King Fahd University of Petroleum & Minerals
Deanship of Scientific Research

CONFERENCE ATTENDANCE REGULATIONS AND CRITERIA
August 2015-Revision (4)

Shawal, 1436 (H)
August, 2015 (G)

Section 1: Objective

The main objective of supporting conferences and professional meetings is to promote research within KFUPM that leads to increased production of quality research and innovative ideas through the following:

1. Promote KFUPM's existing research and scholarly programs

2. Help faculty members to exchange ideas on a global platform with internationally renowned scholars and researchers.

It is therefore essential to emphasize the importance on the part of the faculty members to select to attend well organized reputable international conferences, which will allow them an opportunity to interact with internationally well renowned scholars and academicians as well as researchers in their areas of specialization.

The University supports faculty members to attend conferences with a strong preference to those applying to attend international conferences. The University also supports active faculty members to attend carefully selected regional conferences. Their contribution to such events will illuminate the presence of KFUPM regionally.
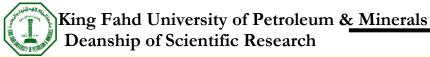
Notes:

1. **The academic year** starts on the reporting date as declared annually by the Deanship of Faculty & Personnel Affairs and ends one day before the announced reporting date of the next academic year.

2. The term "**an approved journal publication**" refers to an ISI journal paper, an ABS-listed journal paper ranked 3 or above, or a paper appearing in a journal approved by the Scientific Council.

3. The term "**University's internal support**" refers to funds that are provided through the University's budget or funds that are allocated to conference attendance in an approved and on-going internally (DSR) funded project.

Section 2: Conference Attendance Support Venues

The total number of conferences to be attended by a faculty member within an academic year is **three international conferences,** which can be on the basis of a keynote speech, a paper presentation, or high quality journal publications, and which can supported by either the University's internal support, or an approved and on-going externally funded project. More precisely, these three conferences are listed as follows:

1. The **first** conference (through the University's internal support) is based on a keynote speech, a paper presentation, or an approved journal publication (published within 2 years of the conference dates).

2. The **second** conference (through an externally funded project like NSTIP,KAP,RI Funded Projects,KACST-TIC etc.,) is based on a paper presentation that

acknowledges the project specifically, or an approved journal publication (published within 2 years of the conference dates).

3. The **third** conference is based on either

   ➤ Three published ISI papers in the past year (and this is funded through the University's internal support), or

   ➤ An approved journal publication as an outcome of an externally funded project (like NSTIP,KAP,RI Funded Projects,KACST-TIC etc.,) provided that a conference attendance item is allocated in the project's approved budget and that the project is specifically acknowledged in the paper.

Note 1: A faculty member can replace any one conference of (1) listed above in Section 2 with a **regional conference**, which is a conference held in one of the regions 0 to C as defined in Table 3.2, provided that he has a paper presentation in the conference in addition to an approved journal publication (published within 2 years of the conference dates)

Note 2: For RI researchers who are employed on Faculty contract and not affiliated with any academic departments are entitled for one conference per academic year through the University support and one conference through Externally Funded Project.

Section 3: Further Conference Attendance Support Requirements

1. Attendance based on a paper presentation

1. The acceptance of the Presented Paper can be based on (1) full-length paper, (2) extended abstract/summary or (3) paper abstract. Evidence of a standard review process would significantly help in the decision-making for the conference support. However, if a faculty member applies to attend a conference based on an invitation as a keynote speaker, he should submit along with his conference application request, a letter of invitation from the conference organizers.

2. The full length paper should accompany the documents submitted for conference support.

3. The topic of the presented paper should be of high relevance to the themes and topics of the conference.

2. Attendance based on an approved publication

1. The journal paper should have a publishing date less than two years from the actual date of the conference.

2. It should be published in a high quality journal.

3. Attendance based on a funded research project

1. The application to attend the international conference must be based on a presented paper that is based upon the outcomes of the funded research project.

2. The conference date is within the research project duration or beyond its completion date but not later than 6 (six) months from the completion date of the final report as listed in the project proposal, or the approved duration extensions for the project.

