



Rules Regulating the Participation of the University of Bahrain Faculty Members in Regional and International Scientific Conferences, Seminars, and Events

Approved by the University Council at its meeting No. 11/2014

Dated 1 October 2014, in accordance with Resolution 1932/2014

Chapter I

General provisions

Article (1)

This document is called the “**Rules Regulating the Participation of the University of Bahrain Faculty Members in Regional and International Scientific Conferences, Seminars, and Events**”.

Article (2)

The purpose of these rules is as follows:

This document establishes the **rules regulating the participation of the University of Bahrain faculty members in regional and international scientific conferences, seminars, and events**, facilitating their participation in such events, and ensuring fairness and equal opportunities for participation.

The University of Bahrain administration places great importance on the participation of faculty members in conferences, seminars, and workshops accompanying regional and international scientific conferences, seminars, and meetings. These events provide participants with opportunities to exchange experiences and ideas at the regional and international levels, build beneficial professional relationships, and stay informed about scientific developments in their fields of specialization, which encourages faculty members to conduct scientific research, helps them grow academically, and thus contributes to the development of the scientific research process and to showcase the University's academic competence.

Article (3)

The rules of this document cover participation in the following scientific events:

- 1- Scientific conferences.
- 2- Scientific seminars.
- 3- Workshops accompanying scientific conferences and seminars.
- 4- Short, intensive professional development programs in the field of specialization.
- 5- Scientific meetings, such as panel discussions and roundtables in the field of specialization

The term "scientific events" will be used in the rest of the document to refer to them unless the item is limited to a specific event.

Article (4)

Conditions for Participation in Scientific Events:

If a research paper has been submitted:

- Priority for participation in scientific events is given to faculty members who submit a research paper that is accepted by the event organizers as one of the event's papers. In this case, the faculty member must submit a summary of the research, indicating its relevance to the event, and a statement confirming its acceptance, along with an explanation of how the University will benefit from this participation.
- If more than one faculty member collaborates on a specific research paper and applies for approval to participate in a scientific event, the authors of the research are required to agree on choosing one of them to travel and present the research. If they cannot come to an agreement, the decision to select one of the researchers to travel rests with the head of the department, who shall submit a reasoned recommendation to the dean of the college.

If a research paper has not been submitted:

- Faculty members may apply to participate in scientific events as part of their professional development, without submitting a specialized research paper prepared for such purpose. This should take place during the first two years after graduation from their doctorate, provided that the significance of the event, the opportunities to benefit from it, and its relevance to the faculty member's specialization are taken into consideration.
- A faculty member may participate in scientific events without presenting a research paper if invited by a recognized scientific organization or society, provided that the event is of scientific significance within their field of specialization, and that the inviting entity bears all travel and accommodation expenses (or the faculty member himself shall bear such expenses), and that their participation is approved by the college council and the University Council.

Article (5)

Approval Channels for the Participation of Faculty Member in Scientific Events:

- The faculty member must submit a request to participate in the scientific event to the department head at least one month in advance, for presentation to the department council.
- The department council shall nominate the faculty member to participate in the event before submitting the nomination to the College Council for final approval.
- If more than one member from the department applies to participate in a scientific event, the department may nominate one or more members based on the following criteria, respectively:

- a. The event's topic is within the member's or members' specialization.
 - b. The member has submitted a research paper for the event.
 - c. One of the members has never participated in any event.
 - d. One of the members has not participated in a scientific event for at least one academic year.
- The University Council shall nominate the participating member(s) if the invitation is addressed to the University, college, or department without specifying a particular participant.

Article (6)

Maximum duration of participation in scientific events:

- The approval of the relevant University authorities for a faculty member(s) participation in scientific events depends on its impact on the department's academic work. Therefore, these authorities shall consider the date and duration of the scientific event.
- Attending scientific events requires that a faculty member's absence not exceed five working days. Exceptions may be made for national conferences, and such exceptions must be approved by the University President.

Article (7)

Arrangements to Compensate for Classes:

- A faculty member whose request to participate in a scientific event has been approved must compensate students for all classes missed during their absence.
- The faculty member must submit a memo to the department head before traveling, outlining the method used or to be used to compensate for all classes missed during their absence.
- A faculty member teaching during the summer semester is not permitted to participate in any scientific event held during that semester.

