

عزيرتي المتدريه

تجدين هنا جميع الاسئله الشائعه والمتكرره

اضغط هنا

Dear Trainee,
Here you will find all the frequently asked questions

Deanship of Academic Development



الأسئلة والأجوبة الشائعة التي تخص التدريب للهيئة التعليمية
بعمادة التطوير الأكاديمي

Frequently asked questions and answers related to training for the teaching staff at the Academic Development Authority

Q1 / When is a faculty member entitled to participate in training programs?

Faculty members have the right to participate in training programs, provided that the mentor is not:

She works as a full-time consultant or delegated to any governmental or private entity, unless the authority she is delegated to agrees on a practical mission.

On exceptional leave in case the courses are internal by the university. She is charged with working during the summer vacation, and she is only allowed during the evening shift.

Q2 / What is the mechanism of registration in the programs?

- Registration is under the supervision of the Coordination Office in the Agency for Training Affairs, and it is through filling out the electronic registration form sent with the announcement of the course.

- The registrants in the course are sorted according to the field of work and the proposed number of the course.
- The trainees are nominated and the approval for the training is sent to them by e-mail, and priority in acceptance is given precedence in the application.

During the course, the trainees are prepared and the attendance of each trainee is carefully recorded to monitor her attendance in writing. every single day.

If the trainee fulfills the conditions of the training certificate (attendance rate, effective participation, performance of tests, etc.) of the above mentioned in the training attendance controls at the Deanship of Academic Development, she will be granted a training course certificate.

Attendance and absence of trainees are monitored and monitored by the Monitoring and Follow-up Department in the Vice Dean for Training Affairs at the Deanship of Academic Development.

In the event that the trainee did not attend after registering for the training course and no apology was submitted at least three days before the date of implementation of the course, the rules of the apology regulation shall apply to her in order to give the opportunity for training to the registrants on the reserve list.

Q3 / Is the candidate who is a member of the teaching staff entitled to apologize for the program?

The candidate is not entitled to apologize for the programs for which her candidacy has been accepted, except with an excuse accepted by the Deanship of Academic Development, provided that this is at least three days before the start of the program for the internal programmes.

Sorry, this does not count from the opportunities available to it

Q4/ What is the procedure for those who have stopped training, apologized, or exceeded the absenteeism rate among the members of the educational staff?

Whoever interrupted training, apologized for joining, withdrew or exceeded the percentage of absence allocated to enrolling in an internal training program or from internal programs for which the university paid its training fees without a justifiable excuse accepted by the competent authority, shall not be nominated for training until six months have passed from the date of the last training program that was excluded.

From him without excuse for the programs inside the university, and one year for the internal programs for which the university has paid the fees from the date of the end of the program from which the trainee was excluded without an excuse.

- In the event that the course fees have been paid by the trainee, she is not entitled to recover the amount except with an excuse accepted by the competent authority.

- In the event that she attends courses that the university guarantees to pay her fees, she is obliged to return the fees.

- If the trainee apologizes no less than three days before the session, she is considered excluded with an excuse, and she can nominate in the upcoming sessions.

- The reservists are accepted in place of the first candidate, and in the event that the first reservist apologizes, the seat will be transferred to the second reservist.

- In the event that the trainee is absent from the course without an excuse, which is the denial of any training program for a full semester, in order to reduce the large number of trainees absent from the courses and training programs, or a late apology for the course does not provide a training opportunity for the registrants in the reserve list and to achieve the quality of employment for training resources and provide Participation for the largest segment of university affiliates.

Q5 / What is the percentage of absence that the trainee from among the teaching staff should not exceed during the training period?

The trainee who is a member of the educational staff must commit to attending all training days and hours.

- He is excluded from the program if his absence exceeds 20% of the training hours, whether the days are continuous or separate, and she is not entitled to demand a certificate of attendance or passing the training program.

Q6 / What are the controls for attending courses in training programs?

- To ensure registration and attendance of training, each trainee must complete the enrollment conditions and complete the registration form data, bearing in mind that the training certificate is issued at the end of the training program according to the data installed in the registration form.

-Attendance on the first day is mandatory to complete the course, and permission is not allowed.

- When attending the training course, the trainee is committed to the following (participation and interaction, performance of tasks, virtual application, test performance).

- In the event that the offered programs grant certificates of passing approved training, the trainee commits to performing the pre-test and passing the post-test on the subject of the training course and obtaining a score of no less than 60% of the total courses to obtain a passing certificate. For the post-test, an affidavit is given by attendance only.

- The trainee is obligated to evaluate the training course electronically through the course evaluation link to obtain the training certificate.

- In the case of remote training: attendance is through physical presence throughout the training time and participation in discussions and training activities, so watching the training recording is not considered attendance for the program.

The trainee is not entitled to obtain a certificate of completion of the program in the training course in any of the following cases:

- Failure to meet the attendance rate, which is at least 80% of the total hours of the training program.
- Failure to perform the required tests.
- Not attending practical workshops if the program requires it. Non-compliance with the instructions