POLICY ON ATTENDANCE OF FACULTY MEMBERS AT CONFERENCES, SEMINARS, SCIENTIFIC MEETINGS & WORKSHOPS

Implementation Rules & Regulations
Policy on Attendance of Faculty Members at Conferences, Seminars, Scientific Meetings & Workshops

Implementation Rules and Regulations
<table>
<thead>
<tr>
<th>S. No</th>
<th>Content</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Policy on Attendance of Faculty Members at Conferences, Seminars, Scientific Meetings &amp; Workshops</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Print Screen showing the available of information in UOD Website</td>
<td>13</td>
</tr>
</tbody>
</table>
Attendance of Faculty Members at Conferences, Seminars, Scientific Meetings & Workshops

Implementation Rules and Regulations

University of Dammam

2010-2011

(1431-1432 H)

Scientific Council
# Table of Content

<table>
<thead>
<tr>
<th>First</th>
<th>Definitions of Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>Second</td>
<td>Objectives</td>
</tr>
<tr>
<td>Third</td>
<td>Organizing Charter for Conferences, Seminars, Scientific Meetings &amp; Workshops</td>
</tr>
<tr>
<td>Fourth</td>
<td>Implementation Rules and Regulations</td>
</tr>
<tr>
<td>Fifth</td>
<td>Forms for attendance of Conferences, Seminars, Scientific Meetings &amp; Workshops</td>
</tr>
<tr>
<td>Sixth</td>
<td>References</td>
</tr>
</tbody>
</table>
First: Definition of Terms

**Conference:** A meeting of scientists and researchers from various countries for consultation or exchange of information or discussion where scientists present their research results in their specific discipline. The event is organized by an academic or research institute.

**Seminar:** A formal academic meeting where scientists and experts discuss various topics in their respective discipline.

**Scientific Meeting:** A meeting of group of advanced students studying under a professor with each doing original research and all exchanging results through reports and discussions.

**Workshop:** A meeting of several persons for intensive discussion or a meeting that demonstrate methods of practical application of skills and training.

Second: Objectives

The University of Dammam seeks to enhance the research and academic activities of faculty members in order to elevate its international stature. This is accomplished through:

1. Sponsoring faculty members to attend conferences, seminars, scientific meetings and workshops, which will enrich the scientific and technical experience of faculty members
2. Encourage innovative research and academic programs
3. Enable faculty members to exchange knowledge and ideas in international forums
4. Prepare faculty members to represent the University of Dammam in international forums
5. Enrich faculty members’ scientific knowledge
6. Provide opportunities for faculty members to gain knowledge and experience in his/her discipline.
7. Encourage scientific collaboration between faculty members of the University of Dammam and renowned international research institutes.

**Third: Organizing Charter for Saudi University Faculty Affairs (Conferences, Seminars, Scientific Meetings and Workshops)**

**Article 67:** Faculty members can attend conferences, seminars, scientific meetings and workshops in accordance with the following:

1. The conference, seminar, scientific meeting or workshop is in the faculty member’s own discipline or related to his work and responsibilities.
2. Attendance of conferences, seminars, scientific meetings and workshops within the Kingdom should be approved by the Departmental Board and the Scientific Council and endorsed by the President of the University of Dammam.
3. Attendance of conferences, seminars, scientific meetings and workshops outside the Kingdom should be approved by the Departmental Board and the scientific Council and endorsed by the President of the Supreme University Council.
4. The Supreme University Council will draw the organizing and implementation rules for attendance of conferences, seminars, scientific meetings and workshops upon the recommendations of the Scientific Council.
5. The applicant should provide a report to the University of Dammam upon completion of the conference, seminar, scientific meeting or workshop.

**Article 68:** The University of Dammam will provide the applicant with airfare and per diem. The University of Dammam has the right to provide only airfare without any additional financial expenses covered.
Organizing Charter for Non-Saudi University Faculty Affairs

Article 27/2: Upon recommendation by the Departmental Board and College Faculty Board, the President of the University of Dammam has the right to approve the attendance of a conference, seminar, scientific meeting and workshop by a faculty member without any financial responsibilities.

Organizing Charter for Postgraduate Sponsoring and Training for University Faculty Members

Article 17: The sponsored applicant will receive one return air ticket according to the following rules:

1. The conference, seminar, scientific meeting and workshop is in the applicant’s own research area or his/her discipline.
2. Recommendation of the supervisor, approval of the Postgraduate Committee and endorsement of the Cultural Attaché.

Fourth: Implementation Rules and Regulations

Article One: Detailed Conditions and Rules

1. Financial support to attend a conference, seminar, scientific meeting and workshop is only provided to faculty members holding the rank of Professor, Associate Professor and Assistant Professor.
2. A faculty member on sabbatical leave is permitted to attend a conference, seminar, scientific meeting or workshop provided it is within the specified limits.
3. A faculty member on sponsored research leave with an external body is permitted to attend a conference, seminar, scientific meeting and workshop during the leave upon approval of the sponsoring body and provided that this attendance has no negative impact on his/her program.
4. Within the Kingdom, a sponsored postgraduate student (MSC, PhD and Fellowship programs) is allowed to attend one conference, seminar, scientific meeting or workshop provided that it is directly related to his/her work. Priority is given to those who will present a paper upon the recommendation of his/her supervisor.
5. Outside the Kingdom, a sponsored postgraduate student (MSC, PhD and Fellowship programs) is permitted to attend one conference, seminar, scientific meeting or workshop upon the recommendation of the supervisor and approval of the Deanship for Higher Studies and endorsement of the Cultural Attaché.

