



Conference Participation Application bylaws

(As approved by AOU Council Meeting # 49 : March 25,2015)



“Academic Conferences Attendance Bylaws”

Introduction

The functions of the higher education may be summed up in three points: Teaching, Academic Research, and Community Service. Academic Research is important as it serves teaching through developing its methods and standardizing its practices on one hand. On the other hand, it serves the community through exploring its problems and anticipating its expectations. This exercise would lead to formulating proposals that result in improving practices, and enhancement of the community’s social, cultural and academic standards.

Thus, with the aim of developing its teaching staff potentials and skills, which would improve the quality of their performance, the Arab Open University stresses their participation and contribution in high standard institutional academic conferences and seminars sponsored and organized by well-known regional and international universities as well as by research centres and scholarly associations that have specialized academic nature.

Article 1

The rules contained herein shall be named “Academic Conferences Attendance Bylaws”, which shall come in force from the date of approval thereof.

Article 2

The following expressions and terms shall have the meanings given hereunder wherever they occur herein.

University:	The Arab Open University (AOU).
Branch:	The AOU Branch in the concerned country.
Rector:	AOU Rector.
Dean:	The Dean of an Academic Program
Conference:	Any international, regional or local academic assembly organized by a recognized body and designed to discuss scientific or academic matters.
Research and Development Committee:	Branch or Faculty Committee enjoined with deciding on research and development matters.
Higher Research and Development Committee:	The Higher AOU Committee on Research and Development , formed vide University Council's decision to operate at headquarters.

Article 3: Conference Participation Criteria

The following should be observed when applying for attending any conferences:

- A. Accurately and clearly complete the attached Conference Attendance Application Form.
- B. Conference topic should fall within institutional or specialized fields included in the University Approved Research Strategy. Further, it should have obvious relevance to the specialization of the applicant. The University administration shall rule on such matters.
- C. Conference organizer should enjoy a distinguished academic reputation. The University administration shall be entitled to verify the fulfillment of such requirement.

- D. Paper submitted by the teaching staff should be of high academic caliber. The competent committee shall rule on the availability of this requirement even if such paper was accepted by conference organizer.

- E. The applicant must submit a copy of his accepted paper or an abstract thereof together with the Conference Attendance Application Form.

- F. The applicant must submit a copy of acceptance letter issued to him/her by the conference organizers.

- G. The paper or part thereof should not have been submitted in its original or another language to any local, regional, or international conference. The University shall be entitled to take whatever action deemed necessary in case of breach of such provision.

- H. The teaching staff member shall undertake that following his/her return from the conference, he/she will submit a report on the conference proceedings and recommendations together with a copy of his/her paper subsequent to its publication in the conference proceedings.

Article 4

Financial Support Criteria

The priorities for financial support shall be determined according to the following criteria:

- A. Attendance capacity (personal, assigned by the University/Branch, or invited by the conference organizers).

- B. Type of invitation received by the teaching staff (membership of conference organizing committee or its sub-committees, chairing sessions, keynote speaker, etc.)

- C. Availability or absence of a paper accepted by the conference.

Article 5

Competent Committees to consider the Attendance Application

A. Branch level: The competent academic research and development committee at the Branch which is chaired by the Branch Director and duly formed vide a decision by the Branch Council.

The committee shall be tasked with checking the required documents, assuring that the applicant has fulfilled the conditions and data contained in the attached conference attendance application form, as well as recommending whether the applicant may or may not participate in the conference.

B. Headquarters level: Applications shall be submitted to the office of the Vice Rector for Planning, Research and Development, where they shall be studied by the Higher Research and Development Committee as a preview to taking the final decision thereon.

C. The Higher Research and Development Committee: Being the committee formed at university level and having the jurisdiction of devising general research and development policies and strategies and ruling on relevant matters and issues brought to its attention. Such committee shall be formed annually vide decision of the University Council. The Committee shall consult with the relevant Deanship on research topics submitted to conferences.

D. The Higher Research and Development Committee may forward the research paper to referees even if such paper was accepted by the conference committees.

E. The vice Rector for Planning, Research and Development may, without awaiting the Higher Committee's meeting, grant approval to attendance of local, regional and international conferences upon authorization by the Higher Research and Development Committee.

Article 6

Financial Entitlements

In case approval is granted to teaching staff members, department directors, deans, or vice rectors to attend a conference, the financial entitlements shall be disbursed as follows:

- Return air-ticket in the class stipulated by regulations governing official business travels, pursuant to the grade of post held by each participant.
- Conference Registration Fees.
- A lump sum amount against lodging and board in the following categories:
 - Arab and African countries: Equivalent to US\$ 1000 –
 - Rest of the world: US\$ 1500 -

In case of support given by the conference organizer towards participation cost: Participant shall receive the balance between the support granted him/her and the cost of lodging and board stipulated in the above provision.

Article 7

General Provisions

A. The Faculty member shall be entitled to attend (1) one conference only within a single academic year. The Higher Research and Development Committee may grant permission to attend more than this stipulated number of conferences.

B. The teaching staff member shall be entitled pursuant to the approval of the Higher Research and Development Committee, to attend a second conference during the same year (without submitting a paper) if he/she was able to publish a paper in an international academic journal.

C. In case more than one applicant co-author the same paper, the main author or the one agreed amongst them shall be nominated for participation in the conference.

D. In case all applicants enjoyed equal opportunity, priority shall be given to the applicant who has not attended any conference during the concerned academic year. In case they were all on a par, priority shall be given to the one who has not attended any conference in the preceding year. In all cases, priority shall be given to those holding a lower academic rank.

E. Neither the University nor its Branches shall provide any financial support to participants in local conferences, save disbursing conference registration fees.

F. Conference participation duration shall be excluded from the participant's regular leave.



Conference Participation Application Form

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CONFERENCE ATTENDANCE APPLICATION FORM

Note:

- Please complete this form and attach the required documents including conference attendance confirmation letter as well as registration fees before submitting them to the concerned research committee.

- Incomplete application or application lacking supporting documents shall not be considered.

Applicant's Data			
Name :		Title (Academic Rank):	
Present Position :		Branch/HQ:	
Email address:		Tel no:	
Date of last supported participation			
Conference Information			
Conference Title:			
Conference Date:	From:	to:	
Venue:		Registration Fees:	
Type of Participation			
Attending and Presenting a Paper		Attendance Only	
Declaration			

I hereby certify that I have carefully read this application form and understand that submitting and approval thereof shall be subject to AOU bylaws. I further declare that the research paper being presented to the conference has not been previously published, modified or used. I also declare that the information contained within this application are correct and accurate. Moreover, I hereby authorize the Director of Research & Development Department at AOU to verify the information provided herein if necessary.

Signature Date

For Official Use

This section shall be completed by Research and Development Committees at the Branch and Headquarters

Branch Research and Development Committee Recommendations:

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Faculty's Academic Opinion:

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Higher Research and Development Committee's Decision:

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Final Approval

Vice Rector for Planning, Research and Development.

Signature:

AOU Rector: (in case of considering applications of Vice Rectors and equivalent level)

Signature: