



Ministerial Decree

No. (38/2016)

Issue of Bylaws Regulating Scientific Research in Colleges of Applied Sciences,

According to the Royal Decree No. 6/2002 defining the mandates of the Ministry of Higher Education and the establishment of its organizational structure,
and the Royal Decree No. 62/2007 regulating the Colleges of Applied Sciences,
and the Executive Bylaws in the Royal Decree No. 62/2007 regulating the Colleges of Applied Sciences issued by the Ministerial Resolution No. 13/2010,
and based upon the requirements of public interest,

it has been decided that:

Article (1): Scientific research in the Colleges of Applied Sciences shall be regulated in keeping with the attached bylaws.

Article (2): Whatever contradicts or conflicts with the attached bylaws shall be treated as cancelled or revoked.

Article (3): This decree shall be published in the Official Gazette and shall come into force with effect on the next day of its issue.

Issued on: 26 Dhul Hijjah 1437 H

Corresponding to: 28 September 2016

Dr. Rawia Saud AL-Busaidi

Minister of Higher Education



نحو تعليم عال ذي جودة عالية يلبي متطلبات التنمية المستدامة

سلطنة عُمان ص.ب: ٨٢ روي - الرمز البريدي: ١١٢ - هاتف ٢٤٣٤٠٥٨٠ / فاكس ٢٤٣٤٠٥٧٨

Sultanate of Oman, P.O.Box: 82 Ruwi, PC 112, Tel:24340580 / Fax 24340578 www.mohe.gov.om

Regulatory Bylaws concerning Scientific Research in the Colleges of Applied Sciences

Chapter 1

General provisions and definitions

Article (1): In applying the provisions in these bylaws, the following words and phrases shall be understood as indicated below, unless otherwise implied by the context:

- 1- Ministry: Ministry of Higher Education
- 2- Minister: Minister of Higher Education
- 3- Undersecretary: Undersecretary of Ministry of Higher Education
- 4- Directorate: Directorate General of Colleges of Applied Sciences
- 5- College: One of the Colleges of Applied Sciences
- 6- Dean: Dean of the College
- 7- Assistant Dean: Assistant Dean for Academic Affairs and Scientific Research
- 8- Center: The Directorate's Scientific Research Center
- 9- Committee: Scientific Research Committee
- 10- Researcher: Any member of the College's faculty
- 11- Scientific Research: Organized activities in different areas of science and/or humanities with a view to producing new knowledge by following specific scientific methods. This also includes applied, academic, and developmental research, including those resulting in innovations.
- 12- Department: Scientific Research Department in the College
- 13- Research group: A group of researchers conducting research, be it within a given College or outside it
- 14- Principal Investigator: The researcher who has been invested with the overall responsibility of supervising both the ways in which research is conducted and the pertinent technical and financial affairs during the implementation of the research until all research commitments have been honored.
- 15- Co-Researcher: a researcher participating in a research project together with another researcher or a research group, be it within a given College or outside it.



نحو تعليم عال ذي جودة عالية يلبي متطلبات التنمية المستدامة

سلطنة عُمان ص.ب: ٨٢ روي - الرمز البريدي: ١١٢ - هاتف ٢٤٣٤٠٥٨٠ / فاكس ٢٤٣٤٠٥٧٨

Sultanate of Oman, P.O.Box: 82 Ruwi, PC 112, Tel:24340580 / Fax 24340578 www.mohe.gov.om



16- Research Assistant: a common person selected and allotted a specific function or task in accordance with articles 23 and 24 of these bylaws.

17 - Support: support provided by government or private institutions to carry out scientific studies and research in the College.

18 - Scientific Publication: the publication of scientific books, either produced by the author (or editor) him/herself or translated from another language, as well as proceedings of scientific gatherings, such as conferences, symposia and workshops, in addition to specialized research and scientific reports.

Article (2): The Committee shall be formed by a Ministerial decree or another person delegated by the Minister. The Committee shall be chaired by the Assistant Director General for Academic Affairs, and shall comprise of the following members:

- | | |
|--|-----------------|
| 1- Director of the Center | Deputy Director |
| 2- Heads of the Departments in the Colleges | Members |
| 3- Head of the Studies and Research Department in the Center | Rapporteur |

Article (3): The Committee shall convene twice each academic year or whenever it be deemed necessary. All meetings shall be called by the Director or the Deputy Director. A meeting shall be considered valid when at least a third of the Committee's members, including the Director or the Deputy Director, are present.

Should the common good, or public interest, requires it, the Committee may invite to its meetings people whose presence is considered beneficial because of their expertise. This, however, does not grant the invitees the right to vote.

The decisions of the Committee are reached by the majority of votes of the members present. In the case of a tie vote, the side of the chair of the meeting shall prevail.

