



American University of Madaba  
Deanship of Scientific Research and Graduate Studies  
**Application Form for Conference Participation**

**Instructions for Applicants:**

- This form is intended for AUM faculty members requesting financial support to attend academic conferences, in accordance with AUM's regulations.
- Please ensure that all sections of the form are completed accurately. This proposal must be accompanied by the following documents (submitted as a separate annex):
  - Full paper
  - Letter of acceptance
  - Conference brochure or official website link
- Submit the completed form in both electronic and hard copy formats to the Deanship of Scientific Research and Graduate Studies the appropriate official channels.

**Section 1. Applicant Information:**

Field	Details
Full Name	
Academic Rank	
Department	
Faculty	
Appointment Date at AUM	
Contact Information (Email/Mobile/Phone)	
Applicant Signature	

**Section 2. Conference Details:**

Field	Details
Conference Title	
Conference Dates	
Location of Conference	
Title, Location, and Date of Last AUM-Sponsored Conference	
Conference Category	<input type="checkbox"/> National <input type="checkbox"/> Regional <input type="checkbox"/> International

**Section 3. Financial Support Requested (in Jordanian Dinars - JD):**

Conference Registration Fee	
Flight Ticket	
Per Diem	
<b>Total Amount Requested</b>	
Contribution from Conference or other Institutions	
<b>Net Amount Required from AUM</b>	



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**Section 4. Budget Justification:**

Please provide a clear justification for each requested item, emphasizing the academic relevance and potential impact of your participation in the conference:

**Section 5. Post-Conference Reporting:**

Upon return, the applicant must submit a comprehensive report to the Deanship, including:

- A copy of the full paper published in the conference proceedings.
- Documentary evidence of participation (e.g., certificate of attendance, presentation photos).
- Entry/Exit Stamps on Passport (If the conference is outside Jordan).
- Reflections on academic engagement and knowledge gained.

**Section 6. Approval:**

**Department** (Department of .....):

Approved Denied

Reason for Approval / Denial:

Field	Details
Department Decision number	
Chairperson's Name	
Chairperson's Signature	
Date	

**Faculty Review** (Faculty of .....):

Approved Denied

Reason for Approval / Denial:

Field	Details
Faculty Council Decision number	
Dean's Name	
Dean's Signature	
Date	



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**Deanship of Scientific Research and Graduates Studies:**

Approved Denied

Reason for Approval / Denial:

Field	Details
Council of Scientific Research and Graduate Studies Decision number	
Dean's Name	
Dean's Signature	
Date	

**President's Final Decision:**

Approved Denied

Signature and date: