	EPOKA UNIVERSITY POLICY “ON THE PARTICIPATION OF ACADEMIC AND ASSISTING ACADEMIC STAFF MEMBERS IN ACTIVITIES OUTSIDE THE UNIVERSITY AND IN THE ACTIVITIES REPRESENTING THE UNIVERSITY”			
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1. PURPOSE

EPOKA University recognizes the importance of supporting academic and assisting academic staff members in their presentation of scholarly work at different academic venues nationally and internationally; however, these activities must be consistent with the mission of EPOKA University and regulations in force.

2. SCOPE

This policy aims to establish the principles governing the travel planning of the academic and assisting academic staff members during the academic year and the summer months.


3. IMPLEMENTATION FIELD

This policy applies to all academic and assisting academic staff members of the university.

4. TRAVEL OF ACADEMIC AND ASSISTING ACADEMIC STAFF MEMBERS DURING THE TEACHING PERIOD

- 1) Given the teaching responsibilities of concerned staff members, each academic and assisting academic staff member *is limited to ten (10) working days per teaching semester for the purpose of participation in academic and professional conferences, symposia, workshops, seminars and related scientific activities, service on boards as well as other travel activities. Academic and assisting academic staff members cannot travel for teaching mobility programs and specific collaborative research projects or workshops that are externally funded during the Mid-term Exam week of the Bachelor and Integrated Second Cycle Study Programs as determined in the respective Academic Calendar.*
- 2) One academic or professional conference, symposium, workshop, seminar or related scientific activity may be approved during each teaching period of the semester. Other academic or professional conferences, symposiums, workshops, seminars or related scientific activities may be approved for the summer periods.
- 3) Academic or professional conferences, symposiums, workshops, seminars or related scientific activities where the academic and assisting academic staff member will participate should not fall in two consecutive weeks during the teaching semester.
- 4) If the conference, seminar, symposium, workshop, seminar or related scientific activity is of importance for advancing the institution's profile or reputation, a decision may be taken by the Rectorate to approve participation in such activities. These will be addressed on a case-by-case basis.

Drafting Unit	Controlling Unit	Approving Unit
Institutional and Legal Affairs Office	Rector's Office	Rectorate


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- 5) If the conference, seminar, symposium, workshop, seminar or related scientific activity is of importance for advancing a department's or faculty's profile or reputation, or is required as part of an international collaboration, a decision may be taken by the Rectorate to approve participation in such activities based on the proposal by the respective Decanate. These will be addressed on a case-by-case basis.
- 6) *An international conference, seminar, symposium, workshop, seminar or related scientific activity should last no longer than five (5) working days in duration and a national conference, seminar, symposium, workshop, seminar or related scientific activity should last no longer than three (3) working days in duration plus reasonable travel time. Any additional time should be negotiated with the Head of Department/Base Unit and the Dean.*
- 7) One teaching mobility experience can be approved during the teaching period for each academic year. *The experience should last normally not more than five (5) working days plus travel days.* Additional training experiences in the framework of mobility programs during the summer period can be negotiated with the Head of Department/Base Unit and the Dean.
- 8) Travel for specific collaborative research projects or workshops that are externally funded which require travel during the semester fall outside the scope of this policy. These activities will be addressed on a case by case basis and are to be negotiated with the Head of Department/Base Unit and the Dean.
- 9) *Travel of academic and assisting academic staff members must be planned in advance, and request for permission to travel and for departmental funding, where necessary, must be submitted thirty (30) days prior to proposed travel.*
- 10) *Upon completion of travel, the academic and assisting academic staff member should fulfill the respective reporting duties and the conduct of Make-up Classes in compliance with the procedure adopted by the Rectorate.*

5. RELATED DOCUMENTS

- Procedure titled “*Reporting and other duties of staff members who participate in conferences, seminars, symposiums, project activities, mobility programs and other related activities outside the University*”;
- Application Form on Participation in Activities held outside the University;
- Briefing Report on Participation in Activities representing the University;
- Narrative Report on Participation in Activities held outside the University.

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6. REVISION HISTORY

Revision No.	Revision Date	Revision Reason	Effective Date
00	-----	<i>Initial Release</i>	
01	19.09.2023	<ul style="list-style-type: none"> • <i>Proposal by Deans to ensure the proper conduct of Mid-term Exams in the Bachelor and Integrated Second Cycle Study Programs</i> 	19.09.2023

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