

Awareness Communication: Affiliation

Academic Year 2025 – 2026

Date: Monday, January 12, 2026

To: All KFUPM Faculty, Researchers, and Students

cc: KFUPM President, Vice President for Research and Innovation, Vice President for Academic Affairs, Deans, Department Chairmen, Center Directors

The Deanship of Research would like to share awareness regarding Affiliation in publications or presentations of research work.

NAME OF UNIVERSITY

It is recommended to write the university name as “**King Fahd University of Petroleum & Minerals**” or “**KFUPM**” only along with the complete name of your Department/Center.

In addition, it is important to standardize the way the name is written (format and spelling) as well in all publications to ease the search for publications and citations in the relevant databases.

AFFILIATION

It is reiterated that, according to the University rules and regulations, full-time University Affiliates (Faculty, Researchers, Staff, Students) are not allowed to affiliate or express their affiliation with any outside non-KFUPM entities in their publications. In case of an outside organization contributing to the work, the author(s) can acknowledge that organization in the research publications.

Approved formats for affiliating exclusively to the university are available [[Click Here](#)]. For example Faculty member in the Academic Department **and** affiliated to the Interdisciplinary Research Center should use the format

¹Department of XXX, King Fahd University of Petroleum & Minerals, Dhahran, Saudi Arabia,

²Center for XXX, King Fahd University of Petroleum & Minerals, Dhahran, Saudi Arabia

The prohibition of Double Affiliation in publications and research outcomes upon joining KFUPM is extremely strict. We understand that there may be exceptional cases where dual affiliation is necessary, and the University established a process to address such requests. If you find yourself in a situation where dual affiliation is required, we kindly request that you follow the guidelines outlined below:

- **Form Submission**

Fill in the form provided at [[Click Here](#)].

- **Submission Details**

Submit all the above-mentioned details, including the copies of manuscripts, justification, and the completed form to the Deanship of Research at [[Click Here](#)].

The Deanship, in coordination with the Vice President's office, will carefully evaluate your request based on its merits and alignment with our organizational policies. You will be notified of the decision as soon as the evaluation process is complete. We would like to emphasize that the prohibition of double affiliation is in place to maintain the integrity and credibility of our research outcomes and publications.

For more details, please visit the DR website [[click here](#)].

The University very much appreciates the efforts and research contributions and anticipates cooperation on the subject from all concerned. Thank you.

For more information, please send email to: DR@kfupm.edu.sa.