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GBS Academic Conference Participation Policy

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Related GBS policies

- GBS Data Protection Policy
- GBS Freedom of Information Policy
- GBS Equality and Diversity Policy
- GBS Staff Grievance Policy
- GBS Capability Policy
- GBS Staff Disciplinary Policy

External Reference Points

1. UK Public General Acts, Data Protection Act 2018, Accessed online at: <https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
2. Regulations originating from the EU, Regulation (EU) 2016/679 of the European Parliament and of the Council, Accessed online at: <https://www.legislation.gov.uk/eur/2016/679/contents>
3. Information Commissioner's Office, Accessed online at: <https://ico.org.uk/>

Contents

1. Introduction	4
2. Definitions	4
3. Eligibility	4
4. Allocation of time	5
5. Financial assistance	5
6. Application process.....	5
7. Responsibilities of the applicant	6
8. Monitoring and Review	6
9. Data Protection and Confidentiality	6
10. Alternative Format.....	6

Academic Conference Participation Policy

1. Introduction

- 1.1. Attendance at academic conferences is a good way to *inter alia* (i) share the results of research with peers from other institutions; (ii) ensure that one's subject knowledge and teaching approaches are up to date, through engagement with external peers; (iii) network with peers and find potential collaborators; and (iv) promote GBS to the wider academic community.
- 1.2. GBS recognises the need to support staff to attend academic conferences, both in terms of time and financially. The Policy sets out the support that GBS provides to staff and our expectations of staff in receipt of that support.

2. Definitions

- 2.1. **Academic conference:** a meeting of researchers (not necessarily all academics), in a particular discipline or on a particular subject, during which recent research results are presented and discussed.
- 2.2. **Predatory conference:** a meeting set up to appear as legitimate but which does not provide and proper editorial control over the paper presented and for which the primary motive of the organisers is usually financial gain. Many predatory conferences use leading universities as a venue, but are not directly organized and/or sponsored by that university; they may also purport to have leading academics associated with them, when they in fact do not. GBS will not support staff attending a conference which we have reasonable suspicion may be predatory in nature.
- 2.3. **Active participant:** one presenting an oral or written paper that has been peer reviewed by the programme committee or is chairing a session or workshop.
- 2.4. **Conference proceedings:** a collection of academic papers delivered at an academic conference that are published in a recognized format and are readily accessible by other researchers.

3. Eligibility

- 3.1. Full-time staff members are eligible to apply for conference support, provided that:
 - (i) They have been confirmed in post and have no outstanding disciplinary or performance issues.
 - (ii) The conference is a *recognized* academic conference (i.e. is not deemed predatory);
 - (iii) The proceedings of the conference will be published in a recognizable format and readily accessible by the wider academic community.

- (iv) The conference is directly relevant to the research aims of GBS, as set out in its Research and Knowledge Exchange Strategy;
 - (v) The member of staff will be an active participant;
 - (vi) Papers presented clearly recognize the presenter's affiliation as Global Banking School.
- 3.2. Applicants for conference support are responsible for demonstrating that the above criteria are met.

4. Allocation of time

- 4.1. A staff member may be permitted to attend an academic conference during working hours, at the discretion of the Provost. Time allocated to attend the conference may include the shortest reasonable traveling time between the place of work of the staff member and the conference venue.
- 4.2. The maximum amount working-hours' time that a staff member may be permitted to use to attend a conference shall not normally exceed forty-eight (48) working hours per calendar year, and time will not normally be allocated for attending conferences if it impinges on teaching commitments.

5. Financial assistance

- 5.1. Staff are expected to seek opportunities for external funding support in the first instance (many learned societies have funds to support career-young academics to attend conferences, for example), but where no external funding is available, financial assistance may be provided by GBS. The maximum amount of funding that may be provided by GBS shall not exceed £1000 per annum, and staff will not normally be supported to attend more than one UK-based conference in any one calendar year.
- 5.2. Any funding provided will be at the sole discretion of GBS and must be approved in advance of attending. Expense claims will only be authorised if pre-approval has been given. Eligible items of expenditure are:
- (i) Conference registration fees (early-bird rates)
 - (ii) Travel to/from the venue via the most economical routing
 - (iii) Subsistence
 - (iv) Accommodation
- 5.3. Any claims for expenses under this scheme must comply with relevant GBS policies for the accrual and claim of expenses.

6. Application process

- 6.1. Academic staff members who wish to apply for conference support should do so in writing to their Dean of faculty. Applications should include evidence of eligibility

(see above), together with details of the conference and level of support requested (financial and time).

- 6.2. On receipt of the application, the Dean shall discuss the application with the Dean of Learning and Teaching and may either:
 - (i) Reject the application if it fails to meet the criteria set out herein; or
 - (ii) Recommend its approval to the Provost.
- 6.3. The Provost shall make the final decision and shall inform the Dean of Faculty and HR. HR shall maintain a record of all approved applications.

7. Responsibilities of the applicant

- 7.1. If a member of staff is granted any form of conference support (financial and/or time), the member of staff shall:
 - (i) Attend the conference in full (evidence of attendance may be required).
 - (ii) At all times present themselves as GBS faculty and conduct themselves in such a way as to not bring GBS into any disrepute.
 - (iii) Present their conference paper at a meeting of Institute for Educational Research, or other internal conference or seminar series, as agreed by the Dean of Learning and Teaching.
 - (iv) Deposit a copy of their presentation in the GBS institutional repository, or other research repository as required by the Provost.

8. Monitoring and Review

- 8.1. This policy may be amended by GBS at any time. Any issues related to the monitoring and review of this policy or please contact asqo@globalbanking.ac.uk.

9. Data Protection and Confidentiality

- 9.1. GBS is registered with the Information Commissioner's Office as a Data Controller. Details of the School's registration are published on the Information Commissioners website. GBS as a Data Controller shall implement appropriate technical and organisational measures to ensure that processing of personal information is performed in accordance with the UK General Data Protection Regulations (UK GDPR) and under the Data Protection Act 2018 (DPA).

10. Alternative Format

- 1.1 This policy can be provided in alternative formats (including large print, audio and electronic) upon request. For further information, or to make a request, please contact asqo@globalbanking.ac.uk.