Excellence Awards

Offered by

The Faculty of Education

Preface

Praise be to Allah and peace and blessings be upon our master Muhammad and his family and companions.

The Faculty of Education at Majmaah University is keen to encourage the excellence, and appreciate the role of distinguished staff members, students and academic employees in various departments.

Awards are one of the available mechanisms to encourage and motivate employees in any sector to increase their productivity and achieve quality work. Awards are the means for estimating the efforts of the individuals in the provision of services at a higher level of achievements or distinct contributions. The pursuit of continuous development is a major concern for the Faculty of Science to provide Awards of Excellence for all members of the Faculty. The aim of these awards is to appreciate their efforts, and honor them for their contributions and achievements of creative value in the field in which they work in order to attain high levels of achievement in academic and administrative aspects reflected on the outcomes of the college and its contributions to community service.

Awards of Excellence include ten branches; four offered to the faculty members for Excellence in Teaching where one is for Scientific Excellence, Excellence in Education eBook, Excellence in Website for faculty member; five for the students in the field of academic Excellence where the first one is provided in the field of student Leadership, in the field of student activities, in the field of scientific achievement, in the field of educational activity; and finally there is one award offered for the faculty employees.

It has been worked out on the development of standards and mechanisms for these awards including nomination which provides an opportunity for all to abide by the regulations and standards and to ensure fairness and transparency.

Dean of the Faculty of Education

Dr. Rashed bin Homoud Al-Thonayan

Contents

Definition of Excellence Awards

The Excellence Awards program seeks to achieve quality in the Faculty of Education in Zulfi under the supervision of the Vice Dean of the development and quality and the auspices of the Dean of the College, Dr. Rashed bin Homoud Al-Thonayan. This award reflects the appreciation of the college and its recognition of the efforts made by the faculty staff members, students, and administrative staff members. The idea was awarded the Order of Excellence from the College of Education; platinum, diamond and gold medal to consolidate a culture of excellence, resettlement, the dissemination of the concept of quality and achievement of standards in higher education, and the search for the permanent development considering the importance of members at university appreciating their efforts and their distinctiveness.

The Medal of Excellence is annual prizes awarded at the Faculty level, according to specific conditions compatible with the concepts of quality and excellence. The award is subject to strict criteria when evaluating candidates in various stages. The college is keen on representing the awards committees at various levels to employ all potentials to keep pace with the level of hopes and aspirations achieving the desired goals. The medal is received under the auspices of Dean and his continued support, and the direct supervision of the Vice Dean of development and quality.

Vision :

To develop the quality of leadership at national and international level.

Mission:

Appreciating the achievements of faculty staff members, students, and administrative staff members at Faculty of Education, contributing to create a strong competitive environment in different fields, and promoting the upgrade of scientific outputs, which build a knowledgeable society.

Objectives:

1 – To achieve the excellent performance of the employees at college to improve the academic work, education, and the administrative standards of quality.

2 – To urge staff members for the positive competition being innovative and excellent in relation to achievement.

3 - To encourage academic departments to compete in performance, and achievement in various academic fields.

4 – Rewarding outstanding employees highlighting their achievements, efforts, and distinctiveness.

5 – To appreciate students for their educational achievement and creativity.

Target :

All the faculty members, staff members and students of the Faculty of Science at Zulfi.

General Provisions

1 – All staff members and students have the right to nominate themselves for the award.

2 – Any department has the right to participate as well as the staff members of that department; either staff members or students.

3 – You have the right to run for one award, but have no right to run for more than one award at the same time.

4 - The nomination is not accepted if the candidate achieves less than 60% of the degrees of the criteria for the award .

5 - Each department can nominate only one candidate for each award among the ten awards.

6 - The nomination is not accepted in any branch of the award if all forms are not completed and all required attachments are not attached.

7 - Files that did not meet the requirements set forth in the regulation are excluded.

8 - Those who previously won a prize also have the right to apply for another award after two years.

9 - All actions and procedures of the nomination are treated confidentially, and the results of screening of candidates are announced only after the approval of the responsible person.

10 – The secretariat should not open the door to re-nominate any candidate if the file is not complete or there are any missing papers.

11 - The Permanent Committee of the Excellence Award selects the winners at the college level.

12 - The process of differentiation between the candidates is considered on the basis of the files provided and its content to achieve the standards set forth in the regulations and provisions.

13 - The deadline for receiving applications should be taken into account and late applications are ignored.

14 – The head of the department and committee members are not allowed to attend the meetings related to the award.

Qualities of Candidate:

There are a number of qualities that should characterize the candidate:

• Belonging to the area of work, and dedication to work .

• A commitment to professional ethics and controls.

• Desire to develop the capabilities in the scientific, professional, research and technological areas.

• Possesses the skills of conversation and positive interaction with others.

• The candidate should not have irregularities or disciplinary councils.

• Have the skills to employ technological tools effectively in their respective fields which should be diverse.

• Provide services to different segments of society.

Values of the Award:

The college offers three medals awarded for each of the ten prizes. They are distributed as follows:

First: Platinum Medal of excellence + cash money

This medal is given to first winner of the faculty members in the field of excellence in teaching, scientific excellence, excellence in e-learning, and excellence in websites, as well as the first winner of the students in the field of academic excellence, excellence in the field of student leadership, excellence in the field of student activities, excellence in scientific achievement, and excellence in the field of educational activity, Also, this medal is given to the first winner in the field of excellence employee.

Second: Diamond Medal of excellence

This medal is given to the second winner as mentioned above.

Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above.

Excellence Award in Teaching

Excellence Award in Teaching is an annual prize awarded to the distinguished faculty staff member who made a distinct model in the process of teaching, gives students an opportunity to be part of the learning and teaching processes, and who works on the development of performance on an ongoing basis.

The Medal of excellence aims to achieve quality standards, and the creation of the spirit of fair competition between candidates to get serious, and the prize is awarded for excellence in teaching after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

Target:

All faculty staff members are targeted including professors, associate professors, assistant professors, lecturers who teach courses at the Faculty of Science at Zulfi.

Vision:

To Support excellence in teaching and develop the leadership quality at national and international level.

Mission:

To appreciate the efforts of the faculty member who are characterized in the teaching process finding out a competitive environment that makes contribution in the mission and goals of the college.

Objectives of the Award:

The award seeks to develop and upgrade the educational process through the following themes:

1 - Motivating faculty staff members for employing the excellence in teaching that is compatible with the concepts and principles of quality in education.

2 - Urging positive competition between the faculty staff members for innovation and excellence in teaching.

3 - The development of entrepreneurship and innovation which contribute well in strengthening and developing the teaching process.

4 - To encourage the faculty members to extrapolate the mission of the university and the ongoing work to achieve them.

Nomination Procedures:

Nomination procedures include the following:

1 –All staff members and students have the right to nominate themselves for the award. Besides, any department has the right to participate as well as the staff members of that department; either staff members or students. You have the right to run for one award, but have no right to run for more than one award at the same time. The nomination is not accepted if the candidate achieves less than 60% of the degrees of the criteria for the award . Each department can nominate only one candidate for each award among the ten awards. The nomination is not accepted in any branch of the award if all forms are not completed and all required attachments are not attached. Files that did not meet the requirements set forth in the regulation are excluded. Those who previously won a prize also have the right to apply for another award after two years.

2 – A committee at the department level named "the Excellence Award Committee" is composed of three members, and is formed by the head of the committee who is not a candidate for the award, and holds the committee as follows:

- o Review the nomination form and the development of appropriate grades on its clauses.
- o Identify a faculty member who got the highest grades as a preliminary candidate.
- o Submit the initial nomination to the council of the department providing all attachments and evidences.

3 – The council of the department discusses the nomination process in terms of the following:

- o Make sure that the models of nominations are complete.

- Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Conduct a differentiation between the candidates according to grades and the evidence.
- The board of the department conducts a ballot in the case of equal degrees of candidates.
- Department's Council forwards its recommendation and nominations to the Dean of the College with full attachments.

4 - The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members nominated by the college's council.

• Secretary of the committee.

Their tasks are as follows:
- Receiving the files of candidates who applied for various branches of Excellence Award.
- Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.
- To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
- Making sure that the differentiation between candidates is considered according to grades and the evidences.
- The secretariat of the award conducts a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes declaring names of winners.
- The award is withheld the criteria are not fulfilled as required.

