

FNU POLICY ON CONFERENCE

As per HR Policy No.: HR-24:

“1.1 The University recognizes that a major component of academic life is the generation of new knowledge. Often, documentation of activities related to the creation of knowledge is presented among a community of peers in conferences for scrutiny. Participation in conferences, therefore, forms an important aspect of an academic life.”

Department of People capabilities of Fiji National University calls for applications for participation in upcoming Conferences for the months after June 2014

Staff Eligibility Criteria:

1. Staff is on a 3 year Full Time Contract / Tenured (*has completed at least 6 months of service with FNU*).
2. Staff is an Academic / Dean / Director / Registrar.
3. Staff's submitted paper has been ACCEPTED through blind peer reviews for presentation as a plenary paper, a panel paper, or a concurrent session paper at an academic conference.
4. The same paper has been presented within FNU with good publicity and attendance by the host Dept. /School and open to the College Management and FNU academic community
5. The same paper has been assessed for academic merit by the College Screening Committee (at least 2 well-published academics) and a report with endorsements is provided
6. Staff is entitled to 1 conference leave (*funded by FNU*) per contract period of 3 years.
7. Conference leave shall not extend more than 5 days at a time.
8. Staff's workload will be covered while on Conference Leave
9. Application is received into HR at least:-
 - **20 working days from Conference date – local Conference**
 - **30 working days from Conference date – overseas Conference**

DOCUMENTS REQUIRED FROM STAFF:

- i. A written application by staff containing a comprehensive proposal of staff's activities including deliverables, during the conference with relevant endorsements
- ii. Copy of staff's Abstract for presentation & Full Paper
- iii. Copy of Letter of Acceptance for presentation of Abstract by the Conference Organization
- iv. College Screening Committee Report
- v. Evidence of presentation within FNU
- vi. Manual Leave form – *filled & endorsed*
- vii. Conference Details – Outline Venue, Duration, Registration Fee, etc.
- viii. Quotes / Invoices for – Registration fees, Travels, Accommodation, Meals or Per diem rates, foreign exchange rates, etc.
- ix. Budget Summary – *if requesting funds from FNU*
- x. Funding Details – if sponsored by other organization

The interested contributors are highly encouraged to submit their conference papers to HR Training. For further information and/or suggestions, please contact HR Helpdesk on extension 2613 or email: HR-Helpdesk@fnu.ac.fj