



General Secretariat  
Economic Sector  
Department of Arab Organizations and Federations



Arab Academy for Science, Technology and  
Maritime Transport  
Academic Staff Affairs Deanery

# RESEARCH AND SCHOLARLY ACTIVITIES

## Policy Statement

The policy regulates the research agenda in the AASTMT that is based on its second strategic objective, which aims at excellence in scientific research and innovation.

### **AASTMT Higher Council for Postgraduate Studies and Research**

The Higher Council for Postgraduate Studies and Research is comprised of the following members:

- Vice Presidents
- College Deans
- Dean of Scientific Research and Innovation
- Dean of Applied Research Projects
- Director of International Projects Center

The Higher Council for Postgraduate Studies and Research is charged with the following duties and authorities:

- Developing scientific research policy proposals.
- Approving periodic reports on scientific research.
- Approving decisions on funding research projects for faculty members and graduate students.
- Following up on scientific research projects in collaboration with the Colleges.
- Approving the annual research budget for research grants, research groups, and major research bodies.
- Identifying the foundations of cooperation in the field of scientific research and agreements with scientific institutions locally and internationally.

- Handling concerns about the ethics of scientific research.
- Dealing with matters related to intellectual property.
- Considering any other issues related to scientific research.

### **AASTMT Research Goals**

To achieve the second strategic objective of AASTMT which aims at excellence in scientific research and innovation. The Higher Council for Postgraduate Studies and Research develops the main four sub-goals, which are as follows:

1. Supporting scientific research and guiding faculty members to the importance and methods of research.
2. Encouraging international publication in all academic disciplines.
3. Communicating with scientific research funders and cooperating with distinguished researchers in both local and foreign universities.
4. Spreading the knowledge of innovation and entrepreneurship among faculty members and students.

### **Research Funding Resources**

**AASTMT provides the means that are necessary to ensure that the required financial resources are delivered for the implementation of the tasks assigned to the research activities through the following:**

- Allocations made from the AASTMT budget.
- Funding provided by official institutions concerned with research.
- Resources from donors.
- Revenues of scientific research, books, and journals.
- Any other resources.

**These resources are allocated for promoting and improving the quality of scientific research through funding many research activities, including:**

- Offering research grants
- Funding participation in conferences (Local and International)
- Organizing and hosting many reputable conferences
- Providing research equipment and laboratories.
- Providing access to international journals
- Providing awards for researchers who published their research in a reputable journal according to JCR rank.

**Financial Allocation: The funding approved for the presentation of a research paper abroad cover the following.**

1. Conference registration fee, if applicable.
2. A return airfare ticket from the country to the conference host country.
3. Visa fee, if applicable.
4. Daily expenses for the duration of the conference. Funding covers conference days in addition to two travel days (departure and arrival).

**Research and Scholarly Activity Supporting Initiatives**

1. Attracting prominent research scholars to participate in research work from outside AASTMT increases the allocations for scientific research.
2. Reducing the administrative load of faculty members to support their ability to conduct scientific research and publish in impact factor scientific periodicals.
3. Assigning sabbatical grants for a full year to enable faculty members to devote time to scientific research and publishing in scientific refereed journals and international publications.
4. Encourage publication in high impact factor scientific journals and participation in key scientific conferences through a rewarding financial scheme.
5. Introducing a Teaching & Research Assistantship system.
6. Encouraging the participation of faculty members in international scientific conferences and providing them with the necessary financial support.

In addition, the policy of the AASTMT to encourage scientific research in different ways, as follows:

**Research Awards**

AASTMT offers research awards for outstanding research by relying on the two most important international reference databases to know the ranking of scientific fields, namely: Web of Science and Scopus. This policy is primarily designed to reward successful research efforts. Research excellence awards for faculty who publish original basic and applied research in refereed journals with high impact factors are as follows:

- Distinguished level: 10.000\$ for publishing in Science/Nature journal.
- First level: Reward is determined according to the Impact Factor of the journal.
- The reward system is determined according to the following schedule and conditions:

| Web of Science |                  | Scopus   |                  |
|----------------|------------------|----------|------------------|
| Quartile       | Value in dollars | Quartile | Value in dollars |
| Q1             | \$ 6000          | Q1       | \$ 3000          |
| Q2             | \$ 5000          | Q2       | \$ 2000          |
| Q3             | \$ 4000          | Q3       | \$ 1000          |
| Q4             | \$ 3000          | Q4       | \$ 500           |