Article (4): The Committee specializes in the following:

- 1- Setting the Scientific Research Map in the Colleges
- 2- Setting a comprehensive plan for scientific research in the Colleges
- 3- Designing schemes to implement the priorities of the set research plan and to supervise its implementation
- 4- Studying research projects related to the Omani context submitted by the Colleges and making recommendations about them.
- 5- Providing technical support to the Colleges in coordination with the Center in the following areas:
 - A- Establishing a database of the research and publications produced in the Colleges
 - B- Preparing an annual report on scientific research performance at the Colleges
 - C- Reviewing research agreements with other parties
 - D- Establishing research teams at each College whenever necessary



E- Producing a publication to acquaint the community with the scientific research conducted in the Colleges

Article (5): The Department may call upon and engage researchers, specialists, technicians and other people working in the College or outside it.

Chapter 2

Research funded by the Ministry

Article (6): The Ministry is responsible for encouraging researchers to conduct scientific research in the following ways:

- 1- By providing support to researchers to conduct scientific research and studies
- 2- By cooperating with research and scientific institutions and entities both inside and outside the Sultanate
- 3- By encouraging individuals as well as institutions to support and fund research projects in order to enhance the Colleges' role
- 4- By providing modern communication tools and recent scientific publications, including periodicals, books and research data bases
- 5- By publishing scientific research findings, in specialized local and international research and scientific publications, as well as by providing scientific documentation tools to facilitate the duties of researchers
- 6- By taking the necessary measures to host researchers and guests so that they can participate in scientific research undertakings

Article (7): The Colleges are responsible for providing support for scientific research in the following ways:

- 1- Specific amounts of money from the College's budget for research projects
- 2- Support provided by governmental institutions, or bodies
- 3- Grants given to the Colleges after having obtained the required approvals to that end according to applicable protocols and regulations
- 4- Revenues from scientific research, books, and journals
- 5- Revenues from scientific consultation and courses that the College provides to other institutions

Article (8): The financial support given for scientific research shall be based on the availability of financial resources and in keeping with the following:

- 1- Whenever the value of the research project exceeds 1000 (one thousand) Omani Rials, the Undersecretary shall approve the final list of projects based on the recommendations of the Committee for Research Projects.





- 2- Whenever the value of the project does not exceed 1000 (one thousand) Omani Rials, the Dean will approve the final list of projects based on the recommendations of the Scientific Research Department.

Financial expenditure is done according to the financial procedures followed in the Colleges and according to what has been achieved in the project based on the research plan approved by the committee.

Article (9): The Minister may – based on the recommendations of the Committee- retrieve the support intended for a project either partly or fully if the research or the research group decided to suspend or terminate the project.

Article (10): By a resolution from the Minister, based on the recommendations of the Committee, the support intended for a researcher or research group shall be retrieved in case of shortcomings in the completion of the research or lack of implementation of the pre-established stages without them having presented any acceptable excuses.

Article (11): Support requests are submitted and decided upon as follows:

- 1- The concerned parties shall submit their support request, using the template set by the Ministry for this purpose, to the Head of Department to which they belong so that he/she may forward it to the Department.
- 2- The Department shall study the request and forward it to the Assistant Dean so that he/she may give his/her opinion and then pass it on to the Dean accompanied by his/her recommendations so that the College Dean may take a decision. When the support fund exceeds 1000 (one thousand) Omani Rials, the Dean refers the request and an attachment with his views to the Committee.
- 3- The Committee shall study the request and make recommendations in regard to the matter before forwarding it to the Undersecretary for the final decision.

In all cases, for a support request to be accepted, the research may not have already received funding from any governmental or private entity.

Article (12): The researcher shall commit to the following:

- 1- To submitting a report to the Department at the end of each approved research stage indicated on the support request form. The report shall describe what has been accomplished in each stage, as well as the financial and administrative situation. Subsequently, the report shall be forwarded by the Department to the Committee.
- 2- To returning to the College all the resources, tools and instruments which were purchased for the purpose of the research after finishing the research project.
- 3- To submitting to the Head of Department five (5) copies of the final research report, in addition to a hard copy, an electronic copy, and a summary in both



English and Arabic. The Head of Department shall forward the final research report to the Dean, who shall pass it on to the Center.

Chapter Three

Research groups funded by the Ministry or another entity

Article (13): The Ministry shall provide financial and administrative support to research groups which are being funded either from inside or outside the ministry on condition that their work is original, unique and creative in different fields which serves the Omani community.

Article (14): The following is required of research groups:

- 1- That their titles indicates their objectives and the scope of their work.
- 2- That their objectives and research domains be clear; that they be transparent; and that they serve a big number of researchers and students.

Article (15): Requests by research groups wishing to obtain support shall be submitted according to the procedures stipulated in Article 11 of these bylaws.

Article (16): Research groups shall commit to the following:

- 1- To submitting a report to the Department at the end of each approved research stage indicated on the support request form. The report shall describe what has been accomplished in each stage, as well as the financial and administrative situation. Subsequently, the report shall be forwarded by the Department to the Committee.
- 2- To returning to the College all the resources, tools and instruments which were purchased for the purpose of the research after finishing the research project.
- 3- To submitting to the Head of Department five (5) copies of the final research report, in addition to a hard copy, an electronic copy, and a summary in both English and Arabic. The Head of Department shall forward the final research report to the Dean, who shall pass it on to the Center.

