
Conference Participation Policy

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Policy Owner:	Deanship of Scientific Research

1. Purpose

This policy outlines the application and approval process for the participation of UBT faculty members, academic staff, and students in regional or international conferences, symposia, seminars and scientific meetings and events. It spells out the eligibility and entitlements of faculty, staff members, and students and promotes fairness and consistency in the handling the process of application and approval across all colleges, deanships and Departments.

2. Scope

This policy applies to all UBT full time faculty members, academic staff, and students and applying participating in scientific conferences, symposiums and seminars. The policy does not cover participation in workshops, study tours and other professional development activities.

Check if it applies to postgraduate students? (covered as highlighted in yellow).

3. Definitions & Acronyms

3.1 Definitions

Term	Definition
Applicant	Applicant refers within the context of this policy to the UBT full time faculty or staff faculty members, academic staff, and students applying for participation in a scientific activity such as a conference, seminar or other scientific meeting.
Scientific Event	Scientific Event is used within the context of this policy to refer to conferences, symposiums, seminars and other scientific meetings

4. Policy Principles

UBT is committed to provide equal opportunities and fairness for all its full-time faculty members to participate in scientific events.

5. Policy Statement

Conferences, scientific meetings and seminars are important elements of university life for academic and professional staff as they enable them to grow professionally, exchange ideas and experiences at national, regional and international levels, build long standing academic relationships, and keep themselves abreast of the latest developments and trends in their discipline. They provide an opportunity for faculty and staff to present their work and exchange information and ideas with peers.

6. General Guidelines for Participation in Scientific Events

The following must be considered when applying for conference participation:

- (i) The scientific event should be in the applicant's own discipline or related to his/ her work and roles and responsibilities.
- (ii) The applicant must be a full-time faculty member or staff and should not be in a probationary period and should have completed one year at UBT.
- (iii) Sponsored scientific events participation is limited to one event locally (within KSA) and one internationally per academic year, unless otherwise authorized by the

- University Rector.
- (iv) Faculty/ staff members may participate in a conference if:
 - they are presenting a research paper that will be published in conference proceedings
 - they are given organizational capacity in a scientific event (rephrasing)
 - they are asked to represent the University in a conference (rephrasing)
 - their participation will significantly contribute to their professional and academic development
 - their attendance will advance or significantly contribute to the research priorities of their College/ Department or the University as a whole
 - (v) Priority in participation in a scientific event is given to a faculty/ staff member with a research paper accepted by the organizers of the conference.
 - (vi) If the research paper is multiple authored, one member must be chosen by the authors to present the paper.
 - (vii) Participation in conferences shall be approved by the rector after following the official approval pathways in accordance with this policy.

6.1. Application & Requirements

- The faculty member/ staff submits an application for participation in a scientific event along other required documents as described under section 6.2 of this policy to the Head of Department to obtain his/ her approval along that of the Dean of the College within no less than (8) weeks from the date of the event.
- The Dean of the College after approval will send the entire application file to the Scientific research Council through the Deanship of Scientific Research for further approval. Upon approval by the Department Council, the recommendation is sent to the Rector for final endorsement. Faculty members are notified in accordance with the acceptance of their application via the HR Department.
- A faculty member/ staff must not be absent from work for a duration exceeding five working days counted as a paid leave, however, exceptions may be made for conferences of national nature by a decision from the University Rector.
- A faculty member/ staff with approval to participate in a scientific event must provide make-up work for all the lost classes during his absence; such arrangements must be communicated ahead of time to the Head of Department.
- Upon returning from the scientific event, a faculty member/ staff must present a report within (14) working days to the Head of Department in which he/she summarizes the work/ activities presented undertaken at the event along; the gains achieved, future opportunities and any professional networking activities that took place. The HoD will send a copy of the report along with the final paper presented to the Deanship of Scientific Research in the case where a scientific event participation involved a research paper presentation (removed). This will be logged into the university faculty research database.

- For certain type of attendance, the faculty/ staff member may be required to prepare a presentation for faculty members within the college or the institution as a whole to transfer 'know-how' and knowledge gained. Such activities are facilitated through the Deanship of Scientific Research.
- During their attendance at the scientific event, including travel to and from the event, faculty and staff members must comply with and behave in accordance with all UBT policies and procedures including the University's Code of Conduct.

6.2. Required Documents to Support the Application

A Conference Participation Form shall be filled out and submitted at least (8) weeks prior to the actual start date of the conference/seminar to be attended. The following documents must be attached along the form:

- a) Approval from the Dean of the College Concerned.
- b) A copy of the full paper or extended abstract (final approval is granted on the basis of the full paper being accepted)
- c) A copy of the conference flyer or brochure (in which the fees are stated).
- d) A letter indicating final (and not conditional) acceptance of the paper by organizers.
- e) If a paper is the outcome of a research project funded by UBT this must be indicated in the application and supportive additional documents may be accompanied.

6.3. Entitlements

- Scientific Event Registration Fees
- Two-ways economy class tickets to and from the conference location.
- A maximum of 4 nights accommodation. UBT will not cover any additional expenses for transportation, meals, etc. Kindly check the original policy (12.1-12.8). DSR prefers 10% of the basic salary per diem to cover all expenses excluding tickets.

Depending on the available budget, the University bears all or part of the costs of travel and accommodation if the faculty's participation in the scientific event has been approved and if the hosting institution does not bear any of these costs.

7. Related Documents

This include the following: (in hierarchical order) , legislation, policies, other

procedures and standards, guidelines, forms and other useful resources

Document No.	Document Name	Document Type	Location
	Faculty Research Expectation Policy ??	Policy	
	Faculty Handbook	Handbook	
	Faculty Development and Retention Policy	Policy	

8. Version Control & Revision History

Version control	Date released	Approved by	Summary of changes

9. Approvals

University Council Prof. Osama Jannadi 20 June 2022

[Council/Board] [Chair Name] [Signature] [Date]

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