



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

مكتب نائب رئيس الجامعة للبحث العلمي والابتكار

Office of the Vice President for Scientific Research and Innovation

(Third)

**Attendance of Faculty Members for Conferences, Seminars, and Symposiums  
Executive and Procedural Rules at Imam Abdulrahman bin Faisal University  
1431 H – 1432 H**

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(Approved by the University Council in its third session  
dated 1432\3\16 H – 2011\2\19)

## **First: Definitions**

### **Conference**

It is a meeting that brings together scientists and researchers from several countries to present and discuss the results of their research and new developments \ information in the field of the topic(s) to be discussed in their meeting, and the exchange of experience and knowledge about it. The conference is organized, announced, and invited to by scientific bodies or institutions.

### **Seminar**

An academic scientific forum, which discusses several topics, and several scholars and experts contribute to the discussions. In addition to the participation of specialists and the relevant parties in the topics of the seminar.

### **Symposium**

A meeting to discuss or train on a specific academic topic, or a meeting of a small number of university students to discuss certain topics with their professors.

### **Workshop**

A meeting that allows a small group to engage in deep discussion, and to carry out an activity that involves the use of techniques and skills in the specific topic of the workshop.

### **Lecture**

An educational talk presented to a number of attendees, in a specific time, on a specific topic, requiring clarification of the information related to this topic.

### **Academic year**

It starts from the beginning of the faculty members' resumption of work after the end of the annual summer vacation.

## **Second: Objectives of attending conferences, seminars, and symposiums**

The university of Dammam is striving to develop the level of its research and academic activities that faculty members conduct to rise to the ranks of the most prestigious international universities. To achieve this, Imam Abdulrahman bin Faisal University:

- 1-** Supports the participation of faculty members in conferences and professional meetings which leads to increasing the production of qualitative research and innovative ideas.
- 2-** Supports scientific research and programs in the university.

- 3- Enables faculty members to exchange ideas in global platforms with internationally recognized scientists and researchers.
- 4- Prepares faculty members to represent the university in scientific meetings and forums.
- 5- Enables faculty members to enrich their scientific experience.
- 6- Supports faculty members to gain new developments and experiences in the specialized field and related fields.
- 7- Encourages acquaintance opportunities between university faculty members and other educational and scientific institutions to enable research cooperation in the future.

### **Third: Regulations for attending conferences, seminars, and symposiums** **Regulations governing the affairs of Saudi faculty members in universities**

#### **Article 67**

A faculty member may attend conferences and seminars inside or outside the Kingdom in accordance with the following controls:

- 1- There should be a relationship between the conference and the specialization of the faculty member or their actual work responsibilities.
- 2- Participation in conferences and symposia that are held inside the Kingdom depend on the recommendation of the two related councils of the department and the college, and the approval of the university's head.
- 3- Participation in conferences and seminars that are held outside the Kingdom depend on the approval of the university council president, the recommendation of the department and faculty councils, and the approval of the university's head.
- 4- The University Council sets the organizational and procedural rules for attending conferences and seminars based on the recommendation from the Scientific Council.
- 5- The participant in the conference or symposium submits a report to the university.

#### **Article 68**

The university may issue a travel ticket and assignment allowance for a faculty member participating in the conference or symposium, and it is permissible to provide tickets only, or permission to attend without any financial obligation.

### **Regulations for employment of non-Saudis in universities**

#### **Article 27\2**

The university's head, based on the recommendation of the department council and the college council, may agree to the attendance of a faculty member to a conference or a scientific symposium without the university incurring any expenses.

## **Regulations for scholarships and training for university employees**

### **Article 17**

A one-time return ticket will be given to the scholarship student to attend conferences and scientific symposia, and short courses during one academic stage according to the following controls:

- 1-** That the conference, symposium, or session is directly related to their specialization or the subject of their research.
- 2-** Approval of the scholarship and training committee at the university based on the recommendation of the student's study supervisor, and the approval of the cultural appendix regarding scholarships abroad.

### **Fourth: Executive and procedural regulations**

#### **Article One: Detailed terms and conditions**

- 1-** Participation in conferences and seminars is limited to faculty members only (Professor, Associate Professor, Assistant Professor).
- 2-** The member is allowed to attend the conference during the academic sabbatical, provided that there is a specific budget allocated to attend the conference in Sabbatical leave project.
- 3-** A faculty member who is associated with a program supported by outside the university for summer research grants is allowed to attend the conference with the support of the university during the program period, provided that those parties agree to attend the conference and that his\her attendance does not affect the duration of the minimum limit spending allocated to them.
- 4-** Internal scholarships for postgraduate students for master's, associate and doctoral degrees may be allowed to apply by requesting to attend or participate in a conference or symposium closely related to their study or research, and priority shall be given to those who submit a workpaper with the recommendation of the supervisor of the research and once during the study phase and according to the procedures followed in the system.
- 5-** An external scholarship is allowed to attend conferences and scientific symposia with the same previous condition, with the approval of the scholarship committee at the university based on the supervisor's recommendation and the approval of the cultural appendix for external scholarships.
- 6-** Participation in conferences and seminars held abroad is restricted to Saudi faculty members only. Non-Saudis are allowed to participate provided that:
  - A\** The department and college council recommendations, and the approval of the university head.
  - B\** The contracted faculty member must have spent a year or more at the university and should have a grade (Excellence) in the job performance report during the previous year.
  - C\** The participation shall be in the name of the university, and the conference shall be an international arbitration.

