



جامعة الإمام عبد الرحمن بن فيصل

IMAM ABDULRAHMAN BIN FAISAL UNIVERSITY

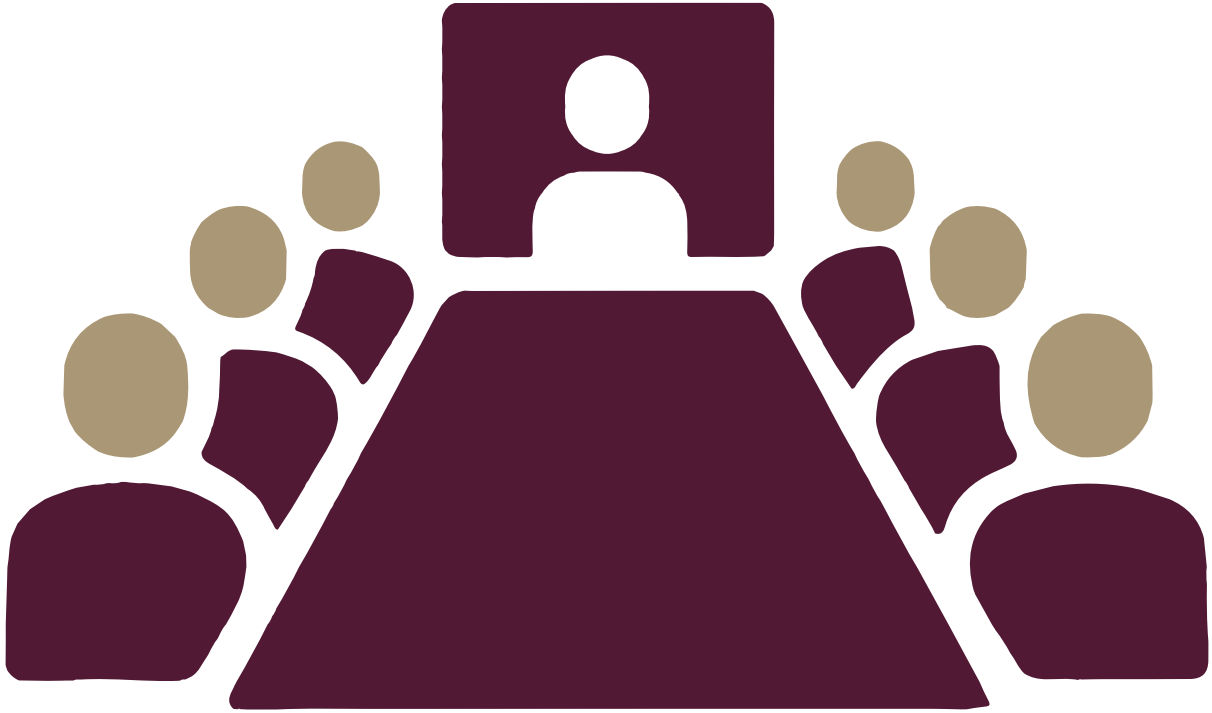
وكالة الجامعة للبحث العلمي والإبتكار
University Vice Presidency for Scientific Research and Innovation

Holding conferences and seminars and hosting a visiting professor

Executive and procedural rules

Imam Abdulrahman bin Faisal University

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MARKETING UNIT
وحدة التسويق
بعمادة البحث العلمي
DEANSHIP OF SCIENTIFIC RESEARCH

Executive and procedural rules for holding conferences and seminars

First: Holding conferences and seminars is limited to cases where there are convincing justifications for the following:

- 1.1 The importance of the conference and the need for it according to the university goals.
- 1.2 The possibility of his contribution to serving the interests and directions of the Kingdom.
- 1.3 Addressing practical issues that can be implemented, or that have implications for existing and important issues in the Kingdom.
- 1.4 That the topic of the conference contributes to achieving the development goals approved in the goals of the national development plan and the strategy approved for a particular sector.
- 1.5 That there is no violation of Islamic law or customs and traditions.

Second: Fields of holding conferences and symposia:

medicine and medical sciences, basic sciences, engineering, community service, education, development and education, research and scientific publishing, innovation and entrepreneurship, inventions, Saudi women's leadership in education, and the two new specializations they establish in the University.

Third: Procedures for approving the holding of the conference and symposium:

1.3 The party wishing to hold a conference or symposium from within the university shall prepare a proposal for the conference or symposium (containing the elements mentioned in Article Four) provided that the topic of the symposium or conference falls within its competence, provided that this is before the beginning of the conference. The fiscal year in which the conference or symposium will be held.

2.3 The party wishing to submit a request to hold a conference or symposium, according to the administrative pattern followed, seven months before the date of the conference or symposium.

3.3 The University Vice Presidency for Graduate Studies and Scientific Research shall submit the proposal to the Rector of the University at least six months before the date of the conference or symposium so that the Ministry of Education can obtain the approval of the ministries related to this matter before a sufficient period.

4.3 The entity begins implementing the procedure after the approval of the Ministry of Education on the main objectives and themes of the conference or symposium participating in it.

5.3 In the case of medical conferences, an appointment must be booked with the Saudi Commission for Health Specialties and the completion of the necessary procedures towards the mechanism of calculating the number of continuing medical education hours.

Fourth: The proposal for holding a conference or symposium must include the following:

1. Objectives of the conference or symposium.
2. Themes of the conference or symposium.
3. Place and date of the conference or symposium.
4. Names of participants and keynote speakers and their CVs.
5. Supported languages.
6. Activities and events accompanying the conference or symposium.
7. Participating parties.
8. Supporting entities.
9. Fill out Form No. (T5)
10. Fill out the data form for the main speakers participating in the conference.

