



وحدة البحث العلمي

Conferences and Scientific Symposiums Participation Form for the Faculty

FIRST: Candidate Information

Full Name :		Academic Degree :	
Department :		College :	
Academic Qualifications :		Specialty :	

The most important published research papers (List Four)

1	
2	
3	
4	

The last three conferences or Symposiums attended (mention the name and date)

1	
2	
3	

Office phone :		Post Office :	
Mobile No. :		Email :	

Candidate's signature :

Date: / / 20 G

SECOND : Conferences and Symposiums information

Name of the conference or Symposium :

Place : Country : City :

Duration: from / / 20 G To / / 20 G

Name and address of the Organization :

Number of participants from the Department :

Times of candidate's participation in the current academic year :	With a paper	Without a paper

Times of candidate's participation in the last two years :	With a paper	Without a paper

The candidate will participate with a paper :	Yes	No

Title of Research :

Relevance of the contribution with the specialty of faculty

Recommendation of the Department Council		Recommendation of Scientific research unit	
Approval :	Disapproval :	Approval :	Disapproval :

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Signature of the Head of the Department Date: / / 20

Signature of the Vice Dean for Academic Affairs Date: / /

Signature of the Dean of the College Date: / /

THIRD: Conditions and Regulations of Participation

1. The conference or symposium should be relevant to specialty of the participated faculty.
2. Participation in internal or external conference should be complied by presenting an accepted research from conference committee either as a poster or presentation.
3. The faculty can apply for conference participation by attaching the conference acceptance letter and after approval of the head of department. The faculty should commit that his or her colleague will perform the academic load alternatively in that period. The acceptance of scientific research unit, Vice Dean of Academic Affairs and Dean of the college are primarily required.

FOURTH : Procedures for Obtaining the Approval

1. The application to the College Administration for approval should be within a sufficient period which is not less than one month with regard to conferences and symposiums.
2. Submitting participation request form after filling it in with the required information.
3. Attaching a copy of the research paper or a summary of it.