Guidelines & Regulations
Of
Conference Participation & Scientific Publication Allowances

Research & Post Graduate Studies Committee (R&PGSC)

Approved by University Board on June 4, 2014
Approved by the Senate on July 14, 2014
# Table of Contents

**Introduction** ........................................................................................................... 3

1. Financial Support Categories .................................................................................. 4  
   1.1. International Journal Publication Allowance: ................................................. 4  
   1.2. Conference Participation Funds: ...................................................................... 4  
       a. Full Coverage: .................................................................................................. 4  
       b. Airfare: ............................................................................................................. 4  
       c. Conference/Workshop Registration: .............................................................. 5  
       d. Workdays: ...................................................................................................... 5  

2. Supporting Documents ............................................................................................. 5  
   a. Conferences ........................................................................................................ 5  
   b. International Journal Publications .................................................................... 5  

3. Guidelines & Regulations ......................................................................................... 6  
   3.1. Conferences ...................................................................................................... 6  
   3.2. International Journal Publications .................................................................. 7  

Annex (A) ......................................................................................................................... 8  
BUE-CONF-001 ............................................................................................................. 9  
Annex (B) ....................................................................................................................... 13  
Tentative Travel Budget ............................................................................................... 13  
Annex (C) ....................................................................................................................... 15  
BUE-JOUR-002 ............................................................................................................ 1  
Annex (D) ....................................................................................................................... 19  
Requested Budget for Journal Publication ................................................................... 19
INTRODUCTION

The University supports the participation of its academic staff in national and international conferences. Staff member involvement in research activities is enforced by the dissemination of research findings through international/national journal publications and conference participations. International conferences provide a platform for peer communication and provide a potential initiator for possible research collaborations. The conference presence and participation of the academic staff members reflect on the international presence and reputation of the British University in Egypt.

Identified as a research led university, the BUE has positioned the international conference participation of its academic staff members as one of its research support priorities. Such support is evident in the financial support and/or leave time allowed to academic staff to participate in such international events. In addition, the BUE is also emphasizing the importance of publishing of research findings in high calibre international scientific journals.

The purpose of this document is to establish guidelines and regulations that would govern the application and awarding of conference participation and international journal publication funds for research active staff members.
1. **FINANCIAL SUPPORT CATEGORIES**

The British University in Egypt has identified four main categories for supporting research active academic staff members participating in national as well as international events. There is an additional category that is designed for support of journal publications as well. Training and workshop participation is also considered a supported activity as outlined in the guidelines and regulations to follow. The support categories are summarized as follows:

1.1. **INTERNATIONAL JOURNAL PUBLICATION ALLOWANCE:**
This category is considered for international journal publication support. It is envisioned that all academic staff members are encouraged to publish their research findings in highly reputable international journals. The journal impact factor, among other criteria, shall be employed as a means of approving the publication allowance. Knowing that impact factors vary widely from one discipline to the next, the decision of awarding such allowance shall be made by a specialized committee, chaired by the Dean or Associate Dean for Research of the relevant faculty.

1.2. **CONFERENCE PARTICIPATION FUNDS:**

   a. **Full Coverage:**
   This category comprises a full coverage package which includes;
   - Airfare
   - Conference Registration
   - Accommodations and/or per diem
   - Workdays off

   It is envisioned that, subject to the submission of appropriate proposals and approval, each research active staff member is eligible to a maximum of one such package biennially as explained later.

   b. **Airfare:**
   This category only covers the airfare with all other expenses being covered by the staff member. According to the guidelines and regulations presented later, this category may be implemented in case the member has already benefited from a full coverage package within the stated time frame, subject to availability of funds.
c. **CONFERENCE/WORKSHOP REGISTRATION:**
This category only covers registration fees and is considered to be the suitable category for national conference participation. It is also designed for potential training and/or workshop participation by staff members.

d. **WORKDAYS:**
This category is designed to allow for academic staff members who have multiple conference activities within the two year time frame and have used up both of their full coverage option and/or their airfare option. It is also considered as the best option in case of lack of funds or in case of funds allocated to the applicant’s department being used up by other staff members.