6. Only Saudi nationals are allowed to attend out-of-Kingdom conferences, seminars, scientific meetings and workshops. Non-Saudi nationals are allowed to attend out-of-Kingdom events provided that:
   a) Recommendation of the Departmental Board, approval of the Scientific Council and endorsement by the President of the University of Dammam.
   b) The applicant should have spent one year or more at the University of Dammam and should have a rating of “Excellent” on his evaluation.
   c) Participation should be in the name of the University of Dammam and the conference, seminar, meeting or workshop should be peer reviewed.

7. Only two faculty members or 20 percent of the total departmental members are allowed to attend a conference, seminar, scientific meeting or workshop at the same time.

8. The topic of the conference, seminar, meeting or scientific workshop should be related to the applicant’s discipline or duties.

9. The applicant should be linguistically familiar with the language of the conference, seminar, scientific meeting or workshop.

10. The applicant should be active in the college and the department

11. Attendance of the faculty member should not have any negative effects on departmental programs.

12. The participant should observe what it is required by the Kingdom.

13. A faculty member can be given an opportunity twice a year to attend conference, seminar, scientific meeting or workshop provided that he/she is presenting a paper in at least one of the events. It is not permitted to attend two conferences, seminars, scientific meetings or workshops without participation.

14. A faculty member should have at least one paper published or accepted for publication during the preceding two years prior to the date of the
conference, seminar, scientific meeting or workshop. This condition can be waived for those who are academically or administratively outstanding upon recommendation of Departmental Board and College Faculty Board and authoritative personnel.

**Article Two: Criteria for Nomination and Selection**

1. If the number of applicants exceeds the allowed number then selection criteria will be implemented according to the following:
   a. Priority is given to applicants who are presenting a paper or research results.
   b. If the applicants have criteria points, then those with least attendance during the preceding two years will have priority.
   c. If the applicants have the same number of criteria points, then priority is determined by academic rank. The importance of the participation in achieving the objectives of the university and scientific merit should also be taken into consideration.

2. Conditions for presentation in a conference, seminar, scientific meeting or workshop:
   a. The applicant should have one of the following participation activities:
      i. Presentation of a paper
      ii. Publication in a journal with a high Journal Impact Factor (JIF) according to the ISI classification determined in the preceding two years of the date of the conference, seminar, scientific meeting or workshop
      iii. Working paper presenting results of a research project with clear indication of the funding body.

3. The conference, seminar, scientific meeting or workshop should be in the applicant’s line of specialization and priority given to registered conference, seminar, scientific meeting or workshop.

4. There should be clear evidences that the paper has been selected for presentation.

5. The conference, seminar, scientific meeting or workshop should be organized by a renowned international institute or a renowned university.
6. The topics of the conference, seminar, scientific meeting or workshop should be clear and focused and related to the interest of the university.

**Article Three: Process**

1. Application for participation in in-Kingdom conference, seminar, scientific meeting or workshop should be submitted one month prior to the event. For out-of-Kingdom events, applications should be submitted two months prior to the event.

2. A paper submitted to an international conference, seminar, meeting or workshop should first be presented to the department and the Dean of the concerned college for endorsement and prior to being submitted to the President for approval.

3. When nominating a faculty member to attend conference, seminar, scientific meeting or workshop, the nomination should first be presented to the concerned department and college.

4. Applicants should commence making appropriate travel arrangements while awaiting approval of the request.

5. After attending the event, a faculty member should submit a detailed scientific report to the Departmental Board, prior to the report and certificate of attendance being submitted to the College Faculty Board. A faculty member will not be permitted to participate in a future conference, seminar, scientific meeting or workshop if this requirement is not fulfilled in the required period of time.

6. The President of the University can delegate his authority concerning participation in conferences, seminars, scientific meetings and workshops to the Vice President for Research and Higher Studies.

**Article Four: Required Documentation**

1. The College will submit the applications of nominees with the following documentation:
   a. Application form that indicates that all conditions to attend conferences, seminars, scientific meetings and workshops have been satisfied.
   b. Approval of the Department
c. Approval of the College

d. An up to date CV of the applicant

e. Completion of the application form (N1 for Saudi faculty members, T1 or N2 for postgraduate students, Ns for non-Saudis)

f. An abstract of the paper and the complete manuscript.

g. A letter of acceptance for presentation

h. A letter that states that the applicant is not sponsored by another body.

**Article Five: Financial Rules**

1. The university will provide the following to a Saudi applicant presenting a paper:
   a. A return first class airline ticket
   b. Per diem for the number of days of the conference, seminar, scientific meeting or workshop in addition to per diem for the day preceding and following the event up to a maximum of six days.
   c. Registration fees for the conference, seminar, scientific meeting and workshop.

