

Kuwait University  
College of Graduate Studies



**Request for Participation  
in a Scientific Mission**

<b>Student Name:</b>	<b>Student No:</b>
<b>Program:</b>	<b>College:</b>
<b>Invited By:</b>	
<b>Venue of scientific event:</b>	<b>Country:</b>
<b>Date of scientific event:</b>	<b>Duration:</b>
<b>Title of scientific event:</b>	
<b>Title of the research paper to be presented by the student:</b>	
<b>Registration fee (If any):</b>	
<b>Justification for participation in the scientific event:</b>	
<b>Have you previously participated in a scientific mission funded by the College of Graduate Studies?</b>	
<b>Yes</b>	<b>No</b>

I hereby declare that I have read & adhered to the guidelines for participation in a Scientific Mission.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Graduate Program Use**

**Approved**

**Rejected**

**Remarks:**

**Supervisor's Name and Stamp:**

**Date:**

**Signature & Stamp of Program Director:**

**Date:**

**Signature & Stamp of Area Committee Chairperson:**

**Date:**

**CGS Use Only**

**Vice Dean of Academic Affairs: the student is the first or second author of the Scientific Paper:**

**Approved**

**Rejected**

**Signature & Stamp of Vice dean of Academic Affairs**

**Date:**

**Student Affairs:**

**(1) Student Status:**

**Registered**

**Regular**

**Full-time**

**On Probation**

**Not registered**

**Provisional**

**Part-time**

**Not on Probation**

**No. of earned credits:**

**Previously participated in scientific mission?**

**Yes**

**No**

**Signature & Stamp of Staff:**

**Date:**

**(2) Decision:**

**Approved**

**Rejected**

**Remarks:**

**Signature & Stamp of Vice Dean for Student Affairs:**

**Date:**

**Remarks:** The invitation letter, event program schedule, student's schedule, and any relevant documents should be attached with the form.

## **GUIDELINES FOR GRADUATE STUDENT'S PARTICIPATION IN SCIENTIFIC MISSION**



1. A graduate student may participate in one scientific mission during the period of his/her studies in the program. The application should be submitted to CGS 8 weeks prior to the mission.
2. The student has to be continuously registered on a regular full-time basis in one of the graduate programs.
3. The student's Grade Point Average [GPA] should not be less than 3.50 on a scale of 4.00.
4. The student must have successfully completed at least 15 credit hours.
5. The student should participate in the scientific mission with a research paper or a poster related to the research topic. Also, student must be either first or second author in the presented work.
6. An invitation letter to the scientific mission and registration fees (if any) should be enclosed with the application form.
7. Categories of conference considered acceptable are:
  - University Affiliated (reputable universities among top 150 by international rankings).
  - Association Affiliated (well-recognized professional associations in the field of interest).
  - Topic Focused (conferences focused on a specific topic/field of interest bringing together scholars from many institutions, must be organized by a prestigious professional association or given seal of approval).
8. The student's participation in the scientific mission should be approved by student's supervisor, program director, area chairman, and CGS.
9. A roundtrip economy class air ticket, daily traveling allowance of 30 K.D, (completed form entitled "Request for Participating Scientific Mission" are provided to the student).
10. The student must provide CGS with a registration fee receipt (if any).
11. After the mission, the student should submit to the College of Graduate Studies a detailed report on the scientific mission reviewed by the program committee.