

Regulations and Procedures for Supporting Faculty Member Participation in Scientific/Scholarly Events

Document Information:

This is a translation of the Official Arabic version. In case of any Discrepancies, the Arabic version shall prevail.

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1. Definitions

In the application of the provisions of these Regulations and procedures, the following words and phrases shall have the meanings assigned to each of them, unless the context requires otherwise.

Term	Definition
University	Qatar University
President	President of Qatar University
The Competent Vice President	Vice President for Academic Affairs, Vice President for Research and Graduate Studies, Vice President for Health and Medical Sciences, or Vice President for Student Affairs, depending on the faculty member's affiliation.
Faculty Members	This includes the following categories: • Professor / Research Professor / Clinical Professor. • Associate Professor / Associate Research Professor / Associate Clinical Professor. • Assistant Professor / Assistant Research Professor / Assistant Clinical Professor. • Lecturer / Postdoctoral Researcher / Research Associate / Clinical Lecturer. • Teaching Assistant / Research Assistant / Clinical Teaching Assistant. • Academic Advisor, Library Specialist, Learning Support Specialist, and those of similar status.

Support by Workdays	Enabling the faculty member to be absent from work on the workdays during which they participated in the scientific event outside the country, without any deduction from their salary.
Support for Participation in Scientific/Scholarly Events within the State of Qatar	A cash support representing the registration fees for the scientific event.

2. Provisions of the Regulations and Procedures

Regulations

Article (1)

The University supports the active participation of faculty members in scientific events.

Article (2)

The University's support for faculty member participation consists of financial funding, in addition to funding through workdays.

Article (3)

The support category is determined according to the countries in which the events are held. Countries are classified into four categories, according to the table attached to these Regulations and Procedures. For countries not mentioned in the table, they are classified in the category of the nearest country to them. The value of the support is determined according to what is stated



in this Article, as follows:

1. [REDACTED] Qatari Riyals for scientific events held in countries within category (A).
2. [REDACTED] Qatari Riyals for scientific events held in countries within category (B).
3. [REDACTED] Qatari Riyals for scientific events held in countries within category (C).
4. [REDACTED] Qatari Riyals for scientific events held in countries within category (D).

Article (5)

The support allocated to Qatari faculty members is increased by 60% of the amount specified in Article (3).

Article (6)

The College Dean is permitted to attend two scientific missions in the academic year. In the event the Dean is non-Qatari, he is treated as a Qatari faculty member in one of the two missions, whereby he obtains the increase stipulated in Article (5).

Procedures

Article (7)

The faculty member who wishes to participate in a scientific event fills out the approved electronic form, which includes all the required data for approval of the participation funding, according to the form attached to these Regulations and Procedures, attaching the supporting documents required in the form. The form is submitted to the direct manager through the electronic system, and the final approval is from the competent Vice President.

Article (8)

All competent authorities, each within its respective jurisdiction, shall implement the provisions

outlined in these Regulations and Procedures, effective from the Fall 2025 semester, and any provisions that contradict their content are hereby canceled.

3. Appendices

Appendix (1)

Table of Country Category Classification

Category	Countries
Countries in Category (A)	Canada, United States of America, Mexico, Argentina, Bolivia, Brazil, Colombia, Ecuador, Paraguay, Peru, Chile, Venezuela, Uruguay, Suriname, French Guiana, Trinidad and Tobago, Grenada, Haiti, Honduras, El Salvador, Guatemala, Cuba, Nicaragua, Puerto Rico, Costa Rica, Belize, Panama, Jamaica, Antigua and Barbuda, The Bahamas, Barbados, Dominican Republic, Saint Kitts and Nevis, Saint Lucia, Saint Martin, U.S. Virgin Islands, Saint Vincent and the Grenadines, France, Iceland, Switzerland, United Kingdom, South Korea, Japan, Australia, New Zealand, Federated States of Micronesia, Cook Islands, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Vanuatu, Solomon Islands, Tonga, Tuvalu, Timor-Leste (East Timor).
Countries in Category (B)	Andorra, Austria, Belgium, Denmark, Finland, Germany, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Portugal, Russia, San Marino, Spain, Sweden, Bhutan, Brunei, Cambodia, China, Hong Kong (China), Indonesia, Laos, Malaysia, Mongolia, Myanmar, Philippines, Singapore,

	Taiwan, Thailand, Vietnam, South Africa.
Countries in Category (C)	Belarus, Bulgaria, Croatia, Cyprus, Czech Republic, Estonia, Georgia, Greece, Hungary, Latvia, Lesotho, Lithuania, Macedonia, Kosovo, Albania, Malta, Moldova, Montenegro, Serbia, Poland, Romania, Slovakia, Slovenia, Ukraine, Bosnia and Herzegovina, Kazakhstan, Kyrgyzstan, Tajikistan, Turkmenistan, Uzbekistan, Turkey, Armenia, Azerbaijan, Abkhazia, Afghanistan, Tunisia, Algeria, Morocco, Eritrea, Djibouti, Comoros, Senegal, Nigeria, Somalia, Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Central African Republic, Chad, Democratic Republic of the Congo, Equatorial Guinea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea-Bissau, Ivory Coast, Kenya, Liberia, Madagascar, Malawi, Maldives, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Republic of the Congo, Rwanda, Sao Tome and Principe, Seychelles, Sierra Leone, South Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe.
Countries in Category (D)	Saudi Arabia, Kuwait, Oman, Bahrain, United Arab Emirates, Yemen, Jordan, Iraq, Egypt, Lebanon, Libya, Palestine, Syria, Sudan, Bangladesh, India, Iran, Nepal, Pakistan, Sri Lanka.

Appendix (2)

Request Form for Funding Support for Faculty Member Participation in Scientific Events

نموذج طلب دعم مشاركة عضو هيئة التدريس للأنشطة العلمية - Request by Faculty to Support Participation in Scientific Event Form

A. * Applicant Details

Type of Event: نوع الحدث
Title of Event: عنوان الحدث
Organizer: المنظم
Venue: مكان الحدث
Date: من إلى تاريخ الحدث
Date: من إلى تاريخ الحدث
Name: الاسم
Job Title: المنصب
Select College / Department:
Select Department / Section:
Email: البريد الإلكتروني
Phone No: رقم الهاتف
Nationality: الجنسية
Select Nationality:

B. * Scientific Event Participation

Nature of Participation: طبيعة المشاركة
Accepted Research: تم قبول البحث
Accepted Poster: تم قبول الملصق
Other: أخرى
Attendance Only: ☐ حضور فقط
Chairing a Session: ☐ رئاسة جلسة
Commentator: ☐ تعليق

C. * Financial Support

Work days: ☐ أيام عمل
Overseas: ☐ خارج قطر
Full support: ☐ دعم كامل
Approved Amount:
Select a country:
Registration fee: ☐ رسوم التسجيل
Travel Allowance: ☐ بدل السفر

D. * Source of Fund

Host: ☐ المضيف
Host name:
Select College / Department:
source of Fund:
Department / College:

E. * To Be Filled By Applicant's Event Director

Director:
Signature:
Date:
Dean/Director:
Signature:
Date:
VP CAO:
Signature:
Date:

F. * For HR/UGS ONLY

Respective Emp:
Signature:
Date:
Head of Section:
Signature:
Date: