**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** |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
|  | **(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**
 |
|  |  |
|  |  |
|  |  |

**SECTION FIVE**

**University and Community Service**

|  |  |
| --- | --- |
|  | 1. **Service**
 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**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** |
|  |  |  |  |  |

|  |
| --- |
| **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** |
|  |  |  |  |  |

|  |
| --- |
| **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**