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| **نموذج طلب الابتعاث للحصول على درجات علمية (للموظفين من غير المعيدين والمحاضرين)** |

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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 :\*** | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Name:** |
| **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 الدراسة : \*** اختيار عنصر. | | | | | | | | | | | | | | | | | | | | | | | | | | | **هل تجيدها؟  نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **معلومات عن الجهة التابع لها المرشح/المرشحة للابتعاث** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اسم الجهة: \*** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **مسمى الدرجة العلمية: \*** | | | | | | | | | | | |  | | | | **ماجستير**  **Master** | | | |  | | | | | | **دكتوراه**  **Ph.D** | | | | | | | | |  | | **زمالة**  **Fellowship** | | | | | | | |  | | | **تخصص اكلينيكي دقيق**  **Required Degree** | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Training:** | | | | |
| **مجال التخصص العام باللغة العربية: \*** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Major area of Study:** | | | | | | | | | | | | | | | |
| **مجال التخصص الدقيق باللغة العربية: \*** | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **Minor area of Study:** | | | | | | | | | | | | | | | |
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| **هل تُقدم هذه الدرجة داخل المملكة ؟\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **هل تم الحصول على قبول الدراسة؟ \*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **مدة الدراسة: \*** | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **تاريخ بدايتها:** | | | | | | | | |  | | | | | | | | |
| **اسم الجامعة أو المؤسسة: \*** | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | **الدولة:** | | | | | | |  | | | | | | **المدينة:** | | | | | | | |  | | | | | | |
| **هل الجامعة أو المؤسسة معتمدة من وزارة التعليم؟ \*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **نعم  لا** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **# ملاحظة: لا يجوز ابتعاث الموظف للتدريب لدراسة اللغة**. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **شروط القبول:** | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **اسم المرشح: \*** | | | | | |  | | | | | | | | | | | | | | | | | | | **توقيعه:** | | | | | | | | | ................................. | | | | | | | | | | | | | **التاريخ:** | | | | | | | | **‏26‏/07‏/16** | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **ما مدى علاقة الدراسة بمهام وظيفة المرشح** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | **قوية** | | | | | | | |  | | | | | **قوية إلى حد ما** | | | | | | | | | | | | | |  | | | | | | | **ضعيفة** | | | | | | | |  | | | **لاتوجد** | | | | | | | | | | | |
| **ماهي المهام الوظيفية التي سوف يقوم بها المبتعث بعد عودته من الدراسة؟\*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **التوصية بالابتعاث** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **الموافقة  عدم الموافقة** | | | | | | | | | | | | | | | | | | | | | | **الاسباب:** | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| **رقم الجلسة: \*** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | **تاريخها:** | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| **مدير الجهة المسئولة: \*** | | | | | | | | | | | | |  | | | | | | | | | | | **الاسم:** | | | | | | | |  | | | | | | | | | | | | | **التوقيع:** | | | | | | ..................... | | | | | | | |

**والله ولي التوفيق ،،،**

**علامة(\*) تعني ان الحقل مطلوب**

**ختم الجهة**

**المستندات المطلوبة وإجراءات 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 ، رقم ث – 9 ، رقم 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 .