- o Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- o Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:

- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Making a fair differentiation between the candidates according to grades and evidences.
- o The College's Council conducts a ballot in the case of equal degrees of candidates.
- o College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for evaluating the Excellence Award in Teaching:

Every candidate who applies for this award should submit the evidences that support his excellence in teaching where the necessary evidences should be attached in light of the following criteria:

1 - Designing and preparation of courses that he teaches in accordance with the following items:

- o Vision, mission and philosophy of teaching .
- o ability to demonstrate the deep knowledge of the of the training courses , its relation to studies and research , and the recent developments in the field of education.

- o ability to plan and organize scheduled units in a logical and pedagogical manner describing accurately the expected objectives and outcomes of learning.
- o participation in the design and preparation of courses .
- o ability to identify clearly the requirements of evaluation decisions.
- o submit a list of consistent and modern decisions related to education.
- o use of technology in the design and preparation of curriculum.

2 - Strategies of evaluating courses according to the following items :
- o ability to show enthusiasm and interest in teaching and communication with students.
- o the extent of being professional in your specialization introducing various mechanisms for learners.
- o ability to develop creativity, promote and increase the desire for discovery and development of motivation, and self-learning among students .
- o ability to develop the skills of analysis and critical thinking among students .
- o ability to encourage students to participate and interact during the presentation of the decision, with his commitment to the development of scientific values.
- o Adopting various methods and instructional strategies for effective means of improving students' learning.

3 - Evaluating the performance of students and feedback according to the following items:
- o ability to blend the evaluation strategies and objectives of teaching and purposes directly related to the expected outputs of the decision.
- o Adopting strategies of scientific evaluation which fit the needs of students and the requirements of taught courses.
- o Evaluating student's work in a comprehensive way which in turn leads to the development of learning skills.
- o submit a fast, effective and comprehensive feedback for students and a variety of strategies to help them identify the strengths and weaknesses they have.
- o Determining a timetable for evaluating the performance of students during the semester.

4 - Academic Guidance according to the following items:
- o Teachers allocate and abide by office hours.

- o attendance in the office during office hours to guide students and answer their questions and queries .
- o attendance in the labs to guide students and answer their questions.
- o encourage outstanding students and discover the gifted ones and develop their talents .
- o directing students during their course of study professionally and psychologically.
- o have a positive communication with students .
- o Considering the academic and professional needs of students.

5 – Self professional development related to the teaching process in accordance with the terms of the following:

- o attending conferences, seminars , workshops, teaching courses related to the process of education.
- o presenting lectures and scientific papers in conferences, seminars and workshops related to the process of education.
- o conducting research studies related to teaching and publishing.
- o Supervising research projects and theses related to teaching.
- o providing pieces of advice in the field of teaching for institutions and organizations at local, regional or international levels.
- o participation in joint research projects in the field of teaching with individuals or institutions or organizations at local, regional or international levels.
- o participating as a member in local, regional or international organizations in the field of teaching .

Award value:

- o Platinum Medal of excellence + cash prize
  This medal is given to first winner of the faculty members in the field of excellence in teaching.
- o Second: Diamond Medal of excellence
  This medal is given to the second winner as mentioned above
- o Third: Gold Medal of excellence
  This medal is given to the third winner as mentioned before.

Excellence Award for Personal Websites

Excellence Award for personal websites is an annual prize awarded to the faculty member who designed a distinct website, and work on the development of performance on an ongoing basis. The award aims to achieve quality standards, and the creation of the spirit of fair competition between them to get serious, and the prize is awarded for outstanding excellence in the field of websites after achieving the standards adopted in accordance with the nomination mechanisms and procedures.

Target:

All staff members are targeted including professors, associate professors, assistant professors, lecturers who teach courses at the Faculty of Education at Zulfi.

Vision:

To Support excellence in designing the personal websites for faculty staff members.

Mission:

To appreciate the efforts of all creative teachers who did their best in designing their personal websites , creating a competitive environment and contribute to the mission of the university and its goals.

Objectives of the Award:

The award seeks to develop the websites of the faculty members and upgrade them through:

- o Motivating the faculty members to use the internet in the educational process that is compatible with the concepts and principles of quality excellence in teaching.
- o Urging positive competition between the faculty members in the creativity and excellence in websites.
- o Developing of entrepreneurship and innovation, which contribute to strengthening and developing the teaching process.

o Encouraging faculty members to induce the mission of the faculty and the ongoing work to achieve them.

Nomination Methodology and Procedures:

Nomination policy includes the following points:

1 –All staff members and students have the right to nominate themselves for the award. Besides, any department has the right to participate as well as the staff members of that department; either staff members or students. You have the right to run for one award, but have no right to run for more than one award at the same time. The nomination is not accepted if the candidate achieves less than 60% of the degrees of the criteria for the award . Each department can nominate only one candidate for each award among the ten awards. The nomination is not accepted in any branch of the award if all forms are not completed and all required attachments are not attached. Files that did not meet the requirements set forth in the regulation are excluded. Those who previously won a prize also have the right to apply for another award after two years.

2 – A committee at the department level named "the Excellence Award Committee" is composed of three members, and is formed by the head of the committee who is not a candidate for the award, and holds the committee as follows:

o Review the nomination form and the development of appropriate grades on its clauses.
o Identify a faculty member who got the highest grades as a preliminary candidate.
o Submit the initial nomination of the council of the department with full attachments.

3 – The council of the department discusses the issue in terms of:

The council of the department discusses the nomination process in terms of the following:

o Make sure that the models of nominations are complete.
o Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
o Conduct a differentiation between candidates according to grades and the evidence.

- o Council of the department conducts a ballot in the case of equal degrees of candidates.
- o Department's Council forwards its recommendation and nominations to the Dean of the College with full attachments.

4- The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members nominated by the college's council.

• Secretary of the committee.

Their tasks are as follows:

- o Receiving the files of candidates who applied for various branches of Excellence Award.
- o Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.
- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
- o Making sure that the differentiation between candidates is considered according to grades and the evidences.
- o The secretariat of the award conducts a ballot in the case of equal degrees of candidates.
- o Documenting the results of the nomination in the minutes declaring names of winners.
- o The award is withheld the criteria are not fulfilled as required.
- o Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- o Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:

- To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Making a fair differentiation between the candidates according to grades and evidences.
- The College's Council conducts a ballot in the case of equal degrees of candidates.
- College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for evaluating a candidate's website

Every candidate writes the address of his website, date of the last update for the site, number of visitors who visited his personal website, and the content of the website related to teaching such as:

- last updated decision.
- material at hand : lectures - duties - exams and solutions.
- the possibility of networking and communication : mail - advertising - virtual classes .
- the possibility of knowing student 's quarterly grades .
- the possibility of posting tests to determine the level of students electronically.
- the possibility of handing students' duties electronically.
- External Links Related to the decision.

The website of the candidate should include:

- The main menus include the curriculum vitae, academic guidance, and teacher's timetable.

- o Number of academic pages added and posted on the teacher's website which must not be less than 10 pages.
- o Coordination must be taken into consideration and fit the size of the whole content in all pages.
- o All information on the website should be new and updated.
- o Active Office Hours must be specified on a separate box to the right side of the page.
- o Advertisements should be inside one box on the side that holds the announcement date.
- o The contents of the site should be linked directly or indirectly to the academic field only.
- o Teacher's timetable should be placed on the main menu in a separate page.
- o The faculty member must post at least two means of contacts (phone or official e-Mail) and placed inside one of the side boxes.
- o Courses must be on the main menu.
- o Each course should contain the following :
- ▪ Course specification
- ▪ Study plan during the chapter weeks
- ▪ References
- ▪ Exam models
- ▪ Bank of questions

Award value:

- o Platinum Medal of excellence + cash money
  This medal is given to the first winner of the faculty members in the field of excellence in website.
- o Second: Diamond Medal of excellence
  This medal is given to the second winner as mentioned above.
- o Third: Gold Medal of excellence
  This medal is given to the third winner as mentioned above.

Excellence Award in E-learning

E-learning is a key branch of the university education and continuing education, the need for this type of learning has increased with the growing numbers of wishing to enroll in the university education beyond the absorptive capacity of universities. This style of learning developed quickly, and regenerated new technologies to keep pace with this development through e-learning.