- 7- The number of candidates to attend conferences or seminars held inside or outside the Kingdom shall not exceed two or %20, whichever is more from the faculty members of the department.
- 8- The topic of the symposium or conference in which the member participates is related to their specialization or their actual work responsibilities.
- 9- The nominated member is familiar with the language in which the conference is being presented.
- 10- The member is active and effective in the department and the college.
- 11- The member's participation in the conference or the symposium does not interfere with their main work.
- 12- A faculty member wishing to participate in external conferences shall abide by the applicable duties towards their country.
- 13- If a faculty member is nominated to attend a conference or symposium, they must have research published or accepted for publication during the two years preceding the convening of the conference (in a refereed scientific journal approved by the Scientific Council), and the head of the department and the dean of the college must confirm this by writing a text phrase in the field assigned for their views, in the electronic system of conferences when recommending approval or rejection of a member's nomination.
- 14- A faculty member may be given the opportunity to be nominated for a conference or a symposium twice in an academic year provided that one of them at least is a research participation.
- 15- Some of the above conditions are exceptional for the academically and administratively distinguished members based on the recommendation of the department and college councils, and the approval of the owner of the authority or their authorized representative.

**Article Two: Nomination and differentiation criteria  
Regarding the department:**

- 1- If the number of candidates to attend a single activity exceeds the specified number, the comparison will be made between the candidates according to the following criteria:
  - A\ Preference shall be given for candidates who will present research or working papers.
  - B\ If candidates are equal in the criteria for participation or a working paper, preference shall be given to the candidate who participated less during the previous two academic years.
  - C\ If they were equal in the previous point, preference shall be given to owners of the highest scientific ranks, sorted by their attainment of these ranks, with consideration of the importance of participation in achieving the objectives of the college and the feasibility of it, along with considering the scientific production of the candidate and its quality.

### **Regarding the scientific paper:**

**2-** Conditions of work submitted for conferences Candidate must have one of the following participation types:

**A\** Presentation of a working paper.

**B\** Research published in a high scientific quality journal according to the ISI classification, the date of publication should be within less than two years from the date of the conference.

**C\** A working paper including results of a scientific project, an explicit acknowledgement of the project's number supported by the university or any other party.

### **Regarding the conference:**

**3-** Conference shall be consistent with the candidate's specialization and has been announced, and the registered conference attendance priority will be given as approved by the organizing scientific committee.

**4-** There must be clear evidence of the process of reviewing the submitted papers.

**5-** Conference must be under the auspices of prestigious international organizations and agencies, or a well-known university or body.

**6-** The topics of the conference must be clearly marked with center on topics concerning the candidate's field.

### **Article Three: Procedures**

**1-** A faculty member applies for nomination to a conference or symposium through the electronic system for conferences, and all procedures included in it must be adhered to.

**2-** For external conferences in which the member submits with a working paper, the faculty member is obligated to present the working paper to the department and the specialized dean of the college, who has the right to recommend to the director of the university (Article 67) for its approval.

**3-** When nominating any member to attend a symposium or a conference, the subject must be presented to the department council and the college to which member belongs.

**4-** Those wishing to participate in a specific event must arrange for a round-trip reservation and all that is required by the event such as procedures concerning work or family concerns, with this done as soon as their interest in attending the event is reported, in case approval is given from the concerned parties anytime.

**5-** After the member returns, they present a detailed report about the events of the conference or the symposium (form 3 affiliated with the Ministry of Higher Education) during the period of a month approximately. The report is presented to the department council to benefit from it and to confirm it with a conference attendee certificate, then to the college council to resume the necessary procedures regarding it. Any further applications for a faculty member's nomination will be ignored unless their report is submitted and confirmed in the specified time for the previous event in which they have participated, regardless their participation was only through attending or by presenting research or a working paper.

**6-** Head of the university may forward all the forms related to the request to attend conferences and seminars and workshops and scientific seminars to the Vice Dean for Graduate Studies and Scientific Research, or to the authorized by them to complete the necessary regulation in this regard (**Article 67**).

#### **Article Four: Financial provisions**

**1-** A Saudi faculty member participating with accepted research or working paper is granted the following privileges:

A\ First class round-trip.

B\ The number of days of the mandate shall be equal to the number of days of the conference, in addition to one day before and another after the conference, provided that the period does not exceed six days, and the daily allowances will not be given for periods longer than that.

C\ All fees related to the conference or symposium are to be paid.

**2-** A participant with attendance only is granted the following privileges:

A\ Business class round-trip.

