



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 and interns 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 under faculty supervision

**4- IRB Approval**

Any research to be conducted by any member of staff or students should be subjected to Institutional Review Board (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



0



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

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**

- All individuals listed as authors should qualify for authorship.
- 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
  - d- Final approval of the version to be published.
- Financial and material support should be disclosed.
- 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.
- Acknowledgments: All contributors who do not meet the criteria for authorship should be listed in an acknowledgments section.
- Affiliation should be to the university with full address and department name where the research was conducted.
- Student must commit to tasks entrusted to him/her at all stages of research conduction.
- In case of no participation or delay without an excuse, the principal investigator has the right to

6



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

withdraw the student from the project.

#### 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

- Students are encouraged to submit their work to the university local conference first.
- Students who presented at the local conference are encouraged to apply to international conferences.
- Students with an acceptance for oral presentations will be supported to present their research.
- Students must get approval from their supervised faculty regarding the presented material before submitting the abstract to a conference.
- Students can present the same research at different KSAU-HS university conferences.

PREPARED BY SRB

Date: 1 March 2017

Revised: March 21, 2023

REVIEWD BY:

Prof. Ali Hajeer

Professor, Immunology, COM-R, KSAU-HS  
Head, Laboratory Immunology, KAMC-R

APPROVED BY:

30.3.2023

Prof. Yousef Al Eissa

Vice President, Educational Affairs, KSAU-HS