**Personal Data Form**

**SECTION ONE**

**Personal Data**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Job Number** | | | | |  | |  |  | |  | |  |  |  |
| **Applicant Name** | | **First Name** | **Father's Name** | | | **Grandfather's** | | | | | **Surname** | | | |
|  |  | | |  | | | | |  | | | |
| **Address** | **Phone** | **Work** | **Home** | | | **Mobile** | | | | | **Fax** | | | |
|  |  | | |  | | | | |  | | | |
| **E-mail** | |  | | | | | | | | | | | |
| **Faculty** | |  | | **Department** | | | | |  | | | | | |
| **Sex** | | **🖵 Male 🖵 Female** | | **Nationality** | | | | |  | | | | | |
| **If the applicant is by contract** | | **Contract Date: / /** | | **Contract Status: 🖵 Personal 🖵 Not personal** | | | | | | | | | | |

**Applicant's Academic Qualification – Bachelor's Degree**

|  |  |  |  |
| --- | --- | --- | --- |
| **University** |  | **Faculty** |  |
| **Country** |  | **City** |  |
| **General Specialty** |  | **Subspecialty** |  |
| **Bachelor's Degree Date** | |  | |

**Applicant's Academic Qualification – Master's Degree**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University** |  | | **Faculty** |  |
| **Country** |  | | **City** |  |
| **General Specialty** |  | | **Subspecialty** |  |
| **Master's Degree Date** | |  | |  |
| **Master Module** | | **Coursework 🖵 Thesis 🖵 Coursework & Thesis 🖵** | | |
| **Supervisor of Master Dissertation** | |  | | |
| **Title of Master Thesis in Arabic (if Any)** | |  | | |
| **Title of Master Thesis in English (if Any)** | |  | | |

**Applicant's Academic Qualification – Ph. D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University** |  | | **Faculty** |  |
| **Country** |  | | **City** |  |
| **General Specialty** |  | | **Subspecialty** |  |
| **PhD attainment Date** | |  | |  |
| **PhD Module** | | **Coursework 🖵 Thesis 🖵 Coursework & Thesis 🖵** | | |
| **PhD Thesis Supervisor** | |  | | |
| **Title of PhD Thesis in Arabic (if any)** | |  | | |
| **Title of PhD Thesis in English (if any)** | |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **General Specialty of Applicant** |  | | |
| **Subspecialty of Applicant** |  | | |
| **Current Academic Rank of Applicant** | | | |
| **Assistant Professor 🖵 Associate Professor 🖵** | | | |
| **Target Academic Rank for Promotion** | | | |
| **Associate Professor 🖵 Professor 🖵** | | **Number of Application Times for this Rank** |  |

**SECTION TWO**

**Career History and Administrative Contributions**

|  |  |  |
| --- | --- | --- |
| **Career History (starting with the latest position)** | | |
| **Appointment Date** | **Authorising Office** | **The position** |
| **/ /** |  |  |
| **/ /** |  |  |
| **/ /** |  |  |
| **/ /** |  |  |

|  |  |  |
| --- | --- | --- |
| **Management Positions (Starting from the latest)** | | |
| **Appointment Date** | **Authorising Office** | **The position** |
| **/ /** |  |  |
| **/ /** |  |  |
| **/ /** |  |  |
| **Grants and Awards (if any)** | | |
| **Date** | **The Granting Organisation** | **The Grant/ Award** |
| **/ /** |  |  |
| **/ /** |  |  |
| **/ /** |  |  |
| **/ /** |  |  |

