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| **DEANSHIP OF FACULTY AND STAFF AFFAIRS** | **QUALITY MANAGEMENT SYSTEM** | CODE: AHR-P-01-01 | | |
| **ACTION DOCUMENT**  **APPLYING FOR THE MINISTRY OF EDUCATION'S ACCREDITATION FOR EXTERNAL SCHOLARSHIPS** | Release date  15/1/1442 H | *Edition*  *2* | *Page*  *2* */ 1* |

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

Name and signature

**Goal**

TAKING THE MINISTRY OF EDUCATION'S RELIANCE ON EXTERNAL 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-01-01 non-emitting application form

Financial security application forms

**Explain the steps**

1. Adopt the application from the college and send it to the Department of Training and Scholarship with a non-scholarship application form **AHR-F-01-01,**and forms of financial security application.

2. Check and review the application.

3. Write a confidential letter inquiring about the case of the student of scholarship to the Ministry of Education.

4. Guidance from the Ministry of Education in approval or disapproval.

5. If the directive from the Ministry of Education in disapproval is notified of the applicant's permission to do so and the destination of the work.

6. If the response is approved, the college is addressed and informed of the approval.