Article (17): The Ministry shall support the research groups as follows:

- 1- By providing them with the financial and administrative assistance required to conduct their work
- 2- By providing them with devices and tools required for serving the purposes of their scientific research



3- By facilitating their use of available laboratories in the Colleges.

Article (18): The researcher or research groups funded through external support shall commit to the following:

- a- Submitting a copy of their research outline to the College to which the research or researchers belong(s) so that it may be forwarded to the Committee
- b- Submitting periodic reports to the Committee about the progress of the research according to the timeframe approved by the funding body.

Article (19): The terms and regulations set by the funding party must be abided by in the following cases:

- 1- In case that change occurs in the research group.
- 2- Whenever the duration of a scientific research project is extended.
- 3- Whenever the scientific research plan and the commitments associated with it are changed.

Article (20): The Principal Investigator shall commit to the following:

- 1- Proposing the scientific research project, showing its significance, and obtaining approval for it in the ways set out in Article 11 of these bylaws
- 2- Managing the research project in keeping with the approved plan
- 3- Implementing the terms and conditions specified in the contract signed with the funding body
- 4- Submitting to the Department periodic reports about each stage of the scientific research project
- 5- Submitting a final report to the Department about all of the stages of the scientific research project so that it can subsequently be forwarded to the Committee

Article (21): Co-Researcher shall commit to the following:

- 1- To participating in preparing the scientific research proposal
- 2- To carrying out the duties assigned to him/her by the Head Researcher

Article (22): If there are remarks, or observations, about the progress of the scientific research, the Department shall point them out to the research group so that they can make the desired amendments. Additionally, in case of their failure to carry out these amendments, the Department shall prepare a memo about it and send it to the Committee so that it may do what is necessary.

Article (23): The Research Assistant shall commit to helping in conducting projects, studies and scientific tests; to searching for scientific materials and resources, and





organizing them; to preparing experiments and tests, and collecting and installing technical instruments and measurement tools; to recording the research and presenting it; and to any other duties assigned to them by a Co-Researcher.

Article (24): In appointing a Research Assistant, the following provisions shall be abided by:

- 1- The appointment shall be in keeping with the type of research project. It is allowed to seek the assistance of specialists and technicians in order to carry out some of the duties associated with scientific research.
- 2- The Research Assistant will be a holder of a Bachelor or Master's degree.
- 3- The standard contract set by the Center shall be used for this purpose.
- 4- Priorities shall be given to the College's graduates.
- 5- The financial and administrative procedures for hiring, being applied in the College shall be followed.

Chapter Four Scientific publications

Article (25): By virtue of a resolution from the Undersecretary, support may be provided for publications in the following cases:

- 1- Manuscripts
- 2- Translations and Scientific encyclopedias
- 3- Proceedings of scientific conferences and symposia
- 4- Whatever the Committee considers suitable for publication, as well as whatever serves the College's objectives

Article (26): Request for support for scientific publications shall be submitted to the Department using the template set by the Center for this purpose accompanied by the documents specified in the template.

Article (27): The Department shall study the requests for support for scientific publishing and state its opinion about them before forwarding them to the Dean so that he/she either approves or rejects them.

In case of a request's being approved, it shall be presented to the College Council so that it may determine the support percentage and, subsequently, pass it on to the Undersecretary for approval.

Article (28): Before a decision can be reached regarding a request for support for scientific publishing, the researcher shall obtain three (3) different quotations from





publishing and printing houses indicating the cost of publishing and shall submit them to the Department of Administration and Finance Affairs in the College.

Article (29): The College Council shall study the quotations provided and choose the best. The amount of the support shall be paid to the publishing and printing house after its approval.

Article (30): The beneficiary of the publication support shall submit to the Dean a written notification within ten (10) days regarding the completion of the scientific publication. A copy of the notification shall be sent to the Center.

Article (31): The beneficiary of the support for a scientific publication shall submit two hundred (200) copies of the scientific product or published work to the College library.

Article (32): A contract shall be signed with the beneficiary of support for scientific publishing whereby only the Ministry shall have the right to republish the scientific work during the following five (5) years. Then the right shall go to the researcher or his/her lawful heirs.

Article (33): In the event that scientific research, for which the researcher used the facilities of the Ministry or a College, results in the acquisition of a patent, the patent shall be registered under the name of both the Ministry or the College, and the researcher as equal partners. The Ministry or the College shall receive fifty percent (50%) of any income derived from the patent, and the researcher shall obtain the remaining fifty percent (50%) of said income.

Article (34): Any share of a patent which resulted from a research project supported by the Ministry or a College by means of an external grant shall be registered under the name of the researcher. The Ministry or the College shall receive forty percent (40%) of any income derived from the patent, and the researcher shall obtain the remaining sixty percent (60%) of said income.

