

Reference No. : CUCMS/HR/12-2 / (1)

CYBERJAYA UNIVERSITY
COLLEGE of MEDICAL SCIENCES

Nurturing the Passion to Care

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES (CUCMS)

SERVICE CIRCULAR NUMBER 1
2010

**POLICY ON ATTENDING CONFERENCES, SEMINARS AND
WORKSHOPS**

Registrar Office June, 2010

Copied to:
Chairman, In-Fusion Education Sdn. Bhd.
Chairman, CUCMS's Board of Governor.
President, CUCMS.
All Deans,
All Directors,
All Heads of Department,
All Staff

CYBERJAYA UNIVERSITY COLLEGE OF MEDICAL SCIENCES

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POLICY ON ATTENDING CONFERENCES, SEMINARS AND WORKSHOPS

1.0 OBJECTIVE

The policy on attending conferences, workshops and seminars is designed in order to:

- i. Set a clear policy for the CUCMS academic staff who wishes to attend conferences, seminars and workshops with or without the university grant;
- ii. Encourage the academic staff to publish papers, books or journals locally and internationally; and
- iii. Provide an opportunity and avenue for the academic staff to exchange ideas and improve their knowledge and skills.

2.0 BACKGROUND

CUCMS has established a number of Memorandum of Understanding (MOU) and Memorandum of Agreement (MOA) with various institutions of higher learning, government agencies, Non Government Organizations and Corporations since its establishment in 2005.

From then on, the Senate has established a dedicated Senate Sub-Committee on Research Commercialisations to plan, coordinate and monitor research activities in the university. To reinforce the culture of academic research further the Centre for Graduate Studies, Research and Commercialization has been established in 2006 to spearhead the R&D activities in the university.

The academic staffs are encouraged to publish and present their research findings in conferences, workshops or seminars in order to share their knowledge in their fields of expertise.

Since 2006 the university has allocated a budget in the annual budget for staff for the purpose of attending conferences, seminars and workshops at national or international level.

3.0 PROPOSAL

3.1 Purpose of the policy

The purpose of this policy is to facilitate the CUCMS academics and encourage their participation in conferences, workshops and seminars locally or internationally. This is also to ensure that all staff is treated equally because the process for approving and funding are made transparent and consistent.

3.2 Scope of the policy

This policy covers all academic staff attending conferences, workshops and seminars at national and international levels.

This policy also covers leave approvals during the conferences, workshops and seminars. However, the leaves that are approved for attending conferences, workshops and seminars will not be deducted from the annual leave entitlement of the staff.

The funding payable to staff is considered as part funding from the university towards the total expenditure incurred by academic staff in attending conferences, workshops and seminars.

The claim for attending conferences cannot be based on his or her eligibility stipulated in the company terms & conditions of services.

3.3 Eligibility

The following criteria for research funding should apply:

3.3.1 All full-time staff with a good track record with the University may apply for grants under this scheme. A minimum service of two full semesters at the university is required at the time of application.

3.3.2 Staff members who are due for retirement from the University are not entitled to attend a conference in the final year of their employment.

3.3.3 Applications will be ranked and assessed on their:

- i. Consonance with Faculty plans and policies;
- ii. Importance to research and enhanced likelihood of research performance improvement;
- iii. Relevance to maintenance of teaching quality or enhanced likelihood of teaching performance improvement, technical or other core functions; and

iv. Relevance to the staff's development at the university.

3.3.4 Although each application is considered and ranked on its individual merits in relation to the criteria listed above, priorities are given to the staff member who is either delivering a paper or is otherwise playing a prominent part in the conference.

i. Funded attendance for international conferences, workshops and seminars should not exceed **one every two years** while for local sessions, they should not exceed **one per annum**;

ii. A grant not taken in one calendar year is not allowed to be carried forward to a subsequent calendar year;

iii. Applications for international conferences, workshops and seminars will only be considered strictly for paper presentations based on current researches approved by the university or recognised bodies;

iv. Any extensions of leave made before or after one has obtained an approval for conference purposes will not be entertained. Any extra annual leaves taken must be taken with a prior approval from the Dean and President;

v. Financial support or funding for conference attendance is subject to the availability of funds allocated for each particular year.

3.4 Limit of Funding

3.4.1 The maximum funds payable to staff members are in the sum of the full registration fee, the cheapest and most direct return economy airfare or the actual fare (whichever is the lesser amount), and the full per diem allowance at the current university rates is up to RM10,000.00 for international conferences, workshops and seminars;

3.4.2 The maximum grant or reimbursement for attending local conferences, seminars and workshops is up to RM1,500.00 only per year per academic.

3.4.3 The minimum and normal amount required by an academic staff to attend a conference is determined as follows :

i. Fares are calculated on the basis of the sliding scale that are applied to the return economy airfare or the actual fare, whichever is of the lesser amount;

ii. Approved funding may be issued in a form of travel advance or reimbursement. It may be used to contribute to airfares, conference registrations, accommodation costs and reasonable incidental costs;

- iii. Regardless of the eligibility of the staff, the maximum funding from the university for these purposes will be limited up to RM10,000.00 per academic for international and RM1,500.00 per academic for local sessions. Any additional requests will not be entertained; and
- iv. The total advance to staff will only be considered up to maximum of 70% of the total cost. The balance of 30% would be disbursed when a proper claim submitted to the management. All original receipts/tax invoices must be provided to the Finance Department upon return from the conference

3.5 Withdrawal and return of approved financial support

- 3.5.1 If the staff resigns from the employment with the University before attending the conference, the approved financial support is withdrawn and the staff is liable for all expenditures incurred.
- 3.5.2 If the staff resigns from the employment with the University before the end of the semester during which he/she has attended a conference on financial support from the university, the staff shall return the total amount of financial support that he/she has received from the university.

3.6 Application Procedure

- 3.6.1 An application must be made on the form "Application for Conference Leave" (contained as per Appendix A) and it must be submitted to the Dean of the faculty/Director of the centre (whichever applicable).
- 3.6.2 A local conference application must be submitted to the Dean of the faculty/Director of the centre (whichever applicable) at least **one month before** the event while overseas conference application must be made **two months prior to the event**.
- 3.6.3 The following must be supplied with the application form:-
 - i. Title and Abstract of the proposed conference paper or other presentations;
 - ii. Details of the conference or activity (locations, dates etc.);
 - iii. Budget detailing proposed expenditures;
 - iv. Funding from other sources if applicable; and
 - v. Statement of support from the Dean.

3.7 Final Approval

The respective Dean of the faculty or Director of the centre or approval committee will review the application and shall comment and recommend for approval to the President for final approval.

3.8 The University Right


The university reserves the right to grant or reject any applications and to amend or to add new clauses as it deems fit.

This Circular is effective **1 June, 2010**.

Thank you.

"NURTURING THE PASSION TO CARE"

Yours sincerely,



(ASSOC. PROF. ISMAIL BIN MAT)
Registrar