

Article Processing Charge (APC) Support Policy	Policy No.	Version
	AA_VPO_POL_020	2.0
	Approved By: Prof. Bashar Ibrahim 	
	Approval Date: October 14, 2025	
	Academic Year: 2025/2026	Number of Pages: 5

1. Policy

This policy supports the open-access publication of high-quality research outputs to increase the visibility and citation impact of GUST's scholarly work.

2. Scope

This policy applies to the following:

- All full-time faculty with accepted papers in Q1 or Q2 Scopus- or Web of Science-indexed journals are eligible.
- Faculty will be eligible for either:
 - One conference (refer to Appendix I) per year and a waiver of Article Processing Charges (APCs) up to KD 1000
 - A waiver of Article Processing Charges (APCs) up to KD 2,000 without attending a conference during the academic year. The waiver may be applied in one of the following combinations:
 - Two Q1 APCs (maximum KD 1,000 each)
 - Four Q2 APCs (maximum KD 500 each)
 - One Q1 APC and two Q2 APCs, with the respective limits for Q1 and Q2 as stated in the above points.

3. Definitions

N/A

4. Application and Payment

- Applications can be made upon acceptance through GUST APPS.

- Required documents:
 - Proof of publication (final version or acceptance letter)
 - Invoice from the publisher including name of the GUST applicant and address
 - Journal ranking evidence (Q1 or Q2) from Scopus or Web of Science (whichever is higher)
 - A duly signed letter by the first author, declaring that no alternative reimbursement requests have been submitted to other funding bodies
- Applications must be submitted for approval in the following order: Head of Department, Dean, Vice President for Academic Affairs, Research and Development Office, and Finance.
- APC costs for multi-author papers with multiple GUST faculty can be shared proportionally among them.
- Publications must include GUST affiliation and acknowledge university support.
- If an article is retracted, the author must refund the reimbursed APC to GUST.

5. Contact Information

For inquiries related to the policy, please contact:

Academic Affairs Office

Email: VPAAO@GUST.edu.kw

6. Revision History

Date	Revision	Remarks
November 21, 2022	1.0	• Initial Release
October 14, 2025	2.0	• Revised APC policy in addition to adding new appendix

Appendix I: Conference Attendance Support Policy

1. Policy

This policy aims to support faculty members in disseminating their research findings, enhancing professional networks, and representing GUST at high-quality international and regional conferences.

2. Scope

This policy applies to the following:

- All full-time faculty members are eligible to apply for conference funding once per academic year.
- Applicants must have at least one accepted journal publication or a conference proceeding indexed in Scopus or Web of Science in the last 24 months. Faculty may not use the same publication to apply for multiple conferences.
- Early career faculty (within five years of earning their PhD) are encouraged to apply, even without recent publications, if the conference aligns with their current research.

3. Funding Limits

Faculty may apply for one international conference grant per academic year with the following financial limits:

- Zone 1: KD 1,000 (Europe, Americas, East Asia, Australasia)
- Zone 2: KD 800 (Turkey, Greece, Africa, Asia excluding East Asia)
- Zone 3: KD 600 (MENA countries)
- Conference registration fees: up to KD 200 (with receipts)

4. Application and Approval

- Applications can be made upon acceptance through GUST APPS.
- Required documents:
 - Acceptance letter
 - Accepted paper or abstract
 - Support documents that show publication(s) within the last 24 months
 - Information on the conference that includes links to the conference web page
 - No Objection Letter from the co-authors (if any) to present the paper at the international conference

- Applications must be submitted for approval in the following order: Head of Department, Dean, Vice President for Academic Affairs, Human Resources, Research and Development Office, and Finance.
- The Departmental Research Committee will scrutinize the quality of the conference, such as ensuring it is indexed in Scopus or Web of Science, organized by a reputable academic or professional body, peer-reviewed, recurring with a solid track record, internationally recognized, and free of predatory practices.
- Attendance during teaching periods requires prior approval with suitable class coverage arrangements.
- Conferences scheduled during the teaching summer term require approval of the Head of Department if teaching duties overlap. Faculty are not allowed to attend a conference during the final exams if the faculty member is teaching during that ongoing summer course.

5. Reimbursement and Documentation

- Upon return, faculty are required to submit through GUST APPS the boarding pass, certificate of presentation, and copies of their passport pages showing the exit and entry stamps.
- Faculty must submit a 1-page Conference Outcome Report summarizing academic gains, collaborations, or follow-up research impact. Reports are due within four weeks of return. Failure to submit will suspend eligibility for the next funding cycle.