**Course Request Form/نموذج إنشاء مقرر**

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| ***Section A :Applicant Information/معلومات مقدم الطلب*** | | | | | | |
| Name/**الاسم**: | Click or tap here to enter text. | | ID No/**الرقم الوظيفي**: | text | Phone/**التحويلة**: | Ex |
| Institute/**المؤسسة**: | Choose an item. | text | Department/**القسم**: | Click or tap here to enter text. | | |
| E-Mail/**البريد**: | Click or tap here to enter text. | | Semester-Date/**الفصل-التاريخ**: | Click or tap here to enter text. | | |
| Bb Username/ **الحساب**: | Choose an item. | Text | If new: explain your role/**الدور**: | Click or tap here to enter text. | | |

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| ***Request Type/نوع الطلب*** | |
| Type/**النوع**: | Choose an item. |
| Specify Other/**حدد الأخرى**: | Click or tap here to enter text. |

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| ***Course Information/معلومات المقرر*** | | | |
| Course Title/**اسم المقرر:** | Click or tap here to enter text. | Course Code/**كود المقرر**: | Click or tap here to enter text. |
| Course Type/نوع المقرر: | Elective courses/ اختياري | Mandatory courses/إلزامي | Training courses/تدريب |
| Reasons/**السبب**: | Click or tap here to enter text. | | |
| Course Objectives/  **أهداف المقرر:** | Click or tap here to enter text. | | |
| Course Description/Details/**تفاصيل ووصف المقرر** | | | |
| Click or tap here to enter text. | | | |

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| ***Section B: Chairperson/Supervisor Approval/موافقة الرئيس المباشر*** | |
| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض: | Click or tap here to enter text. |

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| ***Section C: Deputy/Section Head Approval/موافقة رئيس القسم أو الوكالة*** | |
| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |

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| ***Section D: eLearning Department Head Approval/موافقة رئيس قسم التعليم الإلكتروني*** | |
| Approved/الموافقة | Rejected/الرفض |
| Name & Signature/ الاسم والتوقيع: | Click or tap here to enter text. |

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| Reason of Rejection/سبب الرفض | Click or tap here to enter text. |