B\ All fees related to the conference or symposium are to be paid.

**3-** For scientific associational meetings inside Saudi Arabia:

A\ The member is given an opportunity to attend once per academic year.

B\ The participant is granted a first class round-trip.

**4-** The internal scholarship is granted an economy class travel ticket with the registration fee.

**5-** The applicant may be granted a conference leave, if they wish to bear the financial expenses of the conference or if the university does not agree to bear the expenses (provided that the procedures set out in Article 3 are applied to it).

**6-** The applicant is granted leave to attend a conference or scientific symposium if invited by the organizer committee of the scientific conference (based on the recommendation of the department council and the college council, without the university incurring any expenses).

**7-** If a faculty member obtains any benefits from the inviting body, the university shall comply with paying the difference between what the member got and what the university is obligated to give the member.

**8-** A contracting faculty member participating in a scientific paper is granted the following privileges:

A\ Not counting the period of attending the conference from their annual leave.

B\ The member is given the opportunity to participate once a year.

C\ In certain cases, a ticket can be issued to attend the conference and according to the regulations organized to grant boarding orders from the budget line of each college.

### **Article Five: Restricted periods for attending conferences and seminars**

**1-** Nomination for conferences is not allowed during the following periods:

**A\** Throughout the final exam period for the first and second semesters.

**B\** Those assigned to teach in the summer semester from the beginning to the end of the official summer period.

**C\** It is allowed for those who are outside Saudi Arabia and who are connected to a program supported from outside the university to attend a conference during the summer period, provided that it obtains approval from the host organization.

### **Article Six: General provisions**

**1-** It is not permissible to postpone the entitlement of the member to attend conferences, symposiums, and seminars from an academic year to the following year.

**2-** It is not permissible for a member to attend more than two conferences outside of Saudi Arabia in one academic year.

**3-** A member who fails to attend after approval to participate in a conference or symposium is not entitled to attend such activities inside or outside for one year, unless they present an excuse acceptable to the Vice President for Postgraduate Studies and Scientific Research.

**4-** The participant is not entitled to claim any compensation unless they obtain the approval of the competent authorities.

**5-** The attendance of a faculty member for conferences or seminars during holidays and official holidays is not counted as interruption of vacation.

**6-** Personal invitations received by faculty members with their names are treated in the same manner as the general invitations addressed to faculties (with consideration of conference attendance restrictions).

**7-** All financial obligations referred to above are subject to the capabilities available to the university, and in the event of the expiry of the specified terms, the university apologizes for not fulfilling the financial requirements referred to.

**8-** Every condition or restriction contrary to the articles of the Higher Education Council system and its regulations is not taken into account.



- 1-** The text of Article 67 and Article 68 of the regulations governing Saudi faculty members' affairs in private universities for organizing attendance of conferences, symposia, and seminars.
- 1-** Regarding Articles 67 and 68 in the regulations governing the affairs of Saudi universities' affiliates among the faculty members and the like from the executive and procedural rules of King Faisal University issued by the University Council resolution No. (11) adopted in its third session held on 1421\02\05 AH for the academic year 1421\1420 AH.
- 2-** Memorandum of organizational and procedural rules for the participation of faculty members in conferences and seminars, prepared by Deanship of Scientific Research for Girls' Colleges in the Eastern Province.
- 3-** Memorandum of organizational and procedural rules for holding conferences prepared by the Deanship of Scientific Research for Girls' Colleges in the Eastern Province.
- 4-** Telegram of His Excellency the Minister of Higher Education No. 4\1\461 dated 1431\04\20 AH regarding the terms of the contract conferences.
- 5-** The results of the colleges' poll conducted previously by the General Administration for Education Development at the Vice-Deanship for Academic Affairs.
- 6-** What was stated in the circular of His Excellency the Prof. Dr. Rector of the University No. 17\1\539\A dated 1424\12\04 AH.
- 7-** What was stated in the letter of His Excellency the Dean of Faculty Affairs, assigned No. 48\1398\A dated 1428\06\05 AH.
- 8-** What was stated in the letters of His Excellency the General Supervisor of Administrative and Financial Affairs, Chairman of the Permanent Committee for Administrative and Financial Affairs with the numbers 10\231,213 ,212\A, dated 1429\02\10 AH.
- 9-** What was stated in the circular of His Excellency the Dean of Faculty Affairs No. 17\48\279\A dated 1429\04\23 AH.
- 10-** The new regulations concerning the participation of Saudi faculty members and contractors in scientific conferences, which came from His Excellency the Rector of King Faisal University No. 523\A\17 on 1429\07\06 AH.
- 11-** Executive regulations prepared by the Scientific Council at King Saud University regarding attendance at conferences, symposiums, and seminars.
- 12-** University of Glasgow (Conference Guidelines)
- 13-** Harvard GSAS Graduate Student Council
- 14-** University of Southampton (Conference Guidelines)
- 15-** King Fahad University of Petroleum and Minerals (Conference Guidelines).

