



The Arab Academy for Science, Technology & Maritime Transport
Education Affairs
The Permanent Scientific Committees at the Academy

Promotion Regulations and Work Procedures of Scientific Committees at the Arab Academy

2013

Contents

Item (1): General	3
Item (2): Definitions	3
Item (3): <u>General</u> Conditions for the Employment and Promotion of Staff Members	6
Item (4): <u>Specific</u> Conditions for the Employment and Promotion of Staff Members of the Technological Cadre	8
(4-1): Fourth Lecturer Degree	8
(4-2): Third Lecturer Degree	8
(4-3): Second Lecturer Degree	9
(4-4): First Lecturer Degree	10
Item (5): <u>Specific</u> Conditions for the Employment and Promotion of Staff Members of the Academic Cadre	12
(5-1): Assistant Lecturer Degree	12
(5-2): Lecturer Degree	13
(5-3): Associate Professor Degree	14
(5-4): Professor Degree	15
Item (6): Permanent Scientific Committees at the Academy	17
(6-1): Formation of a Scientific Committee	17
(6-2): Responsibilities of a Scientific Committee	18
(6-3): Employment and Promotion Procedures at the Academy	20
(6-4): Regulations Governing Evaluation by the Scientific Committees	24

Item (1): General

The executive regulations of the employment and promotion conditions of staff members is established within the framework of the employees' fundamental regulations of the Arab Academy for Science, Technology and Maritime Transport, in addition to the staff members' affairs regulations, provided that there is no contradiction among them.

Item (2): Definitions

- **Permanent Scientific Committees**

These are the scientific committees which are formed according to decisions made by the Academy President, and they are specialised in undertaking the examination and evaluation procedures of the scientific production of the candidates applying for promotion for the positions of professors/ first lecturers or for associate professors/second lecturers. Three permanent scientific committees are formed within the Academy with the following specialisations:

- permanent scientific committee for engineering and computer science
- permanent scientific committee for commercial, administrative, and linguistic specialisations
- permanent scientific committee for marine technology

- **The Technological Cadre:**

Staff members who are held responsible for the educational, training, and research tasks in the fields of Maritime Transport and Marine Engineering Technology, and who are expected to obtain a certificate of a High Seas Master or a First Engineer as a part of their job qualifications.

- **Teaching Staff Members Appointed at the Academy:**

The teaching staff members who are appointed at the Academy from both the academic and technological cadres occupy the following positions, after meeting all the general and specific conditions clarified in these regulations:

1. The Academic Cadre

- Professor
- Associate Professor
- Lecturer
- Assistant Lecturer

2. The Technological Cadre

- First Lecturer
- Second Lecturer
- Third Lecturer
- Fourth Lecturer

- **Original Scientific Research**

It is any scientific papers published in scientific periodicals, journals, or conference proceedings, in addition to scientific inventions and discoveries which make its owner obtain a patent or represent a new scientific contribution. The original scientific research also includes books, literary works, and artistic works according to the nature of each specialisation.

- **Research Paper Accepted for Publication:**

The accepted research paper is the one that has obtained a final acceptance for publication, and that awaits printing and the publication of the issue in which it is published. It is considered as a published research paper.

- **Referee/ Examiner**

The referee/ the examiner are synonyms used to refer to the person examining the scientific production with the aim of scientifically evaluating and examining it.

- **Single-author Research**

It is the research paper which the candidate prepares and writes solely, or which the researcher conducts alone in his/her major, even if he/she has participated with someone else in the overall scientific work. The scientific committee is required to assess his/her part in this domain only.

- **Lead Researcher**

He/She is the researcher who exerts the main effort in completing a research that is part of his/her major, and whose contribution is at least 60%.

- **Scientific Mission**

It is the duty that is part of a staff member's major, for which he/she is delegated by the Academy to a university, institute, research foundation, Arab and International Organizations, or major world companies with the purpose of doing further research and acquiring the necessary practical experience.

- **Service at the Academy**

It is the number of years of actual service in teaching or scientific research, for which an end of service reward is given according to the Academy's regulations, though it must be taken into consideration that the following periods are not considered among the actual service periods, and thus for which no reward is due:

- 1) Unpaid leaves
- 2) Exceeding the specified time limit for a staff member to be delegated in order to acquire an academic degree, according to what is stated in item (35) of the staff members affairs regulations
- 3) The periods which the specialised disciplinary body decides on denying this reward for.

