, conferences, teach courses, present seminars in host institutions* as well as in nearby institutions. This will promote KFUPM's international standing.

All of the aforementioned activities must be relevant to the faculty member's academic development and in accordance with the needs of his department, the University, and the Kingdom

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Section – 3: Eligibility

KFUPM faculty and RI research engineers/scientists are eligible to apply for sabbatical leave after serving the University for a period of at least five years. The faculty member must agree to return to KFUPM for at least one academic year of service after the termination of the sabbatical year, otherwise, he has to repay any compensation (Salary plus any other expenses paid by the university during the sabbatical year).



Section – 4: Procedure & Format

1. The Principal Investigator submits the Research Proposal **in the format prescribed by DSR**, <http://www.kfupm.edu.sa/deanships/dsr/en/Pages/default.aspx>
2. The Research Proposal needs to be submitted online using the below link <http://rdsu.kfupm.edu.sa/eReview/SitePages/NewProposalsMain.aspx>
3. A hard copy of the proposal, needs to be submitted to the department chairman for his evaluation and recommendation in the prescribed format
4. A detailed budget needs to be prepared for each project and needs to include all the required resources with complete details and justifications wherever applicable.
5. The researcher will be paid as per the financial rules of the University.
6. The duration of the project cannot exceed 12 months.
7. During the Sabbatical Leave period, the faculty member will not be entitled for manpower compensation through other ongoing projects funded through the Deanship of Scientific Research and SABIC either as a principal investigator or as a co-investigator.
8. At any given point of time, a student will be entitled for compensation only through one research project funded by the Deanship of Scientific Research

Section – 5: Budget Preparation Guidelines

The following guidelines needs be taken into consideration while preparing the proposed budget for the project. The budget will be reviewed by the research office and final itemized budget will be conveyed, before the official start of the project along with the project approval memo.

S. No.	Item	Maximum Allocation (SR)	Period
1.	Project Manager (Principal Investigator)	Basic Salary	Month
2.	Graduate Student (Pursuing MS)	600	Month
3.	Secretary	1,000	Year
4.	Stationery	1,000	Year
5.	Standard Desktop/Laptop	6,000	Project
6.	Standard Printer	1,500	Project
7.	Standard Scanner	500	Project
8.	Books & References	Basic Salary	Project
9.	International Consultant	20,000	Year
10.	International Conference	10,000	Year
11.	Publication Charges	3,800	Project
12.	Medical Benefit	10,000	Project*
* If accompanied by family, otherwise for single SR. 5,000/project			
13.	First Class Round Trip Ticket for Investigator & his family members (Sons below 18 years and unmarried daughters)		
14.	Scientific Visit based on justification and need in accordance with the guidelines		



Section – 6: Procedure For Processing Sabbatical Leave Application

Section – 6.1: Intent for Sabbatical Leave

Faculty interested in sabbatical leave should communicate their intent to the Dean of Faculty & Personnel Affairs **no later than three weeks** after the faculty reporting date. Copies of the letter of intent should be sent to the appropriate chairman/center director and Dean.

Section – 6.2: Determination of Eligibility

1. Immediately after receiving the letter of intent, the Dean of Faculty & Personnel Affairs will acknowledge its receipt to the faculty member. Copies of his acknowledgment letter are then sent to the appropriate chairman/center director and Dean.
2. The Dean of Faculty & Personnel Affairs will advise the faculty member of any information in his file that disqualifies him from further consideration in accordance with KFUPM rules and regulations. This advice should be communicated within two weeks of receipt of the letter of intent and copies should be addressed to the appropriate chairman/center director and Dean.

Section – 6.3: Submission of Formal Application

The eligible faculty member should submit his formal application to his Department Chairman/Center Director no later than eight weeks after the faculty reporting date with the following enclosures:

1. A complete research proposal prepared in accordance with **Section 4.0** of these guidelines.
2. A letter of invitation from the host institution*, and
3. Statement of understanding and compliance available in the **Appendix – 1** of these guidelines.

