



عمادة الإشراف والتنسيق البحثي
Deanship of Research Oversight and Coordination

Guidelines for International Visiting Programs

Established May 2011

Updated January 19, 2022

Deanship of Research Oversight and Coordination
King Fahd University of Petroleum & Minerals



A. Introduction

The KFUPM International Visiting Program, both inbound and outbound, is applicable to all professorial rank faculty members and researchers. It should not be less than one month and not more than two months. The program aims to avail means of direct interaction with scholars and researchers in reputable academic and research institutes, or in the industry to develop applied research-oriented expertise.

The outbound should not overlap with the reporting or final exam periods nor with any other summer assignment. The program aims at giving an opportunity of exposure to new experiences, ideas, and opportunities for international academic and/or research collaboration. Under the Interdisciplinary Research Centers (IRCs) the University each year will sponsor up to ten (10) slots towards outbound international summer research program for affiliates and thirty (30) slots towards inbound international visiting scholars program, which will be competitive at the university level. Additionally, the outbound program will support up to 3 slots per year for applicants who are non-affiliate to IRCs. Under this program, the University will also sponsor visit from international graduate students.

B. Eligibility Criteria

B.1 Outbound International Summer Research Program

All professorial rank faculty members (Assistant, Associate, and Full Professors) and Researchers in the Research & Innovation can apply. However, the program is competitive and only selected individuals will be chosen based on merit, with preference given to first-time applicants who have not availed this opportunity in the past.

1. Evidence of academic and/or research collaboration with the host institute/Professor (i.e. Should have the evidence of completing high quality research projects in the area of proposed research)
2. The host faculty/ collaborator should be in the rank of Professor/Director or Equivalent rank with records of high impact publications and h-Index ≥ 25 . The university/institute should be well-known in terms of research and contribution. The host institution's/QS university's ranking must be considered.
3. Host university/institute should not be the same from where he/she has graduated.
4. The program period should not
 - a. overlap with any other summer assignments or with conference attendance
 - b. overlap with any ongoing externally funded research work.

B.2 Inbound International Visiting Scholars Program

Only research affiliates from the Interdisciplinary Research Centers (IRCs) are eligible to apply for an Inbound International Visiting Scholars by an external collaborator to KFUPM, however subject to the following conditions:

1. The external collaborator visiting should not be a graduate from KFUPM



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2. There should be a well-established prior collaboration with IRC Affiliates, as evident from joint publication in top tier journals
3. The visit should not overlap with either any other assignments or with conference attendance in the region or any on-going funded research work
4. Charges for invited visitors who are involved in an ongoing project should be based on the project's cost and not on this grant.
5. In the case of Visiting Graduate Student, host at KFUPM should be member of the student committee

C. Benefits

The University will provide the following support to the selected applicants, who are affiliates with IRC,

1. Outbound: The program covers a round trip air ticket to the host institution, and salary for one or two months charged to the respective IRC
2. Inbound: The program covers a round trip air ticket from point of origin to KFUPM, housing and honorarium, charged to the respective IRC, however for the visiting graduate student KFUPM will only support with accommodation and honorarium to cover food and expenses
3. Applicants who are non-affiliates with IRCs upon selection will receive the support (monthly salaries & round-trip ticket) to cover the summer visit from the University internal fund, which is competitive and subject to availability.

D. Application Procedure

Deanship of Research Oversight and Coordination (DROC) will announce to Center Directors of IRCs, faculty, and affiliates with IRCs, the dates for receiving proposals/applications for the KFUPM International Visiting Program. In addition, reminders will be sent to all faculty members and researchers well before the deadline to help them submit research proposals to the Deanship in a timely fashion.

1. The Principal Investigator (PI) submits the Research Proposal in the format prescribed in the DROC website <https://dsr.kfupm.edu.sa/>
2. The Research Proposal needs to be submitted online using the below link <https://research.kfupm.edu.sa/Researcher/ProposalSubmissionMain.aspx>

Outbound International Summer Research Program:

- a. It is the responsibility of the applicant to ensure that the host institution, e.g. a university, institute, or an industrial Research & Development center, is of high repute and is other than the applicant's alma mater.
- b. Before submitting the proposal, the applicant should make correspondence with the host and prepare a clear research plan



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- c. In the proposal, the applicant should include a clear justification for the selection of the institution and the host professor. He should also attach
 - i. An official invitation letter from the host institution or from the host professor
 - ii. If applicable, a statement from the host institution/professor assuring that facilities required to conduct the proposed research are available and access to them will be provided

Inbound International Visiting Scholars Program:

- a. KFUPM faculty member/researcher, specifically affiliates with IRCs, can invite scholars to visit KFUPM and coordinate with Center Director to be announced
- b. Application form should contain details of the visiting scholar, name of inviting affiliate (if applicable), plan of the tasks/activities to be performed during the visit to the University

E. Review & Evaluation Process

Center Directors of IRCs and DROC review the proposals to ascertain that the above criteria and guidelines have been taken into consideration, and Center Directors will add their feedback and recommendations to the applications of affiliates with IRCs. For non-affiliates, their research proposal will be reviewed and evaluated by the DROC after being evaluated by selected experts in the area of the proposed research.

1. Criteria used in evaluating proposals include parameters such as clarity & achievability of proposed objectives, methodology, significance of visit's expected outcomes, etc.
2. Since the number of positions available for the international visit is limited, the applicants are ranked and selected on the basis of that number. Preference is given to applicants with strong proposals and those who have not availed this opportunity in the past.
3. The proposal is discussed in the DROC and is either
 - a. Recommended for immediate approval, or
 - b. Not recommend for approval.

F. Visit Report

The program should have clear outcomes such as (a) publications in reputed journals with the host professor; (b) evidence of academic and/or research collaboration with the host institution/professor; (c) joint research project with host professor.

Upon completion of the program, and within a maximum of 6 months from the start of the academic year, the applicant should submit a brief report and present technical seminar on the research conducted to public at university and to affiliates in the IRC. In addition, he should submit a journal/conference paper(s) (ISI/Scopus indexed), or patent on the same research. Such outcomes should result from this specific program and should not have been obtained prior to enrolling in the program. A sample of the report, requirements and guidelines, you may visit the DROC website or use the template provided by the Center Director.



G. Acknowledgements

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. Accordingly, any publications or other outcomes with no acknowledgement to the project number would not be considered as part of that project. As per the University's regulations, multiple acknowledgements in project outcomes will be treated as per announced policy (Examples of Typical cases and acknowledgements are available at <https://dsr.kfupm.edu.sa/resources/multiple-projects-acknowledgment-policy>)

Research Project Outcomes: 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. Only those publications that are real outcomes of the project and acknowledge the project number should be included as part of the final report