

Conference Attendance Policy

Policy #	SR-100	Revision #	1
Accessibility level:	A	Effective date:	Jan 20, 2021

1. Purpose

The University seeks to enhance the research activities of faculty members. This is accomplished through allowing faculty members to attend scientific conferences, seminars, and workshops, which will enrich the scientific knowledge and technical experience of faculty members.

2. Definitions

The definitions herein appear in this document and/or in the related documents

- 2.1. **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.
- 2.2. **Seminar:** A formal academic meeting where scientists and experts discuss various topics in their respective discipline.
- 2.3. **Workshop:** A meeting of several persons for intensive discussion or a meeting that demonstrate methods of practical application of skills and training.

3. Policies

- 3.1. Faculty members can attend a conference, seminar, or workshop if it is within the faculty member's own discipline or related to his/her work.
- 3.2. A faculty member can be given an opportunity twice a year to attend a conference, seminar, or workshop, provided that s/he is presenting a paper in at least one of the events.
- 3.3. Authors must present the papers as faculty members affiliated at FBSU, and they are required to acknowledge the sources of funding in their publications.
- 3.4. It is not permitted to attend conferences, seminars, or workshops without participation.
- 3.5. The conference, should be organized by a renowned international institute or a renowned university.
- 3.6. Financial support to attend a conference, is only provided to faculty members with full time job at FBSU holding the rank of Professor, Associate Professor and Assistant Professor. Other ranks should be assessed based on the recommendation of the applicant department and collage.
- 3.7. Application from faculty members who have not spent at least one year of service or with non-professorial ranks may be funded but are given a less priority and their approval is contingent on availability of funds.
- 3.8. Attendance of the faculty member should not have any negative effects on departmental programs.
- 3.9. The applicant should arrange all makeup classes during the conference, seminar or workshop period and inform the department head for this arrangement prior to travelling.

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- 3.10. No applications should be submitted for attendance of conferences, seminars, or workshops which are held during the following periods:
- 3.10.1. During examinations days of the first and second semester.
- 3.10.2. During the summer semester for those who have summer duties.
- 3.11. Applications for attending a Conference must be approved by the College Research Committee.
- 3.12. The University Academic and Scientific Council makes the final decision on applications for conferences, seminars, and workshops attendance given the University research objectives, strategic priorities, quality of the presented papers, quality of the conference and budgetary constraints.
- 3.13. FBSU will provide the applicant with traveling expenses - including visa(s) fees, registration expenses, accommodation expenses, and per-diem according to the followings:
- 3.13.1. Travel tickets are granted in the economy class to the nearest international airport from the participation site, with the exception of business class tickets for the Members of the Board of Trustees and the President. Air tickets may be modified with the approval of the President.
- 3.13.2. Hotel accommodation is in a 5-star hotel for the President and Vice-Presidents of the university, Chancellor, their assistants and deans of the colleges, and a 4-star hotel for the rest of the university's employees. An exception is made for participation that requires accommodation in the same hotel in which the event is held.
- 3.13.3. Air tickets and accommodations are booked through the University's Procurement Department. The price of the tickets will be automatically included in the account receivable of the staff member until the required reports are submitted and approved. Personal purchase is possible but reimbursement is limited to the University's set fare.
- 3.13.4. In the event of business travel by land, the university provides an appropriate means of transportation, and it is also permissible - and with the approval of the Chancellor- to use his/her own means of transportation, and in this case, SR 0.6 will be disbursed to him for each kilometer of the distance traveled.
- 3.13.5. If business travel is by land, private and/or public vehicles used in connection with official university business travel must have third party insurance. FBSU takes no responsibility and shall not be held liable for any damage or injury that may incur during the travel.
- 3.13.6. The exit and re-entry visa fees and the cost of obtaining a visa from the embassies provided the attestations of the original invoices.
- 3.13.7. The financial coverage will not include the costs of car rentals unless the rental is approved by the Chancellor before the travel in the respective travel request.

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3.13.8. FBSU members traveling to attend conference, seminar, or workshops are entitled to receive the following daily allowance rates (per diem) or as approved by the Chancellor or the President:

Category	Per Diem (SR/day)	
	Outside KSA	Inside KSA
President, Chancellor, Vice Presidents and Vice Chancellors	700	600
Deans and Assistants to the President and the Chancellor	500	400
Faculty members and Directors of administrative units	400	300

3.13.9. The University may pay per-diem for one extra day to the duration of the conference. Extra payment will be deducted from the employer's salary if unreturned.

3.14. The maximum allowed financial support for conference, seminar, or workshop attendance is 10,000 SR.

3.15. The applicant may request an advance payment to cover per diem or anticipated expenses subject to the approval of the Chancellor. The Travel Request form contains a slot for advance payment. The advance payment will be cleared upon submitting an Expense Report which provides details on how the advance was spent and/or by returning the unspent amount to the University. Unsettled amounts will be deducted directly from the employee subsequent salary.

3.16. The Employee to whom tickets have been issued must provide the department of finance with travel proof documents - photocopies are not accepted - no later than one week from the date of return from travel.

3.17. The Employee shall bear all travel expenses in the event that s/he fails to meet the specified date, unless this is due to a force majeure or an acceptable excuse for the University President or Chancellor.

3.18. The applicant should provide a report to FBSU upon completion of the conference, seminar, or workshop.

3.19. FBSU members who receive funding must submit to the Dean of Graduate Studies and Research, with a copy to the Dean, a short report about the conference along with the conference agenda, proceedings and other related documents. The report should be submitted within two weeks after the faculty member returns to FBSU.

4. Related Documents

- 4.1. Conference Attendance Form (SR-100-F1)
- 4.2. Conferences Attendance Procedure (SR-100-P1)
- 4.3. Travel Request Form (AD-106-F1)