



Instructions for Participating In Scientific Conferences at Al-Zaytoonah University Of Jordan

Article (1): These instructions are called "Instructions for Participation in Scientific Conferences at Al-Zaytoonah University of Jordan," and they will be effective as of 10/20/2021 AD.

Article (2): The following words and expressions shall have the meanings assigned to each of them unless the context indicates otherwise:

University: Al-Zaytoonah University of Jordan.

President: President of the University.

The Council: The Scientific Research Council at the University.

Dean: Dean of Scientific Research.

College: The concerned college.

Dean of the College: Dean of the relevant college.

Department: The relevant department in the college.

Article (3): Conference allocations are distributed among colleges in the proportion of their faculty members to the total faculty members at the university.

Article (4): Participation in scientific conferences takes place upon the recommendation of the Department Council, the Dean of the College, a recommendation from the Council, and a decision from the President.

Article (5): A- The maximum limit for the total costs of conference participation allocations paid by the university shall be as follows:

1. (3000) Three thousand dinars for conferences held in the Americas, Canada, Australia, China, Japan, European countries, and Southeast Asian countries.
2. (2,500) two thousand five hundred dinars for conferences held in the Arab Maghreb countries and other foreign countries of the world not mentioned in Paragraph (1/A) of this article.

3. (2000) two thousand dinars for conferences held in Arab countries not mentioned in Paragraph (2/A) of this Article.

B- In addition to what was stated in Paragraph (A) above, the university will cover the conference participation fees, if any, and entry visa fees, not to exceed (750) seven hundred and fifty dinars.

C - The conference allocations mentioned in Clause (A) of this Article include:

1. A travel ticket from Amman to the conference venue and back, in the class prescribed for it, according to the applicable transportation and travel instructions.

2. Full days for the conference period, in addition to two nights for participants in the conferences held in the countries referred to above in paragraphs (1/a) and (2/a) of this article, and one night for participants in the remaining countries.

3. If the participant is fully or partially hosted, he will be paid (50%) of the daily wages.

4. By decision of the president, a faculty member whose participation in a scientific conference has been approved may be given a financial advance that does not exceed the maximum limit of the allocations mentioned in Paragraph (A) of this article above.

5. The daily allowances due in clause (c) above will be paid according to the transportation and travel instructions in force at the university.

Article (6): The faculty member submits to the department head a request to participate in the conference, including the following:

A - The invitation sent by the conference organizing party to participate in the conference.

B- Final approval by the conference organizing body stating the acceptance of the research submitted to the conference.

C- A copy of the accepted research.

D- The form prepared for participation in a scientific conference (duly filled out).

Article 7: A faculty member may not combine participation in a scientific conference with teaching in the summer semester.

Article (8): Priority is given to participation in conferences in the following order:

A- A faculty member participating in a scientific conference or symposium whose participation costs are covered by an external party.

B- The faculty member closest to the subject matter of the conference.

C- Whoever the university assigned to represent it.

D- Whoever is entrusted with an organizational position in the conference.

E- Those who have not previously traveled in the current or previous fiscal year.

F- Those who have not previously traveled in the current fiscal year.

G- He must have one year of service at the university as a minimum.

Article (9): A faculty member who participated in a scientific conference must submit the following within a period not exceeding one month from the date of his participation:

A- A report to the head of the department about his participation, including the recommendations he proposes for the benefit of the university, to be submitted to the Dean of the College, who in turn submits it to the Deanship of Scientific Research.

B- A copy of the ticket and the financial receipt for the subscription fees (if any) to be approved by the dean.

Article (10): 1. The following is required for approval of the research submitted for participation in the conference:

A - The name of the research faculty member must be accompanied by the name of the university, college, and department to which he is affiliated.

B- The conference must be specialized and organized by a reputable scientific institution or classified in one of the databases with a distinguished reputation.

C- The conference topic must be within the participant's scientific specialization.

D- The submitted research must not have been published, accepted for publication, or presented at a previous scientific conference, and the researcher must provide a written pledge to that effect.

E- The faculty member must have published a research or have at least one final research accepted for publication in a peer-reviewed scientific journal classified in (Web of Science or Scopus) during the calendar year preceding the conference. The same research may not be used again to obtain support. Participation by the researchers participating in this research.

F- The faculty member (applicant to participate in a scientific conference) must be a solo researcher or principal researcher.

J- In the event that the principal researcher does not participate, one of the participating researchers is allowed to participate in the conference, provided that Article (10/e) of these instructions is met.

G- The support for a faculty member to participate in one conference should be limited to one university year.

2. Taking into account Article (8) and Clause (1) of this article, the number of participants in one conference must not exceed two faculty members from the same department, taking into account the date of submission and acceptance of the research as a basis for priority.

Article (11): To approve participation, conferences are classified as follows:

International Conferences: Conferences classified within global databases that have preparatory committees and international scientific committees, and their participants belong to regions C.