

A'Sharqiyah University Policy

Conference Support Policy

Policy name	Conference Support Policy		
Policy number	RS0001		
Contact Person	Chair of University Research and Enterprise Committee		
Approval Authority	Board of Trustees		
Date first approved	January, 2015	Last substantive review	13 July 2023
Policy Review Cycle	Two years	Next review	12 July 2025

1. *Definitions*

Terms / Abbreviations	Definition
ARCIF	Arab Citation and Impact Factor
ASU	A'Sharqiyah University
CLFS	Center for Languages and Foundation Studies
CS	Conference Support
DVCAAR	Deputy Vice Chancellor for Academic Affairs and Research
OMR	Omani Riyal
RITTC	Research, Innovation and Technology Transfer Center
SOP	Standard Operating Procedure
UREC	University Research and Enterprise Committee
WoS	Web of Science

2. *Purpose*

The purpose of this fund is to avail assistance to ASU staff and students to present their research papers at conferences nationally or internationally.

3. *Scope*

This policy is intended to regulate the Conference Support that might be awarded to ASU staff and students who want to present their research in national and international conferences. The policy clearly indicates the eligibility and requirements that should be satisfied and the procedure that should be followed by ASU staff and students who are applying for this fund.

A'Sharqiyah University Policy Conference Support Policy

4. Policy Statement

The eligibility criteria and policy clauses are as follows:

I- Funds Details

- (a) The maximum overall value of this fund is OMR 750 per applicant per academic year.
- (b) At the beginning of each academic year, a significant portion of the annual budget allocated for Conference Support shall be distributed between colleges and the Center for Languages and Foundation Studies (CLFS) in proportional to the number of their active researchers who have published at least one journal paper, indexed in Scopus or in the Arab Citation and Impact Factor (ARCIF) database, in the past academic year. The remaining portion of the annual budget shall be allocated to sponsor conference attendance for non-academic staff and for students.
- (c) The Deputy Vice Chancellor for Academic Affairs and Research (DVCAAR) has the right to move funds between colleges, if needed, and as per what benefits the University the most.

II- Eligibility of Applicant

- (a) An ASU staff applicant must be a full-time staff who is not under probation. A student applicant can be a full/part time undergraduate or graduate student.
- (b) The applicant must be a presenter and not just an attendee.
- (c) The applicant must exclusively use his/her ASU affiliation in the paper.
- (d) Prior to submitting a CS application, the applicant must have published at least one journal paper indexed in Scopus or ARCIF database since the conference date of his previous CS application. This criterion shall be waived for first-time CS applicants.
- (e) The applicant commits to present the paper at a seminar at ASU, if requested to.
- (f) To ensure uninterrupted learning, applicants attending conferences must provide make-up classes for any missed instructional sessions, upholding students' educational continuity.

III- Eligibility of Research Work

- (a) The research work to be participated with in a conference can be a full paper, an abstract or an extended abstract but with different sponsorship levels as shown next.
- (b) Participation in conferences with proceedings indexed in Scopus is highly encouraged as these Scopus-indexed conference proceeding papers enhance the institutional research profile in global university ranking systems.
- (c) For non-Scopus indexed research works, whether the research work is written in English or in Arabic, the conference in which the applicant aims to participate shall be at least in its third cycle. Moreover, the conference must be organized by a higher education institution, ranked by the QS World/Arab Region University Rankings, or by a highly reputed professional institution enlisted and approved by the Research, Innovation and Technology Transfer Center (RITTC).
- (d) An originality report of the research work must be attached to the CS application. The similarity index of the research work shall not exceed 20% and no more than 10% of the content should be taken from the same source.

A' Sharqiyah University Policy

Conference Support Policy

IV- On-duty Period and Per Diem Allowance

- (a) The applicant is considered on duty while attending a conference.
- (b) The per diem allowance includes accommodation, local travel and meal allowance.
- (c) For conferences held in Oman, the per diem allowance shall be OMR 40. This allowance covers the conference days plus one additional day if the conference starts at or before 9:00 am, as well as one day after the conference if it ends at or after 5:00 pm. The applicant shall be considered on duty during this period. Moreover, a travel allowance of OMR 15 shall be provided once for the conference trip, except for Dhofar and Musandam, where the applicant can request reimbursement for the actual travel expenses.
- (d) For conferences held overseas, the per diem allowance shall be OMR 60. This per diem allowance covers the conference days plus two days; one day before the conference and another after the conference. The applicant shall be considered on duty during this period.
- (e) To promote responsible financial management and optimize resource utilization, faculty members attending conferences are required to make efficient use of the allocated budget and book economy class flight tickets.

