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| **الجزء الأول** | | | | | | | | | | | | | | | |  | | **بيانات المتقدم** | | | | | | | | | | | | | | | |  | |  | | | |  | | |  | | |  | |  | | |  | |  | | |  | |  | | |  | | |  | | |  | |  | | |  | | |  | |  | | |  | |  | | |  | | |  | | |  | |  | | |  | |  | | |  | |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| الرتبة العلمية | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | الكلية | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | القسم | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| التخصص العام | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | التخصص الدقيق | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| الجوال | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | البريد الإلكتروني | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| تاريخ التعيين على الرتبة الحالية | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | | | | | | | | | هـ | | | | | الحالة الوظيفية | | | | | | | | | | | | | | | | | | |  | | | | | مبتعث. | | | | | | | | | | |  | | | | | على رأس العمل. | | | | | | | | | | | | | |  | | مكلف خارج الكلية أو منتدب أو مجاز. | | | | | | | | | | | | | | | |
| هل تم تعيينك على رتبة معيد في جامعة الملك خالد؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | نعم | | | | |  | | | | | | لا | | | | | تاريخ بدء عملك في جامعة الملك خالد | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  | | | | هـ | |
| هل تم ابتعاثك لدراسة اللغة الإنجليزية؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | نعم | | | | |  | | | | | لا | | | | | تاريخ بدء البعثة | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | هـ | | | | | تاريخ انتهاء البعثة | | | | | | | | | | | |  | |  | |  | | | | هـ | |
| هل تم ابتعاثك لدراسة الماجستير؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | نعم | | | | |  | | | | | لا | | | | | تاريخ بدء البعثة | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | هـ | | | | | تاريخ انتهاء البعثة | | | | | | | | | | | |  | |  | |  | | | | هـ | |
| هل تم ابتعاثك لدراسة الدكتوراه؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | نعم | | | | |  | | | | | لا | | | | | تاريخ بدء البعثة | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | | | | | | | | هـ | | | | | تاريخ انتهاء البعثة | | | | | | | | | | | |  | |  | |  | | | | هـ | |
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| هل حصلت خلال السنتين الماضية على إجازة بناءً على طلبك (من أي نوع كانت) أو تم تكليفك أو ندبك للعمل خارج القسم والكلية؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | نعم | |  | | لا | |
| إذا كانت الإجابة بنعم في السؤال السابق فيجب استكمال البيانات الآتية مع ملاحظة أن الإجازات تشمل الإجازات الاستثنائية وإجازات الأمومة أو مرافقة المريض أو الإجازات المرضية أو إجازة التفرغ العلمي ونحو ذلك. وتشمل التكليفات أي تكليف بعمل إداري أو تدريس في مقر خارج مقر الكلية سواءً داخل الجامعة أو خارجها. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| بيان الإجازة أو التكليف | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | بدءً من تاريخ | | | | | | | | | | إلى تاريخ | | | | | | | | | |
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| **الجزء الثاني** | | | | | | | |  | **بيانات النقل** | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| الجامعة التي ترغب النقل إليها | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | الكلية | | |  | | | | | | | | | | | | | | | القسم | | |  | | | | | | | | | | | |
| المدينة | | | | | | |  | | | | | | | | أسباب طلب النقل (تبين أسباب طلب النقل أدناه بشكل مختصر وفي حدود المساحة المتاحة) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **الجزء الثالث** | | | | | | | | | | | | | | | | |  | | | | | | **للاستعمال الرسمي من قبل رئيس القسم** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | | | |  | | | |  | | | |  | | | |  | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | | | |  | | | |  | | | | |  | | | |  | | | | | | |  | | | |  | | |
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| إجمالي عدد أعضاء هيئة التدريس السعوديين (ومن في حكمهم) في القسم (معيدون، محاضرون، أساتذة مساعدون ومشاركون وأساتذة) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| إجمالي عدد أعضاء هيئة التدريس المتعاقدين (ومن في حكمهم) في القسم (معيدون، محاضرون، أساتذة مساعدون ومشاركون وأساتذة) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| عدد أعضاء هيئة التدريس السعوديين (ومن في حكمهم) في نفس التخصص الدقيق للمتقدم (بما في ذلك المتقدم نفسه) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| هل هناك أعضاء هيئة تدريس متعاقدون في نفس التخصص الدقيق للمتقدم؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | نعم | | | | | | | | |  | | | | | | | | | | | لا | | | | | | | |