Item (3): General Conditions for the Appointment and Promotion of Staff Members

The following general conditions are to be taken into consideration when employing and promoting staff members:

1. Meeting all the appointment conditions stated in item (7) of the main appointment system at the Arab Academy for Science, Technology & Maritime Transport
2. Meeting the particular conditions stated in items (12), (13), and (14) of the staff members affairs regulations
3. Obtaining at least “Very Good” as a competence grade in the “Lecturer’s Achievement Report” of the two preceding years (in case of promotion)
4. Passing the lecturers’ skills development courses, certified by the Academy, with no less than four courses for each position
5. The applicant must specify the (general/specific) major for which he/she desires to get promoted in the application form that he/she submits to the department.
6. In the case of getting promoted to the positions of Professor or Associate Professor/First or Second Lecturer, it must be taken into consideration that all the research papers which are submitted to be checked and evaluated have to be issued in at least two calendar years starting from the date when the last academic degree was held, whether these two years are connected or separate.
7. The scientific production submitted to be examined and evaluated for getting a promotion has to be published or accepted for publication in periodicals, or scientific journals which abide by the system of refereeing. Published research papers which are derived from the applicant’s Master’s or Ph.D. thesis are not accepted.
8. The only acceptable conference research papers are those published in conference proceedings that abide by the system of refereeing. Statements of research papers accepted for publication which precede holding the conference are disregarded.
9. In the case of multi-authored research papers, the applicant’s percentage of participation is calculated according to the percentages stated in the

procedures' regulations governing the workflow by the Academy's scientific committees.

10. Applying for promotion through submitting more than two research papers published in a single issue of the same periodical or conference proceedings is not allowed. Research papers which are published online are not accepted unless this is done through an internationally acknowledged publisher.
11. The only acceptable research papers are those on which there is a proof that the applicant has indicated his/her relationship to the Academy, even if he/she were delegated, or a part-time lecturer, or if he/she were on an internal or external scientific mission in the making of the research.
12. The staff member applying for promotion to the title of Professor or Associate professor or the degree of first/second lecturer has to give a scientific lecture in his/her research field or major; a specialised scientific committee holds a discussion with him, in the presence of professors/first lecturers in the field of specialisation from the Academy and other universities.
13. In order to be promoted at the Academy, the total period of time in which a staff member has held a particular degree (in the academic cadre) is taken into account, even if it has been spent in other similar accredited universities or institutes; this is only in the case of offering academic titles (professor – associate professor). He/She receives a financial promotion according to completing the necessary period of time as dictated in the modified version of regulations of the principal employment system, which is four years of actual service at the Academy.
14. The staff member on a special leave approved of by the Academy is allowed to present his/her promotion papers to the scientific committee via a letter from the college dean that he/she belongs to. Thus, all necessary papers and documents are submitted, and all promotion procedures are completed, yet the actual promotion takes place only after his/her return to work and after having accepted his/her job responsibilities. It also takes place after passing the VIVA and the submission of the dean's report, and on the condition that the interim

period is completed according to the modified version of the Main employment regulations, which is four years of actual service at the Academy.

15. The staff member, who has been delegated or sent on a scientific mission by the Academy, with a valid approval given by the Academy, is allowed to submit his/her promotion papers to the scientific committee, accompanied by a letter from the related college dean, along with all the necessary papers and documents. All promotion procedures are then completed and the promotion is held on its due date.

Item (4): Specific Conditions for the Employment and Promotion of Staff Members of the Technological Cadre

(4-1) Fourth Lecturer Degree

- Obtaining a Bachelor’s degree in Maritime Technology/Marine Engineering with a minimum grade of “Very Good”
- Receiving a High Seas Master /Chief Engineer Certificate
- Passing an educational course in teaching methodology and obtaining an ICDL certificate, both of which certified by the Academy, in addition to obtaining 500 points as a minimum score in the "TOEFL" English test, or other equivalent tests from other accredited institutions as determined by the specialised scientific committee. This is in addition to completing a performance evaluation form signed by the college deanery/related institute.