**SECTION THREE**

**Scholarly output submitted for promotion**

|  |  |
| --- | --- |
|  | **(1-A) Refereed Journals**  **Published Research Papers**  **Paper Title – Authors – Publishers – Publishing Date** |
|  |  |
|  |  |
|  |  |
|  | **(1 – B) Refereed Journals**  **Accepted Research Papers for Publication**  **Research Paper Title – Authors – Publishers – Publishing Date** |
|  |  |
|  |  |
|  |  |
|  | **(2 – A) Academic Conferences**  **Published Research Papers**  **Title of Paper – Authors – Title of Conference – Organiser of Conference – Date of Conference** |
|  |  |
|  |  |
|  |  |
|  | **(2 – B) Academic Conferences**  **Accepted Research Papers for Publication**  **Title of Paper – Authors – Title of Conference – Organiser of Conference – Date of Conference** |
|  |  |
|  |  |
|  |  |
|  | **(3 – A) University Research Centres**  **Published Research Papers**  **Title of Paper – Authors – Name of Centre – Centre's Affiliation – Publishing Date** |
|  |  |
|  |  |
|  |  |
|  | **(3 – B) University Research Centre**  **Accepted Research Papers for Publication**  **Paper's Title – Authors – Name Centre – Centre's Affiliation – Date of Publication Approval** |
|  |  |
|  |  |
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|  |  |
| --- | --- |
|  | **(4) Textbooks and References including translation & authentication**  **Title of Paper – Author – Publisher – Place of Publication – Date of Publication** |
|  |  |
|  |  |
|  |  |
|  | **(5) Books and Research Papers printed by Accredited Scientific Bodies**  **Title – Authors – Publisher – Place of Publication – Publishing Date** |
|  |  |
|  |  |
|  |  |
|  | **(6) Inventions and Creative Activities** |
|  |  |
|  |  |
|  |  |

**SECTION FOUR**

**Participation in Conferences, Seminars, and other Activities**

|  |  |
| --- | --- |
|  | 1. **Participation in conferences not mentioned in SECTION THREE**   **Title of Conference – Organizer of Conference – Date Conference – Place of Conference – Nature of Participation** |
|  |  |
|  |  |
|  |  |
|  | 1. **Participation in Seminars**   **Seminar Title – Seminar Organiser – Date of Seminar – Place of Seminar – Nature of Participation** |
|  |  |
|  |  |
|  |  |
|  | 1. **Other Activities – Scientific Associations** |
|  |  |
|  |  |
|  |  |
|  | 1. **Other Activities – Councils** |
|  |  |
|  |  |
|  |  |
|  | 1. **Scientific Product Uncounted for Promotion – Papers Published before Obtaining PhD** |
|  |  |
|  |  |
|  |  |
|  | 1. **Research Papers extracted from Master and PhD Theses.**   **Title of Paper – Publisher – Place of Publication – Date of Publication** |
|  |  |
|  |  |
|  |  |
|  | 1. **Scientific Product Submitted for Promotion to Associate Professor Degree (Or Professor Degree)** 2. **Tile of Paper – Authors – Publisher – Place of Publication – Date of Publication** |
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**SECTION FIVE**

**University and Community Service**

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| --- | --- |
|  | 1. **Service** |
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**SECTION SIX**

**Teaching Load for the Last Four Years**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Second Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **First Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
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| --- | --- | --- | --- | --- |
| **Second Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

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| --- | --- | --- | --- | --- |
| **First Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Second Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **First Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Second Semester of the Academic Year 14 /14 H** | | | | |
|  | **Course Code** | **Course Title** | **Credit Hours** | **Remarks** |
|  |  |  |  |  |

**SECTION SEVEN**

**Special for Application to the Rank of Professor**

**List of Research Papers submitted for Promotion to Associate Professor**

|  |  |
| --- | --- |
|  | **Research Title** |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |
| 9 |  |
| 10 |  |
| 11 |  |
| 12 |  |
| 13 |  |
| 14 |  |
| 15 |  |
| 16 |  |
| 17 |  |
| 18 |  |

**SECTION EIGHT**

**Leaves – Off-Campus Assignments – Secondment -- Dispatching**

**Have you got an exceptional leave while working for the university? 🞏 Yes 🞏 No**

**Have got an off-campus assignments while working for the university? 🞏 Yes 🞏 No**

**Have you got secondment while working for the university? 🞏 Yes 🞏 No**

**(If Yes, please attach the resignation letter along with the promotion application)**

**SECTION NINE**

**Valid Data Declaration**

**I hereby declare the validity of all data contained in this Promotion Application Form**

**Name …………………………………….………………… Signature ……..……………………………. Date…………….……………**

**For Official Use:**

**Promotion Application Form has been studied and matched to the assets of documents submitted along with; and therefore, the application is accepted**

**Head of the Department Dean of the Faculty**

**Name: …………………………………………………. Name: ………………………………………………………**

**Signature: …………………………………………… Signature: ……………………………………….…………..**

**Date: / / 14 Date: / / 14**