



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

University Student Research Board
Policy No. USRB 006
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.

Approval: By the Dean.

Applicable for: 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 SRB

Date: 28 April 2016

Revised: March 21, 2023

PREPARED BY:

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APPROVED BY:

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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 Approval:

_____ Date: _____

Comments:

