

Publication Costs Reimbursement Policy

Policy Owner	University Council
Policy Author	University Council
Version	V 3.0
Issuing Authority	University President
Last Modified	15 th July 2018
Circulation	All Deans, All Colleges
Effective Date	05 th September 2023
History	The Policy proposal was reviewed and approved by the University-Council on 23 rd August 2023.

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Policy Statement

Since its establishment, YU has strived to create an environment that is conducive to performing research and the dissemination of research findings to the broader audience. Following EEC (previously NCAAA) accreditation, YU has renewed its focus on supporting research activities by providing financial incentives and reimbursement of the costs related to carrying out research and publishing in good quality journals. This shall help in enhancing the research culture and output, and also improve the reputation of YU as one of the premier private higher education institutions in the Kingdom. It is a fact that a large number of journals have started charging either a submission fee or post acceptance charges (such as color printing, page charges and open access charges, etc.). YU shall make the utmost effort to help faculty members in meeting these reasonable publishing expenses so that they are not deterred from publishing due to financial constraints. Therefore, YU faculty members (lecturers, assistant, associate and full professors) shall be entitled to the reimbursement of English editing costs and/or submission/post acceptance costs related to research papers. The following criteria, procedures and entitlements are laid out in this regard.

Criteria

1. As YU employs international faculty, completed papers may need to have English language editing (single author or co-authors) before submission to a journal. Similarly, some journals either charge submission or post acceptance fee. YU shall pay for editing the paper(s) as well as submission and post acceptance fee for each faculty member's paper(s). YU has the right either not to pay such charges or make a partial contribution towards meeting submission fees and post acceptance



charges, depending upon the quality of the paper as determined by the College's Research Committee.

2. The author(s) must mention YU as a sole affiliated institution in order to qualify for reimbursement AND to have the publication included in his/her YU publication record.

Procedure

Reimbursement of English editing, submission, or post — acceptance charges for the paper:

1. Submit the completed paper, reimbursement request form and receipts to the college dean for approval.
2. The dean and college board/research committee shall assess the:
 - a) utility of the paper (in terms of improving teaching standards)
 - b) probability of publication of the paper in a regular issue of a reasonable quality journal (or the quality of the accepting journal).
 - c) enhancement of YU's research reputation
3. The dean shall provide a written reply to the applicant if the request is rejected.
4. The dean shall make his/her recommendations to the Vice President.
5. The applicant shall consult the Dean to seek advice on finding the appropriate and approved professional manuscript English editing agency. Upon completion of the editing, the applicant shall submit the receipt to the Dean, who subsequently forwards it to the YU finance department for reimbursement of the costs.
6. Upon completion of the submission, the applicant shall submit the receipt to the Dean who subsequently forwards it to the YU finance department for reimbursement of the submission charge.
7. The Vice President's Office shall assess the recommendations from the dean and make his/her recommendations to the President's Office.
8. The President Office makes the final decision and conveys to finance department.

Entitlement

1. Reimbursement of the costs of English editing (up to a maximum of US\$ 100 for each paper).
2. Reimbursement of the costs of submission charges (up to a maximum of US\$ 100 for each paper).
3. Reimbursement of the costs of post acceptance charges. In the case of multiple authors from other institutions, the cost shall be divided among the number of authors, and YU shall pay the amount attributed to YU's faculty members only.

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: 5-9-2023