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| **الجزء الأول** | | | | | | |  | **بيانات عضو هيئة التدريس** | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| الاسم | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | الرتبة العلمية | | | | | | | | | اختر | | | | | | | | الرقم الوظيفي | | | | | | | |  | | | | | |
| الكلية | | | |  | | | | | | | | | | | | | | | | | | | | القسم | | | | |  | | | | | | | | | | | | | | | | الجوال | | | | |  | | | | | | | | | | | | |
| التخصص العام | | | | | | |  | | | | | | | | | | | | | | | | | التخصص الدقيق | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| تاريخ التعيين على رتبة أستاذ مساعد | | | | | | | | | | | | | | | | | |  | |  | | هـ | | | | |  | | الحالة الاجتماعية | | | | | | | | | | | اختر | | | | | | | | | | عدد أفراد الأسرة | | | | | | | | |  | | | |
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| هل تمت إعارتك إلى جهة أخرى أو عملت مسشاراً متفرغاً أو حصلت على دورة تدريبية لمدة تزيد عن فصل دراسي ؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | نعم | | |  |  | | لا | | |
| م | | جهة الإعارة أو الاستشارة أو اسم الدورة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | من تاريخ | | | | | | | | إلى تاريخ | | | | | | | | المدة | | | | | | | | | |
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| الأبحاث المنشورة أو المقبولة للنشر ( يذكر آخر إنتاج علمي منشور أو مقبول للنشر بدءً بالأحدث ثم الذي يليه ) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| م | | عنوان البحث | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | عدد الباحثين | | | | ترتيب المتقدم | | | | حالة النشر | | | | | تاريخ النشر | | | | | |
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| هل تشرف على رسائل علمية خلال فترة التفرغ؟ | | | | | | | | | | | | | | | | | | | |  | | نعم | |  | | لا | | عددها | | |  | | | هل يمكنك الاستمرار في الإشراف خلال فترة التفرغ؟ | | | | | | | | | | | | | | | | | | | | |  | | نعم | |  | | لا | |
| هل سبق لك الحصول على إجازة تفرغ علمي؟ | | | | | | | | | | | | | | | | | | |  | | نعم | |  | | لا | | مدتها | | | اختر | | | | | | تاريخ توصية المجلس العلمي بقبول التقرير | | | | | | | | | | | | | | | | | | |  | |  | | هـ | | | |
| هل سبق لك الحصول على فرصة اتصال علمي؟ | | | | | | | | | | | | | | | | | | |  | | نعم | |  | | لا | | مدتها | | |  | | | | | | تاريخ توصية المجلس العلمي بقبول التقرير | | | | | | | | | | | | | | | | | | |  | |  | | هـ | | | |

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| **الجزء الثاني** | | | | | | | | | | | | |  | | **بيانات إجازة التفرغ العلمي** | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| مدة إجاز التفرغ العلمي | | | | | | | | | | | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | تبدأ اعتباراُ من بدء | | | | | | | | | | | اختر | | | | | | | | | | | | | | | | من العام الجامعي | | | | | | | | | اختر | | | | | | | | |
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| عنوان البرنامج العلمي المراد إنجازه | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| مقدمة مختصرة عن البرنامج العلمي تتضمن المحاور التالية: (أهميته ومبررات اختياره، أهدافه، منهجية إنجازه والخطة الزمنية المقترحة لتنفيذه) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| المصاريف البحثية (إن وجدت) **(يجب أن تكون متوافقة مع طبيعة البرنامج ومع بنود الصرف المبينة في القواعد المنظمة والتنفيذية)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| م | | | | البيان | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | المبلغ المقترح | | | | | | | | | بند الصرف | | | | | | | | | | |
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| مجموع المصاريف البحثية | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | |
| الجهات الأكاديمية أو البحثية التي ستقضى فيها إجازة التفرغ العلمي | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| م | | | | اسم الجهة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | المدينة | | | | | | | | | الدولة | | | | | | | | | | الفترة الزمنية | | | | | | | | | | |
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| هل يجيد المتقدم لغة البلد الذي سيقضي فيه إجازة التفرغ العلمي أو اللغة الإنجليزية ؟ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | | في حالة الإجابة بلا، أذكر مبررات اختيار هذا البلد | | | | | | | | | | | | | | | | | | | | |
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| خط السير المقترح | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **يقوم عضو هيئة التدريس بتعبئة البيانات أعلاه ثم يرسل النموذج إلى رئيس القسم وعميد الكلية بالبريد الإلكتروني لاستكمال البيانات الخاصة بهما.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **الجزء الثالث** | | | | | | | | | | | | |  | | | **توصية مجلسي القسم والكلية** | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  | |  |  | |  |  |  |  | |  |  |
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| عدد أعضاء هيئة التدريس بالقسم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | معدل العبء التدريسي لمنسوبي القسم | | | | | | | | | | | | | | | | | | |  | | | عدد الممنوحين إجازة تفرغ علمي خلال نفس الفترة | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | |
|  |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  | |  |  | |  |  |  |  | |  |  |
| يوافق القسم على تغطية العبئ التدريسي لمقدم الطلب دون تحميل الجامعة أي تبعات إدارية أو مالية سواءً بالتعاقد أو نحوه | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | |
|  |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | | |  |  | |  |  | |  |  |  |  | |  |  |
| يتعهد القسم بعدم حجب أي مقرر دراسي نتيجة منح إجازة تفرغ علمي لمقدم الطلب | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | |
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| يتعهد القسم بتأمين الإشراف على الرسائل العلمية التي يشرف عليها المتقدم في حال تعذر عليه الاستمرار في الإشراف | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | |
|  |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  | |  |  | |  |  |  |  | |  |  |
| أوصى مجلس القسم بالموافقة على منح المتقدم إجازة تفرغ علمي لإنجاز البرنامج العلمي المبين في هذا النموذج خلال الفترة المحددة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | |
| توصية مجلس القسم في جلسته رقم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | المنعقدة بتاريخ | | | | | | | |  | | |  | | هـ | | | | | | اعتمد المحضر بخطاب رقم | | | | | | | | | | | |  | | | | | وتاريخ | | | | | |  | | |  | | | هـ | | | | | |
| **اسم رئيس القسم** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | |  | | | | | | | | | | | | | | | **التاريخ** | | | | | | |  | | | |  | | |  | | | | | هـ | | |
|  | |  | |  | |  | |  | |  | |  | |  | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  |  |  |  |  |  | |  | |  | |  |  | |  |  |  |  | |  |  |
| أوصى مجلس الكلية بالموافقة على منح المتقدم إجازة تفرغ علمي لإنجاز البرنامج العلمي المبين في هذا النموذج خلال الفترة المحددة | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | نعم | |  | | | لا | |
| توصية مجلس الكلية في جلسته رقم | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | المنعقدة بتاريخ | | | | | | |  | | |  | | هـ | | | | | | اعتمد المحضر بخطاب رقم | | | | | | | | | | | |  | | | | | وتاريخ | | | | | |  | | |  | | | هـ | | | | | |
| **اسم عميد الكلية** | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | |  | | | | | | | | | | | | | | | **التاريخ** | | | | | | |  | | | |  | | |  | | | | | هـ | | |

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| **تتضمن المستندات التي يجب إرفاقها عند رفع الطلب إلى المجلس العلمي ما يأتي:** | |
|  | 1. نسخة من محضر مجلس الكلية (صفحة الغلاف وصفحة بيانات الاجتماع والصفحة التي تحتوي الموضوع 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 إجازة تفرغ علمي مكتمل البيانات. |
|  | 1. خطابات الدعوة المقدمة من الجهات العلمية المستضيفة ويجب أن يبين فيها طبيعة البرنامج وطول فترة الاستضافة. |
|  | 1. نسخة من الصفحة الأولى للأبحاث المنشورة أو خطابات قبول النشر للأبحاث غير المنشورة. |
|  | 1. نسخة من قرار المجلس العلمي بقبول تقرير إجازة التفرغ العلمي أو الاتصال العلمي السابقة إن وجدت. |
|  | 1. أي مستندات أخرى يطلبها المجلس العلمي في حينه. |
| **يجب أن يصل طلب إجازة التفرغ العلمي إلى المجلس العلمي في مدة أقصاها نهاية الشهر الأول من الفصل الدراسي الأول أو نهاية الشهر الثاني من الفصل الدراسي الثاني** | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **الجزء الرابع** | | | | | | | | | | | | |  | | **للاستعمال الرسمي من قبل اللجنة الدائمة للبحث العلمي** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |  | |
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| **عناصر تدقيق طلب إجازة التفرغ العلمي** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | **ملاحظات أعضاء اللجنة** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. توصيات المجالس المعنية مرفقة ومعتمدة من صاحب الصلاحية. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. إنقضاء المدة النظامية لاستحقاق إجازة التفرغ العلمي. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. لدى المتقدم وحدة بحثية منشورة أو مقبولة للنشر في الوقت المحدد. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. إجادة المتقدم للغة البلد الذي سيقضي فيه إجازة التفرغ العلمي. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. تعهد القسم بعدم حجب أي مقرر دراسي أو تأثر سير العملية التعليمية. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. أوفى المتقدم بالتزاماته السابقة من تفرغ علمي أو اتصال علمي. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. جهة التفرغ العلمي الخارجي جهة أكاديمية أو بحثية متميزة. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. خطابات الاستضافة مرفقة وصريحة ونصت على طول الفترة. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. البرنامج العلمي المقدم مطابق لما نصت عليه القواعد التنفيذية. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | 1. المصاريف البحثية مطابقة للبنود المعتمدة في القواعد التنفيذية. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **توصي اللجنة بمنح المتقدم إجازة تفرغ علمي لإنجاز البرنامج العلمي المبين في هذا النموذج** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | نعم | | | | | | | | | | | | | | لا | | | | | | | | | | | | | |
| **نوع التفرغ العلمي** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | داخلي | | | | | |  | | | | خارجي | | | | | | | | **لمدة** | | | | | |  | | | | فصل دراسي | | | | | | | | | | | | |  | | | | عام دراسي | | | | | | | | | | | | **خلال العام الجامعي** | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | |
| **مدة التفرغ خارج مقر الجامعة** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | **يستحق تذاكر سفر** | | | | | | | | | | | | | | | |  | | | | | له فقط | | | | | |  | | | | له ولزوجته وأبنائه دون سن الثامنة عشرة ولبناته اللاتي يعولهن | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **مقدار المصاريف البحثية المقرة** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | |  | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **حيثيات التوصية (إن وجدت)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **اجتماع اللجنة الدائمة للبحث العلمي رقم** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | **المنعقد بتاريخ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | |
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| **سكرتير اللجنة** | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | | | | | | | | | | | | | **التاريخ** | | | | | | | | | | | | | | | |  | | **رئيس اللجنة** | | | | | | | | | | | | | | | | | | | | | | | | | | | **التوقيع** | | | | | | | | | | | | | | | | | | **التاريخ** | | | | | | | | | | | | | | | | | | | |
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