



الجامعة العربية المفتوحة  
Arab Open University

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## **Regulations of Participation in Scientific Conferences in the Arab Open University**

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## Preface:

The function of higher education is summarized in three things:

- Teaching
- Scientific Research
- Community Service

The importance of scientific research is that it serves teaching by developing its methods and codifying its practices on the one hand, and serving the society by touching on its problems, sensing its aspirations, and then proposing what would improve its practices and improve its social, cultural and scientific levels.

The Arab Open University is committed to the participation and contribution of its members to academic and institutional scientific conferences with high standards adopted by prestigious regional and international universities, research centres and specialized academic societies with the aim of developing the capabilities and skills of its employees in the performance of their work.

## Article (1): Title

These regulations are called “Regulations of Participation in Scientific Conferences in the Arab Open University”.

## Article (2): Definitions

The following words and terms, wherever stated in this Regulation, shall have the following meanings:

The university	The Arab Open University
The branch	The University in the country of the branch
The director	The director of the university in the country of the branch
Dean of the Programme	Dean of Academic Programme at the University / Headquarters
Dean of the College	Local Dean / Coordinator at the branch level
The Local Dean	
The Conference	Any global, regional or local scientific gathering organized by a recognized body to discuss scientific or academic subjects
The Scientific Research Committee	The committee formed in branches and deanships to decide the affairs of scientific research
The Higher Committee for Scientific Research	The Higher Committee for Scientific Research at the university level at the headquarters that is formed by a decision from the University Council
Regional Conference	A conference held in one of the countries of the Middle East or one of the countries of the Arab world
International Conference	A conference held in the exception of the countries described in the Regional Conference

### **Article (3): Controls of Conference Participation**

When applying for the participation in a scientific conference, the following should be considered:

- A. Complete the data contained in the "Participation in a Scientific Conference" form.
- B. The subject of the conference should be within the institutional or specialized fields mentioned in the approved strategy for research at the university and there is a clear relationship between the specialization of the applicant; the university administration and the concerned committees should decide on that.
- C. The organizer of the conference should have a distinguished scientific reputation, and the administration of the university and the competent committees shall verify this.
- D. The research submitted by the faculty member should be of a high scientific level, and the concerned committee may decide on this, even if it is acceptable to the organizer of the conference.
- E. The applicant must attach a copy of their accepted research to the conference, or a summary of it with the attendance request.
- F. The applicant must attach a copy of the acceptance letter from the organizer of the conference.
- G. The research should not have been submitted or part of it in its basic language or in any other language at any local, regional or international conference. The university may take all necessary measures in case of violation.
- H. The faculty member, after returning from the conference, shall submit a report on the course of the conference and its recommendations with a copy of their research after it was published in the conference proceedings, while presenting the compensatory table for the lectures that s/he did not attend during her/his attendance.
- I. A faculty member is not allowed to participate in a conference held during a test period or during the summer semester if s/he has a course commitment.
- J. The faculty member must submit the application for participation not less than one month from the date of the conference for the regional scientific conferences or of the university to be held in its branch countries and two months for international conferences.
- K. No more than one faculty member at the headquarters / university in the country of the branch in the same specialization should participate in the same conference; that is, only one faculty member from a particular specialization is allowed to participate in the same conference.

### **Article (4): Controls of Participation in Conferences Supported by Other Bodies in the Country of the Branch**

- A. A faculty member may participate in a conference supported by other bodies, and may submit a research paper at her/his own expense after the approval of the scientific research committee at the university in the country of the branch, and be given leave with pay for the days of the conference.
- B. The faculty member may participate in a conference funded by a supportive body outside the university with the submission of a research paper, after the approval of the Scientific Research Committee at the university in the country of the branch, and be given leave with pay for the days of the conference.

#### **Article (5): The Specialized committees to consider the application for participation**

- A. At the university level in each branch, the Scientific Research Committee, chaired by the Director or Assistant Director for Academic Affairs, shall be formed. The task of the committee is to check the required documents, to ensure that the applicant meets the conditions, the data received at the request for participation, and to decide to participate or not in conferences held in the country of the branch or conferences held by the university in one of its branches.
- B. The Higher Committee for Scientific Research, which is formed at the university level, is responsible for drawing up general policies and strategies for scientific research and decision-making in the related issues and problems. It shall be formed annually by a decision of the Council of the university. The Committee shall consult the opinion of the Deanship concerned in the research topics submitted for the conferences.
- C. The Higher Committee for Scientific Research shall consider / examine the documents for participation in regional and international conferences and may refer the research submitted for participation to arbitration, even if it is accepted to the conference.

