KING FAHD UNIVERSITY OF PETROLEUM & MINERALS
DHAHRAN - SAUDI ARABIA
DEANSHIP OF SCIENTIFIC RESEARCH

memorandum

Date   :   **January 27, 2008**

To   :   **Academic Department Chairmen**

Subject   :   **Revised Conference Attendance Guidelines**

We are pleased to inform you that H.E. the Rector has approved the revised Conference Attendance Guidelines, **a copy of which is attached herewith**. The guidelines are also posted in the DSR website at: www.kfupm.edu.sa/dsr

The new guidelines allow active faculty researchers to attend up to three international conferences per year with more per diem incentives and better registration fee compensation.

Kindly note that the new guidelines will be applicable for all conference <u>attendance</u> starting from the beginning of the next semester, both for the already approved and the new conferences as long as the attendance will take place after the first day of classes for the academic semester 072.

We shall appreciate it if the new Conference Guidelines are circulated among the faculty members in your department.

Thank you.

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Dr. Mohammad S. Al-Homoud
Dean, Scientific Research
Chairman, Conference Committee

Enc: As above

cc: Vice Rector for Graduate Studies & Scientific Research
Vice Rector for Academic Affairs
Supervisor, Financial Affairs
Dean of Faculty & Personnel Affairs
Academic Deans

King Fahd University of Petroleum & Minerals
Deanship of Scientific Research

CONFERENCE ATTENDANCE

REGULATIONS AND CRITERIA

JANUARY, 2008

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 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 of the faculty members selecting 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.

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

1. INTERNATIONAL CONFERENCES

The total number of conferences to be attended by a faculty member **are three international conferences (on the basis of paper presentation, high quality journal publication and funded project). They are listed as follows:**

(a) First conference is based on paper presentation, a keynote speech or journal publication.
(b) Second conference is based on an ISI Journal publication.
(c) Third conference is based on paper presentation related to ongoing or recently completed University-funded research project provided that a conference attendance item is allocated in the project approved budget and the project is specifically acknowledged in the paper.

Note: *A faculty member can replace one of the above international conferences with a regional one, provided that he has a paper presentation in the conference in addition to a high quality Journal publication*

In order to guarantee the University support to high-quality international conferences, the following criteria are considered when evaluating **international conference** applications.

1.1 The Paper
1.1.1. Attendance based on 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. An 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.

1.1.2. Attendance based on a published paper
1. The Journal Paper should have a publishing date less than two years from the date of the conference.
2. It should be published in a high quality journal.

1.1.3. Attendance based on a research project
1. The application to attend the international conference must be based on presented paper that is related to the University-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 presented paper should be based upon the outcomes of the research project.
4. The research Project grant reference number and support should be explicitly mentioned in the acknowledgment. (e.g. This research work is funded by King Fahd University of Petroleum & Minerals (KFUPM) under Fast-Track Grant FT0614)

1.2. The Conference

1. The conference should be scientifically sound and priority will be given to conferences with recorded history and a declared international scientific committee.
2. There must be a declared international scientific committee.
3. There should be clear evidence of review process of submitted papers.
4. The conference should be sponsored by reputed international organizations and/or agencies.
5. The conference topics should be well-defined with focused themes.
6. The rating of the conference quality by the department chairman should be at least very good along with strong justifications to his rating.

2. REGIONAL CONFERENCES

Definition: A Regional Conference is a conference held in one of the regions 0 to C as defined in **Table 3.2.**
1. Faculty members can replace the international conference by a regional scientifically sound conference once every year under the following conditions:
    (a) Attendance is based on paper presentation plus high quality Journal publication published within two years prior to the date of the conference provided that this paper is not utilized for another conference attendance.
    (b) The full length paper should accompany the documents submitted for conference support.
    (c) The topic of the paper should be of high relevance to the themes and topics of the conference.

2.1 The Paper
1. The application to attend regional conferences should be based on presented paper provided that the applicant has, in addition, at least one **high quality** journal publication within the past two years from the starting date of the conference that is not utilized for another conference.
2. The paper presentation should be based on acceptance of the full-length paper, abstract or summary. An evidence of a standard review process should be provided
3. The full length paper should accompany the documents submitted for conference support. *In exceptional cases, the paper presentation can be considered a substitute for the full length paper in case of reputable industrial oriented (sponsored by industry) conferences to promote collaboration with industry.*
4. The topic of the paper should be of high relevance to the themes and topics of the conference.

2.2 The Conference
1. The conference should be scientifically sound, preferably with recorded history, as explained in 1.2 (point #1) above.
2. Evidence of acceptance based on a review process should be provided.

