

# White Nile University

## Regulation of the authorizing and writing university book

Name and start of work:

This Regulation should be called the regulation of the writing of the University Book of the White Nile University since 2017, and should be effective from the date of its signature.

### Application:

These regulations should be applied to university-based textbooks, written in Arabic or non-Arabic, or translated into non-Arabic or Arabic (in all fields of the University) by faculty members of the University.

### Interpretation:

(1): The following terms in the field of application of the regulation mean the following:

**University:** White Nile University.

**Faculty:** faculty approved in accordance with the law of the university.

**Director:** vice chancellor.

**Dean:** Dean.

**Secretariat of Scientific Affairs:** Scientific Affairs Secretariat of the University.

**Department:** Department of the Faculty.

**Faculty Council:** College Council composed in accordance with the law of the University.

**Department Council:** Any of the departmental councils of different disciplines.

**Authoring and Publishing Committee:** The University's Authoring and Publishing Committee.

**University book:** the book of an author, translator or interpreter by one or more members of the university faculty according to the provisions of this regulation,

which covers all or some of the vocabulary of one or more courses

**The draft of the book** : any of the works referred to under the definition of the university book before it is licensed and printed

**The author** : the person or persons of the faculty members

Who has prepared the draft university book, for the purpose of publishing by the university under his or her name or associated with them in any way

Methods of ratio of works to their authors

**Curricula** : it is a course that studied during only one semester.

**Curricula number**: The course holder holds a number or name and is part of the academic plan approved by the Scientific Affairs Secretariat

**Publisher**: Nile White University, or any other institution determined by the Committee of authorship.

**Printer**: intended to carry out the executive work to collect the book and print and package as agreed with the publisher

**the arbitrator or assessor**: the person or persons or entity designated by the university to evaluate or perform any work to determine its validity for publication and presentation Notes to become a valid article.

Copyright All rights provided for in these Regulations.

## **(2) Principles and general provisions of university books:**

a-The competent department council shall be responsible for identifying and providing the university books necessary for teaching the approved courses in the department.

b- The Department should assign to the faculty members, with experience and competence from the staff members or of great experiences and competence on specific specialization to authorize a university book to covers the course according to the regulations.

C - A book may be taught in the programs of the College, or circulated among the students with the approval of the authoring and publishing committee after a recommendation from the department council.

d- The authoring and publishing committee shall establish the rules it deems appropriate for the best preparation of the university book.

The author shall complete the form prepared by the Secretariat of Scientific Affairs.

e- To take into account the system of formal education and education by affiliation (if any) taken in college at the time of writing the university book.

f- Taking into account the self-education system at the time of writing, including compliance with the standards of educational design adopted by the university.

g- Taking into consideration the system of education at the college, taking into account the coverage of the university book for the rest of the theoretical, practical and applied syllabus, so that the book corresponds to the number of weekly hours specified for teaching, determined for each university book, scientific evaluator and linguistic auditor, or more proposed by the department council.

The College Council shall recommend this and shall issue a resolution by the University's Authorization and Publishing Committee.

h - 50 copies of the university book will be deposited with the college library.

### **(3) Categories of Authorizing University Book:**

- a- Only assistant professor or above are allowed to write university book alone or jointly with other faculty members in the faculty.
- b- The members of the teaching staff, who are in the degree of the lecturer may participate in the writing of the university book in respect of the practical part of the courses.
- c- The author of the university book must have spent at least one year in the university teaching- at the assistant professor's degree, and he should have been teaching at least one academic semester.

### **(4) The rights and obligations of the College:**

- a-The university is committed to bear the expenses of scientific and linguistic arbitration and printing the university book in addition to the other expenses required by the preparation of the book of drawings and illustrations and others.
- b- The University should have the right to print, publish and distribute additional volumes of the University books without prejudice to the author's rights and the legal period agreed between them, taking into account the importance, scientific necessity and the desired investment benefit.
- c- Determining the price of the book according to its costs, and determine the profit margin in agreement with the author.
- d- Payment of author's dues (authors) in accordance with item (5) of these Regulations and without prejudice to the rights of the author.
- e- A period of (4) years shall be specified for updating or modifying the author, and during this period, no more than 10% of the content of the book may be updated without the amendments being made by the author himself.
- f- Preserving the book in clean, safe and preventable places.

g - The distribution of the book through the outlets of the colleges internally and externally as the case may be and can be agreed with other distribution.

h- The College shall allow the sale of printed university books by it to commercial libraries or to any other internal or external entity.

I- The College shall be allowed to participate in exhibitions in national, regional and international book fairs, in coordination with the Scientific Affairs Secretariat and the Library deanship of the University.

### **(5) Rights and obligations of the author:**

A- The author undertakes and commits to hand over the faculty written document of authorized or translated book in a digital and electronic copy.

b- Complete the procedures of the deposit number and the international number from the competent authorities.

c- The author has the right to remain in the book without modification or change of written consent from him or his representative.

d- The author shall be granted a financial reward of 50% of the profit margin after deducting the full costs of printing the book.

e-The author shall grant the number of (50) free copies of the total number of printed copies.

F-It does not allow for author who has received the award of authorship to reprint his university book which prepared or reproduced it in any way, or sell it locally or externally.

g-. The Finance and Administrative Committee shall have the right to determine additional remuneration for the author (s)

h-The author shall be responsible for the opinions, expressions and information contained in his works. Accordingly, his work shall not violate the public morals, customs, laws or laws governing the validity of the article for publication in the Sudan.

f- The authors of academic book should commit to scientific terminologies mentioned in unified scientific dictionary issued by higher corporation for arabization or dictionaries issued by other bodies approved by university.

I- The author shall ensure that the intellectual property rights of others are taken into account when he writes his book within the allowed quotation.

### **(6) Composition of the Committee of authorizing and publishing:**

The Committee of authorizing and publication of the following:

1	<b>Head or Vice-President of the University</b>	<b>President</b>
2	<b>Secretary of Scientific Affairs</b>	<b>Member</b>
3	<b>Deputy</b>	<b>Member</b>
4	<b>Three members of the rank of Professor</b>	<b>Member</b>
5	<b>Dean of Graduate Studies and Scientific Research</b>	<b>Member</b>
6	<b>Head of the of the Librarian Secretariat</b>	<b>Member</b>
7	<b>Director of the Evaluation and Self-Accreditation Unit</b>	<b>Member</b>
8	<b>Librarian (if any)</b>	<b>Member</b>
9	<b>College Deans</b>	<b>Member</b>
10	<b>Members of the directors of the research centers and the director of the publishing house 10</b>	<b>Member</b>