(4-2) Third Lecturer Degree

A: Candidates Applying for Promotion from the Academy:

- Holding the position of a fourth lecturer for no less than two years

B: Applying for appointment from Universities/Institutes Other Than the Academy:

- Obtaining a Bachelor’s degree in Maritime Technology/Marine Engineering with a minimum grade of “Very Good”

- ❑ Receiving a High Seas Master/Chief Engineer Certificate
- ❑ A minimum of two-year experience at sea or teaching experience at an accredited marine institute, after having received a High Seas Master/Chief Engineer Certificate
- ❑ Passing an educational course in teaching methodology and obtaining an ICDL certificate, both of which certified by the Academy, in addition to obtaining 500 points as a minimum score in the "TOEFL" English, or other equivalent tests from other accredited institutions, as determined by the specialised scientific committee.

(4-3) Second Lecturer Degree

A: Candidates Applying for Promotion Working at the Academy:

- ❑ Holding the position of a third lecturer for no less than four years
- ❑ Obtaining a Master's degree in the field of specialisation
- ❑ Presenting an original scientific production that has been published after having received Third Lecturer degree, and that is accepted by the scientific committee of the technological cadre, which takes the following criteria into consideration:
 - Three original scientific research papers, published in specialised refereed scientific periodicals, are to be presented (at least one of them published in a refereed scientific journal), with the applicant being a single-author researcher or a lead researcher in two of them.
 - The scientific production to be examined does not comprise any plagiarized scientific researches, nor is it derived from the candidate's Master's thesis.
 - A lecturer's achievement could be evaluated through what is considered as a scientific or practical contribution as well as a distinguished vocational rehabilitation work in his/her field of specialisation, which is accredited by the scientific committee of the technological cadre. This is considered as a criterion which is equated

to presenting just one scientific research paper on the condition that the minimum number of the required scientific research papers is submitted.

Or

- ❑ Holding the position of a third lecturer for no less than four years.
- ❑ Receiving a Ph.D. degree in his/her field of specialisation while holding the position of a third lecturer.

B: Applicants for Employment from Universities/Institutes other than the Academy

- ❑ Obtaining a Bachelor's degree in Marine Navigation Technology/Marine Engineering Technology or any equivalent degree in the field of specialisation with a minimum grade of "Very Good"
- ❑ Receiving a High Seas Master/Chief Engineer Certificate
- ❑ Receiving a Ph.D. degree in the field of specialisation, and an experience of no less than eight years in the maritime field – after receiving a High Seas Master Certificate /Chief Engineer Certificate – with a minimum experience on deck of commercial vessels of five years and a teaching experience at the Academy of at least one year
- It is required, in all cases, that the applicant for obtaining the second lecturer degree must obtain a total score of no less than 60% in the sum of the overall evaluation aspects (research papers + college evaluation + VIVA).

(4-4) First Lecturer Degree

- ❑ Holding the position of a second lecturer at the Academy for no less than four years
- ❑ Presenting original scientific production that has been published after having received the degree of Second Lecturer, and that is accepted by the scientific committee of the technological cadre, which takes the following criteria into consideration:

- Four original scientific research papers, published in specialised refereed scientific periodicals, are to be presented (at least two of them published in a refereed scientific magazine), with the applicant being a single-author researcher or a lead researcher in at least two of them.
- A lecturer's achievement could be evaluated through what is considered as a scientific or practical contribution as well as a distinguished vocational rehabilitation work in the field of specialisation which is accredited by the scientific committee. This is considered as a criterion which is equated to presenting just one scientific research paper, on the condition that at least four scientific research papers are presented.
- The scientific production to be refereed does not comprise any plagiarized scientific researches, neither are they derived from the applicant's Master's or Ph.D. theses.

Or

- Holding the position of a second lecturer for no less than four years
- Receiving a Ph.D. in the field of specialisation while holding the position of a second lecturer
- Presenting an original scientific production that has been published after having received the degree of Second Lecturer, and which is accepted by the scientific committee of the technological cadre, which takes the following criteria into consideration:
 - Presenting two research papers published in specialised refereed scientific magazines, with the applicant being a single-author researcher or a lead researcher
 - The scientific production to be refereed does not comprise any plagiarized scientific researches, neither are they derived from the candidate's Master's or Ph.D. theses

- Nominating candidates for employment or promotion to the degree of Second Lecturer/First Lecturer is based on a recommendation made by the scientific committee of the technological cadre, upon the recommendation of three referees. The scientific committee has the right to consult a fourth referee in case there is a discrepancy in the grades given by the three referees.
- It is required, in all cases, that applicant for obtaining the first lecturer degree must obtain a score of no less than 70% in the sum of the overall evaluation aspects (research papers + college evaluation + VIVA).
- The first lecturer is financially promoted from the third rate to the second then the first after spending four years in the previous degree (based on the table of salaries attached to the modified version of the regulations of the main system of employment at the Academy).

Item (5): Specific Conditions for the Employment and Promotion of Staff Members of the Academic Cadre

(5-1) Assistant Lecturer Degree

The following conditions are taken into consideration when employing or promoting staff members as assistant lecturers:

- Obtaining the first university degree in the field of specialisation with an “Excellent” as a grade (or a GPA of at least 3.6 out of 4.00 according to item no. 10 of the regulations governing the Staff Members Affairs). Candidates who belong to other universities and whose field of specialisation is not available at the Academy may apply at the Academy if they obtain the first university degree in their field with a minimum grade “Very Good.”
- Obtaining the Master’s degree according to the system of (courses + thesis) in the field of specialisation
- Having a two-year experience in teaching or in researching in the field of specialisation after receiving the first university degree
- Passing an educational course in teaching methodology and obtaining an ICDL certificate in PC skills, both of which certified by the

Academy, in addition to obtaining 500 points as a minimum score in the "TOEFL" English, or other equivalent tests from other accredited institutions, as determined by the related scientific committee, besides submitting the performance evaluation form approved by the related college/institute deanery.

(5-2) Lecturer Degree

Obtaining the degree of a lecturer is based on the following:

a. Applicants for Promotion Working at the Academy:

- Obtaining a Ph.D. degree in the field of specialisation from one of the universities or institutes that are accredited by the Headquarters State.

b. Applicants for Employment from universities/institutes other than the Academy

- Obtaining the first university degree in the field of specialisation with a minimum grade of "Very Good"
- Obtaining a Ph.D. degree in the field of specialisation from one of the universities or institutes that are accredited by the Headquarters State
- Having a two-year experience in teaching or in researching in the field of specialisation from one of the accredited universities or institutes.
- Passing an educational course in teaching methodology and obtaining an ICDL certificate in PC skills, both of which certified by the Academy, in addition to obtaining 500 points as a minimum score in the "TOEFL" English test, or other equivalent tests from other accredited institutions, as determined by the specialised scientific committee.
- The Staff Members Affairs Deanery announces staff members job vacancies according to the needs of the educational departments. The scientific committee of the academic cadre reviews the candidate's qualifications, checks all the documents and certificates submitted, and finally recommends presenting the case to the committee of Staff Members Affairs at the Academy.

(5-3) Associate Professor Degree

Employment or Promotion to the degree of an associate professor is based on the following:

a. Applicants for Promotion Working at the Academy:

- Holding the degree of a lecturer at the Academy for no less than four years.

b. Applicants for Employment from Universities/Institutes other than the Academy

- It has been at least five Gregorian calendar years since he/she has obtained his/her doctoral degree; such a period has to include no less than a two-year-experience in teaching or in researching after obtaining the Ph.D. at one of the universities or equated scientific institutions.

Candidates of cases a and b have to:

- present a scientific production that has been published after having received the doctoral degree, and that is accepted by the scientific committee of the academic cadre, which takes the following criteria into consideration:
 - A minimum of five and a maximum of ten original scientific research papers should be presented, at least two of which are published in specialised refereed scientific journals.
 - The scientific production to be refereed does not comprise any plagiarized scientific research papers, neither are they derived from the applicant's Master's or Ph.D. theses.
 - Promotion is based on the following:
 - a. The number of accepted research papers is not less than four, at least one of which is graded "Good."
 - b. The value of the submitted scrutinized research papers should not be less than 60% of the total points assigned to the evaluation of

research papers (i.e. obtaining 42 points out of the 70 points allocated to research evaluation).

