
International Conference Grants (ICG)

Regulations & Procedure

This document includes new guidelines for conference participation benefits. The guidelines are designed to support research active academic staff contributing strongly to BUE publication record. This benefit has been approved by the University Board to regulate participation in conferences, which reflect on the international visibility and reputation of the British University in Egypt. It is effective for conference participation starting August 1, 2018, replacing all previous versions of Conference Participation Guidelines.

I. Rules

1. International Conference Grants (ICG) are open for BUE full time academic staff (PhD) to cover participation in a single conference per grant, which requires travel outside Egypt.
2. Applications for ICG are accepted annually based on a fiscal year (August 1 – July 31) for spending in the following two fiscal years.
3. Applications for ICG are accepted from academic staff meeting the following requirements:
 - 3.1. Research active as evident by publications in international journals as follows:
 - Applicants with a PhD degree that is more than 5 calendar years old:
At least three papers in the past 5 calendar years, with a minimum of one paper published in the past two calendar years.
 - Applicants with a PhD degree that is 3-4 calendar years old:
At least two papers in the past 3-4 calendar years, with a minimum of one paper published in the past two calendar years.
 - Applicants with a PhD degree that is 1-2 calendar years old:
At least one paper in the past 1-2 calendar years provided that the paper is published in the year which follows the year of PhD award, with a minimum of one paper published in the past calendar year.
 - 3.2. For academic staff who have joined BUE recently and cannot meet the condition of BUE affiliation on the paper published in the past one/two years according to the conditions in 3.1, two papers are required instead of one.
 - 3.3. Papers showing more than five affiliations are excluded.
 - 3.4. All papers published while employed at BUE show BUE as the applicant's affiliation.
 - 3.5. Papers in science and engineering must have appeared in Scopus database, with only one journal paper might be replace by two conference papers appearing in Scopus.
 - 3.6. Papers in other fields must have appeared in Clarivate Analytics.
 - 3.7. Where the databases in 3.5 and 3.6 are not the customary source for citing publications in certain fields, journals approved by the National Promotion Committees for those fields will be considered.
 - 3.8. Have not received ICG in preceding fiscal year.
 - 3.9. Applicants who published double the number of papers required in 3.1 including at least one journal paper in the previous year can apply annually.
 - 3.10. ICG recipients who wish to apply for a future ICG must publish at least one new journal paper every two calendar years.
4. ICG must be applied towards 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.
5. 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 on the conference boards 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.

6. Funding more than one academic staff for participation in the same conference is allowed if (1) each has a separate paper, and (2) they are not co-authors on any of the conference papers.
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.
8. Budget allocated annually for ICG determines the number of grants, which will be equally allocated to the following sectors:
 - Engineering, Basic Science, and Computer Science.
 - Arts & Humanities, and Social Science.
 - Health Science.
9. Local Conferences: For a full paper and oral presentation, and subject to budget limits, funding is offered annually for one conference within the fiscal year.

II. Benefits

The following applies to International Conference Grants and local conferences:

1. Each ICG and local conference fund has a ceiling, which will be determined annually.
2. Funds cover:
 - 2.1. Conference registration fee covering only one accepted paper. Fees for additional papers, if any, will not be covered.
 - 2.2. Air and/or ground transportation necessary to reach conference location using the shortest and/or least expensive route.
 - 2.3. Booking for air travel should be done through BUE travel office no less than two months before the conference date, unless this cannot be achieved due to processing of the entry visa.
 - 2.4. Per-diem of USD 50 per night for a maximum of 4 nights only for conferences abroad.
 - 2.5. Accommodation including bed and breakfast in a 4/5-star hotel for a maximum of 4 nights while the conference is in session.
 - 2.6. BUE limits for accommodation apply to all conferences.