3. The research project grant reference number and support should be explicitly mentioned in the acknowledgment.

4. The project's budget should have enough allocation for conference attendance.

Note 3: Faculty members and researchers attending conferenes based on NSTIP or KACST-TIC funded projects will be provided with the following remunerations:

1. An cconomy class round trip ticket from Dammam to the conference destination **provided the Project is active or recently concluded in addition to containing the required fund allocation in the project's budget**.

2. The extra number of per diem days (in additions to the actual conference days) will be allotted as per **Table 3.3**.

Section 4: Quality of the Conference

The University supports attendance to high-quality international conferences. The following criteria are considered when evaluating the quality of conference applications:

1. The conference should be scientifically sound and priority will be given to conferences with an established history and a declared international scientific committee.

2. There should be clear evidence of a well-defined, internationally accepted peer-review process for submissions.

3. The conference should be organized by a leading academic or industrial institution or a well-known professional society in the field and sponsored by reputed international organizations and/or professional agencies.

4. The conference topics should be well-defined with focused themes, related to the applicant's field of research.

5. The rating of the conference quality by the department chairman should be at least "good" along with strong justifications to his rating

Section 5: General Considerations

The following important considerations apply to all conference attendance applications:

1. Conference Blackout Dates are the dates during which Faculty will not be allowed to attend conferences. These periods are as per Table 3.1.

2. The appropriate affiliation of the University in the abstract, the full-length paper, or in the published journal paper is a prerequisite for considering any conference attendance application. The University should be exclusively acknowledged in full with the project number in case of paper resulting from a funded project.

3. The number of attendees from the same department to the same conference may be limited during teaching periods. This will be decided on a case-by-case basis considering the number of applicants compared to the total faculty in the department as well as the total number of approved applications to that conference university-wide. Priority will be given to applicants who applied first.

4. Frequent attendance of applicants to the conferences held in their own countries of origin is not expected and shall be discouraged.

5. It is expected that complete online conference applications from Faculty members be received in the Conference Office, the Deanship of Scientific Research **at least (45) forty-five working days (approximately 2 full months)** prior to the conference commencement date. Adhering to the above-mentioned deadline will enable the Conference Committee to review the applications in a timely manner and take further action(s) should any further processing be required and consequently the approval by the University.

6. In addition to applying online through ERP, Saudi applicants are requested to apply online through the MoE system in parallel by using the link given below:

<p align="center">https://symp.mohe.gov.sa/</p>

7. It is the responsibility of applicants as well as the department chairmen to strictly adhere to the deadline so as to serve the university faculty members in an efficient manner. The ERP workflow has been designed such that the conference application stays with the respective department Chairman for a maximum of 14 days and if the Chairman does not act on the application it gets automatically directed to the respective college Dean. If the Dean does not act on the application for a period of 7 days maximum, then it automatically gets directed to the Conference office.

8. Conference attendance is allowed during Sabbatical leaves provided that there is a specific budget allocated for conference attendance in the approved Sabbatical leave project.

9. A faculty member who attends the British Council Summer Research Grant Program and wishes to attend a conference with the University support during his summer program, should obtain a prior "No Objection" letter, in writing, from the British Council for attending the conference provided that the conference attendance will not affect the minimum duration to be spent in the British Council assignment. Only on receipt of the clearance from the British Council, will the Conference Committee entertain such conference attendance requests. (refer to section 4 for other

assignments).

10. The non-traditional faculty such as joint and chair professors may apply for support of conference attendance provided their on-campus stay is for one continuous month and they have published at least 10 papers with KFUPM affiliation in ISI indexed journals, or one paper in 'Nature' or 'Science'.

11. Details relating to the number of per diem days in addition to the actual conference days for different regions are given in **Table 3.2.**

12. Prorating the extra number of per diem days in addition to the actual conference days for different regions, during summer, is done at the discretion of the conference committee if the faculty's repatriation city is in the same country or in a nearby country.