2. The university will provide the following to a Saudi applicant who is only attending:
   a. A return business class airline ticket
   b. Registration fees for the conference, seminar, scientific meeting or workshop

3. For participation in scientific meetings within the Kingdom, the following will be provided:
   a. Limited to one scientific meeting per year
   b. A return first class airline ticket

4. Postgraduate applicants within the Kingdom, are given an economy class return ticket and registration fees.

5. Leave could be granted to an applicant if his/her request to participate in a conference, seminar, scientific meeting or workshop is not granted. However, the applicant will bear all expenses for participation.
6. Leave could be granted to an applicant if he has been invited by an event organizing committee (approval should be obtained from the Departmental Board and the College Faculty Board and the applicant will bear all expenses for participation).

7. If the amount given to a faculty member, who has been invited by an event organizing committee, does not meet the University’s minimum requirements, the University of Dammam will bear the cost of the difference.

8. The University of Dammam will provide the following to non-Saudi applicants participating in presenting a paper:
   a. The leave will be deducted from the applicants annual leave
   b. Permission is given only once per academic year
   c. In certain instances an airline ticket will be granted subject to the organizing rules and regulation from the concerned college’s assigned budget.

**Article Six:** Time periods that conferences, seminars, scientific meetings and workshops cannot be attended

No nominations should be submitted for attendance of conferences, seminars, scientific meetings and workshops which are held during the following periods:

1. During examinations days of the first and second semester.
2. During the summer period for those who have summer duties.
3. For those who are on a university sponsored mission, it is permitted to attend a conference, seminar, scientific meeting or workshop during the summer vacation provided prior approval is obtained from the invited body.

**Article Seven:** General Rules

1. If the applicant fails to attend an approved conference, seminar, scientific meeting or workshop without an acceptable excuse submitted to the Vice President for Research and Higher Studies, the applicant will not be granted approval for another event for a period of one year.
2. The applicant will not be given any compensation if the application has not been approved by the official authorities.

3. Attendance of a conference, workshop, scientific meeting, or seminar during a holiday or official leave will be counted as part of a faculty member’s vacation days.

4. If a faculty member accepts a private invitation to a conference, seminar, scientific meeting or workshop, he/she should consider it as an invitation to the department and conduct himself/herself accordingly.

5. All financial commitments are subject to the availability of funds for such activities and the University of Dammam has the privilege to rescind on these commitments if funds are no available.

6. Any condition or restriction that is in contrary to the Supreme Council charter will not be valid.

Fifth: Forms of Scientific Attachment

1. Application for nomination of Saudi faculty
2. Application for nomination of postgraduate student
3. Application for nomination of non-Saudi faculty
4. Form of agreement with the conditions
5. Form of Saudi participation in conferences, seminars, scientific workshops and workshops conducted by the Ministry of Higher Education(form T1)
6. Report form for scientific delegation of the Ministry of Higher Education (form T3)

Sixth: References

1. Article 67, 68 of Organizing Charter for Saudi University Faculty Affairs
2. Article 67 and 68 of the Rules and regulations of King Faisal University
3. Report for the rules and regulation for attendance of conferences, seminars, scientific meetings and workshops prepared by the Deanship of Scientific Research of the Girls College in the Eastern Province
4. Report for the rules and regulation for holding a conference, seminar, scientific meeting and workshop prepared by the Deanship of Scientific Research of Girls College in the Eastern Province
5. The telegraph of the Minister of Higher Education number 4/1/461 dated 20/4/1431 concerning the rules for holding of conferences, seminars, scientific meetings and workshops
6. Survey of colleges conducted by the Directorate of Education Development
7. The memo of the President of the University of Dammam number 539/1/17 dated 4/12/1424
8. The letter of the Dean for Faculty Affairs number 1398/48/A dated 5/6/1428
9. The letters of the Supervisor of Administrative and Financial affairs and Chairman of Administration and finance numbers, 212, 231, 213/10/A dated 10/2/1429H
11. New regulations concerning the participation of Saudi and non-Saudi faculty members in conferences, seminars, scientific meetings and workshops which was received in letter number 523/A/17 dated 6/7/1429 from the President of King Faisal University.
12. The implementation charter prepared by the Scientific Council of King Saud University that concerns attendance of conferences, seminars, scientific meetings and workshops.
13. University of Glasgow (Conference Guidelines)
14. Harvard GSAS Graduate Student Council
15. University of Southampton (Conference Guidelines)
16. King Fahad University for Petroleum and Minerals (Conference Guidelines)
1. Attending Conferences and Symposia

To view the Executive and the Procedural Rules for faculty members to Attend Conferences and Symposia >

Submit a request >

• External Conferences

The Saudi faculty members should get the approval from the Ministry of Education to attend or participate in external conferences.

• How to apply?

  • For registration, create a permanent account.
  • Ask Department Chairman to activate the account.
  • Submit a request to attend the conference.
  • Recommend the request by Department Council.
  • Recommend the request by College Council.
  • Support the request by the President of the University.
Print Screen showing the availability of the “requisition form to attend conference” in UOD Website.