



Global Banking School
+44 (0) 207 539 3548

info@globalbanking.ac.uk

www.globalbanking.ac.uk

891 Greenford Road, London
UB6 0HE

GBS Academic Conference Participation Policy

©2023 Global Banking School

| | |
|--|---|
| 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

- (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 relate to the research interests of the 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 of working 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.

(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 committed to protecting the personal data of its staff, students and other stakeholders. 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.