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| **الجزء الأول** | | | | | | |  | **بيانات المتقدم** | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| الاسم | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | الرقم الوظيفي | | | | | | | |  | | | | | | الجنسية | | | | | | | |  | | | | | | | | | |
| مكان الميلاد | | | | | |  | | | | | | | تاريخ الميلاد | | | | | |  | |  | |  | | | | هـ | | نوع الهوية | | | | | |  | | | | | | | | | | | | السجل المدني | | | | | | |  | | | | | | | | |
| الجنس | | | | اختر | | | الرتبة الحالية | | | | | | اختر | | | | | تاريخ التعيين عليها | | | | | | | | |  | |  | |  | | | | هـ | | الكلية | | | | |  | | | | | | | | | | | | | | | | | | | | |
| القسم | | | |  | | | | | | | | | | | الجوال | | | | |  | | | | | | | | | البريد الإلكتروني | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| رقم الهاتف | | | | | |  | | | | | | | | | صندوق البريد | | | | | | |  | | | | الرمز البريدي | | | | | | |  | | | | | المدينة | | | |  | | | | | | | المنطقة | | | |  | | | | | | | | | |
| الحي | | | |  | | | | | | | | | الشارع | | | | |  | | | | | | | | | | | | | | | | | | | رقم المبنى | | | | | | |  | | | | | | | رقم الشقة | | | | | |  | | | | | |

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| **الجزء الثاني** | | | | | | | | | | | | | | | | | |  | | | **المؤهلات العلمية** | | | | | | | | | | | | | | | | |  | |  |  | | |  |  | |  |  | | |  |  | |  | |  | | |  | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | | | |  | |  | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  | |
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| **درجة البكالوريوس** | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  | | |  | |  |  | |  | |  | |  |  | | |  |  | |  |  | | |  |  | |  | |  | | |  | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | | | |  | |  | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  | |
| اسم الدرجة | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الجامعة | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الكلية | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| القسم | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | الدولة | | | | | | |  | | | | | | | | | | | | | | | | التخصص | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | تاريخ الحصول عليها | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | |  | | | | | | | | | هـ | | | | |
| التقدير | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | طبيعة الدراسة | | | | | | | | | | | | | اختر | | | | | | | | | | | | |  | |  | | |  | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | | | |  | |  | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  |
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| **درجة الماجستير** | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |  | | |  | |  |  | |  | |  | |  |  | | |  |  | |  |  | | |  |  | |  | |  | | |  | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | | |  | | |  | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  | |
| اسم الدرجة | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الجامعة | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الكلية | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| القسم | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | الدولة | | | | |  | | | | | | | | | | | | | | | التخصص العام | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | التخصص الدقيق | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| تاريخ بدء الدراسة | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | | هـ | | | |  | | |  | | |  | | | | | | | | | م | | | | | تاريخ الحصول على الدرجة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | |  | | | | | | | | | هـ | | | | | |  | | | | |  | | | | |  | | | | | | | | | م | | | |
| التقدير | | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | طبيعة الدراسة | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | | | | | | | | | | نوع الدراسة | | | | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| عنوان الرسالة | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **درجة الدكتوراه أو ما يعادلها** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  | |  | |  | |  |  | | |  |  | |  |  | | |  |  | |  | |  | | |  | |  | | | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | |  | |  | |  | | |  | | |  | | |  | | |  | | |  | |  | |  | |  | | |  | | |  | | |  | |  | | |  | |  | | |  | |  | |  | |  | | |  | |
| اسم الدرجة | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الجامعة | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | الكلية | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| القسم | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | الدولة | | | | |  | | | | | | | | | | | | | | | التخصص العام | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | التخصص الدقيق | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| تاريخ بدء الدراسة | | | | | | | | | | | | | | | | | | | | | |  | | | |  | | | | |  | | | | | | | هـ | | | |  | | |  | | |  | | | | | | | | | م | | | | | تاريخ الحصول على الدرجة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | |  | | | | | | | | | هـ | | | | | |  | | | | |  | | | | |  | | | | | | | | | م | | | |
| التقدير | | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | طبيعة الدراسة | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | | | | | | | | | | نوع الدراسة | | | | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| عنوان الرسالة | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **الجزء الثالث** | | | | | | |  | **خاص بالحاصلين على الزمالة** | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| تاريخ بدء التدريب السريري | | | | | | | | | | | | |  | |  | |  | | | | | تاريخ انتهائه | | | | | | |  | |  | |  | | | | | مدة التدريب السريري | | | | | | | | | |  | | | | | | | | | | | | | | |
| عنوان الأبحاث المنشورة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | عدد الوحدات | | | | | | | |
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| **يقوم المتقدم بتعبئة الجزء السابق ومن ثم إرسال النموذج عن طريق البريد الإلكتروني إلى رئيس القسم وعميد الكلية لاستكمال البيانات.** |

