



الجامعة السعودية الإلكترونية
SAUDI ELECTRONIC UNIVERSITY

Regulations for Faculty Members' Participation in Scientific Conferences and Symposia

(Approved by the University's Council in its fifth
meeting, on 17/1/2022)



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Executive Regulations for Attending Conferences and Symposia

First

Participation of Saudi Faculty Members in Conferences and Symposia

The participation of non-Saudi faculty members shall be in accordance with the executive rule of Article 67 of the Regulations for Saudi Universities Personnel, including Faculty Members and their Equivalence, with the exception from the condition of a previous published research.

Article 67

The faculty member may attend conferences and symposia inside and outside the Kingdom according to the following regulations:

1. The topics of the conference or symposia shall be related to the faculty member's field of specialization and related responsibilities.
2. Participation in conferences and symposia held inside the Kingdom shall be upon the Department and the College Council recommendations, and the University president's approval.
3. Participation in conferences and symposia held outside the Kingdom shall be upon the approval of the Chairman of University Council, the department and College Council's recommendations, and the University President approval.
4. University Council shall set the administrative regulations and procedures for attending conferences and symposia upon the Scientific Council recommendation.
5. The conference or symposium participant shall submit a report to the University.

Executive regulation:

First: Conditions and regulations for participation in conferences in general:

1. The paper shall be published or accepted for publication in the official agenda of the conference or symposium.
2. If the paper submitted to participate in the conference includes more than one researcher from the University, the priority shall

- be given to the principal researcher or to the co-researcher, provided that having the approval of the other researchers.
3. The applicant should be familiar with the language of the conference.
 4. A faculty member on sponsored research leave with an external body, on a scientific mission, or on an exceptional leave is not permitted to attend a conference.
 5. A faculty member on sabbatical leave is permitted to attend a conference provided that the University does not bear any financial costs.
 6. The participant is nominated upon the decision of Department and College Councils, as also applies to personal invitations to a faculty member given that this invitation does not affect the selection considering the time frame needed for introducing the request to the authorities at the University or the Ministry.
 7. The conference date shall not coincide with the midterm or final examination period unless having the College Council approval upon the recommendation of the Department Council.
 8. The faculty member shall compensate the students for the missed classes, or an alternative instructor shall be assigned to teach such classes.
 9. A faculty member assigned to teach during the summer semester is not permitted to attend a conference.
 10. The applicant shall indicate their affiliation with the Saudi Electronic University when participating in a conference or publication in any scientific activity.
 11. The conference shall be a distinguished one and organized by a recognized scientific institute or University, and the topics of the conference shall be related to the interest of the University, and shall be not less than three years old.
 12. If the number of applicants exceeds the allowed number, then selection criteria will be implemented according to the following:
 - a. Priority is given to applicants whose specific specialization is related to the topic of the symposium or conference.
 - b. Priority is given to applicants who have more research published or accepted for publication in peer-reviewed scientific journals within the past twelve months.

Second: Conditions and regulations for participation in conferences and symposia inside the Kingdom:

1. The maximum number of applicants in each department in the colleges is (20%) at once, and the competent authorities can make an exception when needed or during the summer semester.
2. The maximum number of faculty members applications in a specialized conference in the college is (30%) at once, and the competent authorities can make an exception when needed or during the summer semester.

Third: Conditions and regulations for participation in conferences and symposia outside the Kingdom:

1. The participant must have a research published or accepted for publication within the past 12 months, or since the last participation in a scientific conference, in a peer-reviewed journal classified within the Clarivate Analytics or Scopus database, or in a local peer-reviewed journal for Islamic and Arabic language disciplines.
2. The maximum participation of faculty members in each department of the University's colleges is (20%) at once, and the competent authorities can make an exception when needed or during the summer semester.
3. The maximum total participation of faculty members for one specialized conference in the college is (20%) at once, and the competent authorities can make an exception when needed or during the summer semester.

Fourth: Participation procedures:

1. Application for participation in local conference or symposium

should be submitted not less than 45 days prior to the event. For international events, applications should be submitted two months prior to the event.

2. The Dean of the College submits the application to the Head of the Scientific Council.
3. Faculty members who occupy administrative positions outside the college shall notify their direct manager before submitting the application by the college.
4. In the event that the conference is held outside the Kingdom, the application form of participation in the conference shall be uploaded via the Ministry's website by the competent authority in the University to obtain approval at least four weeks before the conference, according to the instructions notified to the University in this regard.
5. After attending the event, a faculty member should submit a detailed report on the conference or symposium using the allocated form, and certificate of attendance.

Article 68

The University may issue a travel ticket and assignment allowance for a faculty member participating in the conference or symposium. It is allowed to provide tickets only or permission to attend without financial costs.

Executive regulation:

1. The participant, at his/her own expense, virtual, or at the expense of the organizing authority of the conference, is excluded from the condition of a previous published research and after approval of participation from the competent authority.

Second

participation of non-Saudi faculty members in scientific conferences and symposia

Taking into consideration paragraph 2 of article 27 of the Regulation for Employing Non-Saudis in Universities:

paragraph 2

Based on the recommendation of the Department and the College Council, The University President may approve the attendance of a faculty member at a conference or symposium at his/her expense.

Executive regulation:

1. The participation of non-Saudi faculty members shall be in accordance with the executive rule of Article 67 of the Regulations for Saudi Universities Personnel, including Faculty Members and their Equivalence, with the exception from the condition of a previous published research.

