

ACADEMIC CONFERENCES POLICY AND PROCEDURES

For those involved in a University of Notre Dame Australia (UNDA) degree or paper, UNDA policies also apply. Where there is a conflict between this policy and the UNDA policies, the UNDA policies should be followed.

Principles

Te Kupenga – Catholic Theological College (CTC) supports high quality research and professional development. Lecturers are given opportunities to attend academic conferences in order to promote their research and publication activities and strengthen the knowledge held within the College.

The policy should be read in conjunction with the Te Kupenga Performance Management and Professional Development Policy and the CTC Sabbaticals Policy, which cover activities separate to conference attendance.

Purpose

Lecturer attendance at academic conferences is an important part of promoting and implementing the teaching and research goals of the Catholic Theological College. The purposes are to:

1. Stimulate the research interests and research projects of lecturers
2. Avail of opportunities to offer a research paper at a conference
3. Encourage and stimulate writing and publication by College lecturers
4. Establish and maintain contacts with other scholars in the lecturer's field

Eligibility

To be eligible for conference leave and/or costs, you must be a permanent lecturer with CTC, either through a permanent employment contract or as an appointed member of a Religious order.

Those who are not eligible:

- Contractors
- Fixed-term staff

Guidelines

Approval of conference leave is always discretionary

1. While all applications will be reviewed, consideration will be given to whether the staff member is presenting a paper, whether publication is likely, and available budget
2. The budget for research and study leave will be considered as part of the professional development budget for Te Kupenga each year and will be approved as per the Budget Policy. The Chief Executive will consult with the Dean as part of this process

Procedures

1. An application for conference attendance should first be made to the Dean. The Dean will review all applications, and may consult with the Assistant Deans, the Academic Advisory Board, or other experts in the field of study as appropriate
2. Applications to attend academic conferences must include:
 - a. How conference attendance will benefit the staff member's professional development and/or the College

- b. An itemised list of costs applied for (including any travel or accommodation expenses requested)
 - c. Dates of leave requested (and whether this is requested as paid or unpaid leave)
 - d. How teaching papers are proposed to be covered, if the period of attendance is during term time
3. The Dean will have the authority to grant, grant in part, or decline an application. In declining an application, the Dean will take into account the teaching and operational requirements of the College and the perceived value to the College of the conference attendance
4. All applications will be dependent on available budget. Consideration will also be given to the distribution of budget for eligible staff
5. Te Kupenga expects staff to enhance organisational learning as appropriate following attendance at an academic conference

Review and approval

The Academic Conferences Policy and Procedures are subject to the normal three-year review cycle. Review is the responsibility of the Academic Advisory Board, with approval by the Te Kupenga Governance Board.

Reviewed: June 2021

Next review: June 2024