

**University of Bahrain**

**Rules Governing Participation in Conferences, Symposia,  
Scientific Regional and International Events by Faculty  
members at the University of Bahrain**

As approved by UoB Council Resolution no. 1932/2014 in its meeting no. 11/2014 on 1<sup>st</sup> October 2014 .

## **Chapter One: General Provisions**

1. This document is called " The Rules and Regulations Governing the participation in Conferences, Symposia, Scientific Regional and International Events by Faculty members at the University of Bahrain".

### **2. Aims of Rules**

The University of Bahrain by establishing these Rules in this document aims to govern and facilitate the participation of faculty members in conferences, symposia, scientific regional and International events, as well as ensure justice and equal opportunities of participation.

It also greatly emphasizes the participation of faculty members in these scientific events as this will enable them to exchange ideas and experiences at the regional and international levels, build long standing professional relationships, and keep themselves abreast of the latest developments in their specialties. This will also encourage faculty members to undertake research and grow academically, which will be reflected in raising the standard of their scientific work and , in turn, the quality of education at the University .

3. This document covers participation in the following scientific events:
  - a. Conferences.
  - b. Symposia..
  - c. Workshops accompanying conferences and symposia.
  - d. short refreshing development programmes in the faculty's specialty.
  - e. Meetings such as seminars and roundtable meetings in the faculty's specialty.

The term "scientific event" shall be used for the remaining texts of the document except when it refers to a particular event.

#### **4. Conditions for participating in scientific events**

##### **In case of presenting a research paper**

- Priority in participation in a scientific event is given to a faculty member with a research paper accepted by the organizers of the conference. The faculty must submit an abstract of the paper relating to the scientific event, provide a letter of acceptance and explain how the University will benefit from your participation.
- If the research paper is multiple authored, one member must be chosen by the authors to travel and present the paper. In case of disagreement, the head of department shall choose one member and write to the College dean, justifying his recommendation.

##### **In case of not presenting a research paper**

- The faculty member may apply for participating in a scientific event without presenting a research paper as part of his/her professional development within the first two years of obtaining their Ph.D. provided that the event is important and related the faculty's area of specialization.
- The faculty member may participate in an scientific event if he/she is invited by a known institution or scientific society provided that the event is of importance for his/her area of specialization ; the hosting institution bears all the costs of travel and accommodation (or the faculty member himself/herself bears these costs), and the College council and the University council give their approval.

#### **5. Approval channels for participating in a scientific event**

- The faculty member submits an application for participation in an scientific event to the head of department, at least one month prior to the commencement of the event in order to obtain the approval of the department council.

- The Department Council nominates a faculty member to participate in the scientific event and then the nomination is presented to the College council to secure the final approval.
- If more than one faculty member from the department applies for participating in a scientific event, the department may nominate one or more members according to the following criteria, in order of priority:
  - a. The scientific event falls within the area of specialization of the faculty member(s).
  - b. The faculty member is presenting a research paper.
  - c. The faculty member has never participated in a scientific event.
  - d. The faculty member has not participated in a scientific event for, at least, one academic year.
- The University Council shall nominate the participating faculty member(s) if the invitation is sent out to the University, the College or the Department without naming a specific participant.

#### **6. Maximum duration of participation in scientific events**

- The approval of the concerned department at the University for a faculty member to participate in scientific events depends on the benefit of that event to the scientific work in the Department. Therefore, the scientific event's duration and time are taken into consideration.
- In order to attend a scientific event, a faculty member may not be absent from work for a maximum of five days, however, exception may be made for conferences of national nature by a decision from the University president.

#### **7. Arrangements for make-up classes**

- A faculty member with approval to participate in a scientific event must provide make-up work for all the lost classes during his absence.

- A faculty member must provide the head of department before travelling with a letter in which he explains the arrangements made or to be made to make up missed classes during the absence.
- A faculty member teaching in the summer semester is not entitled to participating in any scientific event held during this semester.

### **8. Presenting a report after the scientific event**

After returning from the scientific event, a faculty member must present a report within one month to the chairman of the department in which he/she summarizes the work of the event and its gained present and future professional advantages. The chairman may present the report to the department council for more benefit. The report shall be kept in the faculty's file.

### **9. Funding participation in scientific events**

#### University Funding

Each year a certain amount of money is allocated in the budget to cover the expenses of participation in scientific events, however, alternative funding sources outside the budget must be sought such as the hosting institutions, companies in the private sector, international organizations, research centres etc.

- The University shall bear the costs of travel and accommodation for the faculty member participating in the scientific event if he/she is representing the University in accordance with applicable resolutions and regulations.
- Depending on the available budget, the University bears all or part of the costs of travel and accommodation if the faculty's participation in the scientific event has been approved and if the hosting institution does not bear any of these costs. However, if the host institution bears only part of the costs, the rest will be paid by the University.
- The University shall not bear any financial costs if the faculty member wishes to attend a scientific event during the summer vacation, unless he has previously obtained an approval for participation as stated above, in which case the University determines the funding required.

### **External funding**

In the case of external funding for travel, the submitted application shall be processed in the same manner as stated above if the invitation is sent out to the University, the College or the Department without naming a specific participant. However, if a faculty member's name is stated in the invitation, approval may be granted to him without having to present a research paper on condition that this is accepted by the funding body; approved by the concerned department and college , and does not clash with other rules herein.

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## **Application for the Participation in an Scientific Event**

### **1. Information about the applicant**

Name:

Academic rank:

Date of appointment in the scientific department:

General area of specialization:

Specific area of specialization:

Department:

College:

### **2. Information about the scientific event**

<b>Type of Event</b>	<ul style="list-style-type: none"><li>● conference</li><li>● Symposium</li><li>● workshop &amp; training programmes in the area of specialization</li><li>● Short refreshing development programmes in the faculty's specialty.</li><li>● Meetings such as seminars and roundtable meetings in the faculty's specialty.</li></ul>
<b>Category of Event</b>	<ul style="list-style-type: none"><li>● International</li><li>● Regional</li><li>● Local</li></ul>

Name of Event :

Organizer:

Venue:

Website for Event (if available):

Duration of Event:

Duration of travel:

### **3. Information on Paper**

Title of Paper:

Has the paper or part of it been published in a refereed scientific journal? Yes No

(If yes, please indicate)

Has the paper or part of it been previously presented in another event? Yes No

(If yes, please indicate)

Has the research or part of it been undertaken while working in the University of Bahrain?

Yes No

Is the scientific event indexed? Yes No Unspecified

Is the submitted paper refereed? Yes No

This paper should be considered for  Oral presentation  Poster presentation

Have you been asked to be a session Chair? Yes No

Have you been asked to be a keynote speaker? Yes No

Are you a member of any of the event's committees? Yes No  
(If yes, please indicate)

#### 4.Fund

Will the host bear the expenses? Yes No

(If yes, please indicate)

Registration fees (if any)

Required amount to cover the expenses of participation: BD .....

Returned ticket to: ..... BDs .....

Accommodation cost for a period of : ... ..

Your last participation in an event funded by the University was on: .....



## **5. Documents to be enclosed with the application**

- A letter of invitation ( if official invitation from the host institution)

- If **presenting a paper**:

1. Official acceptance from the host institution to present a paper in the scientific event.
2. A copy of the paper.
3. A copy of the official announcement and details of the scientific event.
4. A letter of the arrangements made in the department to cover the classes, tests, lab. etc. during the absence of the faculty member.