

Regulation for Participation in Scientific Conferences at the Arab Open University

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Introduction:

The role of higher education is summarized in three functions:

- Teaching
- scientific research
- community service

The importance of scientific research lies in serving teaching through developing its methods and regulating its practices on one hand and serving society through identifying its problems and aspirations on the other hand, then proposing what contributes to improving practices and raising social, cultural, and scientific levels.

The Arab Open University is committed to enabling its members to participate in reputable scientific and academic conferences organized by distinguished regional and international universities, research centers, and specialized academic associations, with the aim of enhancing their skills and professional performance.

Article (1): Title

This regulation shall be called: 'Regulation for Participation in Scientific Conferences at the Arab Open University'.

Article (2): Definitions

The following words and terms shall have the meanings assigned to them, unless the context indicates otherwise:

University	Arab Open University
University President	President of the Arab Open University
Council	University Council
Dean	Dean of the Academic Program
Deans Council	Council of Deans at the University Level
Conference	Any scientific gathering organized by a recognized entity to discuss scientific or academic topics
Research Committee	Research Committee at the College
Higher Scientific Research Committee	Committee at university level
Regional Conference	A conference held in any Middle Eastern country
International Conference	A conference held outside the countries defined as regional conferences

Article (3): Conditions for Participation in Conferences

When applying to participate in any scientific conference, the following must be observed:

- A. Completion of the 'Scientific Conference Participation' form.
- B. The conference topic must fall within the institutional or academic fields set in the university research strategy and be relevant to the applicant's specialization.
- C. The organizing body must be academically reputable.
- D. The submitted research must be of high scientific level, even if accepted by the organizing body.
- E. The applicant must attach a copy of the accepted paper or an abstract.
- F. A copy of the acceptance letter must be attached.
- G. The research must not have been previously presented in any conference in any language.
- H. The faculty member must submit a conference report and a copy of the published proceedings after returning.
- I. Participation is not allowed during exam periods or summer semester if the member has teaching duties.
- J. Requests must be submitted at least one month before regional conferences and two months for international ones.
- K. Only one faculty member per specialization may participate in the same conference.

Article (4): Conditions for Participation Supported by Other Entities

- A. A faculty member may participate at personal expense after committee approval and shall receive paid leave.
- B. A faculty member may participate in a grant-funded conference after committee approval and shall receive paid leave.

Article (5): Committees Responsible for Reviewing Participation Requests

- A. **Scientific Research Committee:** The Scientific Research Committee shall be established at the college level and chaired by the Dean of the College or his/her delegate. The Committee shall be responsible for reviewing the required documentation, verifying that applicants meet the eligibility requirements for participation, examining the information contained in participation applications, and deciding on approval or rejection of participation in scientific conferences. The Committee shall then submit its recommendation to the Higher Committee for Scientific Research and Development.
- B. **Higher Committee for Scientific Research and Development:** The Higher Committee for Scientific Research and Development shall be established at the university level and chaired by the Vice President for Academic Affairs or his/her designate. The Committee shall be responsible for formulating the general policies and strategies for scientific research and for making decisions on matters and issues referred to it that are related to scientific research. The Committee shall be formed annually by a resolution of the University Council, taking into consideration the opinion of the Scientific Research Committee of the concerned college regarding research submitted for participation in conferences.

- C. The Higher Committee for Scientific Research shall be responsible for reviewing and auditing the documentation related to participation in regional and international conferences. It may refer the submitted research for scientific peer review, even if the research has already been accepted by the conference organizing body.

Article (6): Application Procedures

First: If the conference is held locally or regionally:

- The applicant submits an official request with documents to the Research Committee at least one month prior.
- The committee reviews and recommends to the Higher Research Committee, then to the University President.
- The University President approves or rejects.

Second: If the conference is international:

- The request must be submitted at least two months prior.
- The committee reviews and recommends to the Higher Committee and then to the University President.
- Approved requests are forwarded to the Vice President for Academic Affairs for completion.
- The applicant is notified of approval or rejection.

Article (7): Financial Entitlements

If participation is approved, the university shall cover:

- Round-trip economy airfare
- Registration fees

Travel allowance as follows:

- Regional conferences: USD 800
- International conferences: USD 1200

Article (8): General Provisions Regarding Participation

- A. A faculty member may participate in one conference per academic year (exceptions possible).
- B. Faculty may attend without presenting if previously published in a high-impact journal (with approval).
- C. If more than one author, only the lead or mutually agreed author may attend.
- D. Priority is given to those who have not attended in the same year, then to those who did not attend the previous year, then to lower academic rank.
- E. No financial support for local conferences except registration fees.
- F. Conference period does not count against annual leave.

Article (9): General Provisions

- A. This regulation cancels all previous regulations on conference participation
- B. This regulation enters into force upon approval.
- C. The University President and Vice Presidents are responsible for implementation.
- D. Matters not stated herein shall be referred to the University Council.

Brief Guide for Conference Selection

These guidelines shall be followed to ensure the maximum benefit from attending such conferences.

1. **Acceptable categories of conferences include the following:**
 - A. **Institution-sponsored conferences:**
Conferences sponsored by recognized and reputable professional institutions within the relevant field of specialization.
 - B. **Topic-specific specialized conferences:**
Conferences that focus on a specific topic or field of knowledge and invite specialists in that area from multiple institutions. The organizing body must be a professionally credible institution or one that has obtained approval from a well-established academic institution.
2. A faculty member must submit a complete scientific research paper, provided that the conference accepts submissions through a peer-review process.
3. Applicants seeking participation in a scientific conference must attach an official invitation or acceptance letter. Applications must be submitted at least one month prior to the conference date for regional conferences and at least two months prior for international conferences.
4. When applying for financial support, all documents demonstrating the distinguished quality of the conference must be submitted, including:
 - The sponsoring body
 - The conference themes.
 - The scientific committee
 - The organizing committee
 - A detailed conference program.
 - A list of participants
 - In addition to a copy of the research paper
5. Seminars, roundtable discussions, workshops, training courses, and other similar activities shall not be accepted as substitutes for scientific conferences.
6. Conferences organized by commercial entities are strictly rejected. Likewise, one-day conferences are considered entirely unacceptable, particularly those announced by

organizations that conduct multiple conferences in different countries within the same year.

7. Conferences held under broad or multidisciplinary themes shall be strictly rejected.