

Appendix 1: Conference attendance restricted periods

Period of the year	Allowed/not allowed
The two weeks of the faculty reporting period	Restricted during the first week and relaxed during the second week.
First week of classes of both first and second semesters	Not allowed.
Week preceding the final examination of both first and second semesters.	The application would be processed based on the applicant obtaining the No-Objection letter from the Department Chairman for his attendance during this period.
The final examination periods of both first and second semesters up to and including the last day the faculty to submit grades through registrar as per the university registrar calendar.	
Summer (teaching)	Not allowed from start till end of official summer period.
Any paid summer assignment (other than teaching) at KFUPM (e.g., administrative/special, etc.)	Not allowed during the assignment period.
Any summer program during the Summer, sponsored by the British Council, Full Bright, Saudi Aramco, JP etc.	A faculty member is allowed to attend a conference during this period provided that he gets approval from the host organization and will make up for the conference release time, in addition to having the consent of the University.