**Ministry of Higher Education and Scientific Research**

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

**Department of Studies and Planning**



**Form No. (1) Creation of a scientific department**

**University Name : College Name :**

|  |  |  |
| --- | --- | --- |
|  |  | **Current departments in the college** |
|  |  |
|  |  |
|  | |
|  |  | **Administrative divisions** |
|  |  |
|  |  |
|  | |

**First: Planning**

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| --- | --- |
|  | **Section to be created** |
|  | **Is there a specialization corresponding to the department in the university** |
|  | **Number of new new sections** |

**Second: Objectives of the Department**

|  |  |
| --- | --- |
|  | **The existence of specific objectives for the department** |
|  | **Clarity in the formulation of objectives** |

**Third: Material Requirements**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **University Buildings** | | | | |
| **Nearest function point** | **Mahalla** | **Eliminate** | **Governorate** | **Location of the university building** |
|  |  |  |  |
|  | | | **Is the department building conveniently located?** | |
|  | | | **Is the building suitable for university studies?** | |
|  | | | **Department Building Area** | |
|  | | | **Management space** | |
|  | | | **Faculty Space** | |
|  | | | **Number of computers** | |
|  | | | **Number of classrooms** | |
|  | | | **Number of laboratories** | |
|  | | | **Laboratory space with its requirements** | |
|  | | | **Number of Workshops** | |
|  | | | **The area of the workshop with its accessories** | |
|  | | | **Number of sanitary seats in facilities** | |
|  | | | **Sanitary Area** | |
|  | | | **Space for sports and artistic activities** | |

**Fourth: Human Requirements**

|  |  |  |
| --- | --- | --- |
| **Timer ( )** | **Number of permanent owners ( )** | **Number of Faculty Members** |
| **Professor ( - ) Assistant Professor ( - ) Lecturer ( - ) Assistant Lecturer ( - )** | | **Number of faculty members distributed by scientific title** |
| **Female ()** | **Males ( )** | **Number of faculty members by sex** |
| **()** | | **Number of Lab Supervisors** |
| **On the temporary staff ( - )** | **On the permanent angel ()** | **Number of employees in the administration** |
| **Intermediate and below ( - ) Preparatory ( - ) Institute ( - ) Bachelor ( 0 )**  **Higher Diploma ( - ) Master ( 0 ) PhD ()** | | **Number of employees in the department by certificate** |
| **50 Students** | | **Number of students planned for admission for the reopening year** |

**\* Fifth: The names of faculty members in the supporting disciplines (inaccurate) distributed according to the scientific title**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Specialization** | **Scientific title** | **Certification** | **Names** | **t** |
|  |  |  |  | **1** |
|  |  |  |  | **2** |
|  |  |  |  | **3** |
|  |  |  |  | **4** |
|  |  |  |  | **5** |

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

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**Form No. (2) Development / Scientific Departments**

**University Name : University College Name :**

**The department in which the study is to be developed:**

**Available human and material supplies**

**First: The building**

**1-**

**Second: Teaching Staff**

**1- The teaching staff available on the permanent staff of the college:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Workplace** | **Scientific title** | **Certification** | **Specialization** | **General Specialization** | **Name** | **University/College** |
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**2- Technical and administrative staff**

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| --- | --- | --- | --- | --- | --- |
| **Workplace** | **Job Title** | **Certification** | **Specialization** | **Name** | **University/College** |
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**3- Teaching staff that can be appointed or transferred from other universities or departments**

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| --- | --- | --- | --- | --- | --- |
| **Workplace** | **Scientific title** | **Certification** | **Specialization** | **Name** | **section** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Attach the undertakings for transfer to the college in which the study is to be developed**

**4- The total number of hours in the department: The total hours taught in the department: (hours)**

**5- Curriculum: (Curricula are attached)**

**6- Library: There is a library in the college**

**7- Devices: All devices are available in the department's laboratories**

**Signature of the Dean of the College Signature of the President of the University**

**I certify the accuracy of the information contained above I certify the accuracy of the information contained above**

**Note: The application for creation will not be considered in case of leaving or neglecting any of the above paragraphs.**