2. **SUPPORTING DOCUMENTS**

a. **CONFERENCES**
The application for conference participation funds shall comprise the following documents:

- Complete application form (BUE-CONF-001, in Annex (A));
- Abstract of submitted research;
- Official acceptance letter from the conference secretariat;
- Tentative itinerary and travel budget. (Annex (B)).

b. **INTERNATIONAL JOURNAL PUBLICATIONS**
The application for international journal publication allowance shall comprise the following documents:

- Complete application form (BUE-JOUR-002, in Annex (C));
- Print out of journal Impact Factor;
- Abstract of submitted research;
- Official acceptance letter from the journal Editor in Chief with expected date of publishing;
- Print out of publication fees;
- Requested Budget (Annex (B)).
3. GUIDELINES & REGULATIONS

The following outlines the guidelines and regulations that govern the awarding of support funds, according to the previously defined categories, for research active academic staff members who have contributions accepted in national and/or international events and/or journals.

3.1. CONFERENCES

- Each research active academic staff member is eligible for a full coverage package, for international conferences abroad, **once every two calendar years, within budgetary constraints.**

- Each research active academic staff member is eligible for local conference participation funds, as needed, subject to budgetary constraints and pre-set ceiling set by the research committee every year.

- Local conferences and international conferences abroad have separate budgets and do not share the same ceiling set for each staff member.

- The full package should not exceed a pre-set ceiling set by the research committee every year, according to the current budget.

- Full coverage packages are only awarded to accepted papers that require oral presentations. Poster contributions are not eligible for such an award.

- Participation in a given conference by more than one academic staff member is allowed as long as (1) each has a separate paper accepted for oral presentation, and (2) they are not co-authors on any of the concerned papers.

- In case a staff member has been awarded a full coverage package, the following year he is only eligible for an airfare category if his application is awarded according to all other regulations as stated herein, **subject to availability of funds.**

- Local conference participations are awarded registration fees only. Academic staff members are eligible for two local conferences / year. This category is considered in addition to conference funds awarded to the staff member abroad.

- In case a staff member has used up his full coverage package, as well as, his airfare package within the two-year time frame, he might be eligible to conference registration and/or workdays off, **within budgetary constraints.**

- In case of over demand for conference funds, the following priorities shall be enforced:
  - Closest to professional academic promotion
  - Junior staff members
  - Conference Ranking
• A preliminary application planning form shall be submitted, to the Faculty Research Committee, as soon as the abstract is submitted for review.

• A full application package, as per section (2) above, shall be submitted to the Faculty Research Committee twice a year, at the end of each academic semester, for review, ranking and nomination to the University Research Committee for awarding of funds.

• The Faculty Research Committee shall identify a first beneficiary and an alternate in case the first applicant was unable to attend his/her conference and send such recommendations to the University R&PGSC.

• The chair of the University R&PSC committee has the power of action in cases that require urgent funding decisions.

3.2. INTERNATIONAL JOURNAL PUBLICATIONS

• Any accepted research paper in a reputable refereed academic international journal shall be eligible for full financial support by the British University in Egypt **within budgetary constraints.**

• The journal publication allowance is subject to a pre-set ceiling set by the research committee every year, according to the current budget.

• Each research active academic staff member is eligible for a journal publication allowance **once every two calendar years, within budgetary constraints.**

• In case of over demand for journal publication allowances, the following priorities shall be enforced:
  - Closest to professional academic promotion
  - Junior staff members
  - Journal Impact Factor, to be confirmed by specialized committee from the relevant department.

• A full application package, as per section (2) above shall be submitted to the Faculty Research committee, endorsed by the head of relevant department.

• The Faculty Research Committee shall recommend the award of journal publication allowances to the University Research Committee, based on the technical recommendation of the Head of relevant Department.

• The chair of the R&PSC committee has the power of action in cases that require urgent funding decisions.
ANNEX (A)
BUE-CONF-001
APPLICATION FORM FOR CONFERENCE PARTICIPATION FUNDS

This form shall be completed and attached to all supporting documents as outlined in guidelines & regulations for conference participation.

Faculty: ........................................

Name: ......................................................... Academic Rank: ..........................................................

Department: ............................................. Date of Employment: ....................................................

Programme: ............................................... Position: ...................................................................

Email: .......................................................... Telephone (Mobile): ..............................................

