

Kuwait University  
Deanship of Admission and Registration  
Registration Department

College:.....  
Scientific Section:.....  
Semester:.....

**language Instructor participation form for regular semester**

Full Name:.....

Job ID:.....

Load – essential / additional

Course Title

Course No. & section

Time

Days

Number of Hours

Signature of Supportive Academic Staff Member

Signature and seal of the Head of Department

Signature and seal of the College Dean

Notes: 1- Attach a copy of the university Id of the Supportive Academic staff member.

2- Take into consideration not to assign more than one participant in one section or lab.

3- In the case of internal secondment, provide Dean approvals.

4- Reasons for not completing load (attach document

\*Additional load is not approved until the regular load is met for all Language Teachers.

\* In the case of teaching outside if the unit, internal secondment must be submitted.