- The reward is determined according to the number of researchers, and the maximum participation rate, which is calculated as follows:

| # | Number of researchers  | The maximum participation rate |
|---|------------------------|--------------------------------|
| 1 | Single Author          | 100%                           |
| 2 | Two Authors            | 80%                            |
| 3 | Three Authors          | 70%                            |
| 4 | Four Authors           | 50%                            |
| 5 | Five Authors           | 40%                            |
| 6 | More than Five Authors | 25%                            |

Patents count as research published in Q1 journals, and the value of the full remuneration is disbursed to the member/members of the Academy, under the following conditions:

- The final patent certificate must be issued by international or local accredited bodies.
- The name of AASTMT must be entirely written on it.

### **Conferences and Workshop Participation**

Attending refereed and indexed conferences provide scholars with opportunities to share and discuss their work with others of international standing. It also promotes recognition of the quality of the work and the institution.

AASTMT has a policy of funding travel to refereed international colloquiums, conferences, seminars, etc. if a paper is presented. Expenses towards conference registration fees, boarding, and lodging in cases required are provided by AASTMT.

The policy allows a faculty member to present a paper at a refereed international conference once every year. The name of AASTMT must appear alongside the researcher's name on the published\accepted research paper. The faculty member applies through his/her department and college, indicating the paper's data, participants, conference data including fees, and the value-added.

## **Professional Development Support**

AASTMT is committed to supporting its faculty financially and technically by providing distinguished training services aiming at the development of the faculty members' abilities and skills regarding teaching methods, scientific research, utilization of IT skills and tools of management and leadership to achieve a high-quality standard of research supporting the continuous development of the performance system to keep pace with global developments.

Faculty Members Career Development Program Unit allows training opportunities to the teaching faculty aiming at the development of educational and research quality as an essential requirement for achieving excellence necessary for occupying a high rank among eminent international universities worldwide and as a requirement for promotion and according to standards by the National Authority for Quality Assurance & Accreditation.

### **Faculty members' skills development courses include four areas of development:**

- Teaching & Education Systems courses
- Scientific Research courses, such as (Scientific Research Ethics, Research Methodology, Writing Scientific Papers, International Publishing, etc.)
- Group Communication & Interaction courses
- Management & Leadership courses

## **Research Grants**

To contribute to the aspirations of AASTMT in becoming a model national university in the region, recognized for high-quality education, research, training, and consultancy, AASTMT takes a leading role in creating the environment and the tools to foster excellence in research. Because the AASTMT's vision places equal emphasis on teaching and research, it serves researchers by providing full support and effective administrative expertise to the AASTMT's research community. In this spirit, the AASTMT is launching annual calls for funding opportunities to assist researchers' endeavors in developing projects that serve in their progress and that of the AASTMT and the National and regional States. These calls provide researchers with opportunities at all levels, from students to professionals, in the private, public, and academic sectors. The AASTMT GRANT is one of the primary means by which AASTMT will seek to address its Research Strategy and essential national needs through research.

AASTMT research provides administrative support to interested faculty members to apply for research grants under Academy rules and regulations as well as the requirements of the corresponding funding agency. The key goal of a grant is to create long-term research

collaboration between AASTMT researchers and regional research institutions through open competition to achieve the following objects:

1. Promote multidisciplinary collaborative R&D projects within AASTMT.
2. Support research outputs exploitation and innovation with closer links to regional industries,
3. Promote the key issues of competitiveness, collaboration, and venture capital investment
4. Support applied research projects that contribute to the achievement of sustainable development,
5. Raise awareness on the importance of R&D and innovation in developing new technologies and their economic and social impacts.

### **Research Services**

AASTMT offers many research services mostly via library collection, including books, copies of bound and current periodicals, and sufficient size and quality to ensure the effectiveness of research activities. Library collections are constantly upgraded for continual improvement to meet current research needs and trends. The library offers reference assistance, inter-library loan, and computers for staff use, multimedia equipment and group study rooms, and a comfortable and reasonably quiet setting for study.

The library also subscribes to electronic databases, including e-Journals, On-Line Catalogs, and related resources. AASTMT library offering EKB (Egyptian Knowledge Bank) access, which is one of the largest national projects that is concerned with education, aims to provide huge and diversified sources for knowledge and culture for free. The Academy IPs were added to ensure that AASTMT teaching staff, researchers, and students have access to the resources EKB makes available and be able to register for the "Researchers" portal. Staff members are ready to assist the researchers in using the library to help them get the most out of their studies.

### **Other Benefits**

1. Sabbatical leaves for faculty that served in AASTMT for six years to pursue collaborative research activities at other universities abroad for one year.
2. Scholarships for distinguished tenured teaching assistants to study for Ph.D. in international universities.
3. Shared supervision protocols with prominent universities in several disciplines for part-time Ph.D. studies.
4. Scientific leaves without salary for one year, extendable up to four years either to pursue collaborative research activities at international universities or to enhance field technical capabilities.

## Collaborative Research and Scholarly Activity

AASTMT attaches great importance to strengthening cooperation in the field of scientific research with local, regional and international organizations. Agreements with external institutions shall be conducted according to the following principles:

- The agreement should enhance AASTMT's reputation in the field of research and increase mutual research activities between the cooperating parties.
- The agreement should be consistent with the objectives of AASTMT and its research guidelines.
- The financial obligations and other requirements needed to implement the agreement should be clear and appropriate.
- The agreement should specify the general and specific objectives of cooperation, participants, funding and other resources, duration of cooperation, and methods of renewing it, the responsibilities of each party, and a basis for dealing with the outcome of the cooperation.

Collaboration with others in all research disciplines in AASTMT is based on the third sub-strategic goal "*Communicating with agencies for funding scientific research and cooperating with prominent research teams in local and foreign universities*". This purpose includes several initiatives as following:

- Developing techniques for communicating with the funding agencies for scientific research through the Deanship of Scientific Research
- Encouraging cooperation with distinguished research teams in local and international universities in an integrative framework that allows for joint publication and exchange of professors and junior researchers.
- Improving opportunities for faculty members to participate in “teaching exchange programs” between colleges, institutes, and universities while providing adequate financial resources.

## **Ethical Research**

### **Policy Statement**

This policy defines the codes, rules related to research and scholarly activities ethics.

### **The Code of Ethics**

AASTMT believes that scientific research underpins all of its activities that will enrich the intellectual life, inform the curricula and raise the academic standing of the institution. The core values are centered on teamwork, continuous improvement, human capital development, integrity, and excellent performance to consolidate an adequate organizational culture capable of creating a favorable working environment.

- Employees and board members of AASTMT strictly uphold the highest standards of ethical and professional behavior and dedicate themselves to:
- Engage in carrying out AASTMT mission in a professional manner.
- Hold seriously the safety, health and welfare of the public in the performance of professional duties.
- Act in such a manner as to uphold and enhance personal and professional honor, integrity and the dignity of the education profession.
- Treat with respect and consideration all persons, regardless of their race, religion, gender, maternity, marital or family status, disability, age, or national origin.
- Build professional reputations on the merit of services and refrain from competing unfairly with others.
- Recognize that the chief function of AASTMT at all times is to serve the best interests of its community.
- Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
- Keep the communities informed about issues affecting it.
- Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
- Exercise whatever discretionary authority they have under the law to carry out the mission of the institution.



- Serve with respect, concern, courtesy, and responsiveness in carrying out the AASTMT mission.
- Demonstrate the highest standards of personal integrity, truthfulness, honesty, and stamina in all activities to inspire confidence and trust in such activities.
- Avoid any interest or activity that conflicts with the conduct of their official duties.
- Respect and protect privileged information to which they have access in the course of their official duties.
- Strive for personal and professional excellence and encourage the professional development of others.

### Research Ethics

- Given the importance of ethics for conducting research, AASTMT has adopted specific codes, rules, and policies relating to research ethics, which are as follows:
- Directing research for the benefit of knowledge, society, and humanity as an ethical and essential commitment.
- The integrity of implementing scientific research so that a researcher cannot attribute to him/herself anything but his thought and work only and the amount of referencing others should be documented to avoid committing illegal actions.
- In the case of quoting, the source must be cited in the text and the amount of quoting is understood without any ambiguity.
- Decontextualizing is prohibited whether intentionally or unintentionally to avoid missing the original author's meaning.
- In joint research, participants' roles should be clarified.
- Data collection should be carefully and accurately without any bias on the part of the researcher. The research integrity necessitates dealing with thoughts regardless of names.
- Data should be clearly represented, and the research should be written sufficiently to enable researchers to re-experimenting and verifying results.
- Updating the repeated books so that students are familiar with modern surrounding conditions.

## **Commercialization of Research Output**

### **Policy Statement**

The policy determines the importance of conducting scientific research within the AASTMT academic community. Also, it regulates the ownership, protection, and commercial exploitation of technology produced by all AASTMT members and others participating in its research programs.

### **Research and Scholarly Activity Outputs**

#### **Requirements to Undertake Research**

1. All academic staff are expected to carry out active research and publish their findings in peer-reviewed journals and conferences proceeding.
2. All academic staff are encouraged to generate research funds/grants to support their research. AASTMT actively supports efforts for external fundraising for research. Moreover, the Academy supports the faculty with initial funding for pursuing new areas of research, regional-focused research, and institute theme-based projects.
3. Publishing and teaching receive equal importance as the career expectation of faculty and will be balanced with the other obligations such as training and administrative responsibilities.

#### **Monitoring and Performance Evaluation**

1. Colleges and centers within AASTMT monitor the progress based on agreed criteria and advise the researchers on the outcomes.
2. The research performance of individual faculty, and academic faculty are monitored and evaluated by the academic promotion committee as a part of the Staff Performance Development and Career Planning process.
3. Faculty members are required to supply complete and accurate details of their research outputs annually to the Vice Dean for Postgraduates' Studies and Scientific Research in each college. The Vice President for Postgraduates' Studies and Scientific Research will compile and publish an annual list of faculty, staff, and student publications in the specified categories.
4. The research outputs are major terms for appointment and promotion of academic cadre staff members, especially for Associate Professor and Professor levels. The candidate must submit original academic research papers that have been published after obtaining the Ph.D. degree and approved by the Academic Cadre Scientific Committee, provided that the following terms are considered:

- Submitting 5-8 original academic research papers published in specialized and refereed academic journals, maximum of two of which can be published in specialized and refereed academic conference proceedings.
- At least four papers should be accepted with at least one of them obtaining a "good" grade.
- Submitted papers should obtain at least 60% of the evaluation score (i.e. obtaining 42 out of 70 points designated to research paper evaluation).
- The candidate for Professor/ Second Lecturer position has to obtain a total of 60% of the total evaluation items (research papers + college evaluation + seminar discussion).
- The research papers submitted to be refereed should not be copied or derived from the theses submitted by the candidate in fulfillment of the master's or the PhD. degrees.

### **Intellectual Property Rights**

Intellectual Property means inventions, technologies, developments, improvements, materials, compounds, processes, and all other research results and tangible research properties, including software and other copyrighted works. This Intellectual Property Policy applies to all members of the AASTMT Community and shall be a condition for (1) employment, (2) admittance by students, and (3) admittance by all others, which includes but not limited to visiting appointments, post-doctoral fellows, consultants, and research associates who may participate in research at AASTMT or make significant use of AASTMT resources.

#### **This policy aims to:**

- Ensure the protection and management of IP rights in a timely and efficient manner.
- Provide legal certainty in research activities and relationships with third parties.
- Recognize and encourage potential inventors through the sharing of the financial benefits resulting from the development and commercialization of IP.
- To distribute the economic benefits arising from the commercialization of Intellectual Property fairly and equitably recognizing the contributions of the Inventors, the Academy as well as any other relevant stakeholders
- Enhancement of the reputation of the Academy as a distinguished academic research institution and as a member of society as well as the reputation of the Researchers.
- Provides the guidance needed for effective protection, management, and commercialization of the Academy IP.
- Encourage the transfer of technology to benefit the public and contribute to the economic development of the country.