

UNIVERSITY STUDENT RESEARCH BOARD

Policy No. USRB 005

Sponsorship for KSAU-HS Students to Present at International Conference

Purpose:

The purpose of this Policy is to set the conditions for sponsoring students to present at international conferences.

Definitions:

Students : Current undergraduate students of KSAU-HS
Annual Research Conference: KSAU-HS student research conference held annually
IRB : Institutional Review Board

Policy and Procedure:

1. The research must have been presented at the annual research conference (provide evidence).
2. Evidence that the work is accepted as "oral presentation".
3. Letter of IRB approval for the presented research.
4. Letter of support from the Dean of the student's College.
5. The student to submit completed request for sponsorship (form attached) to the University Student Research Board (USRB).
6. Submission must be one month in advance of the conference date; submissions less than one month may not be processed.

Prepared By SRB

Effective Date: 17 August 2015

Reviewed by:

Prof. Ali Hajeer
Chairman, Student Research Board

Approved by:

Prof. Youssef Al Eissa
Vice-President, Educational Affairs
KSAU-HS





SPONSORSHIP REQUEST FORM
(TO PRESENT AT NATIONAL OR INTERNATIONAL CONFERENCE)

1. Student's Name: _____ Student's Number: _____
2. Student's College: _____
3. Expected date of graduation: _____
4. Supervisor's Name: _____
5. Title of accepted presentation: _____
Oral: _____ Poster: _____
6. Title of Conference: _____
7. Date of Conference: _____
8. City/Country of Conference: _____
9. Was the research presented at the Annual Research Conference? (evidence included)
Yes: _____ No: _____
10. IRB approval attached: Yes: _____ No: _____
11. Letter of support from the Dean of student's College: Yes: _____ No.: _____

Student Signature:

Date: