



جامعة الملك سعود بن عبدالعزيز للعلوم الصحية  
King Saud bin Abdulaziz University for Health Sciences

## UNIVERSITY STUDENT RESEARCH BOARD

Policy No. USRB 06

Policy Title:

**Allowing students to attend conferences with approved absence from academic activities.**

### Purpose:

This policy outlines the terms and conditions for giving students approval to attend conferences and be absent from curriculum activities.

**Approvals: By the dean.**

**Applicable to: All KSAU-HS Colleges**

1. Students must be presenting oral presentation at the conference.
2. The conference area matches that of the student's study area.
3. Students should apply to the dean at least 4 weeks in advance of the conference dates.
4. The conference must be approved by the dean.
5. Students will be allowed to miss classes for one day, if the conference is in their city.
6. Students will be allowed to miss classes for two days, if the conference is in another Saudi city.
7. Students will be allowed to miss classes for three days, if the conference is in another country in the region.
8. Students will be allowed to miss classes for five days, if the conference is in Europe/North America/Australasia.
9. The dean's decision is final.

Prepared by:

**Prof. Ali Hajeer**  
USRB Chairman

28.4.16

Date:

Approved by:

**Prof. Youssef Al Eisa**  
Vice-President  
Educational Affairs  
KSAU-HS

24.5.2016

Date:



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**UNIVERSITY STUDENT RESEARCH BOARD  
APPLICATION FORM**

**(Allowing students to attend conferences with approved absence from academic activities.)**

Student Name \_\_\_\_\_ Badge No.: \_\_\_\_\_

College: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Title of oral presentation:

\_\_\_\_\_

Conference Title: \_\_\_\_\_

Conference Dates: \_\_\_\_\_ Conference City/Country: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Dean's Approval:**

\_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**

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