

Instructions for obtaining Annual Allowances

Based on The University President's Decision Number 13364/G dated 10/9/1435; the Non-Saudi Staff Member shall be granted an annual allowance that does not exceed 5% of his/her basic salary at the time of annual renewal of contracts; provided that he/she published at least one article. The article should satisfy the following conditions:

- The article should not have been used for any annual allowance or exceptional award in previous years.
- The article should have been published in the current year in which the committee announced accepting articles for the annual increment.
- The article should be published in a scientific peerreviewed journal and indexed in a database or has a DOI.
- The name of King Abdulaziz University is mentioned as a main address for the author or the name of King Abdulaziz University is mentioned first in case the author has a multiple address.

The article used for the annual allowance shall not be counted for exceptional award.

It is a must that the application for the annual allowance is presented through the Committee's Website within two months of the renewal of the annual contract. Applications presented after this duration will not be considered. Paper applications shall be ignored.

All Non-Saudi Staff Members should obtain ReseracherID Number and fill in "My Research" List in the ResearcherID with all published articles.