

## **Instructions for obtaining Exceptional Awards**

Based on the University President's decree number 24945/G dated 28/12/1434 A.H. the Non-Saudi Staff Member will be granted an Outstanding Research Activity Reward according to the category of the journal citation report and the definition adopted by the Deanship of Scientific Research for the categories of the journals as follows:

- 10% of the basic salary for each article published in a journal of category (A).
- 7% of the basic salary for each article published in a journal of category (B).
- 5% of the basic salary for each article published in a journal of category (C).
- In case of co-authors for a single article, the increment percentage will be divided by the number of authors.
- The article used for the annual allowance shall not be counted again for the exceptional reward.

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 be published in the current year in which the committee started accepting articles for the annual increment or the year before.
- The article should be indexed in the Web of Knowledge when applying for the exceptional award.

- 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 number of articles published in a particular journal should not exceed in the same publication year. The fourth article shall be excluded together with any worth exceptional award.

The Researcher should be eligible for the current year's annual allowance before applying for the exceptional award.

It is a must that the application for the exceptional award is presented through the Committee's Website within the duration of its work. Paper applications shall be ignored. All Non-Saudi Staff members should obtain ReseracherID Numbers and fill in "My Research" List in the ResearcherID with all published articles.

The exceptional awards are non-accumulative. That is, all last year's exceptional awards will be cancelled and recalculated at the commence of each contract year.