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**KAIMOSI FRIENDS UNIVERSITY**

**POLICY ON PARTICIPATION IN ACADEMIC DISSEMINATION**

**MARCH, 2024**

[www.kafu.ac.ke](http://www.kafu.ac.ke)

# DOCUMENT CONTROL

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# POLICY APPROVAL

The date that this Policy on Participation in Academic Disseminationis approved is on this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ **2024.**

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Name Signature

CHAIRMAN OF COUNCIL

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name Signature

VICE CHANCELLOR

# Vision

A centre of excellence in teaching, innovation and holistic development

# Mission

To provide quality education and training, research and innovation to meet the needs of a dynamic Society.

# Philosophy

The University endeavors to be ranked amongst the world class universities based on academic excellence and research that impact on societal needs.

# Core Values

# Accountability

# Customer focus

# Excellence

# Equity

# Professionalism

# Teamwork

# Friendship

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# OPERATIONAL DEFINITIONS OF TERMS

**Academic Dissemination:** the practice of publicly presenting scholarly findings to a congregation of scholars

**Capacity Building:** Any deliberate effort to impart knowledge and skills necessary for academic and research improvement

**Conference:** any organized meeting of scholars and/or research experts whose objective is to share information, create knowledge and publicize research findings. It may also be referred to as a colloquium or convention. May be conducted face-to-face or virtually/online.

**Facilitation:** Any form of support given by the administration, the organizers and/or external sponsors towards meeting the conference or Workshop expenses

**Participation:** Any recognized role or activity undertaken by a staff of KAFU at a conference, seminar or scholarly Workshop. These may include paper presentations, rapporteuring, giving a keynote address, poster presentation, facilitating a session as a resource person, chairing a session, exhibiting an innovation, organizing or hosting a conference.

**Programme:** A detailed schedule of presentations including names, abstracts, topics and dates of sessions. It may include a book of abstracts.

**Plagiarism:** Copying or reproducing published and copyright protected material without acknowledging and without permission from the author and/or publishers

**Proceedings:** Published papers resulting from edited and reviewed conference presentations

**Seminar:** A periodic scholarly session for sharing specialized information and/or reporting research findings

**Workshop:** A task-based and goal-directed training aimed at imparting specific skills or perfecting participants’ professional competencies

#  LIST OF ABBREVIATIONS

KAFU – Kaimosi Friends University

NACOSTI- National Commission for Science, Technology and Innovation

UMB – University Management Board

# 1.0 INTRODUCTION

The 21st Century university scholars and researchers live in a dynamic information explosion age. There is therefore, constant need for exposure through interactive dissemination forums in order to stay at the cutting edge of knowledge in their respective disciplines. New knowledge is generated continuously through research and must be subjected to peer review and evaluation. The diversity and expertise involved in learned conferences, workshops and seminars play a pivotal role in developing high value content and insightful analysis. This policy provides a framework within which KAFU staff can be facilitated to participate in scholarly conferences and related knowledge dissemination activities.

#  2.0 PURPOSE

The purpose of this policy is to provide guidelines for facilitating researchers and scholars of KAFU to participate actively by presenting their research findings frequently at learned forums. This will enable expert peer review, constructive feedback and eventual publication of the presentations/papers thereby improving the online visibility and international ranking of the university.

#  3.0 SCOPE

This policy is applicable to all KAFU staff who wish to participate actively in scholarly conferences, workshops and related dissemination activities of an academic nature.

# 4.0 POLICY STATEMENT

Kaimosi Friends University shall endeavour to:

1. Facilitate staff to participate at scholarly conferences and other dissemination forums
2. Ensure equity in resource sharing to facilitate staff to undertake academic dissemination
3. Promote regular participation in scholarly dissemination activities
4. Encourage multidisciplinary approaches and partnerships in academic dissemination by staff
5. Encourage staff to publish papers presented at conferences and subjected to peer review through discussion and open evaluation
6. Publicize all calls for papers/abstracts promptly for KAFU scholars to participate

# 5.0 POLICY OBJECTIVES

The objectives of the policy are to:

