

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-13
		Effective Date	01-Sep-2014
	Subject Faculty Travel	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of these Procedures	1 of 2

Procedures of Policy No. (13) - Faculty Travel

1. Entitlements

- a) Normally, no travel is permitted between the first day of the final exam period and the official publication of students' grades within the academic semester.
- b) Faculty Members:
 - (i) Total travel days should not exceed ten (10) working days within the two academic semesters of a single academic year.
 - (ii) Each faculty member is entitled to financial support for travel to one international and one local trip each academic year.
 - (iii) Each faculty member is entitled to apply for permission to make one additional trip, either locally or internationally, but normally this trip will not be paid for by the University.
- c) Instructors:
 - (i) Total travel days should not exceed ten (10) working days across two academic years (i.e., four regular academic semesters).
 - (ii) Each instructor is entitled to financial support for travel to one international and one local trip during the two-year period.
 - (iii) Each instructor is entitled to apply for permission to make one additional trip each academic year, either locally or internationally, but normally this trip will not be paid for by the University.
- 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) Applications for permission to travel must be submitted through the UAEU e-services system, whether or not financial compensation is being sought.
- b) Applications must be submitted at least four (4) weeks prior to the intended date of travel.
- c) Applications must have the endorsement of the Department Chair and the Dean before they are submitted through the e-service system.
- d) Applications are reviewed and approved as they are received.
- e) Approvals are given by the Signatory Authority.
- f) Approvals render the faculty member (or instructor) responsible for reporting on the activity or event on return to UAEU. The Department Chair is responsible for ensuring the fulfillment of this obligation.

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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 within the conference proceedings.
 - (vi) The activity or event will be attended by internationally recognized leaders of the academic field.
 - (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 normally 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 need.

4. Levels of Funding

- a) Applicants may request full or part 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 is conditional on observance of stated procedures and deadlines.

5. Seminars

Depending of 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.