

DAU 10-4 Scientific Conferences Participation Policy

Policy Code	Policy Name		
DAU 10-4	Scientific Conferences Participation Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
<ul style="list-style-type: none"> - Colleges and academic departments. - The General Directorate of Scientific Research and Innovation. - The Research Support Unit. - Scientific Research and Innovation Committees at the College level. 	10/2023	10/2027	

1. Purpose of Policy

This policy provides guidelines for funding participation of faculty members in scientific conferences.

2. Policy Scope

This policy applies to DAU's faculty members.

3. Policy Statement

The policy encourages DAU faculties to attend scientific conferences to keep abreast of their specializations and scientific research interests. It also encourages them to exchange knowledge and research ideas and increases DAU's participation in national and international research forums.

4. Policy Procedures

- Financial support to attend conferences is only provided to full-time faculty members who have spent at least one year of service in the university.
- The conference's domain should be related to the faculty member's discipline or his/her work.
- Faculty members can be allowed twice a year to attend conferences.
- This policy applies only to conference attendance that includes presenting a paper.
- Participants must mention their affiliation at DAU and acknowledge the funding sources in their publications.
- The applicant should arrange all makeup classes during the conference or workshop period and inform the department head of this arrangement before traveling.
- The attendance of the faculty member should not have any disturbing effects on the department's functioning.
- The conference should be organized by a renowned national/or international organization, institute, or academic body including universities, colleges, departments, research centers, and scientific societies.
- The conference should be of the type that is held on a regular basis.
- The applicant should submit the following requested documents to the head of the College's Committee for Scientific Research and Innovation:
 - The conference attendance form.
 - An official invitation letter with an acceptance of the paper to be presented at the conference.
 - A copy of the research or working paper to be presented at the conference.
- The applicant should submit the required documents at least one month before the conference date.
- Participation in conferences must be based upon the approval of the College Scientific Research and Innovation committee, the College Dean, the Research Unit support, and the General Directorate of Scientific Research and Innovation.

- Upon approval of the university's concerned authorities, the General Directorate of Scientific Research and Innovation. provides the participant with the following expenses:
 - Guest, round-trip tickets to the city/country where the conference is held.
 - Registration fees of the conference.
 - Visa fees.
 - Exit/return fees for non-Saudis.
 - Medical insurance fees (if any).
- Participants are entitled to receive the following daily allowance rates (per diem) for a maximum of 5 (five) days:

Category	Per Diem (SR/day)
Inside KSA	500
Outside KSA	
Arab countries and the Arabian Gulf	750
Europe - Asia - America	1000

- The participant must submit a report to the head of the department, with a copy to the dean and the director of the Research Support Unit, including the conference agenda, proceedings, letter of participation, and other related documents. The report should be submitted within two weeks after the faculty member returns to DAU.
- Conference attendance should not be deducted from the annual leave balance.

5. Related Policies/ Documents/ Forms

NA

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	2018	1 st issue of the policy
2	10/2023	New requirements and fees are added to the policy.