1. Categorize the forms of relevant dissemination activities eligible for funding
2. Outline the parameters for funding staff members equitably to participate in academic dissemination activities
3. Ensure timely feedback, reporting and accountability after participating
4. Establish a sustainable model for facilitating academic dissemination
5. Provide best practices for effective and productive participation in academic dissemination

# 6.0 RATIONALE

There is need to develop these policy guidelines in order to establish criteria for facilitation of staff to participate in conferences, workshops and related scholarly dissemination activities

# 7.0 GUIDING PRINCIPLES

 The principles that inform this policy are:

1. Promotion of productivity in research – Participants of dissemination activities are expected to enhance research output and report on their findings promptly.
2. Equity in funding – Applications for dissemination facilitation shall be considered in a balanced, affirmative, inclusive manner by accommodating specialization and diversity.
3. Fostering originality – All participants are required to observe honesty, responsibility, and accountability in their presentations in strict compliance with international best practices.
4. Encouraging teamwork and collaborative dissemination – KAFU staff are expected to forge research networks that are sustainable e.g. through joint publications.
5. Promoting internationalization – KAFU staff are encouraged to aim high and participate in dissemination activities within and beyond Kenya thus leveraging on international and multi-context practices and diversity of experiences to nurture North-South and South-South research synergies.

# 8.0 POLICY ISSUES

## 8.1. Application for Facilitation

The applicant shall submit a request for facilitation to the Chair of Deans’ Committee at least two weeks before the date of the dissemination activity and shall attach the following evidence:

1. Letter of invitation/acceptance
2. Abstract or concept affiliated to KAFU and duly accepted/approved for presentation
3. Programme of activities/events
4. A declaration of funding already secured where applicable (i.e. if fully or partially sponsored from sources other than KAFU)
5. An itemized full budget constituting the request

## 8.2 Evaluation and Approval of Applications

The Deans’ Committee shall consider the application guided by the following criteria and approve or reject an application and report the decision to Senate:

1. Availability of funds against number of applicants in the quarter/year
2. Equitable distribution of beneficiaries across Schools and Departments
3. Number of times that one can benefit in each quarter/year
4. Whether the applicant has secured full/partial funding from other sources or is not funded at all
5. Nature/form of participation as per the acceptance letter
6. First come, first served principle but with priority to first time applicants

## 8.3 Categories of fundable academic dissemination forums

 **(i) Academic Conferences**

These are high level forums involving senior scholars, researches and facilitators. KAFU shall endeavor to organize and host as well as sponsor or send members to external conferences. KAFU upholds conference attendance as a key component of knowledge creation and dissemination for sustainable scholarship and benchmarking. Conferences shall be categorized as:

**Local** – held internally in Kaimosi Friends University or in any of its affiliate campuses or hired venues with participants from KAFU and the environs <50 km radius

**National** - held in or outside Kaimosi Friends University with participants from the rest of Kenya

**International** - held within or outside Kenya but with participants from diverse nations

**(ii) Academic Workshops and Seminars**

 These are practical-oriented specialized, theme focused training activities. KAFU recognizes the role of Academic Workshops and seminars in capacity building, skills upgrading and continuing education.

 **(iii) Innovation fairs, expos and exhibitions**

These are pubic events to display/exhibit innovative and original products and services, pitching to consumers and educating them in order to promote items meant for commercialization and establishing market penetration.

## 8.4 Forms of Participation

1. Participation in conferences, Workshops and other academic dissemination activities that are eligible for funding include following roles:
2. Host/Organizer/Organizing Committee member
3. Facilitator/ Resource Person/Expert/ Team leader/Trainer of Trainers
4. Ordinary paper presenter
5. Keynote speaker
6. Poster presenter
7. Exhibitor/demonstrator/attendant of an innovation stand

## 8.5 KAFU Obligations

1. The University shall undertake to facilitate any staff member to attend and participate in a seminar, workshop, conference or any other scholarly dissemination activity as outlined in **Appendix 1.**
2. KAFU shall fund local transport costs within the country by road to and from the dissemination venue.
3. KAFU shall pay taxi charges to and from the airport at the prevailing average rates for international participation involving air travel outside the country. The participant shall also be paid full per diem on the day of departure (1) and day of arrival (1).
4. For online dissemination activities, KAFU shall have no financial obligations

