



King Fahd University of Petroleum & Minerals
Mechanical Engineering Department

Teaching Arrangement During Faculty Absence

Name of the Faculty:						
Period of Absence:	From:			To:		
	(dd)	(mm)	(yy)	(dd)	(mm)	(yy)
Reasons (e.g., Personal, Conference, Meeting Attendance, etc.)						
Details, if the reasons being other than personal (like Name of Conference/ Meeting, Duration, etc.)						
Courses taught this semester						
Arrangements proposed to cover the class(es)						

Approval		
Signature of the Faculty Accepting the Arrangement	Dr. Zuhair M. Gasem Chairman, Mechanical Engineering Department	Signature of the Faculty Proposing the Arrangement