Here, the role of the concerned authorities to activate the e- learning solutions to be compatible with the embrace of technology in this area.

The idea of granting medal of excellence in e-learning in terms of stimulating and encouraging the faculty members and the development of the thought of creativity and innovation, inspire the spirit of competitiveness to enrich the electronic educational process, and in recognition of distinctiveness in the field of e-learning, and to deepen the concepts of excellence and innovation through the adoption of standards of excellence in the application of learning and integration efforts among the various educational institutions in the college to improve the outcomes of the educational process.

Target:

All the faculty members, professors, associate professors, assistant professors, and lecturers who teach full-time courses at the Faculty of Education at Zulfi.

Vision:

Award – leading excellence and innovation in the field of E-learning are at a good distance in various applications, and there is an interest for excellence in various fields in order to gain access to a prominent place on the level of Saudi universities, which qualifies for access to the prime location for the award locally, regionally, and internationally.

Mission:

Prominent contribution to improve the performance of e-learning and distance learning and its applications to provide the best technology and employment in educational programs, interest for excellence in this area, and spreading the spirit of positive competition and cooperation which contributes to building a learning community with electronic privileges.

Objectives of the Award:

- raise awareness of the culture of excellence in e-learning.
- adopt the standards of excellence and innovation in e- learning applications.
- promote the capabilities that contribute to the enrichment of e- learning at university.
- exchange of successful experiences and dissemination of best practices in the fields of e- learning .
- desire to develop e-learning in the Faculty of Education.
- to encourage distinctions in the field of e-learning.
- training on an examining and recognizing the mission of university and the ongoing work.

Nomination Methodology and Procedures:

Nomination policy includes the following points:

1 –All staff members and students have the right to nominate themselves for the award. Besides, any department has the right to participate as well as the staff members of that department; either staff members or students. You have the right to run for one award, but have no right to run for more than one award at the same time. The nomination is not accepted if the candidate achieves less than 60% of the degrees of the criteria for the award . Each department can nominate only one candidate for each award among the ten awards. The nomination is not accepted in any branch of the award if all forms are not completed and all required attachments are not attached. Files that did not meet the requirements set forth in the regulation are excluded. Those who previously won a prize also have the right to apply for another award after two years.

2 – A committee at the department level named "the Excellence Award Committee" is composed of three members, and is formed by the head of the committee who is not a candidate for the award, and holds the committee as follows:

- o Review the nomination form and the development of appropriate grades on its clauses.
- o Identify a faculty member who got the highest grades as a preliminary candidate.

o Submit the initial nomination of the council of the department with full attachments.

3 – The council of the department discusses the issue in terms of:

The council of the department discusses the nomination process in terms of the following:

o Make sure that the models of nominations are complete.
o Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
o Conduct a differentiation between candidates according to grades and the evidence.
o Council of the department conducts a ballot in the case of equal degrees of candidates.
o Department's Council forwards its recommendation and nominations to the Dean of the College with full attachments.

4- The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)
• Two faculty members nominated by the college's council.
• Secretary of the committee.

Their tasks are as follows:

o Receiving the files of candidates who applied for various branches of Excellence Award.
o Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.
o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
o Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
o Making sure that the differentiation between candidates is considered according to grades and the evidences.

- The secretariat of the award conducts a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes declaring names of winners.
- The award is withheld the criteria are not fulfilled as required.
- Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:
- To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Making a fair differentiation between the candidates according to grades and evidences.
- The College's Council conducts a ballot in the case of equal degrees of candidates.
- College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for Evaluating the Excellence Award in E-learning

The basic steps for the award are:

- E-mailing the correspondence award.
- Providing brief information of about 500 words about chosen courses.
- Identifying the software used in the design and operating requirements.
- Providing a simplified guide for the user stating the importance of passwords needed, if any.
- Presentation can be more than an interactive course.

The basic conditions for accepting participation:

- Providing the course in SCORM 2004 format.
- The course should be installed on the e- learning management system.
- The selected course must be scientifically and academically one of the university courses.
- The content should not include any problems or errors.
- Sending the course and award attachments along with CD to the award e-mail.

This award has been allocated for the best digital courses designed and electronic course will be assessed based on several criteria related to the objectives, content and teaching strategies and learning activities, evaluation and technical design of the electronic course.

Award Value:

- o Platinum Medal of excellence + cash prize

  This medal is given to the first winner of the faculty members in the field of excellence in E-learning.

- o Second: Diamond Medal of excellence

  This medal is given to the second winner as mentioned above.

- o Third: Gold Medal of excellence

  This medal is given to the third winner as mentioned above.

Scientific Excellence Award

Scientific excellence award is an annual prize awarded for the faculty member who presented a distinct research and published in global magazines that has a classified ISI and a high impact factor. Also, the award is offered to the faculty member who produces translated books, authored scientific books, contributed to enrich the library with various books and helped in making scientific progress. The prize is also awarded to the person who has participation in the international scientific conferences, and worked on the development of performance on an ongoing basis.

This award aims to achieve quality, and create fair competition between staff members after achieving the standards adopted in accordance with the mechanisms of nomination and procedures.

Target:

All the faculty members; professors, associate professors, assistant professors, and lecturers who teach full-time courses at the Faculty of Education at Zulfi.

Vision:

To support excellence and leadership in the scientific research, translation and authoring on the local, regional, and global levels.

Mission:

To appreciate the efforts of all creative teachers who did their best in scientific research, translation and authoring, creating a competitive environment and contributing to the mission of the university and its goals.

Objectives of the Award:

This award seeks to develop the educational process and scientific research, translation, authoring and upgrade them through:

- Motivating the faculty members on the use of educational excellence that is compatible with the concepts and principles of quality in teaching performance.
- Urging the positive competition between faculty members in terms of creativity and excellence in scientific research, translation, authoring

attending seminars and scientific conferences at local and international levels.

- The development of entrepreneurship and innovation, which contribute to the promotion of scientific excellence and development of the college.
- To encourage the faculty members to extrapolate the mission of the university and the ongoing work.

Nomination Methodology and Procedures:

Nomination policy includes the following points:

1 –All staff members and students have the right to nominate themselves for the award. Besides, any department has the right to participate as well as the staff members of that department; either staff members or students. You have the right to run for one award, but have no right to run for more than one award at the same time. The nomination is not accepted if the candidate achieves less than 60% of the degrees of the criteria for the award . Each department can nominate only one candidate for each award among the ten awards. The nomination is not accepted in any branch of the award if all forms are not completed and all required attachments are not attached. Files that did not meet the requirements set forth in the regulation are excluded. Those who previously won a prize also have the right to apply for another award after two years.

2 – A committee at the department level named "the Excellence Award Committee" is composed of three members, and is formed by the head of the committee who is not a candidate for the award, and holds the committee as follows:

o Review the nomination form and the development of appropriate grades on its clauses.
o Identify a faculty member who got the highest grades as a preliminary candidate.
o Submit the initial nomination of the council of the department with full attachments.

3 – The council of the department discusses the issue in terms of:

The council of the department discusses the nomination process in terms of the following:

- o Make sure that the models of nominations are complete.
- o Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Conduct a differentiation between candidates according to grades and the evidence.
- o Council of the department conducts a ballot in the case of equal degrees of candidates.
- o Department's Council forwards its recommendation and nominations to the Dean of the College with full attachments.

4- The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members nominated by the college's council.

• Secretary of the committee.

Their tasks are as follows:

- o Receiving the files of candidates who applied for various branches of Excellence Award.
- o Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.
- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
- o Making sure that the differentiation between candidates is considered according to grades and the evidences.
- o The secretariat of the award conducts a ballot in the case of equal degrees of candidates.

- o Documenting the results of the nomination in the minutes declaring names of winners.
- o The award is withheld the criteria are not fulfilled as required.
- o Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- o Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:

- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Making a fair differentiation between the candidates according to grades and evidences.
- o The College's Council conducts a ballot in the case of equal degrees of candidates.
- o College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for evaluating the Scientific Excellence Award:

Candidate shows what distinguishes him from others in the area of research, translation, authoring and publishing attending global conferences, and it is necessary for the candidate to attach the necessary evidence in light of the following criteria:

First: The criteria for evaluating the Excellence Researcher:

Take the following into consideration during the differentiation between the two candidates for the Excellence Researcher Award:

- Attained scientific awards and published in refereed journals.
- Got a patent approved in the area of specialization.
- active participation in specialized scientific events, such as conferences, seminars and research papers.
- scientific publications that is classified as ISI and high impact factor.
- Contribution in serving his specialization.
- Contribution to community service.

Second: The criteria for evaluating excellence research:

Take the following into consideration during the differentiation between the two candidates for the Excellence Researcher Award:

- Search for inventiveness.
- Commitment to the origins and rules of scientific research.
- Contribution to buildup new scientific fields.
- The importance of the published subject.
- Quality and rank of the publishing journal.

Award value:

o Platinum Medal of excellence + cash prize

This medal is given to the first winner of the faculty members in the field of scientific excellence award.

o Second: Diamond Medal of excellence

This medal is given to the second winner as mentioned above.

o Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above.

Excellence Award for student

This award is an annual prize awarded by the student who shows excellence in several fields and meets the criteria adopted for the award. This prize aims to spread a just competition among college students, and encourage them to excel in the field of academic, scientific research, creativity, and active participation in students' activities.

Target:

All distinctive students at the Faculty of Education at Zulfi.

Vision:

We seek to shed the light on the distinctive students in various fields, and motivate them to reach the super degrees of creativity and achievement.

Mission:

Encouraging exceptional students and motivating them to maintain the academic excellence, educational attainment, promote the concepts of excellence, consolidation of its culture at university, scientific research, and to raise the competition among students and access to direct energies towards scientific excellence in areas that serve the orientations of the developmental state.

Objectives of the award:

The award aims to achieve the following:

- Encourage the scientific competition among students to excel in their academic studies, and achieve the highest results in their education.
- honor outstanding students in the various contributions, inventions and scientific achievements they earn, and typical researches in which they participate in scientific conferences and conferences.
- urge students to win scientific awards proposed at universities and scientific research centers or specialized scientific journals, and on the patenting of inventions and discoveries.
- urge students to develop their self- interest and character attributes .

Nomination Conditions:

There are a number of conditions and criteria of evaluating the achievement of excellent undergraduate students:

- Browsing the areas of standards and the terms of the award to the candidate (not less than 60% of the degrees of the award criteria) .
- Complete all the forms for the prize , and to provide evidence and documentation of achievements .
- The student must have spent at least four semesters at the university on a regular basis.
- The student must have spent four semesters after winning the prize for those who won in the previous session.
- The student must have registered courses in the semester in which the award is offered.

Nomination mechanisms:

A - Personal nomination:

The student has the right to nominate himself through the following steps:

- fill in an application form pertaining to the candidate.
- attach his curriculum vitae explaining the various achievements.
- attach two recommendation letters from the staff members of the department.
- attach documented academic record.
- attach certificates and evidences for the student's achievement that he mentioned in the curriculum vitae.

B – The department nomination for the student:

Any member of the department has the right to nominate a student for the award through the head of the department, and the student provides documents as mentioned in the personal nomination through the following steps:

1-The department or self-nominations for the excellence award of students are collected two weeks before the end of the first semester. The candidate should get at least 60% of the degrees of the standards of award according to the nomination form accompanied by the evidence.

2 – A committee at the department level named "the Excellence Award Committee" is composed of three members, and is formed by the head of the committee who is not a candidate for the award, and holds the committee as follows:
  o Review the nomination form and the development of appropriate grades on its clauses.
  o Identify a faculty member who got the highest grades as a preliminary candidate.
  o Submit the initial nomination of the council of the department with full attachments.

3 – The council of the department discusses the issue in terms of:

The council of the department discusses the nomination process in terms of the following:
  o Make sure that the models of nominations are complete.
  o Review of evidence and verification of compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
  o Conduct a differentiation between candidates according to grades and the evidence.
  o Council of the department conducts a ballot in the case of equal degrees of candidates.
  o Department's Council forwards its recommendation and nominations to the Dean of the College with full attachments.

4- The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members nominated by the college's council.

• Secretary of the committee.

Their tasks are as follows:
  o Receiving the files of candidates who applied for various branches of Excellence Award.
  o Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.

- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
- o Making sure that the differentiation between candidates is considered according to grades and the evidences.
- o The secretariat of the award conducts a ballot in the case of equal degrees of candidates.
- o Documenting the results of the nomination in the minutes declaring names of winners.
- o The award is withheld the criteria are not fulfilled as required.
- o Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- o Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:
- o To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- o Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- o Making a fair differentiation between the candidates according to grades and evidences.
- o The College's Council conducts a ballot in the case of equal degrees of candidates.
- o College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for Evaluating the Excellence Award for Students:

There are several areas or fields for this award. Each one needs different requirements as follows:

1 - Excellence in academic field:

- Should complete 60 credit hours at least of his study plan and a grade average of at least 4.5 out of 5 points.
- Good conduct.
- Should not have been subjected to any disciplinary resolution.
- Mastery of dialogue and constructive debate.
- Has the ability to self-development and continuous learning through courses which he joined.
- Ability to persuade, influence, express his opinion, and has a self-confidence.

2 - Excellence in student leadership:

- Received a leadership position and worked on bringing a significant change in the lives of other students.
- Showed commitment towards increasing the positive contributions of students at university life.
- Participated in many various university activities, and demonstrated outstanding leadership.

3 - Excellence in student activities:

- Active and effective in the practice of students' activities which serve the achievements of students.
- Contributed to the university life through his participation in various university events.
- An example for other students to take advantage of the time and energy to improve campus life.

4 - Excellence in scientific achievement:

- The student performed a research project and has been accepted for a presentation at a specialized scientific conference.
- Presented a research project in specialized scientific conference or seminar.
- Published a research project in specialized scientific conference.
- Attained a patent.

5 - Excellence in learning activity:

- Performed teaching aids and signboards to help the educational process.
- Participated in seminars and discussions in the classroom.
- Participated in workshops which serve the educational process.
- Ability to run dialogues and constructive debates in the classroom.
- Has the ability to express his opinion and self-confidence.

Award value:

Platinum Medal of excellence + cash prize

This medal is given to the first winner of the students in the field of excellence in academic field, excellence in student leaderships, excellence in students' activities, excellence in scientific achievement, and excellence in learning activity.

Second: Diamond Medal of excellence

This medal is given to the second winner as mentioned above.

Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above.

Excellence Award for Academic Employee

The employee is the basic building block of the faculty and administrative work. In recognition of the employee, the college launched this annual award in recognition of the outstanding efforts made by the faculty staff, and to encourage him.

The award aims to achieve quality standards and creation of the competition among employees. The prize is awarded for excellence work in the college for the candidates who achieved the criteria adopted in the field of administrative work.

Target:

All college staff administrators in the Faculty of Education at Zulfi.

Vision:

The leadership in demonstrating the achievements of employees who have excellence at the local and global levels.

Mission:

To honor the employees who have excellence at the Faculty of Education, motivate, and encourage the fair competition among all groups of the staff in order to achieve creativity at work, high levels of productivity, and ensure quality standards.

The objectives of the Award:

1 – Honoring of distinctive competencies of administrative staff.

2 – Identifying the outstanding employee at the faculty demonstrating his experiences and achievements.

3 – Spreading out the honorable competition among employees.

4 - Encouraging creativity and motivating staff to excel.

5- Consolidating the concepts of excellence in work, increasing productivity, and achieving quality standards.

Nomination Conditions:

1 - The candidate should be a Saudi employee.

2 -The employee should be on the job, and not be seconded to a third-party or being in an exceptional vacation during the nomination period.

3 – Evaluating the job performance of the employee in the previous two years before the nomination begins.

4 –Nominating one or two employees after completing the nomination criteria who got at least 60% of the degrees of criteria.

5 – should be an employee of an official job.

6 - Good manners and have no penalty during the last two years.

7 – Working at the faculty for three years at least.

8 – The one who got this award can be nominated only after two years from the date of receiving the previous award.

Nomination Procedures:

A - Personal nomination:

The employee can nominate himself through the following steps:

- Fill out the application form with details about the candidate.
- Attach his autobiography explaining the various achievements.
- Attach a recommendation from his direct supervisor at work.
- Attach the evidence that supports the special achievements in his autobiography.
- Attach a sufficiently documented report for the last two years.

B -The administration or the college can also nominate the employee for the award and ask him to complete the nomination requirements as in the case of personal nomination.

Nomination procedures include the following points:

1 – All nominations are collected from different administrations.

2– Attach all evidences and proofs with the nomination form.

3 – The head of the administration does the following steps:

- Review the application form of candidates, verify and sign it.
- Grading the appropriate items on the evaluation criteria for the candidate.
- Identify the employees who have received the highest grades.

4- The Permanent Committee of the Excellence Award decides upon the received recommendations to announce the winners where this committee is formed by the college's council consisting of:

• Vice Dean for development and quality (chairman)

• Two faculty members nominated by the college's council.

• Secretary of the committee.

Their tasks are as follows:

- o Receiving the files of candidates who applied for various branches of Excellence Award.
- o Making sure that the candidates met the requirements of the award, according to the criteria, regulations and provisions.

- To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Recommended nominations must be fair and just regarding the differentiation between applicants and candidates.
- Making sure that the differentiation between candidates is considered according to grades and the evidences.
- The secretariat of the award conducts a ballot in the case of equal degrees of candidates.
- Documenting the results of the nomination in the minutes declaring names of winners.
- The award is withheld the criteria are not fulfilled as required.
- Evaluating the files submitted by candidates in light of the standards set forth in the regulations and provisions for nomination.
- Forwarding the results of nomination to the Dean of College with full documentation, evidences and attachments.

5 - Results of nomination are discussed in the College's Council to check the following:

- To guarantee the regular nominations among candidates who met the requirements of the award and nomination.
- Reviewing provided evidences verifying the compliance with the appropriate standards and grades that have been allocated to the terms of the revised standards.
- Making a fair differentiation between the candidates according to grades and evidences.
- The College's Council conducts a ballot in the case of equal degrees of candidates.
- College's Council forwards its recommendations and nominations for the secretariat of the award associated with the overall development and quality providing full attachments during the first month of the second semester.

6 - The secretariat sends names of the winners to the Dean of the college to be approved.

7 – The Vice Dean for Development and Quality who is the Chairman of the Permanent Committee of the award announces the names of winners of the college in all branches.

Criteria for evaluating the Excellence Award for employee:

There are a number of standards that make up the overall criteria of this award including the following:

1 - Personal qualities:

- Initiative in providing development proposals.
- Bearing all of his job tasks.
- Accept practical criticism in the workplace.
- Taking care of his general look.
- Be Serious and sincere in doing his work.
- Has a desire to change for the best.
- Has the skills and capabilities relevant to personal performance.
- Has self-confidence in his skills and abilities.
- Has the ability to communicate and debate with others.
- Has the information and knowledge necessary to carry out his duties.
- Emotionally Balanced.
- Has positive attitudes towards the work being done.
- Plays a vital role in various university events.
- Privileged relations with his colleagues at work.

2- Job Performance:

- Accuracy in the completion of job tasks.
- Progress in accomplishing his job tasks.
- Commitment to the university regulations.
- Perform job tasks at a higher level than expected.
- Submit proposals for a development area where he works.
- Deals with the degree of super- beneficiaries of sophistication in order to ensure their satisfaction.
- Committed to working hours.

- Has the skills of team management.
- Is serious in maintaining team work..
- Maintains the confidentiality of the work.
- Initiates solutions in case of any problem at work.
- Collaborating with colleagues to complete the work assigned to him.
- Prefers to work in groups.

Award value:

o Platinum Medal of excellence + cash prize

This medal is given to first winner of the staff employee in the excellence award.

o Second: Diamond Medal of excellence

This medal is given to the second winner as mentioned above.

Third: Gold Medal of excellence

This medal is given to the third winner as mentioned above.

Appendixes

Application form for the Excellence Award in Teaching

Basic employee information *

Academic year 1437   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report in the past two years should be excellent.
- ❖ The differentiation was based on the grades obtained in different scales.
- ❖ Candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Copy of the course files taught during a full academic year, including the transcript of students and three models of students' answers to the ultimate test which include the highest, lowest and middle grades, as well as the model answer.
- ❖ Teaching load certified by the head of the department..
- ❖ Copy of the results of survey students' opinions about the performance of the staff member for each section he taught during the previous semester of being nominated for the award.
- ❖ A Sufficient documented report for the last two years.
- ❖ Matching the evidences required in the nomination form.
- ❖ Order the evidences in metrics award supplements.

Criteria for teaching characteristics

No.	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
		Clarity of vision and mission and philosophy in teaching	Head of Department	5	
		Its ability to show an in-depth knowledge of the content of the courses, and linked to the studies	students questionnaire	5	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
١	Curriculum planning, design and preparation	and research and recent developments in the areas taught.	Head of Department		
		Ability to plan, organize and units scheduled in a logical manner and methodology with an accurate description of the objectives and the expected learning outcomes.	The course file	5	
		Participation in the design and preparation courses.	Head of Department	5	
		Ability to identify the requirements of calendar decisions clearly.	students questionnaire Head of Department	5	
		Submitted a list of coherent and modern sources related decisions taught.	The course file	5	
		Use of technology in the design of the curriculum and preparation.	The course file students questionnaire	5	
		Strategies to provide courses.	The course file students questionnaire	5	
		Its ability to adhere to the design, and planning.	students questionnaire Head of Department	5	
		Its ability to adopt the methods and strategies of distinct and creative in providing courses in a way that the targeted learning outcomes.	The course file students questionnaire	5	
	Total	= 50			

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
2	Strategies to provide courses	Being able to show his specialty and mechanisms presented to the learners.	students questionnaire	5	
		Its ability to demonstrate enthusiasm and interest in teaching and communication with students.	students questionnaire	5	
		Its ability to develop creativity, promote and increase the desire for discovery and development of motivation for self-learning among students.	The course file students questionnaire	5	
		Its ability to develop the skills of analysis and critical thinking among students.	students questionnaire	5	
		Its ability to encourage students to participate and interact during the presentation of the decision, with his commitment to the development of scientific values they have.	students questionnaire	5	
		Methods adopted and effective teaching strategies to improve the level of students and	The course file students	5	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
		scalability.	questionnaire		
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
3	The student performance and feedback	Its ability to blend the methods of evaluation and teaching objectives and purposes of the direct relationship y s outputs expected from the decision.	students questionnaire	5	
		Strategies adopted a scientific evaluation and fit the needs of students and the requirements of courses taught by.	students questionnaire	5	
		Incorrigible student work in a comprehensive manner and constructive lead to the development of skills of learning.	students questionnaire	5	
		Introducing feedback fast, effective and comprehensive methods for students and a variety of strategies to help them identify the strengths and weaknesses they have.	students questionnaire	5	
		Declaration of results of the assessment with the students and discussed.	students questionnaire	5	
		Specified a timetable for assessing the performance of the students during the semester.	The course file students \ questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
4	Academic Advising	Office hours allocated and abide by them.	students questionnaire	5	
		Interaction with the students and answer their questions and inquiries.	students questionnaire	5	
		Contribute to solving the problems of the students.	The course file students questionnaire	5	
		Encourage outstanding students and gifted students discover and develop their talents.	students questionnaire	5	
		Directed curriculum and students professionally and psychologically.	The course file	5	

				students questionnaire		
		Positive communication with students.	The course file students questionnaire	5	
	Total		=	30	

No	Main item	Sub-criteria	Evaluation source	Degree	Obtained Degree
5	Professional development related to the process of self-teaching	Attending conferences, seminars, workshops and courses teaching and learning related to the process of teaching.	Head of Department	5	
		Presenting lectures and scientific papers in conferences, seminars and workshops related to the process of teaching.		5	
		Conducted research and studies related to the direct teaching and dissemination.	curriculum vitae	5	
		Participation in research projects and theses related to teaching.	curriculum vitae Head of Department	5	
		Providing advice in the field of teaching bodies, institutions and organizations.	curriculum vitae	5	
		Participation in research projects in the field of the Common m teaching with individuals or institutions or bodies or local organizations , regional or international nature of the developmental university teaching in the field of specialization .	curriculum vitae	5	
		Membership in local organizations and bodies , regional or international in the field of teaching only .	curriculum vitae	5	
		His presence and participation in training courses in university education.	curriculum vitae Head of Department	5	
		Contribute to the development of information regarding the decisions which taught and updated .	Head of Department	5	
		Attending conferences, seminars , workshops and courses teaching and learning related to the process of teaching.	curriculum vitae Head of Department	5	
	Total		=	50	
	Grand Total		=	190	

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
١	Score of standards	١٩٠	
٢	Teaching load	١٠	
	Total	٢٠٠	
Score of 100 = total score of 200/2			

Department Awards Committee				
No.	members	Academic Rank	signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department's council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	members	Academic Rank	signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the college's council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in websites

Basic employee information *
Academic year 1437   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report in the past two years should be excellent.
- ❖ The differentiation was based on the grades obtained in different scales.
- ❖ Candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Copy of the course files taught during a full academic year, including the transcript of students and three models of students' answers to the ultimate test which include the highest, lowest and middle grades, as well as the model answer.
- ❖ Teaching load certified by the head of the department.
- ❖ Copy of the results of survey students' opinions about the performance of the staff member for each section he taught during the previous semester of being nominated for the award.
- ❖ A Sufficient documented report for the last two years.
- ❖ Matching the evidences required in the nomination form.
- ❖ Order the evidences in metrics award supplements.