Section 5.1: Conference Per-diem Days

The following should be followed when counting the number of conference days:

1. The number of days for the technical sessions is counted. Registration and other social functions days are excluded. A maximum of one extra day may be granted for workshops and tutorials if they happen to be in the beginning or at the end of the conference technical sessions. These will be treated on a case-by-case basis.

2. If the conference duration is less than three days, then a minimum of three days per diem support will be provided in addition to the extra days per diem.

3. The maximum number of conference days (conference duration) is seven days. No per diems will cover longer conference durations.

Section 5.2: Acknowledgement Patterns

Proper acknowledgement of support by the university should be included in all publications coming out from the supported projects. The following is an example of acknowldegment:

"The author(s) would like to acknowledge the support provided by the Deanship of Scientific Research at King Fahd University of Petroleum & Minerals (KFUPM) under Research Grant XX060014)"

Table 3.1: Conference Attendance Restricted Periods

Period of the Year	Allowed/ Not Allowed
The two weeks of the reporting period	Restricted during the first week and relaxed during the second week.
First week of classes of both first and second semesters	Restricted
Week preceding the final examination of both first and second semesters	Restricted
The final examination periods of both first and second semesters upto and including the last day of reporting for faculty	Restricted
Summer (Teaching)	Not allowed from start till end of official summer period.
Any summer assignment (other than teaching) at KFUPM, i.e. administrative/special, etc.	Not allowed during the assignment period.
Summer assignment outside the Kingdom (British Council, Fulbright, etc.)	A faculty member is allowed to attend a conference during this period provided that he gets approval from the host organization and will make up for the conference release time, in addition to having the consent of the University.
Saudi Aramco	Allowed only with the consent of the University

Table 3.2: Number of per diem days in addition to the actual conference days for different regions

<table>
<tr><td rowspan="2"></td><td rowspan="2">**Region**</td><td rowspan="2">**Countries**</td><td colspan="2">**Extra number of per diem days (in addition to the actual conference days)**</td></tr>
<tr><td>**Non-Saudi**</td><td>**Saudi**</td></tr>
<tr><td rowspan="8">**Regional Conference Locations**</td><td>*Region 0*</td><td>• Bahrain</td><td>None</td><td>None</td></tr>
<tr><td>*Region A*</td><td>• GCC-Countries except Bahrain</td><td>2 days</td><td>None</td></tr>
<tr><td>*Region B*</td><td>• Syria, Jordan, Lebanon, Cyprus

• Egypt and Sudan

• Iran</td><td>3 days</td><td>1 day</td></tr>
<tr><td>*Region C*</td><td>• All other African countries except South Africa

• Central Asian Countries

• Pakistan and India

• Turkey and Greece</td><td>4 days</td><td>2 days</td></tr>
<tr><td rowspan="2">**International Conference Locations**</td><td>*Region D*</td><td>• China, Hong Kong, Malaysia, Singapore and South Korea

• All other European countries

• South Africa</td><td>6 days</td><td>3 days</td></tr>
<tr><td>*Region E*</td><td>• North America: USA and Canada

• All South American Countries

• Japan, Australia and New Zealand</td><td>7 days</td><td>4 days</td></tr>
</table>

Table 3.3: Extra Number of Per Diem Days in addition to the Actual Conference Days for Different Regions for the Non-Saudi Faculty attending based on Externally Funded Projects:

Region		Countries	No. of Per Diem days*
Regional Conference Locations	*Region 0*	• Bahrain	0
	Region A	• GCC-Countries except Bahrain	0
	Region B	• Syria, Jordan, Lebanon, Cyprus • Egypt and Sudan • Iran	1 day
	Region C	• All other African countries except South Africa • Central Asian Countries • Pakistan and India • Turkey and Greece	2 days
International Conference Locations	*Region D*	• China, Hong Kong, Malaysia, Singapore and South Korea • All other European countries and Russia • South Africa	3 days
	Region E	• North America: USA and Canada • All South American Countries • Japan, Australia and New Zealand	4 days
* The Extra Number of Per Diem days that will be added to the Actual Conference Days			