## 8.6 The University Funding Format

The University shall fund individual staff who wish to participate in conferences and other scholarly dissemination activities within the same financial year as follows:

1. On first application: transport, registration fee and full per diem up to a maximum of five days (where applicable)
2. On second application: Registration fee and either transport OR per diem, (whichever is higher)
3. On third application: Per diem for a maximum of one day.
4. On fourth and subsequent applications: Permission to be away ONLY.
5. For joint authorship, only one participant shall be considered for funding at a time

## 8.7 External Funding and Self-Sponsorship

1. Any staff with alternative sources of funding shall be allowed to attend any number of significant and approved scholarly dissemination activities at any time of the academic year provided that permission to be away has been properly sought.
2. Staff are encouraged to submit high quality abstracts that can attract full sponsorship of their participation by organizers of dissemination activities and other partners.
3. All staff, including the self-sponsored ones, should strive to present papers rather than attend conferences as passive observers.
4. Obtaining travel insurance cover, visas and yellow fever immunization for international travel shall be the sole responsibility of the individual staff member.

## 8.8 Deliverables and Reporting by Staff after Attending a Conference or Dissemination Activity

KAFU shall adopt verifiable and acceptable ways and means of ensuring productive participation. At the end of a conference, workshop or other dissemination activity, the staff shall be required to do the following:

1. Submit a report to the Director, Research, Innovation & Outreach outlining key benefits of the conference to the individual and to the University within a period of one week following the event.
2. Submit to the Director, Research, Innovation & Outreach, evidence of participation e.g. certificates of participation, books of abstract, conference programmes, formation of sustainable research networks and working groups, post-participation evaluation reports or follow-up communication/appreciation from the organizers
3. Disseminate internally by participating in KAFU staff seminar series
4. Publish the presentation as conference proceedings or show evidence of submission to international refereed journals where applicable
5. Surrender the imprest to Finance Department where applicable

## 8.9 Sanctions for Departures from this Policy

 All parties named in this policy shall abide by the provisions and regulations of this policy and management shall be at liberty to take any measures to protect these regulations.

# 9.0 IMPLEMENTATION, MONITORING AND EVALAUATION

## 9.1. Implementation

Responsibility for implementing this policy is with the Deputy Vice Chancellor Academic, Student Affairs and Research and the Director, Research, Innovation and Outreach.

## 9.2. Monitoring and Evaluation

This shall be done through regularly scheduled post-conference and dissemination feedback sessions. The participants are encouraged to share knowledge, materials and skills promptly acquired with their colleagues.

It is a key responsibility of the Directorate of Research, Innovation and Outreach to organize such feedback sessions in form of regular staff seminars upon receiving a letter of intent from a prospective presenter.

# 10.0 **EFFECTIVE DATE**

The date that this Policy on Participation in Academic Dissemination comes into effect is on this \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_

# 11.0 REVIEW OF THE POLICY

The policy shall be reviewed after every three (3) years or as the need arises in order to address emerging issues.

# APPENDIC 1: Facilitation matrix

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Scope of Event****(Physical)** | **Cadres of participants**  | **Conference registration/****participation fees obligation of KAFU** | **Transport obligation of KAFU** | **Subsistence allowance obligation of KAFU** |
| **Local:**Venue within KAFU  | KAFU staff and local stakeholders or invited facilitators | NO | N/A | N/A |
| **National 1:** Venue within KAFU or outside but (< 50 km from KAFU)  | KAFU staff and the rest of Kenya | YES |  N/A | N/A |
| **National 2:** Venue outside KAFU (> 50 km from KAFU) | KAFU staff and the rest of Kenya  | YES | Public means (or taxi rates where applicable) | Full per diem |
| **International 1:** (Venue within Kenya and > 50 km from KAFU) | KAFU staff, the rest of Kenya and the rest of the world | YES | Public means (or taxi rates where applicable) | Full per diem (at Kenyan rates) |
| **International 2:**(Venue outside Kenya) | KAFU staff, the rest of Kenya and the rest of the world | YES\* (if this is not funded by organizers) | Air ticket\* (if this is not funded by organizers) | Full per diem (at International rates) **OR:**If applicant is fully funded by organizers, pay 2 days’ per diem to cover day of departure and day of arrival |