Criteria for the website characteristics

Numbers of pages	Each appropriate page is given an one degree and gives this criterion a maximum of 10 degrees			
Coordination and few errors	Pages: Pages are classified as follows:			
	Suitable	Short	long	Very long
	The grades are given as follows:			
	1	0.5	-0.5	-1
	Boxes: Boxes should not exceed 6 lines, in case of violation of this condition two degrees will be deducted			
Curriculum vitae	This criterion is given 10 degrees, CV must be within the main menu. In case CV is present elsewhere, 3 degrees will be deducted			
Electronic models	Each electronic model related to academic field is given two degrees and a maximum of 10 degrees for 5 models. In case there were not relevant models directly or indirectly, 4 degrees will be deducted for each model. Note: No score is calculated by any model if the data is incorrect or associated facility outside the university.			
Academic guidance	The existence of a special page for the academic guidance for the member containing the names of the students in charge of them. Must be present within the main menu of the site. Two degrees will deducted if it is in another page.			

Number of articles and lectures	Word + excel	Each file is given one degree if related to the academic field. In case any files unrelated to the academic field one degree is deducted for each file.
	Power point	
	Acrobat file	
	Others (video, flash)	
How current information	The degree of appreciation from ten degrees and taken average rating of the members of the Committee for this criterion	
Office Hours	This gives 10 degrees if it is found in side box. if it is found elsewhere 5 degrees will be deducted.	
Teaching table	Placed on separate page and be in the main menu. It is given ten degrees. If it is found elsewhere 3 degrees will be deducted.	

The presence of advertising on	It is given five degrees in case dated announcements found in the side boxes.	
Means of communication	5 degrees in case the following means of communication: E-Mail, official (3 degrees) Phone number Ext. (2 degrees)	
Academic Courses	Courses add	6 degrees are given and distributed according to the number of courses that the member teaching.
	Course description	10 degrees are given and distributed according to the number of courses that the member teaching.
	Study plan	10 degrees are given and distributed according to the number of courses that the member teaching included the study plan for the semester in weeks Note : Do not give this criterion any degree if the study plan not explained.
	References	4 degrees will be divided by the number of courses that have references.
	Previous Exams	10 degrees will be divided by the number of courses have previous exams.
	Bank of questions	10 degrees will be divided by the number of courses that have bank of questions. Note: Bank must contain model answers to the questions.

Evaluation model for website

Personal website data					
Name:	………….	Department:	……………..	Occupation:	
Website title:					
Criterion:				Mark	
Number of pages:				/ 10	
Curriculum vitae:				/ 10	
Coordination and low errors				/ 5	
Academic guidance:				/ 10	
Number of article and lectures:	Word + excel	/ 5		/ 20	
	Power point	/ 5			
	Acrobat file	/ 5			
	Others (video, flash)	/ 5			
Recent knowledge:				/10	
Office hours:				/10	
Semester results + statistics absence				/10	

Teaching table:				/10
Dated announcement:				/5
Communication means:				/5
Courses	Is it added		/6	
	Course description		/10	
	Study plan		/10	
	References		/4	
	Exam model		/10	
	Bank of questions		/10	
Total	/155	Percentage of matching criteria		……………………………

Responsible notes …………………………………………………………………
Date: …………………………………………………………

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
١	Score of standards	155	
٢	Teaching load	١٠	

Total	165	
Score of 100 = total score of 200/2		

Department Awards Committee

No.	Members	Academic Rank	signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee

No.	Members	Academic Rank	signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in E-learning
Basic employee information *
Academic year 14   H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report in the past two years should be excellent.
- ❖ The differentiation was based on the grades obtained in different scales.
- ❖ Candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Copy of the course files taught during a full academic year, including the transcript of students and three models of students' answers to the ultimate test which include the highest, lowest and middle grades, as well as the model answer.
- ❖ Teaching load certified by the head of the department..
- ❖ A Sufficient documented report for the last two years.
- ❖ Matching the evidences required in the nomination form.
- ❖ Order the evidences in metrics award supplements.

Basic Criteria of Arbitration of the excellence branch in the design of digital content

Criteria	Evaluation indicators
The first: Objectives and contents of E-course	
a-Evaluation criteria of E-course description	
1. The plan includes the schedule of general educational goals as clear and specified.	• clear and can be applied. • measurable. • Comprehensive in various educational areas (knowledge - skill - and emotional) • support for higher-order of thinking skills.
2. The plan identifies scheduled educational resources and requirements necessary for the study of the course.	• The educational resources are specified. • The previous requirements are identified for the course study.
3. Each unit of the course has an overview of the study and its objectives, content and activities, functions and evaluation questions.	• Content is divided into small teaching units which have specific target. • Each unit has introductory class describing the goals of each unit and the study elements.
b-Evaluation criteria of E-course content	
1. The content of the course should include references and sources.	• The existence of references and sources for reference. • Contents are displayed in a manner urges the learner to research.
2. The content should have no errors.	• The educational materials (videos, photos, graphics) should be free of any mistakes. • Content is free of spelling and grammatical errors, scientific and printing errors.
3. Pictures, charts and tables should be distinct.	• clear • equipped with adequate explanations.
4. It should be characterized by modernity and contemporary.	• scientific content is modified or updated periodically. • Content cope with contemporary events and developments. • sources are characterized by modern and contemporary learning.
C – Evaluation criteria for appropriate E-course and target group:	
1. That is characterized by scheduled mail and inclusive coverage.	• The content includes a variety of scientific materials (video, music and documents and external websites). • Includes additional and rich sources of content (the presence of additional comments

	and explanations). • provide summaries at the end of each educational unit. • high expectations in the course has been communicated clearly
2. That the content is appropriate to the level of the target group.	• appropriate depth and breadth of content. • Provides educational alternatives fit individual differences. • multiplicity of activities and applications for the target group. • allows organize content for the target group of movement between the different units according to the self-learning.
3. The content reflects the ideas and multiple concepts .	• stimulates scheduled remember prior knowledge needed to start the new learning. • Suitable illustrations and charts and maps to the level of the target group. • There dictionary of terms and definitions.
4. Scheduled to be consistent.	• displays the topics in a logical sequence. • unified approach in providing assistance and the drafting of the content. • a balance between the units scheduled in terms of the number of items and educational goals, activities and exercises.

The second: Strategies for teaching and learning activities

a-Evaluation criteria of teaching strategies and learning activity:

1. The course used a real learning activities	• To assist the target group to apply the ideas of the course and achieve its objectives. • linked to previous experiences of the target group. • provide sufficient time to apply the skills and mastery. • diversity of teaching strategies (simulation - Exercise etc.).
2. the course includes activities via external Links to enrich it	Provide learning activities Links for remedial and enrichment information appropriate to the level of performance of the target group and their curricula in the study.
3. Strategies that are consistent with the scheduled course in its goals and objectives and accurately represent its scope and clarity.	• measuring the specific learning outcomes. • inclusiveness in the measurement of all learning objectives in the course. • detailed instructions about what is required clearly and accurately.
4. Contain a variety of methods to assess the learner	• diversity of questions (true error - multiple Choice - Connecting - ....).