Fifth: The nature of the participants in conferences and symposia

1.1.5 High-level participants

- if the conference or symposium has a special nature- or if the authority decides to invite high-level personalities (heads of state, prime ministers, current or former ministers and those in their rank, officials in regional and international organizations) the entity must attach a list of the names of this category before holding the conference or symposium for a period of no less than seven months, provided that the request is limited to the minimum of them, or whom the High Commissioner deems appropriate to host them, to give sufficient time to obtain the necessary approval From the supreme.

The university bears the expenses of this category of participants.

2.1.5 Those who are invited to participate/as keynote speakers:

- The party wishing to hold the conference or symposium can invite whomever it deems appropriate to present research in the opening sessions and to manage sessions according to the data model of the keynote speakers and participants in the conference or symposium.

The university bears the expense of hosting this category of participants.

3.1.5 Interested faculty members to participate in the conference or symposium topics from outside the university:

- Those interested in researchers, academics, and those interested from outside the university can attend the conference or symposium after announcing it, to participate by submitting research and working papers.

- The university does not bear the expenses of hosting this category of participants except with the approval of the university rector based on the recommendation of the university's vice dean for graduate studies and scientific research.

Sixth: The hosting of VIPs is determined according to the importance of the activity and its size, taking into account that the expenses are within the limits of the financial resources allocated to it.

Seventh: Providing the opportunity for Saudi specialists to participate in conference A, the symposium, as much as possible.

Eighth: The participants must be scientifically qualified and have distinct practical experience and practice in the subject of the activity.

Ninth: The requests of participants/speakers in conferences or symposia held by the University of the category mentioned in Article (Fifth Clause 1) as visiting professors may not be submitted through the conference or symposium system unless this service is announced later.

Tenth: The organizing body can attract sponsors after the approval of His Excellency the President of the University.

Eleventh: The head of the organizing body circulates the results of the conference or symposium and its recommendations to all faculties and departments of the university.

Executive and Procedural Rules for Hosting a Visiting Professor

Article One: A

The visiting professor is every faculty member/or professional who is invited by the university from inside or outside the Kingdom for a temporary period to perform a scientific or research mission or participate as a speaker in a conference or symposium within a period not exceeding the month.

Article Two:

Procedures for requesting hosting a visiting professor:

1. The party wishing to host a visiting professor shall submit according to the administrative pattern followed through the electronic conference system, with a period of no less than two months, including the tasks that the visiting professor will perform during his visit, according to the reality of the objectives shown in the electronic form and if there are Objectives not mentioned should be made clear as a note in the relevant section of the form.
2. After obtaining the approval of the Ministry of Education through the system, the party wishing to host the following:
 - In coordination with the Deanship of Faculty Affairs to complete the financial arrangements.
 - The host party shall provide the university's Public Relations and Media Department with the timetable to complete the accommodation and transportation arrangements.
 - The representative of the conferences and seminars system supervises the application procedures and his mission ends when the approval of the Minister of Education is issued to host the visiting professor.
 - After the visit period ends, the party wishing to host submits a report according to the visit's proposal, approved by the concerned dean, stating that the tasks have been accomplished, to the Deanship of Faculty Affairs to pay the visitor's reward.

Article Three:

Provisions:

- The duration of the visit may not exceed three months (on a single entry visa) and it may not be extended to six months except with the approval of His Excellency the Rector of the University and the approval of the Minister of Higher Education on a multi-visa.
- The visiting professor is not allowed to stay for more than three months without an exit and return visa.
- The visiting professor may not carry out tasks or meet with other parties outside the university unless they are specified in the visit request.

Fourth Article:

Financial Rulings:

1. The university bears the value of the two tickets for the attendance and return of the visiting professor with a business degree if he is at the rank of professor B with a hospitality degree and below that.
2. The university bears the costs of housing, subsistence, and transportation for the visiting professor for the duration of his stay in addition to providing medical treatment in a government hospital.
3. A visiting professor from international universities outside the Kingdom is granted an equivalent amount of (7000) riyals per day.
4. A visiting professor from a non-international university from outside the Kingdom is granted an equivalent professor rank, amounting to (5,000) riyals per day.
5. A visiting professor from a non-scientific university from outside the Kingdom is granted an equivalent associate professor rank of (3000) riyals per day.
6. A visiting professor from a non-scientific university from outside the Kingdom is granted an equivalent assistant professor rank of (2000) riyals per day.
7. It is disbursed to the visiting professor from among the Saudi faculty members and contractors from within the Kingdom, as required by the regulations and regulations of assignment in universities.
8. Participants from paragraphs (5,2) in conferences and symposia held by Imam Abdulrahman bin Faisal University are treated as visiting professors.
9. If anybody of the university (Deanship / College / Administration) concludes a contract with foreign universities to guarantee the hosting of visiting professors, the Deanship of Faculty Affairs and the Conference and Seminar System must be informed of this to prevent double exchange.

References:

- Higher Education Council system and regulations.
- Cabinet Office Circular No. 14908/b on 1431/24/3 AH
- Conference and Seminar System at the Ministry of Higher Education
<https://symp.mohe.gov.sa/>
- Visiting Professors Department at King Saud University
<http://ksu.edu.sa/sites/KSUArabic/Mngmnt/RectorAndDeputies/HesrAr/bramg/Pages/lkjadscp.aspx> .
- Executive and procedural rules for faculty members attending conferences, symposia, and seminars at Imam Abdulrahman bin Faisal University.

