

## **Teaching Assistants Conference Participation Regulations & Procedure**

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This document sets the regulations and procedure to follow for Teaching Assistants (TAs) to receive financial support for their conference participations. This benefit is offered in support for fulfilment of the degree requirements. This benefit has been approved by the University Board. It is effective for conference participation starting August 1, 2018, replacing all previous versions of Conference Participation Guidelines.

### **I. Rules**

1. Full time TAs are eligible for conference participation fund once per postgraduate degree.
2. Applications for this benefit are accepted from TAs satisfying the following time requirements:
  - Demonstrators: Not less than 18 months from registration for a Master degree or 6 months from registration starting the thesis, whichever is later.
  - Teaching Assistants: Not less than 2 years from registration for a PhD degree or one year from registration for the thesis, whichever is later.
3. The conference paper must be relevant to the applicant's thesis as acknowledgement by thesis advisor.
4. Demonstrators are eligible for national conferences only.
5. Applications are considered for conference participation if they meet the following requirements:
  - a. Paper shows BUE as the applicant's affiliation.
  - b. Participation in prestigious, highly ranked international conferences which require a full paper and oral presentation. Abstracts/extended abstracts may be accepted if it is the norm in a field. Posters do not qualify for this grant.
6. International conferences are those which (a) are organised by an international academic/professional society/organisation/university, (b) include at least ten international presenters, (c) have at least ten international members of the scientific committee and/or reviewers, and (d) have printed or electronic proceedings showing full papers of the conference.
7. Upon return from a conference, the fund beneficiary is to present a copy of the proceeding in the form of hard copy, electronic medium, or online hyperlink, and organize a presentation.

### **II. Benefits**

The following applies to International Conferences and local conferences:

1. The conference fund has a ceiling, which will be determined annually.
2. Funds cover:
  - 2.1. Registration fee.
  - 2.2. Air and ground transportation necessary to reach conference location using the shortest and/or least expensive route.
  - 2.3. Booking for air travel should be done no less than two months before the conference date, unless this cannot be achieved due to processing of the entry visa.
  - 2.4. Accommodation including bed and breakfast in a 4/5-star hotel for a maximum of 4 nights while the conference is in session.