

DCO-09-071

Document Control Register

DCO Procedure

## Policy on Supervision of External Research

Policy Owner	University Council
Policy Author	University Council
Version	V 1.0
Issuing Authority	University President
Document Manager	Document Control Officer
Document Date	24 April 2018
Last Modified/Revised	24 April 2018
Circulation	All Deans, All Faculty
Effective Date	25 April 2018
History	The policy was proposed and presented to the University Council on 24 <sup>th</sup> April 2018. It was approved as presented and will be circulated to all the deans and faculty members.

DCO Form V1.1

**Subject:** Supervising theses, research reports, and other academic collaboration with foreign and domestic academic institutions.

**Rationale:** Full-time YU faculty have a full-time academic and employment commitment to Al Yamamah University. And while many full-time YU faculty hold two or more appointments at YU and another institution(s), YU faculty should devote their full-time commitment to YU without the distraction of work obligations to another academic institution, in order to avoid the appearance of conflict of interest and to prevent a faculty member from neglecting his/her duties to YU.

As such, whenever a faculty member takes on the responsibility to supervise theses, dissertations, research at another related academic institution, s/he should file a Declaration of Supervisory Responsibility with the Dean of PGS and Research outlining his/her responsibilities to the outside institution. A Declaration of Supervisory Responsibility should be filed for each master's thesis, doctoral dissertation, and/or research project supervision, i.e one master's thesis, two PhD dissertations, and three research supervisions, etc.

Reasonable numbers of supervisions are to be expected of academics with dual appointments, but should be in the range of 1-3 per academic year. Faculty who take on more responsibilities must have the written permission of the dean of their respective college.

Nothing in this policy is intended to contradict YU policies on assuming paid work at another organization, domestic or foreign.

### Exceptions

The University Council reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

### Authorization

This policy was authorized by:



University President

Date: 15/8/1439 (1/5/2018)