	• appropriate evaluation is available at each unit or subject of study. • Final evaluation is available for the learner. • Allows attempts to perform the exercises and drills. • archiving of student activities in the course including all of the application.
5. Provide the target group with models and examples of self-assessment.	• Provides models for self-evaluation. • An explanation of the criteria for evaluating performance.
B - standards arbitration interaction and feedback:	
1. To control studying in the -course	• a list of topics are available to choose what needs to learn. • learner controls the level of difficulty of the content. • have enough time for the learner to give its response. • keep the information displayed in the window after the response to the learner to decide the learner's transition to a new window. • The course can be stopped and restarted again.
2. The course contains interaction with the learner	• The course includes interaction and dialogue with the learner. • It raises the motivation of the learner through the presentation of scientific material. • Includes multiple methods due to the interaction of the learner (simulation - Games).
3. It used appropriate feedback	• provide feedback immediately after the response. • provide positive reinforcement for the learner manner. • clarify the wrong response in a positive way. • appropriate assistance is available, according to the nature of the response provided by the learner. • additional therapeutic resources are available when needed or wrong responses.
4. The use of multimedia is properly	• The use of sound, graphics and video properly. • multimedia files sizes are suitable. • There is a clear text addresses the media files.
The Third: Technical design	
a-Evaluation criteria for ease using E-course:	

1. using the course without problems.	• Accompanying the course associated publications (books - Photos - bulletins). • Run with ease. • devoid of bugs that hinder its use.
2. The design features a display of simplicity and convenience.	• Good choice of colors and fonts. • The information displayed on the screen and clear. • The information displayed on the screen follow the logical sequence of ideas. • Avoids design crammed display information on the screen.
3. The design uses appropriate methods to display information	• The use of the property to change color or show a sound when you select an item, such as changing the color of the link when you pass the mouse. • a consistent method in the use of color, line and shape and size of the screen to the other. • Consistency style of presentation and design in a single screen, and among all of the screens.
4.The design is functionally used the fonts and sizes.	• The importance of attraction in some of the titles and important information. • placement type and font size in the text displayed commensurate with the importance of the text.
B-Evaluation criteria for understanding tools within the E-course:	
1. Designed to keep the screen on sites consistent tools for control and navigation in the course.	• firming places controls for not distracting the user. • Smooth and freedom of the course and control the movement between its parts. • All of the pages contains button to return to the main page.
2. It used simple guidelines maps to display the contents of the decision.	• The course adopts the shape of the picture or graphic navigation tools such as graphical icons. • The existence of a table or index or map indicative of the contents of the course.
3. Hyperlinks and its design in the course.	• The existence of hyperlinks on each part of the index was able to move directly to it. • distinguishes link in a different color. • The safety of bonds. • The color change if the link was used.

Basic standards of excellence in the use of modern technologies for e-learning:

Practices	Application of practice	
	Evaluation indicators	
The first: Technology activation		
Evaluation criteria for technology application:		Marks
1. The method used to achieve the desired goals.	• Clarity of goals • Targets are achievable • Targets suitable for the target group • Suitable time period • Environment suitable for implementation	10
2. To urge on the innovation, creativity and the use of higher-order thinking patterns	• The areas of innovation and creativity specific • Clarity of how to employ higher-order thinking patterns	10
• Evaluation criteria of communication and interaction between the target group for technology:		
1. Permitted interactive communication between the teacher and the student through multiple ways.	At least (3) of the following, or the other. • educational forums. • duties and activities. • social networks. • E-mail. • Blogs.	10
2. Verify that the interaction between the students themselves. Through multiple ways, including:	At least (3) of the following, or the other. • educational forums. • social networks. • E-mail. • Blogs.	10
3. That includes interactive posts.	•Visits interactive students. •Visits interactive teachers. •The diversity of the nature of the posts submitted by students.	10
Evaluation criteria for contents and the mechanism of technology activation		
1. Be designed in a manner appropriate content and interactive	• newness Content • updatable • the amount of content submitted by the teacher	10

	• volume of content submitted by students	
2. Be applied to different educational models	The possibility of using the available models, at least (3) of the following, or the other. • linguistic • Logical • Sports • Optical • Spatial • Social	10
3. To help in the educational process.	The possibility that is available to the following, at least (5) of the following, or the other. • The possibility of discussion • Viewing questions • Delivery duties • Performance tests • Write reports • assist the student • feedback to students • Solve problems	10
4. Reduce dependence on the teacher and takes into account the differences between learners.	• supports self-learning • support collaborative learning and teamwork • take into account individual differences among learners • adopt the multiple intelligences of learners • The existence of an effective multi-media	10
5. That students can use technology easily, and powers.	• Easy at entry and exit • Accessibility • Easy to deal with system • Add replies • Upload	10
6.That the teacher can use technology easily, and flexibility.	• Easy at entry and exit • Accessibility • Easy to deal with system • Ability to communicate with students • the possibility of developing	10

	questions	
The second: Characterization of technical technology		
A – Evaluation criteria of general characteristics of the use of technology		
1. Be easily obtained.	• Available • favorable price / free • Easy to download	10
2. Be handled easily.	• accept the update • You can modify data • provide a guide to letter • devoid of technical errors and downtime	10
b – Evaluation criteria of overall coordination and good language		
1. That offers content in an appropriate manner by the teacher.	• attractive and interesting in view • Ability to identify most of the characteristics of the system directly • easy to read text displayed on the screen, in multiple ways • You can print any part of the technical content	10
2. Include safety language and content	Content is free of errors : • linguistic • spelling • Religious • Ethical	10
Total		150

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			
	The second			
Score = (average percentages) x 10				

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:	
The name:	
Signature:	
The Head of the department:	
The name:	
Signature:	

No	Item	Maximum score	Obtained score
١	Score of standards	150	
٢	Teaching load	١٠	
	Total	160	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

College Awards Committee

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for Scientific Excellence Award
Basic employee information *
Academic year 14 H

Name of the candidate:	Academic grade:
College:	Department:
e-mail:	
Work phone number:	Cell phone number:
Signature	Date:

*Supplemented by a faculty member

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ On the job during the nomination period.
- ❖ Spent two years after winning the award (To whom won this award previously).
- ❖ Grades report in the past two years should be excellent.
- ❖ The differentiation was based on the grades obtained in different scales.
- ❖ Candidate won the ballot because of equal scores between candidates.

Attachments

❖ Nomination form with full information about the candidate.
❖ CV of three pages.
❖ A copy of the letters to attend scientific conferences and symposia during the previous semester of being nominated for the award.
❖ A Sufficient documented report for the last two years.
❖ Matching the evidences required in the nomination form.
❖ Order the evidences in metrics award supplements.

Criteria for characteristics of scientific excellence

Subheadings	Source evaluation	Maximum score	Obtained score
The accomplishment of a distinctive research project by teaching staff members before being submitted to a conference or a symposium in his specialty.	Certificate and documents	10	
Distinctiveness of the faculty member in presenting a research project in a distinct scientific conference, seminar or specialist	Copy of articles	10	
Publishes scientific researches in a journal classified as ISI	Copy of articles	10	
Publishes scientific researches in a journal which has high impact factors.	Copy of articles	20	
The faculty member publishes translated books.	Copy of translated book	10	
The faculty member authors a book.	Copy of authored book	10	
achieved a patent	Certificate and documents	20	
Total	Maximum mark =	90	

Supplemented by the department committee

Teaching Load (10 marks)

Completed by the candidate, and be signed by the head of the department

Year	Academic semester	The upper limit of the Quorum of the candidate in teaching load	*Approved the teaching load	The ratio between teaching load and the maximum authorized by the candidate quorum
The first	The first			
	The second			
The second	The first			

	The second			

Score = (average percentages) x 10

* Full professor = 10, associate professor = 12, assistant professor = 14, Lecturer = 16

The candidate:
The name:
Signature:
The Head of the department:
The name:
Signature:

No	Item	Maximum score	Obtained score
١	Score of standards	٩٠	
٢	Teaching load	١٠	
Total		100	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date

١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in academic field

Basic information about student *

Academic year 1437 H

Name	University of ID									Faculty	Specialty	Level

Completed by the student

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Spent four semesters at the university on a regular basis.
- ❖ Spent four semesters after winning the prize.
- ❖ The student must have registered courses in the semester of nomination for the award.
- ❖ The differentiation is based on the grades obtained in different scales.
- ❖ The candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Modern documented academic record for the student.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.
- ❖ Two recommendation letters from department staff members.

