

# Rules Governing University Staff Members' Participation in Conferences and Symposia

1. The subject of the symposium or conference in which the Staff member wishes to participate must be related to her specialization or the actual responsibilities of her job.
2. The nomination of any Staff member to participate in a symposium or conference should be presented to the Councils of both the Department and the Faculty to which the nominee is affiliated.
3. Participation in conferences and symposia is restricted to Staff members of Saudi nationality in the University (Professors, Associate Professors and Assistant Professors), as per Articles 1 and 67 of the Regulation on University Staff Members' Affairs.
4. The University Rector may, upon recommendation from the Councils of both the Department and the Faculty to which the nominee is affiliated, approve of participation in conferences and symposia by non-Saudi Staff members at the members' own expense, as per Article 27 of the Regulation on Employment of Non-Saudi Personnel by Universities.
5. Should approval be granted for a faculty member's participation with a working paper, the duration for which the assignment allowance will be calculated shall be the whole duration of the symposium or conference plus one day before and one day after the event for events inside the Kingdom, or plus two days before and two days after the event for events abroad, provided that the whole duration of the assignment not exceed fourteen days for events held during an academic year.
6. A Staff member may be nominated for participation in conferences or symposia only four times during an academic year.
7. A faculty member may participate in a conference or symposia by attendance or with a working paper without being nominated, provided that she bear the costs of participation herself.
8. Upon return from a conference or symposium, a faculty member shall submit a brief report on the activities of the event to her Department.
9. A faculty member who fails to turn up for participation with a working paper in a conference or symposium inside or outside the Kingdom after being nominated and granted approval for participation shall not be entitled to participate in further events for one year, unless she submits an acceptable excuse to the Councils of both her Department and Faculty.
10. Participation in conferences or symposia during faculty members' vacations shall not be regarded as leave days deducted from their vacations for which they should be compensated.
11. The names of nominees for participation in conferences and symposia shall be submitted to the Deanship of Post-graduate Studies with enough time in advance, together with the following attachments:
  - A Copy of the minutes of meeting of the Department Council during which approval was given to participation (i.e. the page containing the signatures of the council members).
  - A Copy of the minutes of meeting of the Faculty Council during which approval was given to participation (i.e. the page containing the pertinent agenda item and the signatures of the Council members).
  - The Participation Form.
  - A short summary of the research work or working paper which the faculty member will contribute.
12. The Controls for Financial Entitlements:
  - A Staff member may participate in conferences or symposia with research works or working papers three times per academic year. In such case, she shall be entitled to draw travel tickets for herself and her mihrim (male guardian), registration fees and assignment allowance for the three events.
  - Should a Staff member participate in a conference or symposium by attendance only, she shall be entitled to draw travel tickets for herself and her mihrim for the first time in the first year, but shall be given just approval to participate on the second time.