
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-09
		Effective Date	12-Aug-2018
	Subject Scientific Travels	Most Recent Review Date	15-Apr-2018
	Responsible Office: DVC for Academic Affairs	Due Date for Next Review	01-Sep-2021
		Page Number	1 of 1

9. Scientific Travels

Overview

Defines faculty/instructor entitlement to scientific travels with different levels of financial support.

Scope



Applies to all faculty members and instructors of the UAE University except those in the CMHS.

Objective

The UAEU recognizes the need for faculty members and instructors to travel for the purpose of furthering their professional development, academic careers and the research mission of the University. The University has a procedure allowing faculty/instructor to travel with financial support for the purposes designated in this policy.

Policy

1. Faculty members and instructors are entitled to travel and receive financial support from the UAEU when the activity or event can be justified as:
 - a) supportive of a faculty member's and instructor's career development;
 - b) conducive to the production of high quality research and its dissemination;
 - c) promoting the reputation of the UAEU as a research-intensive university;
 - d) developing collaborative external partnerships with acclaimed international universities and through the relationship, further the research mission of the UAEU; and
 - e) required, following the nomination of the faculty member/instructor by the UAEU, governmental bodies or non-governmental bodies to represent the University or the government at an official function.
2. Faculty members and instructors in receipt of financial support for travel are responsible for making a full contribution within the framework of the designated activity. Fulfillment of the requirements of the activity must take precedence over other opportunities that arise in the external context.
3. The level of financial support from the University may vary among Colleges and shall be granted subject to budget availability.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-09
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Scientific Travels	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 2



Procedures of Policy No. (9) - Scientific Travels

1. Entitlements

- a) Normally, no travel is permitted during the first week of classes and between the first day of the final exam period and the official announcement of students' grades.
- b) Faculty Members:
 - (i) Total travel days should not exceed ten working days within the academic semesters of a single academic year.
 - (ii) Based on availability of funds, each faculty member/instructor is entitled to a financial support from the University for travel to one international and one local conference each academic year.
 - (iii) Each faculty member is entitled to apply for permission to make one additional scientific travel, either locally or internationally, but the University will not pay for this travel.
- c) Instructors:
 - (i) Total travel days should not exceed ten working days across two academic years.
 - (ii) Based on availability of funds and relevance of the submitted paper to the assigned duties, each instructor is entitled to a financial support for travel to one international and one local conference during the two-year period.
 - (iii) Each instructor is entitled to apply for permission to make one additional scientific travel each academic year, either locally or internationally, but the University will not pay for this travel.
- d) Payment for travel may be awarded outside the normal procedures for extraordinary circumstances with the permission of the Provost upon recommendation by the Dean.

2. Approval Process

- a) Application for travel must be submitted to the Department Chair at least five weeks before the anticipated travel date. The Department Chair provides his/her recommendation to the Dean of the College.
- b) Applications for permission to travel must be submitted through the UAEU e-services system at least two weeks prior to the intended date of travel; whether or not financial compensation is being sought.
- c) The Signatory Authority gives approvals.
- d) The faculty member/or instructor should submit a report on the activity or event on return to UAEU. The Department Chair is responsible for ensuring the fulfillment of this obligation.
- e) Colleges may establish its own approval process; however, under all circumstances the approval of the Department Chair and the Dean is required.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-09
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	Scientific Travels	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	2 of 2

3. Approval Criteria

- a) Applications for permission to travel (with or without financial compensation, subject to budget availability) are reviewed and approved where one (or more) of the following criteria is (are) fulfilled:
 - (i) The activity or event has high importance or reputation within the academic field.
 - (ii) The host institution has high significance or reputation within the academic community.
 - (iii) The activity or event is of direct relevance to the faculty member's (or instructor's) specialization or field of research.
 - (iv) Paper presentations have been accepted through rigorous peer review.
 - (v) The paper will be published in the conference proceedings.
 - (vi) Internationally recognized leaders in the academic field will attend the activity or event.
 - (vii) It is likely that the activity or event will impact positively on the requester's career development and/or the reputation of the UAEU.
- b) Approval is not given for applications to travel if the purpose of the activity or event is judged primarily commercial.
- c) Colleges are entitled to create additional criteria according to their expectations and needs.

4. Levels of Funding

- a) Applicants may request full or partial financial compensation.
- b) Financial compensation may be proportional to the overall cost to the requester.
- c) Permission to travel and the award of financial compensation are conditional on observance of stated procedures and deadlines.

5. Seminars

Depending on the size of the Department and the number of scientific travels, each Department/College should organize at least one seminar each semester in which the faculty members and instructors share their travel experiences and research outcomes.