| هل سيتم طلب التعاقد مع أعضاء هيئة تدريس جدد للقيام بتدريس المقررات التي يقوم بتدريسها المتقدم؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | نعم | | | | | | | | |  | | | | | | | | | | | لا | | | | | | | |
| هل هناك حاجة لخدمات طالب النقل في الوقت الحالي أو خلال السنوات الخمس القادمة؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | نعم | | | | | | | | |  | | | | | | | | | | | لا | | | | | | | |
| إذا كانت الإجابة في السؤال السابق **"بلا"** فيجب على رئيس القسم كتابة مبررات الاستغناء عن خدمات عضو هيئة التدريس، وهل هناك أعضاء هيئة تدريس سعوديين يمكنهم تدريس المقررات التخصصية التي يقوم المتقدم بتدريسها أم أنه سيتم الاستعانة بأعضاء هيئة التدريس المتعاقدين. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| هل هناك أعضاء هيئة تدريس أو محاضرون آخرون يرغبون في النقل من القسم أو الكلية؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | نعم | | | | | | | | |  | | | | | | | | | | | لا | | | | | | | |
| في حال وجود أعضاء هيئة تدريس أو محاضرون يرغبون في النقل من القسم، ترفق قائمة بأسمائهم ورتبهم العلمية وأرقامهم الوظيفية وتاريخ تعيينهم والأقسام والكليات والجامعات التي يرغبون النقل إليها. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| يوصي مجلس القسم بالموافقة على النقل | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | نعم | | | | | | | |  | | | | | | | | لا | | | | | | | | في جلسته رقم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | المنعقدة بتاريخ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | هـ | | | | | | | |
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| **اسم رئيس القسم** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التاريخ** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | هـ | | | | | | | | | | |
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| يوصي مجلس الكلية بالموافقة على النقل | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | نعم | | | | | | | |  | | | | | | | | لا | | | | | | | | في جلسته رقم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | المنعقدة بتاريخ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | هـ | | | | | | | | |
| اعتمد محضر الجلسة بخطاب معالي مدير الجامعة رقم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | تاريخ خطاب اعتماد محضر مجلس الكلية | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | هـ | | | | | | | | |
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| **اسم عميد الكلية** | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التاريخ** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | هـ | | | | | | | | |

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| **آلية ومراحل دراسة طلبات نقل أعضاء هيئة التدريس ومن في حكمهم** | |
| 1. يقوم المتقدم بتعبئة نموذج طلب النقل واستكمال جميع بياناته وإرفاق جميع المستندات المبينة أدناه. 2. يقوم مجلس القسم بدراسة الطلب في ضوء ضوابط نقل أعضاء هيئة التدريس ومن في حكمهم ويرفع توصيته إلى مجلس الكلية مشفوعةً بجميع المستندات المبينة في القائمة أدناه. 3. يقوم مجلس الكلية بدراسة الطلب في ضوء توصية مجلس القسم وضوابط نقل أعضاء هيئة التدريس ومن في حكمهم. 4. يرفع الطلب وجميع المستندات إلى سعادة وكيل الجامعة للدراسات العليا والبحث العلمي رئيس اللجنة الدائمة لدراسة طلبات نقل أعضاء هيئة التدريس ومن حمهم. | |
| **تتضمن المستندات التي يجب إرفاقها عند رفع طلب النقل إلى اللجنة الدائمة لدراسة طلبات نقل أعضاء هيئة التدريس ما يأتي:** | |
|  | 1. نسخة من محضر مجلس الكلية (صفحة الغلاف وصفحة بيانات الاجتماع والصفحة التي تحتوي موضوع النقل وصفحة توقيعات الأعضاء). |
|  | 1. نسخة من خطاب اعتماد محضر مجلس الكلية. |
|  | 1. نسخة من محضر مجلس القسم (صفحة الغلاف وصفحة بيانات الاجتماع والصفحة التي تحتوي موضوع النقل وصفحة توقيعات الأعضاء). |
|  | 1. نسخة من خطاب اعتماد محضر مجلس القسم. |
|  | 1. نموذج طلب نقل أعضاء هيئة التدريس ومن في حكمهم مكتمل البيانات (النموذج الحالي). |
|  | 1. نسخة من قرارات التعيين على رتبة معيد ومحاضر وأستاذ مساعد. |
|  | 1. نسخة من قرارات الابتعاث والتمديد لجميع المراحل. |
|  | 1. نسخة من خطابات مباشرة العمل بالقسم بعد التعيين وبعد الانتهاء من البعثة. |
|  | 1. نسخة من قرارات الإجازات التي حصل عليها المتقدم أو التكليفات أو الندب. |
|  | 1. نسخة من الجدول الدراسي للمتقدم من واقع النظام الأكاديمي لآخر ستة فصول دراسية بما في ذلك الفصل الدراسي الذي يتم فيه تقديم الطلب. |
|  | 1. خطاب من رئيس القسم ومعتمد من عميد الكلية يبين مدى التزام المتقدم بمهام وواجبات عضو هيئة التدريس. |
|  | 1. قائمة بجميع أعضاء هيئة التدريس ومن في حكمهم بالقسم (ذكوراً وإناثاً) تتضمن: الاسم، الجنسية،الرتبة العلمية، العمر، التخصص العام، التخصص الدقيق، العبء التدريسي، مبتعث أم غير مبتعث، التكليفات الإدارية. |
|  | 1. جميع المستندات الرسمية التي تثبت المبررات التي يوردها طالب النقل في طلبه. |
|  | 1. أي مستندات أخرى تطلبها اللجنة في حينه. |
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