3   The conference should be sponsored by reputed scientific/academic organizations/institutions and agencies.
4   The conference topics should be well-defined with focused scope.
5   The rating of the conference quality by the department chairman should be very good to excellent along with strong justifications to his rating.

3. GENERAL CONSIDERATIONS (APPLICABLE TO ALL CASES)

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

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
Final Exams of both First and Second Semesters	Allowed after 24 hours of posting the grades provided the instructor did not advance the time/date of exam (for the purpose of conference) scheduled by the Registrar.
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.
Saudi Aramco	Allowed with the consent of Saudi Aramco

3.2   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 project number in case of paper resulting from University funded project (e.g. This research work is funded by King Fahd University of Petroleum & Minerals (KFUPM) under Fast-Track Grant FT0614)

3.3   The **number of attendees** from the same department to the same conference may be limited during teaching period. This will be decided on a conference-by-conference 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.

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

3.5   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 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. It is the responsibility of **Conference 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.

3.6 **Lecturers-B, Research Assistants and Full-time Graduate Students** are encouraged to apply for conference attendance while working on their dissertations. They can attend **only one** reputed conference per academic year based on **Presented Paper**. In addition to compensation for living expenses of one day per diem support for each day of the conference, they can be provided with up to a maximum of four times the number of extra days per diem (listed in Table 3.2) granted to faculty members.

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

3.8 A faculty member who attends the **British Council Summer Research 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.)

3.9 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.**

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

	Region	Countries	Extra number of per diem days (in addition to the actual conference days)	
			Non-Saudi	**Saudi**
Regional Conference Locations	*Region 0*	• Bahrain	None	None
	Region A	• GCC-Countries except Bahrain	2 days	None
	Region B	• Syria, Jordan, Lebanon, Cyprus • Egypt and Sudan • Iran	3 days	1 day
	Region C	• All other African countries except South Africa • Central Asian Countries • Pakistan and India • Turkey and Greece	4 days	2 days
International Conference Locations	*Region D*	• China, Hong Kong, Malaysia, Singapore and South Korea • All other European countries • South Africa	6 days	3 days
	Region E	• North America: USA and Canada • All South American Countries • Japan, Australia and New Zealand	7 days	4 days

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

- *The number of days for the technical sessions is counted. Registration and other social functions days are excluded. A maximum of two extra days, 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.*

- *For conferences in Regions D and E, if the conference duration is less than three days, then a minimum of three days duration support will be provided in addition to the extra days per diem.*

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

- *The maximum registration fee reimbursement is US $ 800.*

SUMMARY OF THE CHANGES IN THE REVISED
CONFERENCE ATTENDANCE POLICY

Highlights of the main changes to the conference guidelines:

1. The total number of conferences to be attended by a faculty member **are three international conferences. (on the basis of paper presentation, high quality journal publication and funded project). They are listed as follows:**

   a. **First** conference is based on paper presentation, a keynote speech or journal publication.
   b. **Second** conference is based on an ISI Journal publication.
   c. **Third** conference is based on paper presentation related to ongoing or recently completed University-funded research project provided that a conference attendance item is allocated in the approved project budget and the project is specifically acknowledged in the paper.

2. Faculty members can replace one international conference by a regional scientifically sound conference once annually under the following conditions:
   a. Attendance is based on paper presentation plus high quality Journal publication published within two years prior to the date of the conference provided that the paper is not utilized for another conference attendance.
   b. The full length paper should accompany the documents submitted for conference support.
   c. The topic of the paper should be of high relevance to the themes and topics of the conference.

3. **Enlarging the regional conferences area from the current GCC countries to include the Arabian countries, North and Mid African countries, Central Asian countries and South Asian countries including India and Pakistan**. Conference attendance in those countries is considered regional.

4. **Increase in the per diem support for both Saudi and expatriate faculty members according to the places of their visit as categorized in several regions** For instance, per diem support to countries in Region E has been increased from the present 5 days to 7 days for expatriate faculty members and from 2 to 4 days for Saudi faculty members. Similarly, for conferences held in Region D, the per diem support is increased to a maximum of 6 days from the current number of 3 days for expatriate faculty members and from 1 to 2 days for Saudi faculty members.

5. The number of days for the technical sessions is added. **The maximum number of conference days (conference duration) is seven days** and by this, a faculty member is entitled to get a maximum of 14 days per diem support. For example, if the conference is held in Region E for a duration of 7 days, an additional 7 days per diem support is provided, totaling 14 days support. This is comparable to the current policy of providing a maximum number of only 10 days irrespective of the number of days of the conference duration in any region.

6. **Registration fee reimbursement** to be raised **from US\$ 600 to US\$ 800**.

7. Attending a conference on the basis of an approved project during the currency of the project but within **six months after the completion of the project.**