

## **College of Arts and Sciences Conference Attendance Regulations**



The college of Arts and Sciences classifies conferences into two categories; international and regional. Although faculty members are encouraged to participate in well-reputed scientific international conferences, support of participation in regional conferences is allowed once per year per faculty member if other conditions are met.

## I. International Conferences



These are conferences that are held mainly in North America, South America, Europe, Turkey, South Africa, Japan, China, Hong Kong, Singapore, Malaysia, South Korea, Australia, and New Zealand (international well-established conferences that are usually held in these regions/countries but occasionally take place elsewhere will fall under this category).

1. For faculty members' first annual application for conference funding, all those who participate with a paper or a poster are fully supported, unless otherwise requested by the applicant.
2. In case of availability of financial resources, a faculty member maybe funded for a second time participation (with paper/poster) during the same year, if evidence of previous publication (in a professionally recognized refereed journal or by a reputable academic publisher) within the last two years is provided (each such publication can be used only once for obtaining funds for conference attendance).
3. If a faculty member applies for funding to attend a conference to which he/she is being invited as a keynote speaker, he/she should submit along with his conference application request:
  - a. A letter of invitation from the conference organizers.
  - b. The full-length paper/talk/presentation.
4. A faculty member with a good record of publication (a minimum of two publications in good quality venues in the last three years) and who presents papers in international conferences for two consecutive years may be supported for attending a similar conference (mere attendance/ without presenting a paper) in the third year if the budget allows.
5. A Head of Department who achieve an exceptional annual performance rating may be supported for attending a professional development activity or conference (mere attendance / without presenting a paper).

## II. Regional Conferences



1. Support is based on paper presentation and evidence of previous publication (in a professionally recognized refereed journal or by a reputable academic publisher, within the last two years) should be provided (each such publication can be used only once for obtaining funds for conference attendance). Previous publication may not be required from new Qatari faculty within their first two years of graduation.
2. The topic of the paper should be of high relevance to the themes and topics of the conference.
3. First-time participation if in the home country of the applicant is only partially supported and second time such participation may only be granted workdays.

### III. Conditions to Apply to Both Categories



1. The conference should be scientifically sound, and priority will be given to conferences that are professionally recognized.
2. The conference should be sponsored by academically recognized international organizations and/or agencies.
3. The conference topic and the paper should be relevant to the discipline/the area of specialization of the applicant.
4. A faculty member under probation will not be financially supported to participate in a conference during his/her probation period.
5. A paper presented at a conference will not be supported for presentation at another conference.
6. Publications in regional venues cannot be used to obtain financial support for a second time during the same academic year.
7. Under certain circumstances faculty/TAs may be supported for participation in professional workshops. Strong justification should be provided in such cases.
8. New Qatari Assistant Professors may be fully supported for attending one conference (without presenting a paper) or one workshop per year within the first two years of being awarded a PhD.
9. Only partial financial support may be given to those who are not recent graduates and have not published during the last three years, unless the applicant is holding an administrative post.
10. Applicants for grants that may cover conference attendance costs are expected to budget for their conference attendance in these grants. Therefore, priority will be given to applicants who do not hold such grants.
11. Department Heads need to check whether or not the institution organizing the event will provide any financial support to the participants or if the participation is covered by a research grant held by the applicant. He/she should add this information to the official application form.
12. Department Heads are responsible for checking the relevance, seriousness and the quality of the conferences that their faculty attend. The Heads should add their objective judgment to the application form sent to the Associate Dean.
13. After their return, faculty members are required to submit a draft ready for submission for publication to their department Heads before the deadline of the following cycle for conference application and are encouraged to publicly present their work to their respective department members (or the college). Those who do not fulfill this requirement will not be supported in the following cycle. This will also be taken into consideration in their annual Faculty Performance Review and Development System .
14. Faculty members/TAs who have been fully supported for participating in a workshop are expected to conduct the same workshop after their return to the benefit of their colleagues.
15. These regulations are applicable to faculty members with full work load. Those who carry a lower load without official load reduction will not enjoy benefits similar to those provided to faculty carrying full work load.
16. Normally, leaving faculty (terminated or resigned) are not financially supported during their last year at QU. However, retiring faculty are financially supported during their last year at QU only if they are still active in research and publication.
17. No fund should be given to those on leave for events taking place during the leave.
18. All supported conference attendances must show that QU is the institution with which the faculty is affiliated. This should be shown by an acknowledgement statement at the end of the presentation/poster/paper.
19. Absence due to conference attendance should not exceed seven working days per semester.
20. All applications for conference attendance/participations for the entire academic year, should be submitted to the Office of the Associate Dean for Academics by October 31 of the same academic year. Heads of departments should establish their own internal deadlines for submission of conference applications. If the acceptance letter from the organizing entity is not available by October 31, a letter of intent with specific dates and conference information should suffice until the required documents become available.
21. Faculty should not be absent to attend a conference during the first week of classes.