

Conferences and special visits

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Cross reference/related documents:	1.8 Statutory bodies	

1.0 Rationale and Principles which this Policy Seeks to Uphold

- 1.1 The University recognises the importance of participation in academic conferences to the development of the disciplinary field and members of its academic community.
- 1.2 The University wishes to make its own contribution to the development of academic disciplines and communities by supporting participation in academic conferences by members of its staff.

2.0 Scope

- 2.1 Applies to all members of the academic staff of the University and to senior members of its administrative staff.

3.0 Structures

- 3.1 Applications to attend conferences are reviewed by the Scientific Conference Travel Committee whose membership and terms of reference are contained in University policy on statutory bodies.

4.0 Policy

- 4.1 The University permits attendance at up to 3 conferences per academic year. It will fund attendance at one international conference, one regional conference, and one local conference.

- 4.2 Attendance at conference should result in submission of an article for publication in an academic journal. Intention to write and present a paper at a conference will be an important criterion for approval of attendance.
- 4.3 Travel, expenses, fees, and a subsistence allowance will be paid, subject to the approval of the Vice Chancellor.
- 4.4 Members of staff are not permitted to attend conferences when these clash with the university examination period and meetings of the Boards of Examiners.
- 4.5 A second International conference may be permitted by using the combined Regional and Local allowances with an overall cap of AED 18,000.00, on condition that there will be no request for attendance to a 3rd conference in that academic year. However, all the allowances may not be combined into one to attend a single conference. Expenses incurred above the annual budget of AED18, 000.00 will be borne by the participant.
- 4.6 An allowance not used in any academic year cannot be carried over to the next academic year.
- 4.7 The academic staff member will need to prove that the conference is of international reputation, with the full papers peer-reviewed by a scientific program committee or equivalent body.
- 4.8 No funding will be provided for attendance of gala events, conducted tours etc. Commercial or other conferences not supported by a scientific community will not be funded, except with the express written approval of the Vice-Chancellor, as an exceptional case.
- 4.9 Special Visits are travel and participation in events that are not academic conferences but may be worthwhile in the interests of networking and relationship building. These are approved by the Vice Chancellor by application through the Human Resources Department.
- 4.10 These provisions are to be used for the benefit of The University staff members only. If a staff member has resigned from his/her post, then they may not attend a University sponsored conference during their notice period.

5.0 Procedures

Destinations

- 5.1 The classification of conference destinations is:
 - 5.1.1 International: North and South America, Europe, Japan, Australia and South Africa;
 - 5.1.2 Regional: Asia (excluding Japan), Middle East and Africa (excluding South Africa);
 - 5.1.3 Local: UAE.

Applications

- 5.2 The date for receipt of the application is two months prior to the early bird. Any application submitted after this deadline will not be guaranteed approval.

- 5.3 The application should include proof of acceptance of a full conference paper. Papers other than full papers such as poster papers will not be accepted.
- 5.4 Papers accepted on the basis of a review of an abstract or paper proposal will not be accepted as sufficient criteria by the Scientific Conference Travel Committee. In such instances (which should be exceptional) a special case for attendance needs to be submitted to the HR Manager for the Vice-Chancellor's consideration and will be subject to special approval on condition that one outcome of the attendance will be the publication of a paper. These outcomes will be considered in future applications.
- 5.5 The Scientific Conference Travel Committee makes recommendations for approval to the Vice Chancellor. Upon approval of the conference application by the Vice Chancellor, the flight tickets are booked by the University on the most competitive fare. The conference registration and hotel should be booked by the attendee, unless explicitly agreed by the Department of Human Resources.
- 5.6 The attendee will be reimbursed for:
 - 5.6.1 the visa fees if applicable;
 - 5.6.2 the registration fees;
 - 5.6.3 a subsistence allowance of AED 700.00 per day (which includes the hotel and other expenses) for the conference participation days. Allowance for an extra day may be reimbursed only if required;
 - 5.6.4 please note that for a staff member making his/her own booking/payment arrangements flights will only be reimbursed up to the level securable by the University.
- 5.7 A staff member wishing to spend more days in the host city before or after the end of the conference needs to apply for leave. UAE weekends coinciding with conference attendance will not be compensated by granting of lieu days.
- 5.8 Within two weeks of the conference, the Conference Attendance Form must be submitted to the Head of Human Resources together with claims for expenses.
- 5.9 The conference report must be submitted by the employee to the Vice Chancellor, Dean, and Head of Programme. A summary should also be submitted to the Communications and Corporate Relations Department for publicity purposes.
- 5.10 Conference attendees are requested to share relevant papers, contacts, links etc. with colleagues in addition to their formal report.