V- Financial Coverage

- (a) All staff and students undertaking externally funded research projects, where conference travel is provided for in the budget, are required to make use of these funds before seeking funding support from the University internally funded research budget. All academic staff are strongly encouraged to seek external funding to facilitate international conference travel [Licklider, 2012].
- (b) For hybrid conferences, the applicant must choose to participate online in the conference to optimize the use of university resources.
- (c) For online/virtual conferences, only the registration fees shall be covered.
- (d) For onsite/face-to-face conferences, only two ASU staff from the same college shall participate in the same conference, this is to maximize the exposure of staff to distinct conferences, thus establishing new research collaboration networks. The financial coverage of conference participation expenses shall be as shown in Table 1.
- (e) A participant with a full paper shall obtain the acceptance of his/her paper before submitting his/her CS application. If the acceptance is obtained for an abstract or an extended abstract, the applicant shall then receive the financial converge of abstracts and extended abstracts, as per Table 1, even if a full paper shall be submitted after the conference.

A'Sharqiyah University Policy Conference Support Policy

Table 1: Financial Coverage of Conference Participation Expenses

Research work Language	Participation Type	Quality/ Reputation Requirement	Level of Financial Coverage	Details of Financial Coverage
English	Full paper	Scopus	Full	<ul style="list-style-type: none"> • Conference registration fees. • Travel ticket for overseas conferences or travel allowance for conferences in Oman. • Per diem allowance.
	Abstract or extended abstract	At least in its third cycle	Partial	<ul style="list-style-type: none"> • Conference registration fees. • Travel ticket for overseas conferences or travel allowance for conferences in Oman.
Arabic	Full paper	At least in its third cycle	Full	<ul style="list-style-type: none"> • Conference registration fees. • Travel ticket for overseas conferences or travel allowance for conferences in Oman. • Per diem allowance.
	Abstract or extended abstract	At least in its third cycle	Partial	<ul style="list-style-type: none"> • Conference registration fees. • Travel ticket for overseas conferences or travel allowance for conferences in Oman.

5. *Key Stakeholders*

- Executive Management
- UREC
- RITTC
- Deans of Colleges
- Director of CLFS
- ASU Staff
- ASU Students

6. *Procedures and Guidance*

- (a) The applicant must complete the “Application Form for Conference Support” that can be found in the University Shared Folder or Document Management System (DMS).
- (b) To provide ample processing time, the submission of the Application Form for Conference Support must be made at least two (2) weeks before the conference date.
- (c) To avoid budgetary issues, the CS application shall be considered in a given academic year based on the submission date or the conference date.
- (d) The Standard operating procedure (SOP) of the CS or CS Fund (CSF) application form

A'Sharqiyah University Policy Conference Support Policy

and the decision making is shown in the following flowchart.