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Section – 6.4: Evaluation and Recommendation by Department Chairman/Center Director

After receiving the application as specified, the Department Chairman/Center Director forwards his comments, evaluation and recommendations taking into consideration the following factors:

1. The applicant's academic and research activities in the department;
2. The relevance of the proposed sabbatical leave activity to the applicant's academic development, the Department, the University, and the Kingdom; and
3. The staffing situation in the Department/Center during the proposed year of absence of the applicant.

The Department Chairman/Center Director would complete the above tasks and forward the information to his Dean within two weeks of receiving the application



Section – 6.5: Evaluation and Recommendation by Academic Dean

Upon receipt of the application and all the relevant documents from the Department Chairman/Center Director, the Academic Dean forwards the complete file to the Research Committee **no later than two and a half months** after the faculty reporting date.

Section – 6.6: Review & Evaluation Process by the University Research Committee

1. The research proposal will be reviewed by the University Research Committee (URC) with the opinion of selected experts from the world top universities.
2. Criteria used in evaluating proposals include parameters opinion of the referees, suitability of the budget and times estimates, originality, length, clarity, presentation, accuracy and style.
3. The proposal is discussed in the URC and is either
 - a. Recommended for funding directly, or
 - b. If the URC feels the proposal is worthy of funding if suitably modified, it gives the proponent the opportunity for revision and resubmission. or
 - c. Not recommend for funding
4. Should the URC recommend University support of the project, it will submit the recommendation to the Scientific Council (SC) for its approval and authorization.
5. The Scientific Council reviews the case, makes its recommendation and then forwards it to the Academic Dean. If the proposal is approved by the Scientific Council, the Dean prepares his recommendations (no later than **two weeks** from receiving the Scientific Council Report) and forwards it to the Vice Rector for Graduate Studies & Scientific Research supported by the following:
 - a. The Research Committee report on the technical aspects of the sabbatical proposal.
 - b. The applicant's contributions to the college/RI and the University; and
 - c. The staffing situation in the Department during the absence of the applicant.

However, if the proposal is rejected, the Academic Dean/Center Director informs the Department Chairman who, in turn, informs the proponent about the outcome, no later than two weeks after receiving the Scientific Council Report.

Section – 6.7: Recommendations of the Vice Rector for Graduate Studies & Scientific Research

The **Vice Rector for Graduate Studies & Scientific Research (VRGR)** reviews the application including all the relevant documents, and forwards his recommendations to the University Board no later than a **month** after receiving the file.

Section – 6.8: University Board's Decision

Upon receiving the VRGR's recommendations, the University Board decides on the merits of the case. The faculty member is informed about the final decision.



Section – 7: Procedure for Rebuttal

If the sabbatical leave application is rejected, the faculty member has the right to request reconsideration of the case. The request must include detailed reasons/arguments in support of his claim. The rebuttal must be filed within **one month** of the receipt of the rejection and should be forwarded through the same channels as the proposal. If the outcome is a second rejection, the case is considered closed. The faculty **is eligible to** apply again after **two** years.

Section – 7: Inception of the Project

1. After the approval of the University Board, the faculty in consultation with the Department Chairman/Centre Director decides on the starting date of the sabbatical leave. Once the final approval is received for the proposal, the PI needs to ensure immediate creation of the project on the ERP system to facilitate project transitions based on the approved budget as well as the start and end dates.
2. The Research Project Agreement Form available on the DSR website needs to submit to the Research office after obtaining necessary approvals no later than one week from the receipt of the project approval memo.

Section – 8: Project Reports

Section – 8.1: Progress Report

A progress report must be submitted semiannually (every 6 months) on or before the due date in the prescribed **Progress Report Template** available on the DSR website.

Section – 8.2: Final Report

1. At the completion of any DSR-sponsored research project, the research team is required to submit a final report on the findings from the project. The final report should be submitted **within three months** of the completion date of the project. It is the responsibility of the PI to ensure that the Final Report is submitted to DSR within the period allowed. In exceptional circumstances, the submission date may be extended, but any requests must be made in writing, and approved by DSR before the original submission period expires. Submission of the final report after the three months period may result in the non-payment of the final installment of the compensation and can affect future funding requests submitted by the PI. There are two types of final report format:

For obtaining further details on report types, their requirements and guidelines, please visit the URL: <http://www.kfupm.edu.sa/deanships/dsr/en/Pages/Guidelines.aspx>

2. The URC evaluation is forwarded to the Scientific Council for its recommendation. The outcome is sent to the Academic Dean and to the Faculty and Personnel Committee.
3. The Committee rating will be on the scale of Distinguished / Excellent / Very Good / Good / Fair / Poor. If the rating is “Fair” or below, the proponent may not be considered



for the next cycle of sabbatical.

Section – 9: Research Project Outcomes

1. Project outcomes are only those which are direct outcomes of the project after its inception and that reflect clear acknowledgement of the project and its number.
2. Only those publications that are real outcomes of the project and acknowledge the project number should be included as part of the final report.

Section – 10: Acknowledgements

1. Proper acknowledgment of KFUPM support along with the project number in all publications and other outcomes resulting from completed funded projects whether funded by the University or outside organizations is mandatory.
2. Accordingly, any publications or other outcomes with no acknowledgement to the project number would not be considered as part of that project.

Section – 11: Checklist of Items Required From the Applicant

1. Sabbatical leave research proposal
2. Letter of invitation from the host institution*
3. Recent and updated C.V. incorporating all the publications thus far
4. Clearance from the Personnel Department
5. Letter from the Department Chairman indicating:
 - a. Relevance of the proposal to the Department;
 - b. Relevance of the proposal to Saudi Arabia;
 - c. Relevance to the faculty member's self-development.

Note: The Sabbatical Leave Research Proposal must be submitted to the Academic Department Chairman concerned who will forward the same to the University Research Office through the respective College Deans.

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Appendix – 1

Statement of Understanding and Compliance

Name of Applicant: _____
Title: _____
College: _____
Dept. _____
Rank: _____
Period of Sabbatical Leave Requested: From _____, to _____

Sabbatical Plan

On a separate sheet, please complete your sabbatical leave plan according to the following outline:

A. Nature of the educational or professional program to be undertaken, including:

- 1) Sabbatical objectives: Knowledge, experience and/or expertise to be gained from the sabbatical for the benefit of the students, colleagues and campus(es).
- 2) Relationship of objectives to college goals, to anticipated duties or to any approved projects with which you are or anticipate being involved.
- 3) Sabbatical activities planned to accomplish the sabbatical objectives. This would include any programs of study, community services, colleges/businesses to be visited, travel, materials development, and an approximate time line for the different activities. Indicate any College-provided materials or facilities support you would require.

B. A summary, in outline form, of what you feel are your outstanding contributions to your college.

C. Indicate any financial remuneration from non-KFUPM sources to be received during the sabbatical leave, including grants, fellowships, and outside employment. If no outside funding will be received, indicate NONE.

Statement of Understanding and Compliance

I understand that sabbatical leave is granted in accordance with King Fahd University of Petroleum & Minerals policy, and that should I be authorized such leave, I shall carry out my sabbatical plan and, within one semester, submit a written report on my sabbatical activities. I also understand that I am required to return to the University for at least one year of service upon completion of the sabbatical leave upon return within the semester. I agree that if I refuse to return or if I did not satisfy the requirement of serving one year after return, I shall reimburse the University all compensation received from the University covering the sabbatical leave period. Otherwise, the university has the right to take any necessary action such as withholding the termination benefits.

Signature of Applicant

Date