

Subject: Faculty Participation in National and International Scientific Events

Background

Participation of faculty members in scientific seminars, conferences, and workshops plays a vital role in their professional development, networking, and visibility of The University of Faisalabad (TUF) at local or foreign levels. It also provides an opportunity for sharing research findings, promoting collaborations, and bringing innovative ideas back to the University.

To encourage and systematize faculty participation in such academic and professional activities, it is proposed to establish a structured program under ORIC to regulate faculty members for local and foreign scientific events.

Objectives

- To enhance the academic and research visibility of TUF.
- To promote professional development of faculty members.
- To encourage dissemination of quality research work.
- To promote collaborations with leading institutions and professionals.
- To bring back innovative ideas and best practices for the growth of TUF.

Proposed Eligibility Criteria

For Foreign Events

- Minimum two years of continuous service at TUF besides significant scientific contribution.
- Invitation/acceptance for oral presentation or as resource person at the event.
- Events must be relevant to the applicant's field of teaching/research and beneficial for the University.
- Maximum one event per academic year per faculty member may be allowed if financially sponsored from TUF while maximum three events in a year may be attended without TUF sponsorship.
- The faculty member will submit a certificate that his teaching/other assignments will not suffer.

For Local Events

- Minimum one year of service at TUF for seeking financial support from TUF.
- Acceptance for oral/poster presentation or invitation as resource person at the event.
- Maximum three events (out of TUF) per academic year per faculty member may be allowed if support from TUF is required while five events per year may be allowed if no support is required.
- The faculty member will submit a certificate that his teaching/other assignments will not suffer.

Sponsorship Coverage

The University will provide financial support for the following:

- **Registration Fee:** Up to 500.00USD.
- **Travel expenses:**
 - **Local events** as per TUF Policy
 - **Foreign events:**
 - ✓ Top Tier countries (First Class Return Air Ticket PKR:400,000-500,000)- 3 grants/yr
 - ✓ Middle Tier countries (First Class Return Air Ticket PKR:300,000-399,000)- 5 grants/yr
 - ✓ Low Tier countries (First Class Return Air Ticket PKR:100,000 - 299,000)- 10 grants/yr
- **Accommodation** (as per TUF financial rules).
- **Visa Fee:** up to USD 500.00

Daily allowance may be considered on a case-to-case basis depending on availability of funds and significance of the event. For foreign events, one day before and one day after the event will be included in calculating the total number of days. For events held within Pakistan but outside Punjab, only one additional day will be allowed for travel. For events taking place within Faisalabad, only the actual event days will be counted. The faculty members will be considered on duty during these days.

Application & Approval Process

1. The faculty member will submit application on specific template through the Head of Department (HoD) with event details, invitation/acceptance letter, and justification for participation.
2. The application for foreign event shall be submitted at least 1-2 month before the event while at least one week before the local event.
3. In case of urgency, the Rector may allow in anticipation of the recommendation of the FSRC
4. ORIC will verify eligibility and completeness of documents
5. QEC will verify the Similarity Index of the paper to be presented
6. Applications will be placed before the Faculty Sponsorship Recommendation Committee (FSRC), which may also interview the applicant for assessing relevance, expected outcomes, and justification.
7. FSRC will submit recommendations to the Rector/Competent Authority for final approval.
8. After participation, the faculty member will submit a Post-Participation Report to ORIC within two weeks.

Faculty Sponsorship Recommendation Committee (FSRC)

Composition:

- Director ORIC – Convener
- Director QEC- Member
- Director Academics – Member
- Manager Finance – Member
- Registrar – Member/Secretary

Functions:

- Evaluate applications based on eligibility and University priorities.
- Interview applicants (if required) to assess the contribution and benefits.
- Ensure fair distribution of sponsorship opportunities among faculty.
- Recommend cases to the Rector for final approval.

Expected Outcomes

- Increased visibility of TUF in national and international academic circles.
- Improved faculty capacity and skills through exposure and networking.
- Strengthened linkages with academia, research, and industry.
- Dissemination of advanced knowledge and techniques within TUF.

Note: This policy is valid from January 19, 2026



Section A: Personal Information

- **Name of Applicant:** _____
- **Designation:** _____
- **Department/Faculty:** _____
- **Employee ID:** _____
- **Date of Joining TUF:** _____
- **Total Service at TUF (Years):** _____

Section B: Event Details

- **Title of Event:** _____
- **Type of Event:** Conference Seminar Workshop
- **Level of Event:** Local Foreign
- **Organizer/Host Institution:** _____
- **Venue (City/Country):** _____
- **Dates of Event:** _____
- **Website (if available):** _____

Section C: Applicant's Contribution (Attach evidences)

- **Mode of Participation:**
 Oral Presentation Poster Presentation Resource Person
- **Title of Presentation/Contribution:** _____
- **Invitation/Acceptance Letter Attached:** Yes No
- **Similarity Index of the Paper:** _____ (Issued from QEC)

Section D: Financial Support Requested

- **Registration Fee:** Rs. _____ / USD _____
- **Travel (Estimate):** Rs. _____ / USD _____

- Other (Specify): _____
- Total Requested: Rs./USD _____

Section E: Endorsement

- Recommendation of Head of Department:

Name & Signature: _____ Date: _____

Section F: ORIC Review

- Eligibility: Meets Criteria Does Not Meet Criteria

- Remarks: _____

Reviewed by ORIC: _____ Date: _____

Section G: Approval by Competent Authority

Approved Not Approved

Remarks: _____

Name & Signature: _____ Date: _____



Post-Participation Report Form

(To be submitted within two weeks of return from event)

Section A: Faculty Information

- Name of Participant: _____
- Department: _____
- Event Attended: _____
- Level of Event: Local Foreign
- Dates of Participation: _____

Section B: Contribution

- Type of Participation: Oral Poster Resource Person
- Title of Presentation/Contribution: _____

Section C: Key Outcomes

1. Highlights of the Event:

2. Key Learnings/Knowledge Gained:

3. Networking/Collaborations Developed:

4. Relevance to TUF and Benefits for Faculty/Students:

Section D: Supporting Documents

- Copy of Certificate of Participation
- Event Program/Proceedings
- Photographs

Section E: Participant's Declaration

I certify that the above information is correct and that I have shared all relevant documents.

Signature: _____ Date: _____

Section F: ORIC Review

- Report Received on: _____
- Remarks: _____
Reviewed by ORIC: _____