Scientific Conference

1. Conference Title: ..............................................................................................................................

2. Organizer: ........................................................................................................................................

3. Venue: ...............................................................................................................................................

4. Duration: From: .............................................. To: .................................................................

5. Deadline For Registration: ............................................................................................................

6. Deadline For submitting the full paper: ..........................................................................................

7. Type of Conference:
   o International Specialized Scientific Conference
   o Regional Conference
   o Workshop or Seminar
   o Others – Specify

Nature of Participation

 o Accepted paper or presentation
 o Chairing a session
 o Training
 o Others – Specify ..........................................................
In case of participating with an accepted paper or presentation:

Title of paper or presentation:

.............................................................................................................................................................................
.............................................................................................................................................................................

Importance of Conference: Please emphasize the significance of attending this conference at this stage of your academic career.

.............................................................................................................................................................................
.............................................................................................................................................................................

Procedures for redistributing the member’s duties while attending the event

Details of the member’s lectures that he/she will miss while attending the event:

<table>
<thead>
<tr>
<th>Day and Date</th>
<th>Course Code &amp; Title</th>
<th>Lecture Time</th>
<th>Re-compensation Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total number of missed contact hours........................................................................................................
Faculty Member’s Attendance of previous events during the same calendar year:

1. **Number of previous attendances:**
   - Didn't attend
   - Only Once
   - More than once

2. **Type and Nature of Previous Attendance:**

   **Type of Participation**
   - International Specialized Scientific Conference
   - Regional Conference
   - Workshop or Seminar
   - Others – Specify

   **Nature of Participation**
   - Accepted paper or presentation
   - Chairing session (s)
   - Trainee
   - Others – Specify

3. **Type of Financial Support for the previous event. Please Specify**

4. **Country & Venue of Previous Event:**

______________________  ____________________
Staff member’s Signature  Date
Evaluation of Conference Participation Funds Application

(to be conducted by the Dean of Faculty & Head of relevant Department)

Faculty: ...........................................................................................................

Name of Applicant(s): ......................................................................................

Department: ....................................................................................................

1. Quality of Conference on a scale of 1 (lowest) to 5 (highest)
   • Importance of the conference: 1  2  3  4  5
   • Nature of participation: 1  2  3  4  5
   • Cost effectiveness (importance relative to expenses): 1  2  3  4  5

2. Priority of the Application: we rate this applicant as priority............

3. Previous conference funds: .................................................................

4. Written Recommendation (justifying acceptance or refusal to the applicant):
   ....................................................................................................................
   ....................................................................................................................
   ....................................................................................................................

Members of Committee:

Name:  1) .................................................  2) .................................................

Position:  1) .................................................  2) .................................................

Signature:  1) .................................................  2) .................................................

Date:  1) .................................................  2) .................................................
ANNEX (B)
TENTATIVE TRAVEL BUDGET
### Tentative Travel Budget

**APPLICANT’S NAME:** .................................................................

**Applicant’s Rank:** ........................................................................

**Department:** ........................................... **Faculty:** .................................................................

**Conference Title:** ........................................................................

**Conference Duration:** From: .......... To: .................. **Venue:** .................................................................

#### Tentative Budget:

<table>
<thead>
<tr>
<th>#</th>
<th>Item</th>
<th>Cost (£)</th>
<th>Exchange Rate (LE)</th>
<th>Cost (LE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Registration</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Accommodations (Hotel BB)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Airfare (Purchasing by applicant)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>** Day off</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL (LE)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Days off should be calculated in working days.**

#### Finance Department:

<table>
<thead>
<tr>
<th>Item</th>
<th>Academic Year 2014/2015</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Budgeted (LE)</td>
</tr>
<tr>
<td>Conferences Budget</td>
<td></td>
</tr>
</tbody>
</table>

#### Applicant’s Previous Benefits:

<table>
<thead>
<tr>
<th>Previous Benefits</th>
<th>Local Conferences</th>
<th>International Conferences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
<td>Amount (LE)</td>
<td>Year</td>
</tr>
</tbody>
</table>

#### Ministerial Approval:

<table>
<thead>
<tr>
<th>Ministry of HE</th>
<th>Submitted</th>
<th>Received</th>
<th>Approved (Y/N)</th>
</tr>
</thead>
</table>

#### VP’s Recommendations:

- [ ] Yes
- [ ] No

- Approved for items (1) (………), (2) (………), (3) (……….) at actual cost not exceeding L.E 10000.

