Translation Form

|  |  |  |
| --- | --- | --- |
| **المملكة العربية السعودية****وزارة التعليم العالي** **جامعة الملك فيصل****مركز الترجمة والتأليف والنشر**  | E:\الحمود-العمل\شعار الجامعة الجديد.tif | Kingdom of Saudi ArabiaMinistry of Higher Education**King Faisal University**Translation, Authorship& Publication Center |

College: Department:

Book Title

Book Language

Book Nature

Cultural book ( ) Reference ( ) Text book ( )

Ex: Mobile: E-mail:

In case of textbooks or references, state the courses in which the book could be used?

1. 2-

3- 4-

1- If the book is a textbook, does the author enclose the course description? Yes ( ) No ( )

2- Has this book been published before in whole or part? Yes ( ) No ( )

3- Are there similar books in the same field? Yes ( ) No ( )

4- Has the department council approved the publication request? Yes ( ) No ( )

5- Has the college council approved the publication request? Yes ( ) No ( )

6- Has the book been reviewed by department examiners? Yes ( ) No ( )

 If the answer is (yes), has the department included examiners' decision Yes ( ) No ( )

7- Is there an executive letter from the college dean that include University President Approval on College Council Minute? Yes ( ) No ( )

8- Is there a list of (10) referees? With one contact information at least. (It is preferable that the referees' specialties are in the same area of the book topic) Yes ( ) No ( )

9- Is/are translator/s C.V/s attached? Yes ( ) No ( )

10- A copy of the translated book is provided Yes ( ) No ( )

11- Does author obtain fund from the deanship of scientific research? Yes ( ) No ( )

12- Has the translator get enough idea about Book Application Requirements? Yes ( ) No ( )

**Translator signature…………………………….**

**Justifications of book translation and publication**

**1- 2-**

**3- 4-**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Translators' Name** | **Employee Number**  | **Scientific Degree** | **Major specialization**  | **Minor specialization** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| **Recommendations of the department council:** Department Council recommended the publishing of the aforementioned book, in the session ( ) which held on …/ …/ … H |

 **Department:**

 **Department Head:**

 **Signature:**

**Recommendations of the college council:** CollegeCouncil recommended the publishing of the aforementioned book, and named ten referees to judge the quality of it in the session ( ) which held on …/ …/ … H

 **College:**

 **College Dean:**

 **Signature:**

|  |
| --- |
| **Recommendation of the board of directors of Translation, Authorship and Publishing Centre:**( ) Recommendation to publish the above-mentioned book.( ) Recommendation not to publish the above-mentioned book for the following reasons:1. …………………
2. …………………

The council also named referees (their names are enclosed) to judge the quality of the book, in session ( ) held on …/ …/ …H |

**Head of Translation,**

**Authorship and Publication Center**

**Dr. Muneer Hezam Alqahtani**