

**SABBATICAL LEAVE RESEARCH PROPOSAL**

**CHECKLIST OF ITEMS REQUIRED FROM THE APPLICANT**

1. Sabbatical leave research proposal
2. Letter of invitation from the host institution
3. Recent and updated C.V. incorporating all the publications thus far
4. Clearance from the Personnel Department
5. Letter from the Department Chairman indicating:
  - a. relevance of the proposal to the Department;
  - b. Relevance of the proposal to Saudi Arabia;
  - c. Relevance to the faculty member's self-development.
6. List of referees to review the proposal:
  - a. To be received from the proponent;
  - b. To be received from the Department Chairman; and
  - c. If there is a faculty member from the proponent's Department who is a member of the Research Committee, he should also give a list of referees.

***Note: The Sabbatical Leave Research Proposal must be submitted to the Academic Department Chairman concerned who will forward the same to the University Research Office through the respective College Deans.***

**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS  
DHAHRAN 31261, SAUDI ARABIA**

**DEANSHIP OF SCIENTIFIC RESEARCH**

SABBATICAL PROPOSAL EVALUATION FORM

NAME OF APPLICANT: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

PROPOSAL  
TITLE: \_\_\_\_\_

NAME OF REVIEWER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**TO THE REVIEWER: To what degree are you familiar with the proposed topic?  
Please tick ( (  ) the appropriate box.**

I am actively engaged in research in this specific area.

I carried out research in the past in this specific area.

My experience is in the general area, but I have not worked in this specific area.

If none of the above, please  
comment: \_\_\_\_\_

**Note: 1. Please return this form within 21 days of its receipt.**

**2. Please PRINT OR TYPE your comments on every question in the form.**

**3. We will be pleased to receive your evaluation by Fax or E-Mail; however,  
it is important in all cases to send the completed form by mail to:**

**THE DEANSHIP OF GRADUATE STUDIES  
KING FAHD UNIVERSITY OF PETROLEUM & MINERALS  
DHAHRAN 31261, SAUDI ARABIA  
Telephone No.: (966) 3 860-2800  
Fax No.: (966) 3 860-2829  
E-Mail Address: src@kfupm.edu.sa**

1. Literature Search

Please write your comments and also indicate any other references which you think are of importance to the project.

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Based on the above, the literature search is rated as:

EXCELLENT     VERY GOOD     GOOD     ADEQUATE     POOR

2. Objectives of the Sabbatical Leave:

(a) The stated objectives are:

CLEAR     VAGUE     OBSCURE

Reviewer's Comments:

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(b) Are the objectives in accordance with the current research trends/needs in this area?

YES     NO

Reviewer's Comments:

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3. Suitability of the Host Institution

(a) Is the host professor currently active in the stated area of research?

YES  NOT SURE  NO

Reviewer's Comments:

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(b) Is there an active research group in the same area at the host institution?

YES  NOT SURE  NO

Reviewer's Comments:

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(c) The laboratory and/or computing facilities at the host institution are rated as:

GOOD  ADEQUATE  INADEQUATE  DON'T KNOW

Reviewer's Comments:

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(d) The library facilities at the host institution are rated as:

GOOD  ADEQUATE  INADEQUATE  DON'T KNOW

Reviewer's Comments:

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4. Research Plan

(a) The research plan is:

CLEAR     VAGUE     OBSCURE

Reviewer's Comments:

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(b) Is it possible to accomplish the stated objectives in the specified duration?

YES                       NO

Reviewer's Comments:

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(c) In your opinion, is it possible to publish the results of this research in reputable journals in this area?

YES                       NO

Reviewer's Comments:

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5. Knowing the Candidate

(a) I know the candidate:

PERSONALLY     PROFESSIONALLY     BY REPUTATION     NOT AT ALL

Please comment:

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(b) The capability of the candidate to conduct and manage the project is rated:

EXCELLENT     VERY GOOD     GOOD     ADEQUATE     POOR

Please justify your rating:

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6. The Budget requested in Saudi Rivals is (1 US\$ = SR 3.75)

NEEDED AND ADEQUATE     NEEDED BUT INADEQUATE     NOT NEEDED

Please justify your comments:

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**KING FAHD UNIVERSITY OF PETROLEUM & MINERALS**  
**DHAHRAN 31261, SAUDI ARABIA**

**DEANSHIP OF SCIENTIFIC RESEARCH**

**SABBATICAL REPORT EVALUATION FORM**

NAME OF FACULTY: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

REPORT TITLE: \_\_\_\_\_

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NAME OF REVIEWER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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TO THE REVIEWER: Please indicate your familiarity with the report subject by selecting one of the following:

- I am actively engaged in research in this specific area.
- I carried out research in the past in this specific area.
- My experience is in the general area, but I have not worked in this specific area.
- Others comments: \_\_\_\_\_

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- Note:
1. Please return this form within 14 days of receipt.
  2. Please PRINT OR TYPE your comments on every question in the form.
  3. We are happy to accept your evaluation by Fax or E-Mail; however, it is important in all cases to send the completed form by mail to:

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KING FAHD UNIVERSITY OF PETROLEUM & MINERALS  
DHAHRAN 31261, SAUDI ARABIA

Telephone No.: (966) 3 860-2800  
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E-Mail Address: [src@kfupm.edu.sa](mailto:src@kfupm.edu.sa)

1. Are the objectives stated in the report exactly the same as those given in the sabbatical proposal?



Yes



No

If your answer is No, please comment: \_\_\_\_\_

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. In the space below, please comment on the achievements related to the original objectives.

Objective

Achievement

1.	_____	_____
	_____	_____
	_____	_____
	_____	_____
2.	_____	_____
	_____	_____
	_____	_____
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3.	_____	_____
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	_____	_____
4.	_____	_____
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5.	_____	_____
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6.	_____	_____
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