



COVENANT UNIVERSITY POLICY ON CONFERENCE SUPPORT (REVISED)

(125th Senate (S.125/1619) – Thursday, October 20, 2016)

Preamble:

Considering the relevance of conferences and publications to knowledge diffusion, academic development and global ranking of Universities, the following conditions shall apply to applicants for conference support:

1. Support Eligibility:

- i. The applicant shall be on a full time employment of the University.
- ii. The applicant shall have spent at least one (1) academic session in the University.
- iii. Applicants who are on their Ph.D. programme should have defended their Ph.D. proposal.
- iv. Applicant must belong to at least one research cluster approved by the University

2. Financial support:

- i. *National Conference:*
An applicant shall be entitled to full sponsorship in terms of: registration, transportation, accommodation, feeding and out of station allowance.
- ii. *International Conference:*
An applicant shall be entitled to payment of visa fees, insurance, registration, accommodation, and per diem as applicable.
- iii. *Professional Conference:*
 - The applicant shall be a member of the Professional body/ society. A chartered organization will be given preference.

- An applicant must be a financial member of the body.
- The professional conference may be international or local.

3. Requirement for Support:

Application for full sponsorship by the University for group attendance shall be considered on the recommendation of the Research Cluster Head, provided the group belongs to the same research cluster as evident in the papers to be presented. To this end, the University shall sponsor the following:

- i. In the case of four (4) accepted papers, only two (2) members of the group shall qualify for full sponsorship to the conference for the presentation.
- ii. In the case of two (2) acceptable papers, only one member of the group shall be sponsored to the conference for presentation.
- iii. In the case of one (1) accepted paper, the University shall support applicant conference registration with the option of virtual presentation.
- iv. Multiple, interdisciplinary authorship, with international co-authors, shall be encouraged.
- v. Only conference with open access proceedings and deposited as preprint in the CU open access repository shall be sponsored.
- vi. Conferences with prospect of papers becoming book chapters/journal shall be prioritized.
- vii. Applicants for sponsorship are required to attach comprehensive proof of claims (e.g. call for papers, evidence of SCOPUS/ISI indexing, full paper) to their applications.
- viii. Only conferences indexed in SCOPUS/Web of Science at the time of the application shall be considered.

4. Frequency of Support:

- i. The University shall support/sponsor a faculty/researcher for only one international and one national conference per session, provided all the specified criteria are met. Sponsorship for professional conference shall be once in three (3) years.
- ii. The University shall encourage group support for supervisors and supervisees with 8 to 10 papers to attend national conferences.

5. Procedure for Application:

- i. Application for Conference support shall be processed to the Director of Covenant University Centre for Research Innovation and Development (CUCRID), through the Research Cluster Head, the Head of Department (HOD) and the Dean.
- ii. Management's decision on the application shall be duly communicated to the applicant, Research Cluster Head, HOD, the Dean and other relevant officers.