

**The Regulations of Participation in Scientific Conferences at
the Arab Open University**

Approved by University Council No. 63

July 11, 2018

Contents

Introduction	3
Article 1: Title	3
Article 2: Definitions	3
Article 3: Controls of Conference Participation	4
Article 4: Controls of Participation in Conferences Supported by Other Bodies in the Country Branch	5
Article 5: Specialized Committees to Investigate Participation Applications	6
Article 6: Procedures for Applying to Participate in Scientific Conferences	6
Article 7: Financial Receivables	7
Article 8: General Provisions for Participation in Scientific Conferences	7
Article 9: General Provisions	8
Appendix: Brief Guide for Selecting Conferences	9

Introduction

The function of higher education is summarized in: teaching, scientific research and community service.

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

The Arab Open University (AOU), via its members, is committed to participating in, and contributing to, academic and institutional scientific conferences of high standards adopted by prestigious regional and international universities, research centers and specialized academic societies, with the aim of developing its members capabilities, skills and performance.

Article 1: Title

This document shall be called: “The Regulations of Participation in Scientific Conferences at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

The University	The Arab Open University
The Director	The Director of an Arab Open University branch or campus
The Branch	An Arab Open University branch or campus
Programme Dean	Dean of an academic programme at the University / HQ
College Dean	Local Dean/Coordinator at the branch level

The Conference	Any global, regional or local scientific gathering organized by a recognized body to discuss academic and scientific subjects
Regional Conference	A conference held in a Middle-Eastern/Arabic country
International Conference	A conference held in a country outside of the Middle-East / a country not considered Arabic
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 committee is formed by a decision from the University Council at the University-level at HQ

Article 3: Controls of Conference Participation

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

- A) Fill out the 'Participation in a Scientific Conference' form.
- A) The subject of the conference should be within the institutional or specialized fields mentioned in the approved research strategy at the University. There also needs to be a clear relationship between the applicant's specialization and the conference, the University administration and the concerned committees should decide on that.
- B) The organizer of the conference should have a distinguished scientific reputation. The University administration and the competent committees shall verify this.
- C) 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.

- D) The applicant must attach a copy of their accepted research to the conference, or a summary of it with the attendance request.
- E) The applicant must attach a copy of the acceptance letter from the organizer of the conference.
- F) The research was not already submitted in full or in part 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.
- G) After returning from the conference, the faculty member shall submit a report on the conference and its recommendations with a copy of their research after it was published in the conference proceedings. He/she should also submit a compensatory table for the missed lectures during the conference.
- H) A faculty member is not allowed to participate in a conference held during a test period or during the summer semester if he/she has a course commitment.
- I) The faculty member must submit the application for participation not less than two months from the date of the conference for international conferences, and one month for regional conferences or for University-held conferences in country branches.
- J) No more than one faculty member at HQ/the University in the country branch of the specialization should participate in the same conference. In other words, 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 Branch

- A) A faculty member may participate in a conference supported by other bodies, and may submit a research paper at his/her own expense, after the approval of the Scientific Research Committee at the University in the country 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 branch, and be given leave with pay for the days of the conference.

Article 5: Specialized Committees to Investigate Participation Applications

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

Article 6: Procedures for Applying to Participate in Scientific Conferences

- A) If the conference is held in a branch country or is a regional conference, the procedures shall be as follows:
- 1) The applicant should submit the application alongside 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 University Director in the branch country.

- 3) The Director 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 alongside all documents to the head of the scientific research committee at 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 University Director in the branch country.
 - 3) The University Director shall send the applications for participation in case of approval to the VPAA&SR office at HQ.
 - 4) The VPAA&SR shall refer the request for participation to the Higher Committee for Scientific Research, which will examine the documents and make the appropriate recommendation to the VPAA&SR.
 - 5) The University Director may agree to the recommendation or not, and may make the appropriate decision.

Article 7: Financial Receivables

If 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/hospitality class travel ticket.
- Registration fees for the conference.
- Travel allowance (per diem) according to the following categories:
 - The equivalent of US \$800 for regional conferences.
 - The equivalent of US \$1200 for international conferences.

Article 8: General Provisions for Participation in Scientific Conferences

- A) The faculty member is entitled to participate in only one conference during the academic year, but the Higher Committee for Scientific Research may authorize more than that.

- B) A faculty member is entitled to attend a second conference in a year by submitting a research paper, if he/she can publish the research from the first conference in a scientific journal, and after the approval of the Higher Research Committee.
- C) If more than one researcher is involved in the same research, the principal 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. In all cases, priority is given to those with a lower academic rank.
- E) HQ or the University in the branch country shall not provide any financial aid to participants in local conferences other than conference registration fees.
- F) The period of participation in the conference shall not be counted from the periodic leave of the participant.

Article 9: General Provisions

- A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- 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.

Appendix: Brief Guide for Selecting Conferences

The following aims to assist researchers at AOU 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.

- A) The categories of conferences considered acceptable are:
- 1) **Institution-sponsored Conferences:** these conferences are meant for prestigious professional institutions in the desired specialization.
 - 2) **Specialized Conferences:** 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.
- B) The faculty member must submit an integrated scientific research, provided that the research in these conferences is accepted by arbitration.
- C) 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 if it is international.
- D) When applying for a financial grant, all documents confirming the distinguished quality of this conference must be submitted, such as:
- Sponsor
 - Theme
 - Scientific committee
 - Organizing committee
 - Detailed conference programme
 - List of participants
 - Copy of the research
- E) Seminars, roundtables, workshops, training courses and other such activities are not acceptable as an alternative to scientific conferences.
- F) Conferences organized by commercial bodies are categorically rejected. One-day conferences are absolutely unacceptable, especially those

advertised by bodies that organize various conferences in different countries in a single year.

G) Conferences under the multidisciplinary title are categorically rejected.