- c. The applicant should obtain a total of no less than 60% in the sum of the overall evaluation aspects (research papers + college evaluation + VIVA)

- Nominating candidates for employment or promotion is based on a recommendation made by the related scientific committee, upon the recommendation of three referees, and according to the formation and procedures regulations governing the workflow of the scientific committee at the Academy.

(5-4) Professor Degree

Employment or Promotion to the degree of Professor is based on the following:

a. Applicants for Promotion Working at the Academy:

- Holding the degree of an associate professor for no less than four years
- Presenting a scientific production that has been published after having received the title of assistant professor, and that is accepted by the scientific committee of the academic cadre, which takes the following criteria into consideration:
 - A minimum of five and a maximum of ten original scientific research papers should be presented, at least three of which are published in specialised refereed scientific journals.
 - The scientific production to be refereed does not comprise any plagiarized scientific research papers, neither is it derived from the applicant's Master's or Ph.D. theses.
 - Promotion is based on the following:
 - a. The number of accepted research papers is not less than four, at least two of which are graded "Good."
 - b. The value of the submitted scrutinized research papers should not be less than 60% of the total points assigned to the evaluation of

research papers (i.e. obtaining 42 points out of the 70 points allocated to the research evaluation aspect).

- c. The applicant should obtain a total of no less than 70% in the sum of the overall evaluation aspects (research papers + college evaluation + VIVA)

b. Applicants for Employment from universities/institutes other than the Academy

- It has been at least ten Gregorian calendar years since he/she has obtained his/her doctoral degree; such a period has to include no less than a four-year-experience in teaching or in researching after obtaining the Ph.D. at one of the universities or equated scientific institutions.
 - Presenting original scientific production that has been published after having received the doctoral degree, provided that the number of research papers is no less than the number needed for the two degrees together (associate professor and professor), and according to the same standards indicated in the regulations.
 - The scientific production to be scrutinized does not comprise any plagiarized scientific research papers, neither is it derived from the applicant's Master's or Ph.D. theses.
 - Nominating candidates for employment or promotion is based on a recommendation made by the scientific committee of the academic cadre upon the recommendation of three referees, according to the formation and procedures regulations governing the workflow of the scientific committee at the Academy.
- The professor is financially promoted from the financial degree "First Lecturer" (Third rate), to (Second rate), up to (First rate) after having spent four years in each financial degree (based on the table of salaries attached to the modified version of the regulations of the main system of employment at the Academy).

Item (6): Permanent Scientific Committees at the Academy

The Academy has three specialised scientific committees, two of which are held in charge of the academic cadre promotion (one for engineering and computer sciences, and the other for commercial and linguistic ones). The third scientific committee is in charge of the technological cadre promotion. These committees are responsible for checking the employment and promotion applications of the Academy staff members. These committees also issue reports to ensure that applicants meet the necessary requirements for each title. Moreover, the scientific committees are concerned with the formation of committees of referees scrutinizing the scientific production of applicants. The scientific committees also take part in checking and evaluating the research production of candidates and in making recommendations for granting them academic titles in their major.

(6-1) Formation of a Scientific Committee

- ❑ Scientific committees are formed and chaired by the President of the Academy according to the recommendations of the Vice Presidents of the Academy for Educational Affairs, Quality Assurance, Postgraduate Studies, and Maritime Affairs, as well as the nominations made by the specialised College Board.
- ❑ These committees work as part of the Educational Affairs at the Academy, and the general reporter of the scientific committees is the Vice President of the Academy for Educational Affairs to ensure applying consistent standards to all scientific committees.
- ❑ A scientific committee consists of ten to twenty members. These members have to be professors (for the committees of the academic cadre) and first lecturers or professors (for the technological cadre), all of whom belong to the staff members employed at the Academy or at other equated universities, and who have earned such degrees for at least five years. A scientific committee includes the Vice Presidents of the Academy for Educational Affairs, Quality

Assurance, Postgraduate Studies, and Maritime Affairs, as well as the Deans of Educational Affairs, Scientific Research, and of Staff Members Affairs.

- ❑ It is a must for a member of the scientific committee to have taken part in academic activities during the past five years, including scientific production and papers published in specialised scientific journals, as well as supervising Master's and Ph.D. theses. All fields of specialisation have to be represented in the formation of the committee if possible.
- ❑ The membership of these committees lasts for three years starting from their formation decree date, as long as their formation has not undergone any modifications meanwhile or before such a period is elapsed.
- ❑ Meetings are only held and recommendations are only made in case of the attendance of at least two thirds of the members. A committee meeting is only validated upon the attendance of the head of the committee, or someone on his/her behalf, as well as the committee reporter. A committee takes decisions according to the voting of the majority, and not according to authorization or letting pass.
- ❑ A committee holds periodical meetings upon the invitation of its reporter. It has to maintain transparency, scientific integrity, and total objectivity. Moreover, the works and negotiations of these committees are confidential.
- ❑ Each committee issues a list of general and specialised majors within each college department, to which applicants for promotion apply.

(6-2) Responsibilities of a Scientific Committee

- ❑ Examining the data of the scientific and occupational history of the candidates of the staff members applying for employment or promotion; they are responsible for checking the validity of the data included and checking that all requirements are met.
- ❑ Checking the papers submitted by staff members applying for promotion to a scientific degree, and keeping record of data
- ❑ Laying out promotion application forms and documents of evaluating and checking research papers to be used by referees so as to ensure consistent

evaluation standards; each committee determines the aspects of promotion and their relative **weight/impact**.

- ❑ Nominating referees of scientific production in different majors and preparing a list of their names by making use of lists of the permanent scientific committees in a specific major that belong to the Headquarters State's Supreme Council of Universities. Referees should have earned the title of Professor for at least five years in the case of the academic cadre; as for the lists of the technological cadre, staff members who have earned the title of Professor/First Lecturer at the Academy or experts from universities/institutes other than the Academy can be added. The reporter of the committee has to keep these lists after they are accredited by the members of the committee.
- ❑ Forming committees of referees in charge of checking the scientific production of applicants, through the election of a tripartite committee of specialised professors from different universities, provided that their major corresponds with that of the applicant; such a major is indicated in a letter by the college dean and should be one of the majors announced in the list of majors. Nominating a fourth member is preferable as a precautionary measure.
- ❑ Setting general standards for the evaluation of accredited periodicals and scientific journals – which abide by the system of refereeing – where candidates can publish their research papers
- ❑ The evaluation of the publishing entity is considered part of the responsibilities of the specialised scientific committee; it evaluates the impact factor of journals, periodicals, and conferences that the candidate has published his/her scientific production in.
- ❑ demonstrating the reports of the referees, preparing a collective report about each candidate, and submitting suitable recommendations to the committee of staff members affairs
- ❑ In case one of the reports submitted by the referees indicates the existence of academic violations – concerning violating others' intellectual property rights or breaching scientific integrity – the scientific committee sends the complete applicant's file and the reports of the referees to the concerned college

deanery in order to form an inspection committee, that reports to the scientific committee about the outcome of the inspection. If one of the applicants is proved to have breached the scientific integrity, the scientific committee recommends sending his/her case to the President of the Academy to take necessary action.

- The reporter of a scientific committee presents an annual report in December to the Academy President indicating the achievements of each committee on its own, as well as any suggestions for the improvement of the work mechanism in the committee.

(6-3) Employment and Promotion Procedures at the Academy

1. A staff member submits his/her complete files of research papers to the specialised department board, which presents them to the related deanery, which in turn transfers his/her scientific production to the reporter of the scientific committee within a maximum time period of a month since the initial submission of file to be evaluated for the purpose of employment or promotion. The candidate can submit such an application form within a time period that does not exceed three months before the indicated deadline.
 - The board of professors/first lecturers gather in a meeting chaired by the head of the related department (without the attendance of the associate professors or the lecturers/second or third lecturers) in order to evaluate the performance of the candidate according to the standards of academic activities indicated in the appendices. They check whether the candidate has met all the requirements of promotion.
 - The applicant's files are sent from the department to the deanery, which in turn transfers them to the reporter of the related scientific committee, accompanied by a letter, and a confidential envelope that includes the applicant's achievement evaluation report approved by the college dean.