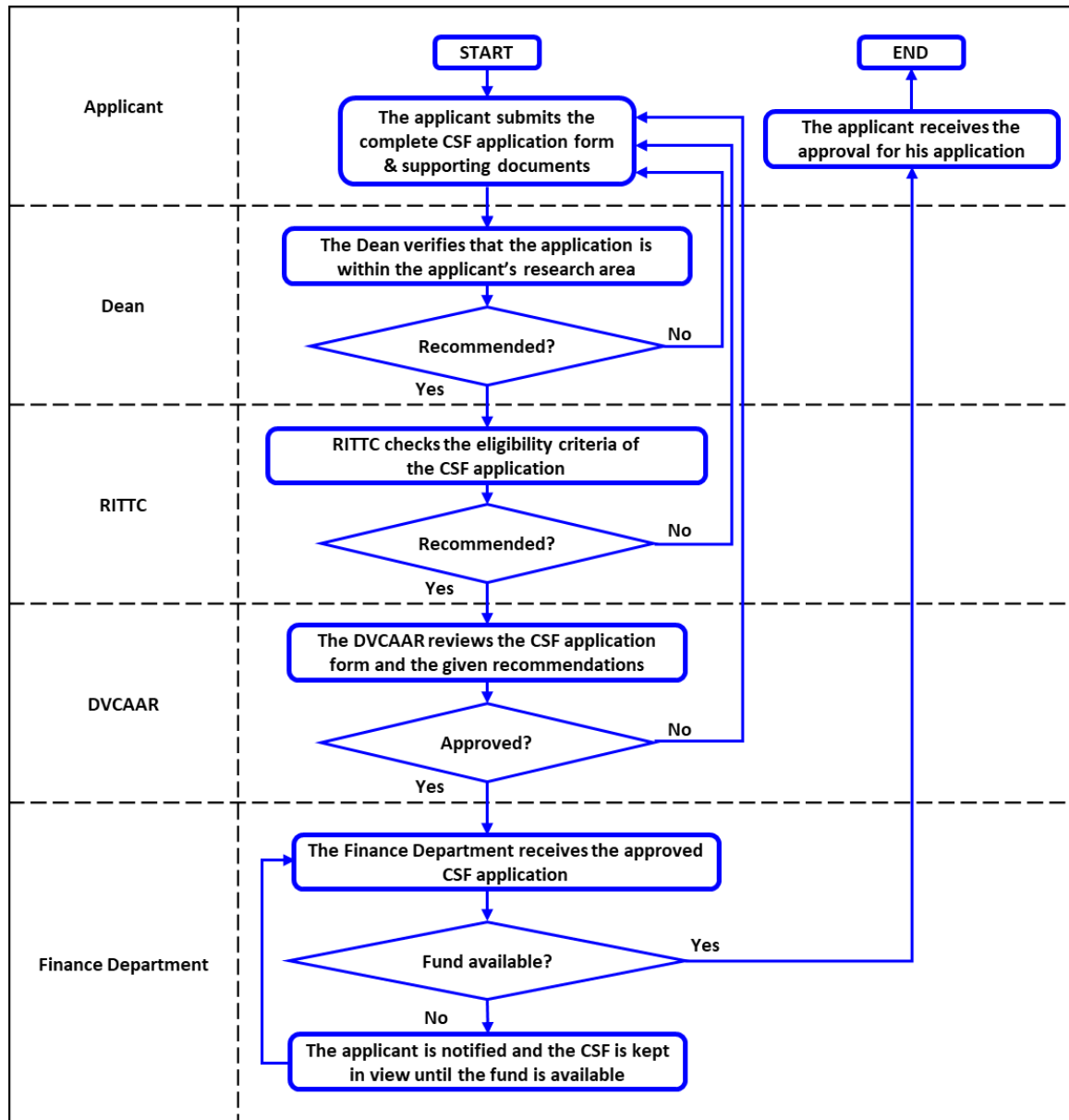


Figure 1: The SOP of the CS application form

7. References

Lickliger, M. M. (2012). Grant seeking in higher education: Strategies and tools for college faculty, John Wiley & Sons.

A'Sharqiyah University Policy Conference Support Policy

8. General provisions

- Any form of non-compliance with this policy/procedure makes those responsible open to University disciplinary measures.
- Any exception from this policy/procedure upon application shall have no effect against the University or others unless it has been approved by the Vice Chancellor or the Board of Directors and/or the Board of Trustees as the case may be.

9. Revision History

Version	Author/ Reviewer	Revision(s) made and justification	Date
I	UREC	<p>The Conference Support Policy is revised with following:</p> <ol style="list-style-type: none"> 1. Separate sections have been added under eligibility criteria. 2. The fund details under the eligibility criteria have been amended to include the overall value of fund OMR 750 per applicant per academic year and journal papers indexed in ARCIF along with DVCAAR authority. 3. The eligibility of Applicant has been amended to include only full time staff whereas part time staff is now removed and also to include that the applicant must be a presenter and not just an attendee . 4. Eligibility of Research Work has been amended to include originality report with similarity index of the research work not exceeding 20%. 5. On duty period and per diem allowance has been amended. 	13 July 2023

**A'Sharqiyah University Policy
Conference Support Policy**

		6. Financial coverage of the policy has been amended. 7. Procedures and guidelines have also been modified.	