Article (8)

Submitting a Report on the Scientific Event After its Conclusion:

Upon returning from a scientific event, a faculty member must submit a report on the event to the department head within one month. This report must be kept in their file and it should summarize the event's activities, highlight the professional benefits gained, and outline any future opportunities in this field. The department head may present this report to the department council for extend its benefits.

Article (9)

Funding Participation in Scientific Events:

University Funding:

Each college allocates a specific annual amount in its budget to cover faculty members' participation in scientific events, while additional funding sources outside the budget should be sought as well, such as the host organization or the private sector, including industrial companies, international organizations, research centers, and similar entities.

- The University shall cover the travel and accommodation expenses of faculty members participating in scientific events if assigned by the University, in accordance with the relevant regulations and decisions.
- The University shall cover –in whole or in part, depending on the available budget– travel and accommodation expenses if the participation of one or more faculty members in scientific events is approved and the inviting organization does not cover these expenses. If the inviting organization provides a portion of the expenses, the University shall complement it.
- The University bears no financial burden if a faculty member wishes to attend a scientific event during the summer break, unless their participation has been previously approved according to the provisions of these rules. In this case, the University shall determine the extent of financial support provided.

External Funding:

- If external funding is available for travel, the application shall be subject to the same rules outlined in the preceding articles if the invitation is addressed to the University, college, or department without specifying a particular participant. However, if the faculty member's name is specified in the invitation, the invitation may be approved without requiring the submission of a research paper, if it is acceptable to the funding entity, subject to the approval of the relevant department and college, and without conflicting with other provisions of these rules.



University of Bahrain

Application to Participate in Scientific Events

<u>First: Applicant Information:</u>	
Name of Applicant:	
Academic Rank:	
Date of Appointment to Academic Department:	
Specialization:	
Minor Specialization:	
Department:	
College:	
<u>Second: Event Information:</u>	
Type of Event:	<input type="checkbox"/> 1- Scientific conferences. <input type="checkbox"/> 2- Scientific seminars. <input type="checkbox"/> 3- Workshops and scientific training programs in the field of specialization. <input type="checkbox"/> 4- Short refresher development programs in the field of specialization. <input type="checkbox"/> 5- Scientific meetings, panel discussions, and roundtables in the field of specialization.
Event Classification:	Regional <input type="checkbox"/> Global <input type="checkbox"/> Local <input type="checkbox"/>
Event Title:	
Organizer:	
Event Venue:	
Event's Website (If any):	

Address of Organizer:
Event Duration:
Total Travel Time:
<u>Third: Research Information:</u>
Research Title:
Has this research, or part thereof, been published in a peer-reviewed scientific journal? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain.
Has this research, or part thereof, been presented at another event? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain.
Was the research, or majority thereof, conducted at the University of Bahrain? Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the event indexed? Yes <input type="checkbox"/> No <input type="checkbox"/> Not specified <input type="checkbox"/>
Has the submitted research been peer-reviewed? Yes <input type="checkbox"/> No <input type="checkbox"/>
How will the research be presented at the event? Oral <input type="checkbox"/> Poster <input type="checkbox"/>
Will you be chairing a session during the event? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a keynote speaker? Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you a member of one of the event committees? Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, explain.

<u>Fourth: The Required Financial Support:</u>	
Will the organizer cover the costs?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
If yes, explain.	
Participation fees, if any	Bahraini Dinars
Amount required to cover participation expenses:	Bahraini Dinars
Return flight ticket to _____ Cost:	Bahraini Dinars
Accommodation expenses for the period of _____ Cost:	Bahraini Dinars
When was your last participation in a scientific event supported by the University?	
<u>Fourth: The following must be attached to the participation application:</u>	
Invitation letter, if any: Official invitation from the organizer.	
If the participation is with the aim of presenting a research paper:	
1. Official approval from the organizer to present the research at the scientific event.	
2. A copy of the research paper.	
3. A copy of the official announcement of the scientific event and its details.	
4. A letter outlining the department's arrangements for covering lectures, labs, exams, etc., during the faculty member's absence.	
