

Conference Attendance Support Policy

Policy #	SR-100	Revision #	02
Accessibility level	A	Effective date	1/3/2021

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 conferences, seminars, and workshops in accordance with the following:
- 3.2. The conference, seminar, or workshop is within the faculty member's own discipline or related to his work.
- 3.3. Attendance of conferences, seminars, and workshops should be approved by the Scientific Research Council.
- 3.4. The applicant should provide a report to FBSU upon completion of the conference, seminar, or workshop.
- 3.5. Attendance of the faculty member should not have any negative effects on departmental programs.
- 3.6. A faculty member can be given an opportunity twice a year to attend a conference, seminar, or workshop, provided that he/she is presenting a paper in at least one of the events.
- 3.7. It is not permitted to attend conferences, seminars, or workshops without participation.
- 3.8. Financial support for attending conferences, is in accordance with the following rules:
 - 3.8.1. FBSU will provide the applicant with traveling expenses, registration expenses, and accommodation expenses, once or twice per year, for attending scientific conferences only.
 - 3.8.2. Financial support to attend a conference, is only provided to faculty members 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.

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- 3.8.3. The conference, should be organized by a renowned international institute or a renowned university.
- 3.9. The applicant should arrange all makeup classes during the conference period and inform the department head for this arrangement prior to travelling
- 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.

4. Related Documents

- 4.1. Conferences Attendance Procedure (SR-100-P1)
- 4.2. [Conference Reimbursement Request Form \(SR-100-F1\)](#)