#### **Article (6): Procedures for Applying for Participation in Scientific Conferences**

- A. If the conference is held in the country of the branch or is a regional conference, the procedures shall be as follows:
  1. The applicant should submit the application with all documents to the head of the scientific research committee at the branch not less than one month before the conference.
  2. The Committee shall, at one of its subsequent meetings, recommend its acceptance of participation or non-participation to the Director of the University in the country of the branch.
  3. The Director of the University may agree to the recommendation or not and may make the appropriate decision.
- B. If the conference is international, the procedures are as follows:
  1. The applicant should submit the application with all the documents to the head of the scientific research committee at the university in the country of the branch not less than two months before the conference.
  2. The Committee shall, at one of its subsequent meetings, recommend its acceptance of participation or non-participation to the Director of the University in the country of the branch.
  3. The Director of the university in the country of the branch shall send the applications for participation in case of approval to the office of the Vice President for Academic Affairs at the headquarters.
  4. The Vice President for Academic Affairs at Headquarters shall refer the request for participation to the Higher Committee for Scientific Research, which shall examine the documents and make the appropriate recommendation to the Vice President for Academic Affairs at the Headquarters.
  5. The Director of the University may agree to the recommendation or not and may make the appropriate decision.

#### **Article (7): Financial Receivables**

If the members of the faculty, deans or vice presidents are approved to participate in a scientific conference, the financial receivables shall be paid as follows:

- Two-way economy class (hospitality / economy) travel ticket.
- Registration fees for the conference.
- Travel allowance (per diem) according to the following categories:
  - Regional conferences: equivalent to USD \$ 800.
  - International conferences: equivalent to USD \$ 1200.

#### **Article (8): General Provisions for Participation in Scientific Conferences**

- A. The faculty member is entitled to participate in one conference only during the academic year, and the Higher Committee for Scientific Research may authorize more than that.
- B. A faculty member is entitled to attend a second conference a year (by submitting a research paper) if s/he can publish her/his research of the first conference in a scientific journal, after the approval of the Higher Research Committee.
- C. If more than one researcher are involved in the same research, the researcher could be nominated by the President or whoever is agreed upon among the researchers.
- D. In the event of equal opportunities for applicants, priority shall be given to those who did not attend a conference during the relevant year. In the case of equal status, priority shall be given to those who were not allowed to participate in the previous year, and in all cases, priority is given to those with a lower academic rank.
- E. The headquarters or university in the country of the branch shall not provide any financial support to participants in local conferences other than registration fees of the Conference.
- F. The period of participation in the Conference shall not be counted from the periodic leave of the participant.

#### **Article (9): General Provisions**

- A. These regulations repeal the previous regulations concerning the " Participation in Conferences at the Arab Open University".
- B. These regulations shall be effective from the date of their approval.
- C. The university president and directors are responsible for implementing the decisions issued under these regulations.
- D. All that is not stated in these regulations shall be referred to the University Council.

## Brief Guide for Selecting Conferences

The package of guides below aims to assist researchers at the Arab Open University in the selection of conferences of a discreet scientific nature. These instructions must be followed in order to maximize the benefit of attending these conferences.

1. The categories of conferences considered acceptable are:
  - A. **Conferences sponsored by institutions:** They are meant for prestigious professional institutions in the desired specialization.
  - B. **Specialized conferences on a specific subject:** These conferences focus on a specific topic or field of knowledge, which call for specialists from multiple institutions. The calling agency must be an institution of professional credibility or approved by a renowned scientific institution.
2. The faculty member must submit an integrated scientific research, provided that the research in these conferences is accepted by arbitration.
3. Applicants for a scientific conference must submit a letter of invitation / acceptance. They must also apply at least one month before the date of the conference if the conference is regional, and two months for international conferences.
4. When applying for a financial grant, all documents confirming the distinguished quality of this conference must be submitted, such as:
  - The sponsor
  - Its theme
  - The scientific committee
  - The organizing committee
  - The detailed conference programme
  - List of participants
  - In addition to a copy of the research
5. Seminars, roundtables, workshops, training courses and other such activities are not acceptable as an alternative to scientific conferences.
6. Conferences organized by commercial bodies are categorically rejected, and one-day conferences are absolutely unacceptable, especially those advertised by bodies that organize various conferences in different countries in one year.
7. Conferences under the multidisciplinary title are categorically rejected.