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| **الجزء الرابع** | | | | | | |  | **للاستعمال الرسمي من قبل مجلس القسم ومجلس الكلية** | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| تمت دراسة الطلب من قبل مجلس القسم في جلسته رقم | | | | | | | | | | | | | | | | | | | | |  | | المنعقدة بتاريخ | | | | | | |  | |  | |  | | | | هـ | | والمعتمد محضرها بخطاب عميد الكلية رقم | | | | | | | | | | | | | | | | | |  | | | | |
| وتاريخ | | | |  | |  | |  | | | | هـ | | التخصص العام للمتقدم وفق محضر مجلس القسم | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| التخصص الدقيق وفق توصية المجلس | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| تمت دراسة الطلب من قبل مجلس الكلية في جلسته رقم | | | | | | | | | | | | | | | | | | | | |  | | المنعقدة بتاريخ | | | | | | |  | |  | |  | | | | هـ | | والمعتمد محضرها بخطاب معالي المدير رقم | | | | | | | | | | | | | | | | | |  | | | | |
| وتاريخ | | | |  | |  | |  | | | | هـ | | التخصص العام للمتقدم وفق محضر مجلس الكلية | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| التخصص الدقيق وفق توصية المجلس | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **اسم رئيس القسم** | | | | | | | |  | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | |  | | | | | | | | | | | | | | **التاريخ** | | | | | |  | |  | |  | | | | هـ | |
| **اسم عميد الكلية** | | | | | | | |  | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | |  | | | | | | | | | | | | | | **التاريخ** | | | | | |  | |  | |  | | | | هـ | |

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| **تتضمن المستندات التي يجب إرفاقها عند رفع طلب التعيين إلى المجلس العلمي ما يأتي:** | |
|  | 1. نسخة من محضر مجلس الكلية (صفحة الغلاف وصفحة بيانات الاجتماع والصفحة التي تحتوي موضوع التعيين 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 التعيين وصفحة توقيعات الأعضاء). |
|  | 1. نسخة من خطاب اعتماد محضر مجلس القسم. |
|  | 1. نموذج طلب تعيين أعضاء هيئة التدريس مكتمل البيانات. |
|  | 1. نسخة واضحة من الوثائق (بكالوريوس، ماجستير، دكتوراه أو ما يعادلها). ويجب أن يسلم أصل هذه الوثائق إلى أمانة المجلس العلمي. |
|  | 1. نسخة من قرار الابتعاث لآخر مرحلة دراسية. |
|  | 1. نسخة من قرار إنهاء البعثة. |
|  | 1. نسخة من البحوث المنشورة للحاصلين على الزمالة. |
|  | 1. نسخة واضحة من الهوية الوطنية. |
|  | 1. أي مستندات أخرى يطلبها المجلس العلمي في حينه. |
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| **الجزء الخامس** | | | | | | |  | **للاستعمال الرسمي من قبل اللجنة الدائمة لتعيين أعضاء هيئة التدريس** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **عناصر تدقيق طلب التعيين** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ملاحظات أعضاء اللجنة** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. توصيات المجالس مرفقة وصريحة ومعتمدة. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. وثيقة الدكتوراه مرفقة وتم التحقق من الأصل. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. التخصص الدقيق محدد في التوصيات وهو نفس المبتعث عليه. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. تم التحقق من استيفاء المدة النظامية للتدريب السريري. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. لدى المتقدم وحدة بحثية منشورة (للحاصلين على الزمالة). | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | 1. تم التحقق من توفر جميع مسوغات التعيين على الرتبة. | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **توصي اللجنة بتعيين المتقدم على رتبة أستاذ مساعد لاستيفائه جميع المسوغات النظامية:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | نعم | | | | | | | لا | | | | | | |
| حيثيات التوصية (إن وجدت) | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| اجتماع اللجنة الدائمة لتعيين أعضاء هيئة التدريس رقم | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | المنعقد بتاريخ | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | |
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| **سكرتير اللجنة** | | | | | | | | | | | | | **التوقيع** | | | | | | | | | **التاريخ** | | | | | | | |  | **رئيس اللجنة** | | | | | | | | | | | | | **التوقيع** | | | | | | | | | **التاريخ** | | | | | | | | | |
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