**Higher Education and Scientific Research**

**Department of Studies, Planning and Follow-up**

**Department of Studies and Planning**

**College Creation Form**

**University Name: College Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Scientific Departments:** | **1-** | **2-** | **3-** |
| **4-** | **5-** | **6-** |
| **Administrative divisions** | **1-** | **2-** | **3-** |
| **4-** | **5-** | **6-** |

**First: Planning and organizational structure**

|  |  |  |
| --- | --- | --- |
| **Is there a corresponding specialization for the college:** |  **Yes** |  **All of it**  |
| **Number of new sections** |  **( ) Section** |  |
| **Vision, mission and objectives of the college and its** **departments** |
| **Having specific goals for the college?** | **Yes (attach)** | **All of it** |
| **Having specific goals for each department or branch?** | **Yes (attach)** | **All of it** |
| **Clarity in the formulation of goals?** | **Yes** | **To some extent** | **All of it** |
| **Economic feasibility and organizational structure** |
| **Is there an economic feasibility study for the establishment of the college?** |  **Yes and meet the requirements** |  **Exist but are fulfilled to some extent** |  **Non Exist** |
| **Is there an organizational structure for the college that includes the scientific and administrative structure?**  **( )**  |  **Yes and meet the requirements** |  **Exist but are fulfilled to some extent** |  **non** **Exist** |

**II. Material Supplies**

**University Buildings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building Location****University** | **Governorate** | **Eliminate** | **Mahalla** | **Nearest function point** |
|  |  |  |  |
| **Is the building conveniently located?** | **Convenience** | **To some extent** | **Inappropriate** |
| **Is the building suitable for university study?** | **Convenience** | **To some extent** | **Inappropriate** |
| **Is the building the university?** | **Owned** | **Rented** | **Awarded** |
| **University Building Area** | **.................... Square meter** |
| **Administration Space** | **.................... Square meter** |
| **Faculty Space** | **.................... Square meter** |
| **Green space in the college** | **.................... Square meter** |
| **Number of computers** | **( ) Calculator** |
| **Number of classrooms** | **( ) Hall** |
| **Classroom Space** | **.................... Square meter** |
| **\*Number of laboratories** | **( ) Laboratory** |
| **\* Laboratory space with supplies** | **.................... Square meter** |
| **\*Number of workshops** | **( ) Workshop** |
| **\* Workshop space with supplies** | **.................... Square meter** |
| **Number of seats in the library** | **( ) Seat** |
| **The number of book titles that can be provided and in the exact and imprecise specializations required for development** | **( ) Address** |
| **Library space** | **.................... Square meter** |
| **Club Space** | **.................... Square meter** |
| **Sanitary Area** | **.................... Square meter** |
| **Number of health seats in facilities:** | **( ) Seat** |
| **Space for sports and artistic activities** | **.................... Square meter** |
| **Green space in the college** | **.................... Square meter** |

**III. Human Requirements**

|  |  |  |
| --- | --- | --- |
| **Number of Faculty Members** | **On the permanent angel ( )** | **Timer ( )** |
| **Number of faculty members distributed by sex:** | **Males ( )** | **Females ( )** |
| **The number of faculty members and specialization distributed according to scientific title** | **Assistant Lecturer ( ) Lecturer ( ) Assistant Professor ( ) Professor ( )** |
| **The number of faculty members and the supporting specialization (inaccurate) distributed according to the scientific title** | **Assistant Lecturer ( ) Lecturer ( ) Assistant Professor ( ) Professor ( )** |
| **\* Number of laboratory supervisors: ( )** |
| **Number of employees in the administration** | **On the permanent angel ( )** | **Timer ( )** |
| **Number of employees in the department distributed according to the certificate**  | **Intermediate Fmadon ( ) Preparatory ( ) Institute ( ) Bachelor ( )** |
| **Higher Diploma ( ) Master ( ) PhD ( )** |
| **Number of students planned for admission to the new year:** | **( ) Student**  |

**Note: The mark (\*) excludes these paragraphs from some humanitarian disciplines**

**Higher Education and Scientific Research**

**Department of Studies, Planning and Follow-up**

**Department of Studies and Planning**

**Departments / Branches Creation Form**

**University Name: Faculty Name:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Departments in the college:** | **1-** | **2-** | **3-** |
| **4-** | **5-** | **6-** |
| **Administrative divisions** | **1-** | **2-** | **3-** |
| **4-** | **5-** | **6-** |

**First: Planning and organizational structure**

|  |  |  |
| --- | --- | --- |
| **Is there a corresponding specialization for the department/branch at the university:** |  **Yes** |  **All of it**  |
| **Number of new new sections:** | **( ) Section** |
| **De** |
| **Having specific goals for the department?** |  **Yes (attach)**  | **All of it**  |
| **Clarity in the formulation of goals?** |  **Yes** | **To some extent**  |  **All of it**  |
| **Is there an economic feasibility study for the development of the department (attached)?** |  **Yes and meet the requirements** |  **Exist but are fulfilled to some extent** |  **non** **Exist** |

**II. Material Supplies**

**University Buildings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Building Location****University** | **Governorate** | **Eliminate** | **Mahalla** | **Nearest function point** |
|  |  |  |  |
| **Is the building conveniently located?** |  **Convenience**  |  **To some extent**  |  **Inappropriate**  |
| **Is the building suitable for university study?** |  **Convenience**  |  **To some extent**  |  **Inappropriate**  |
| **Building Area Section** | **.................... Square meter** |
| **Management space** | **.................... Square meter** |
| **Faculty Space** | **.................... Square meter** |
| **Number of computers** |  **( ) Calculator**  |
| **Number of classrooms** |  **( ) Hall** |
| **Classroom Space**  | **.................... Square meter** |
| **\*Number of laboratories** |  **( ) Laboratory** |
| **\* Laboratory space with supplies** | **.................... Square meter** |
| **\*Number of workshops** | **( ) Workshop** |
| **\* Workshop space with supplies** |  **.................... Square meter** |
| **Sanitary Area** | **.................... Square meter** |
| **Number of sanitary seats in facilities:** | **( ) Seat** |
| **Number of health seats in facilities:** | **( ) Seat** |
| **Space for sports and artistic activities** | **.................... Square meter** |

**III. Human Requirements**

|  |  |  |
| --- | --- | --- |
| **The number of faculty members on the permanent staff in the exact specialization distributed according to the scientific title:** | **On the permanent angel ( )** | **Timer ( )** |
| **The number of faculty members on the permanent staff in the exact specialization distributed according to the scientific title:** | **On the permanent angel ( )** | **Timer ( )** |
| **Number of faculty members distributed according to gender:** | **Males ( )** | **Females ( )** |
| **Number of faculty members and specialization distributed according to scientific title** | **Assistant Lecturer ( ) Lecturer ( ) Assistant Professor ( ) Professor ( )** |
| **\* Number of laboratory supervisors: ( )** |
| **Number of employees in the administration** | **On the permanent angel ( )** | **Timer ( )** |
| **Number of employees in the department distributed according to the certificate** | **Intermediate and below ( ) Preparatory ( ) Institute ( ) Bachelor ( )** |
| **Higher Diploma ( ) Master ( ) PhD ( )** |
| **Number of students planned for admission to the new year:** | **( ) Student** |

**Note: ( \* ) This paragraph is excluded from some humanitarian disciplines.**

1. **The forms are organized for each department / scientific branch and the college / institute building separately and delivered with the minutes of the committee.**
2. **The pages of the forms shall be signed by the Chairman and all members of the Committee.**