

Appendix 1: Conference attendance restricted periods

Period of the year	Allowed/not Allowed
First week in the faculty reporting period	Not Allowed
Second week in the faculty reporting period	Conditionally allowed subject to the applicant providing a No-Objection Letter from the Dean of his/her College.
First week of Classes of both 1 st and 2 nd semesters	Not Allowed
Week preceding the final examination of both 1 st and 2 nd semesters.	Conditionally allowed subject to the applicant providing a No-Objection Letter from the Dean of his/her College.
Final Examination periods in both 1 st and 2 nd semesters up to and including the last day for the faculty to submit grades to the Registrar as per the official university academic calendar.	Not Allowed*
Final examination periods in both 1 st and 2 nd semesters for the Chairmen and College Deans	
Summer (Teaching)	Not allowed during official summer session period
Any paid summer assignment (other than teaching) at KFUPM (e.g., administrative or other assignments etc.)	Not allowed during the assignment period
Any summer program during the Summer Session, sponsored by the British Council, Full bright, Saudi Aramco, etc.	A faculty member is allowed to attend a conference during this period provided he/she gets approval from the host organization and will make up for the conference release time, in addition to having the consent of the University.
If the number of faculty members in a single department attending particular conference exceeds 20% of the total faculty strength	Chairman of Department is notified and it is subject to the Chairman recommendation

** Final Examination period restrictions are not applicable to those who are not teaching during the 1st and 2nd semesters.*