2. Four identical files should be attached to the application form, each of which includes copies of the presented research papers as well as the following forms (as indicated in the appendices):

Form (1): Data about the applicant, his/ her scientific degrees and occupational history

Form (2): A complete list of his academic production

Form (3): A list of the submitted research papers to be evaluated, ordered according to the date of publishing: starting from the earliest to the most recent

Form (4): Data about each research paper to be evaluated. Each one has to indicate the participants' names and participation percentage, in addition to being signed by the applicant

Form (5): A list of the theses that the applicant is supervising or has supervised

Form (6): A detailed statement about the teaching, research, and administrative activities he/she has done, as well as his/her practical achievements. Such achievements should be supported by official documents.

This is in addition to complete copies of all the research papers submitted to be refereed, as directly taken from the scientific journal or conference proceedings, ordered and numbered according to the date of publishing: starting from the earliest to the most recent

The application form has to have the following enclosures:

- A certificate of the Academy lecturers' skills development courses
- A photocopy of the decree granting the earlier degree
- A copy of the Ph.D. thesis in case of applying for the degree of associate professor
- A photocopy of the Master's and Ph.D. certificates
- A photocopy of the summary and conclusions of the Master's and Ph.D. theses

- A copy of the equivalency certificate of the doctoral degree from the Headquarters State's Supreme Council of Universities, especially for those applying for employment and the ones who have earned their doctoral degree abroad
 - receiving a Master of High Seas/Chief Engineer Certificate for the technological cadre
 - Submitting a CD which includes all the forms, research papers, and supplementary documents
3. The scientific committee of the related cadre chooses three referees from the accredited lists of referees in this particular major. These referees have to belong to three different universities for the academic cadre or to three different entities for the technological cadre so as to check the scientific production of the applicants. A fourth member is elected as a precautionary measure.
4. One file is sent to each of the three referees, the reporter of the scientific committee keeps the remaining complete one.
- The committee is not allowed to send the research papers of the applicant to be refereed by his/her co-authors of the same research.
 - The applicant is not allowed to withdraw some of the research papers he/she has presented to the scientific committee, nor can he/she present new ones.
 - Each referee is required to fill in a research papers evaluation form and to write his/her remarks about each research paper on its own. Each referee presents a detailed individual report within one month at most since he/she has received the scientific production. This period of time may be extended for one additional month for referees abroad.
 - Referees' individual reports are confidential and their contents may not be revealed, as dictated by the regulations governing the work of the scientific committee.

- The scientific committee opens the envelopes sent by the referees and keeps record of the scores of the evaluation aspects as taken from the reports of the three referees and the report of the college dean evaluating the candidate applying for promotion, as well as the evaluation of the VIVA. The committee, then, prepares a “Collective Report” to be presented during the meeting of the concerned committee and issues the suitable recommendations. The collective report has to be signed by the committee’s members.
5. The promotion of a staff member takes place once the time duration, dictated by the regulations, is completed in case he/she has applied for promotion and submitted his/her papers before that date. Otherwise, promotion takes place starting the month that follows the complete submission of the application for promotion to the reporter of the scientific committee.
- In case the scientific committee has recommended the candidate’s promotion, it presents such a recommendation to the reporter of the committee of the Staff Members Affairs.
 - If it has been decided that the candidate is not eligible for promotion, he/she is only allowed to reapply after at least one year since the date he/she has made his/her first application, and provided that he/she presents a new scientific production as has been recommended by the committee in its report.
 - In case the committee demands that the applicant has to repeat the VIVA, this has to be during the next meeting of the committee.
 - If an applicant reapplies for a second time, the scientific committee has to refer to the previous committee's report to check how far their recommendations have been met so as to be able to reevaluate the applicant. The committee also refers to their previous report on his/her promotion to the degree of associate professor if he/she is applying for the degree of professor.

- The staff member is allowed to present the same scientific production to the scientific committee for the purpose of applying for promotion in a field of specialisation which differs from the one in which he/she has earned his/her previous scientific title. However, the staff member, then, becomes subject to the regulations governing candidates from universities/institutes other than the Academy, who apply for receiving a scientific title in such a different position (professor or associate professor/second or first lecturer).
6. The President of the Academy issues the decree of promotion and granting a particular degree based on the recommendations of the scientific committee and after referring the case to the Staff Members Affairs Committee.

(6-4) Regulations Governing Evaluation by the Scientific Committees

The scientific committee decides on the promotion of a staff member according to the three aspects of evaluation (scientific production + college evaluation + VIVA evaluation) as follows:

1. The applicant's submitted scientific production represents 70% (70 points) of the total evaluation points (100 points); this is according to the three examiners' evaluation of all the candidate's submitted research papers, the impact factor of the journal/periodical/conference proceedings in which the papers are published (as evaluated by the scientific committee and according to the international classification of scientific journals that is accredited by the scientific committee in the related field), as well as the applicant's participation percentage in the research.
 - The applicant submits a scientific production that ranges from five to ten original scientific research papers, some of which are published in specialised refereed journals (two papers for associate professor degree) (a minimum of three papers for professor degree).
 - In case of submitting nine or ten researches, the best eight are to be chosen.

- The total points attained by the applicant for all his/her submitted accepted research papers must not be less than 60% (42 points) of the total points of papers evaluation.
- The applicant's submitted scientific production must also include:
 - The total accepted scientific production should not be less than four research papers for all the professional degrees, except second lecturer (3 papers).
 - One research paper graded "Good" for the candidate applying for the degree of associate professor, as opposed to a minimum of two papers graded "Good" for applicants to the degree of a professor.
 - Research papers that have been previously evaluated during the meetings of the Academy's scientific committee are not to be reevaluated.
 - The research paper that is graded "Weak" receives zero points.
 - In case there is a discrepancy between the average total of two rather similar grades given by two referees on the one hand and the grades given by a third one on the other, provided that such discrepancy is equal to (+/-) 15% or more of the total evaluation points of all the submitted research papers, the committee then has to resort to a fourth referee to replace the dissimilar one. The fourth referee is chosen from the list of referees in the particular major, and whose grades are added to the total grades given by the original two referees, while the grades of the dissimilar one are deleted.

When evaluating the **publication impact factor** for the candidate belonging to the academic cadre, the following have to be taken into consideration:

- The research paper gets 15 points if it is published in a journal that has obtained 10 points, as opposed to 13.5 points if the journal has obtained 9 points. The researcher who has taken part in a research paper obtains the

total points regardless of the number of participants, even if they all share the same major.

- The research paper is not evaluated if it is published in a scientific journal that has been given 9 or 10 points by the scientific committee.

As far as the technological cadre is concerned:

- The related scientific committee is held responsible for evaluating the **publication impact factor** in accordance with the international classification of scientific journals as well as the tables accredited by the scientific committee of maritime affairs.

1. The department and deanery's evaluation of the candidate's performance in all his/her activities at the Academy represents 20% (20 points). The related college and department's professors/first lecturers committee are responsible for evaluating the candidate's performance according to specific standards evaluating his/her teaching, research, and administrative activities at the Academy, as indicated in the staff member's evaluation form in the enclosed appendices. The candidate has to obtain a minimum of 50% in such evaluation.
2. The VIVA represents 10% (10 points) of the overall assessment. The referees may be invited to attend the VIVA, while they are not supposed to have votes in evaluating the VIVA. The evaluation is based on examining the candidate's competence in his/her major as seen through the papers he/she presents during the VIVA. It is also based on checking how far he/she is acquainted with other researches in the field. The VIVA includes a presentation, which has to include the following:
 - a. For candidates applying for the degree of associate professor/second lecturer, the candidate presents the most remarkable researches worldwide in his/her general/specialised major, where he/she has presented most of his/her research papers.

- b. For candidates applying for the degree of professor/first lecturer, the candidate presents a survey of how his/her field of specialisation, where he/she is to be promoted, can be developed in the future.

The candidate has to obtain at least 50% in the evaluation of the VIVA.

- The candidate is eligible to promotion in case he/she receives the following percentages in the total evaluation points of all the aspects of evaluation :

- At least (60 points): to obtain the academic title of an associate professor/second lecturer.
- At least (70 points): to obtain the academic title of a professor/first lecturer.