- [ ] Yes
- [ ] No

- Approved for business leave during the period from ........................................ to .................

#### Comments:

.................................................................................................................................

________________________  __________________________
VP for Research & PG Studies  President’s Approval

Approved by University Board on June 4, 2014
Approved by the Senate on July 14, 2014
ANNEX (C)
BUE-JOUR-002
APPLICATION FORM FOR JOURNAL PUBLICATION ALLOWANCE

This form shall be completed and attached to all supporting documents as outlined in guidelines & regulations for journal publication allowance.

Faculty: ........................................

Name :........................................ Academic Rank: ....................................

Department:........................................ Date of Employment: .........................

Programme : ........................................ Position:........................................

Email : ........................................ Telephone (Mobile):..............................

Scientific Journal
Journal Title: ............................................................................................................
Organization/Institution: ..........................................................................................
Impact Factor: ...........................................................................................................

Type of Journal:
   o International specialized scientific journal
   o National specialized scientific journal
   o Online
   o Free access
   o Others – Specify .................................................................

Nature of Contribution

   o Original research
   o Review article
   o Book review
   o Other, Specify .................................................................
Title of paper:

Importance of Journal: Please emphasize the significance of publishing in this Journal at this stage of your academic career.

Faculty Member's previous allowances during the same calendar year:

5. Number of previous allowances:
   - Didn't benefit
   - Only Once
   - More than once

6. Type and Nature of Previous Supported Contributions:
   Type of Contribution:
   - Original research
   - Review article
   - Book review
   - Other, Specify

7. Amount of publication allowances previously awarded
   Please specify sum and number

8. Journal Title(s) of previous award(s):
   a. 
   b. 
   c. 

Staff member's Signature Date

Approved by University Board on June 4, 2014
Approved by the Senate on July 14, 2014
Evaluation of Journal Publication Allowance Application

(to be conducted by the Dean of Faculty & Head of relevant Department)

Faculty: ........................................................................................................................................

Name of Applicant(s): ................................................................................................................

Department: ............................................................................................................................

1. Rank of contribution on a scale of 1 (lowest) to 5 (highest)

   • Importance of the journal: 1 2 3 4 5
   • Nature of contribution: 1 2 3 4 5
   • Cost effectiveness
     (importance relative to expenses): 1 2 3 4 5

2. Priority of the Application:
   we rate this applicant as priority .................................................................

3. Previous Publication allowances:
   ........................................................................................................................................................

4. Written Recommendation (justifying acceptance or refusal to the applicant):
   ........................................................................................................................................................
   ........................................................................................................................................................
   ........................................................................................................................................................

Members of Committee:

Name: 1)................................................. 2) .................................................

Position: 1)................................................. 2) .................................................

Signature: 1)................................................. 2) .................................................

Date: 1)................................................. 2) .................................................
ANNEX (D)

REQUESTED BUDGET FOR JOURNAL PUBLICATION
Requested Budget for Journal Publications

APPLICANT’S NAME: ..........................................................................................................................

Applicant’s Rank: .............................................................................................................................

Department: ...................................................................................................................................

Faculty: ...........................................................................................................................................

Paper Title: ........................................................................................................................................

Journal Name: ..................................................................................................................................

Tentative Budget:

<table>
<thead>
<tr>
<th></th>
<th>Item</th>
<th>Cost (£)</th>
<th>Cost ($)</th>
<th>Exchange Rate (LE)</th>
<th>Cost (LE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Publication fees</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

This part to be completed by Finance Department:

Finance Department:

<table>
<thead>
<tr>
<th>Item</th>
<th>Budgeted (LE)</th>
<th>Actual YTD</th>
<th>Balance YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Budget Allowed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

VP’s Recommendations:

☐ Yes  Approved at actual cost not exceeding L.E 10000.

☐ No

Comments:

..................................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................
..................................................................................................................................................

VP FOR RESEARCH & PG STUDIES

PRESIDENT’S APPROVAL

Approved by University Board on June 4, 2014
Approved by the Senate on July 14, 2014