Criteria for Excellence Award of Students in Academic Field

Subheadings	Evaluation source	Maximum degree	Obtained degree
Complete 60 credit hours, at least from the study plan with average grade points not less than 4.5 out of 5 points	Academic record	10	
Good conduct and behavior	Department nomination	10	
Have not been subjected to any disciplinary resolution	Academic record	10	
Mastery of the skills of dialogue and debate.	Recommendations	10	
Has the ability to self-development and continuous learning through courses which he joined.	Certificates and documents	10	
Has the ability to influence, persuade, express his opinion and has self-confidence.	Recommendations	10	
Total		60	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in student leadership

Basic student information *
Academic year 1437   H

Name	University of ID										Faculty	Specialty	Level

Completed by the student

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Spent four semesters at the university on a regular basis.
- ❖ Spent four semesters after winning the prize.
- ❖ The student must have registered courses in the semester of nomination for the award.
- ❖ The differentiation is based on the grades obtained in different scales.
- ❖ The candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Modern documented academic record for the student.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.
- ❖ Two recommendation letters from department staff members.

Criteria for characteristics of Excellence Award in student leadership

Subheadings	Evaluation source	Maximum degree	Obtained degree
Recognizes the leadership position, and work on bringing a significant change in the lives of other students.	Recommendations, Certificates and documents	10	
Demonstrated commitment towards increasing the positive contributions of students in university life	Certificates and documents	10	
He participated in many of the various university activities, and demonstrated outstanding leadership	Certificates and documents	10	
Total		30	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award in student activities
Basic student information *
Academic year 14 H

Name	University of ID									Faculty	Specialty	Level

Completed by the student

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Spent four semesters at the university on a regular basis.
- ❖ Spent four semesters after winning the prize.
- ❖ The student must have registered courses in the semester of nomination for the award.
- ❖ The differentiation is based on the grades obtained in different scales.
- ❖ The candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.

- ❖ Modern documented academic record for the student.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.
- ❖ Two recommendation letters from department staff members.

Criteria for characteristics for the Excellence Award in student activities

Subheadings	Evaluation source	Maximum degree	Obtained degree
Participation in students' activities and attained real and authentic achievements.	Recommendations, Certificates and documents	10	
Participate in campus life.	Certificates and documents	10	
An example for other students to take advantage of the time and energy to improve campus life	Recommendations	10	
Total		30	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee					
No.	Members	Academic Rank	Signature	Date	
١	Head			/ / 14	H
٢	Member			/ / 14	H
٣	Member			/ / 14	H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in scientific achievement

Basic student information *
Academic year 14   H

Name	University of ID									Faculty	Specialty	Level

Completed by the student

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Spent four semesters at the university on a regular basis.
- ❖ Spent four semesters after winning the prize.
- ❖ The student must have registered courses in the semester of nomination for the award.
- ❖ The differentiation is based on the grades obtained in different scales.
- ❖ The candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.

- ❖ Modern documented academic record for the student.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.
- ❖ Two recommendation letters from department staff members.

Criteria for characteristics for the Excellence Award for student in scientific achievement

Subheadings	Evaluation source	Maximum degree	Obtained degree
The student completed a distinct research project and has been accepted in a conference, or a scientific symposium in his specialty	Certificates and documents	10	
Showing research project in a scientific conference, seminar or specialist	Certificates and documents	10	
The student published a research project in a distinct scientific conference or seminar	Certificates and documents	10	
Has a patent	Certificates and documents	10	
Total		40	

No.	Department Awards Committee			
	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

College Awards Committee					
No.	Members	Academic Rank	Signature	Date	
١	Head			/ / 14	H
٢	Member			/ / 14	H
٣	Member			/ / 14	H

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for student in learning activity

Basic student information *
Academic year 14   H

Name	University of ID									Faculty	Specialty	Level

Completed by the student

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Spent four semesters at the university on a regular basis.
- ❖ Spent four semesters after winning the prize.
- ❖ The student must have registered courses in the semester of nomination for the award.
- ❖ The differentiation is based on the grades obtained in different scales.
- ❖ The candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form with full information about the candidate.
- ❖ CV of three pages.
- ❖ Modern documented academic record for the student.

72

- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.
- ❖ Two recommendation letters from department staff members.

Criteria for characteristics for the Excellence Award for student in learning activity

Subheadings	Evaluation source	Maximum degree	Obtained degree
Students offer various educational methods and explanatory drawings and banners that serve the educational process	Teaching aids and paintings	10	
Participated in seminars and discussions in the classroom	Report of teachers	10	
Students participated in workshops which serve the educational process	Certificate of attendance at the seminar	10	
Student's ability to chat and debate inside the classroom	Report of teachers	10	
Total		40	

Department Awards Committee				
No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

Recommendation of the department council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

No.	Members	Academic Rank	Signature	Date
١	Head			/ / 14 H
٢	Member			/ / 14 H
٣	Member			/ / 14 H

College Awards Committee

Recommendation of the college council

Session no.	Date	Signature of the Head of the department
	/ / 14 H	

Application form for the Excellence Award for employee
Basic employee information *
Academic year 14 H

Name	Grade	Civil registry	Actual work	Employer	Beginning date of the Occupation

Completed by the employee

Candidate

- ❖ Candidate achieved 60% of the degrees of the main criteria for the award applicant.
- ❖ Presented all evidences and proofs.
- ❖ Employee on an official job.
- ❖ On the job during the period of nomination.
- ❖ Spent two years working at the university.
- ❖ Spent two years after winning the award (by those who won previously).
- ❖ A Sufficient report of grades should be "excellent" in the past two years.
- ❖ The differentiation was based on the grades obtained in different scales.
- ❖ Candidate won the ballot because of equal scores between candidates.

Attachments

- ❖ Nomination form contains the full information about the employee.
- ❖ CV for the employee of three pages.
- ❖ Documented sufficiently report for the last two years about the employee.
- ❖ Matching the evidence requested in the nomination form.
- ❖ Ordered the evidence in metrics award supplements.

Criteria for Excellence Award Of Employees

No.	Main Criterion	Subheadings	Level			
			High 4	Good 3	Medium 2	Poor 1
1	Personal characters	Has the entrepreneurial spirit in the development proposals.				
		Bear the pressure of work				
		Accept useful criticism in the workplace.				
		Considers the general look.				
		Show seriousness and dedication to accomplish the tasks assigned to him.				
		Has a desire to change for the best.				
		Has the skills and abilities necessary for personal tasks.				
		Has confidence in triggering his skills and abilities.				
		Has the skills needed for communication and discussion with others.				
		Has the information, and knowledge necessary to carry out his duties.				
		Emotionally balanced				
		Have positive attitudes towards the work being done.				
		Plays a vital role in the university occasions.				
		Distinct relationships with co-workers.				
		Got the training sessions outside work.				
	Total	Maximum score= 60				
2	Functionality	Accuracy in the completion of job tasks				
		Finishes job tasks on time				
		Commitment to the university regulations, regulations and policies				

		Perform job tasks at a higher level than expected			
		Submit proposals for a development area where he works			
		Deals with the beneficiaries with super degree of sophistication in order to ensure their satisfaction			
		Committed to working hours			
		Has the management skills of working within a team.			
		Has serious work to maintain the holdings and gains			
		Keep confidential work			
		Initiates solutions in case of any problem at work			
		Collaborating with colleagues at the completion of the work assigned to him			
		Prefers to work in groups			
	Total	Maximum score= 52			
	Grand Total	Maximum score= 112			

Supplemented by direct head

No.	Evaluation field	High score	Obtained score	Score from 100
1	Criteria scale	١١٢		
2	Sufficient report (15 marks/ year)	٣٠		
3	Other achievements documented by certificates	٨		
	Total	١٥٠		

Supplemented by direct head

How to calculate the degree in the sufficient report /year

Degree in the sufficient report	100	99	98	97	96	95	94	93	92	91	90
Obtained degree											

Responsible for filling out forms   The Head

Name: Name:

Occupation: Occupation:

Signature: Signature:

Date: Date:

The authority

Name:

Occupation:

Signature:

Date:

Seal: