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| **Edited by** | **Adopted from** |
| **Hassan Mohamed Al , Tamimi** | **Rashid Abdullah Al-Qahtani** |

Name and signature

**Goal**

Request for internal innovation

**Application area**

 University staff

**Reference**

 Ministry of Education Regulations and Regulations

Regulations and instructions of the University Council and the Scientific Council

University Council decisions

**Definitions and shortcuts**

AHR:Training and Scholarship Management

P:Procedure

**Amendments**

**Attached documents**

 AHR-F-01-03 party evacuation form

**Explain the steps**

1. Filling out nomination forms.

2. Adopt the autopsy request from the college and send it to the Department of Training and Scholarship.

3. Refer the application to the Training and Scholarship Department to the competent officer to audit and review the application.

4. Prepare a memorandum of presentation for presentation to the Standing Committee for Scholarship and Training.

5. Raising the president's excellency to adopt the record.

6. Approval of internal scholarships.

7. Addressing the college and informing it of approval.

8. Disapproval to the notice of the student to look at the destination of the work so.

9. Issue an internal scholarship decision and send it to the relevant authority.

10. Mobilizing a pledge to serve the university for at least the same period as his scholarship.

1. If the emitter is entitled to an order, the passenger order will be issued after providing the following:

­         Visas.

­         Passport photos.

­         If he has a family, he provides a family card with a pledge to accompany the family with him.