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| **نموذج طلب الابتعاث للتدريـب** |

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| **ضرورة إرسال هذا النموذج بعد تعبئته مع المرفقات المطلوبة من خلال الجهة التابع لها المرشح / المرشحة للابتعاث إلى عميد الدراسات العليا بفترة لا تقل عن أربعة أشهر من تاريخ بدء البعثة .** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **معلومات عن المرشح/المرشحة للابتعاث** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الاسم بالعربي :\*** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **تاريخ ومكان الميلاد : \*** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | **Date & Place of Birth: \*** | | | | | | | | | | | | | | | | | |
| **الجنس : \*** | | | **اختيار** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **gender: \*** | |
| **رقم الهوية الوطنية : \*** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | **I. D. Number : \*** | | | | | | | | |
| **الرقـم الوظيفـي : \*** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | **Job Number: \*** | | | | | | | | |
| **المسمى الوظيفـي : \*** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **Job Title: \*** | | | | | |
| **رقم قرار التعيين : \*** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | **تاريخه: \*** | | | | | | | |  | | | | | | | | | | | | | | | |
| **الفترة التي أمضاها موظفا بالجامعة :** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | **(ضرورة مضي عام على توظيف المرشح قبل الابتعاث)** | | | | | | | | | | | | | | | | | | | | | | | |
| **أمضى سنتين على تعيينه ؟** | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **بيانات الاتصال** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الهـاتــف :** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Phone:** |
| **المكتب:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Office:** |
| **الجوال : \*** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Mobile:** |
| **البريد الإلكترونـي :** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **E-mail:** |
|  | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |
| **المؤهلات العلمية** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **م** | **الدرجة العلمية\*** | | | | | | | | | **التخصص** | | | | | | | | | | | | **الجهة التي حصل منها على المؤهل** | | | | | | | | | | | | | | | **مكانها** | | | | | **سنة التخرج** | | | | | | | | | | | **التقدير** |
| **1** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
| **2** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
| **3** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
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| **الدورات التدريبية السابقة** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **م** | **الدرجة العلمية\*** | | | | | | | | | **التخصص** | | | | | | | | | | | | **الجهة التي حصل منها على المؤهل** | | | | | | | | | | | | | | | **مكانها** | | | | | **تاريخ بدايتها** | | | | | | | | | | | **التقدير** |
| **1** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
| **2** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
| **3** |  | | | | | | | | |  | | | | | | | | | | | |  | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | |  |
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| **اللغة الأجنبية التي يجيدها المرشح / تجيدها المرشحة :** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اللغة :** اختيار عنصر. **درجة الإجادة :**  **ممتاز  جيد جداً  جيد  مقبول** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اللغة :** اختيار عنصر. **درجة الإجادة :  ممتاز  جيد جداً  جيد  مقبول** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **لغـة التدريب : \*** اختيار عنصر. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **معلومات عن الجهة التابع لها المرشح/المرشحة للابتعاث** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اسم الجهة:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **التدريب المطلوب:** | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Training:** | | | | |
| **مجال التدريب العام باللغة العربية:** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Major area of training:** | | | | | | | | | | | | | | |
| **مجال التدريب الدقيق باللغة العربية:** | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Minor area of training:** | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| **هل يُقدم هذا النوع من التدريب داخل المملكة ؟** | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **هل تم الحصول على قبول للتدريب؟ \*** | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **مدة التدريب: \*** | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | **تاريخ بدايته:** | | | | | | |  | | | | | | | | | |
| **اسم الجامعة أو المؤسسة: \*** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | **الدولة:** | | | | | |  | | | | | | **المدينة:** | | | | | | |  | | | | | | |
| **هل الجامعة أو المؤسسة معتمدة من وزارة التعليم؟ \*** | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **# ملاحظة: لا يجوز ابتعاث الموظف للتدريب لدراسة اللغة** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **شروط القبول:** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **هل يؤدي هذا التدريب للحصول على درجة علمية؟ \*** | | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اسم المرشح:** | | | | |  | | | | | | | | | | | | | | | | | | | **توقيعه:** | | | | | | | ................................. | | | | | | | | | | | | **التاريخ:** | | | | | | | **‏25‏/07‏/16** | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ما مدى علاقة البرنامج التدريبي بمهام وظيفة المرشح** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **قوية** | | | | | | | | |  | | | | | **قوية إلى حد ما** | | | | | | | | | | |  | | | | | | **ضعيفة** | | | | | | |  | | | **لاتوجد** | | | | | | | | | | |
| **التوصية بالابتعاث** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الموافقة  عدم الموافقة** | | | | | | | | | | | | | | | | | | | | | **الاسباب:** | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **رقم الجلسة:** | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | **تاريخها:** | | | | | |  | | | | | | | | | | | | | | | | | | |
| **مدير الجهة المسئولة:** | | | | | | | | | | | | | |  | | | | | | | | | **الاسم:** | | | | | |  | | | | | | | | | | | | **التوقيع:** | | | | | ..................... | | | | | | | |

**والله ولي التوفيق ،،،**

**ختم الجهة**

**علامة(\*) تعني ان الحقل مطلوب**

المستندات المطلوبة واجراءات ابتعاث الموظفين :

1. نموذج الابتعاث لتدريب الموظفين بعد استكمال جميع البيانات وتكون مطبوعة .
2. صورة واضحة من بطاقة العائلة أو الأحوال.
3. صورة قرار التعيين موضحا به الرقم والتاريخ.
4. صورة المؤهلات العلمية والتدريبية.
5. أن يجيد المبتعث لغة التدريب
6. صورة خطاب القبول من الجامعة أو المؤسسة المراد التدريب لديها وكذلك وصف لمحتوى الدورة .
7. نموذج التعهد بالعمل بالجامعة بعد انقضاء البعثة (رقم ث – 7 ) .
8. موافقة ولي أمر المبتعثة والتعهد بمرافقتها في مقر البعثة النماذج (رقم ث – 8، ث – 9 ،ث - 10).
9. عدد (10) نسخة من كامل المعاملة من غير الأصل .
10. يرسل الملف مكتمل إلي عمادة الدراسات العليا
11. يعرض علي اللجنة الدائمة للابتعاث والتدريب
12. موافقة معالي مدير الجامعة علي محضر اللجنة
13. صدور القرار التنفيذي للابتعاث
14. ملاحظة (على الكلية أو الجهة التي يتبع لها الموظف ملاحظة مدى انطباق شروط ابتعاث الموظفين على المتقدم للابتعاث والتدريب الموضحة في بند شروط الابتعاث قبل الرفع لعمادة الدراسات العليا) وأن يتم رفع الطلب بمدة لا تقل عن شهرين من تاريخ بداية البرنامج التدريبي .