نـمــوذج شــكـوى/ إقــتـراح طالب

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| **رقم الطلب** |  | **تاريخ الطلب** | | |  | **نوع الطلب** | | | | | | | | | |
|  |  |  |  | **شكوى** | **🗖** | **اقتراح** | **🗖** |  | **شخصي** | **🗖** | **أكاديمي** | **🗖** |  |

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| **الاسم** |  | **الرقم الأكاديمي للطالب** | | | **التخصص** | **المعدل** | **اسم المرشد الأكاديمي** |
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| **رقم الجوال** |  | | **الموضوع:** |  | | | |

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| **الشرح** | |  | |
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| **المرفقات** |  | **التوقيع:** |  |

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| **توجية مدير الكلية** | | **شؤون الطلاب** | **🗖** | **الأكاديمية** | | **🗖** | ا**لشؤون الإدارية** | **🗖** | **العلاقات الصناعية** | | **🗖** | **المناهج وضمان الجودة** | | | | **🗖** | | **مركز الجودة** | **🗖** |  |
| **التوقيع:** |  | | **ملاحظات:** | |  | | | | | **التاريخ** |  |  |  | **أخرى** | **🗖** | |  | | | |

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| **ملاحظات** |  | | | | |
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| **اسم المرشد الأكاديمي** |  | **التوقيع** |  | **التاريخ** |  |

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| **ملاحظات** |  | | | | |
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| **اسم رئيس القسم/المشرف** |  | **التوقيع** |  | **التاريخ** |  |

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| **ملاحظات** |  | | | | |
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| **وكيل الكلية/مدير الإدارة** |  | **التوقيع** |  | **التاريخ** |  |

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| **توصيات مدير الكلية** |  |
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| **تم إدراج الموضوع من ضمن مواضيع المتابعة** | | | | | | | **🗖** | |  | |  |  |  | **اعتماد مدير الكلية** | | |  | |
| **نوع المعاملة:** |  | | |  | | | | |  | |  |  |  | | | | |
| **الوقت المحدد لتسليم المعاملة** |  |  | | | | |  | | | |  |  |
| **حالة المعاملة** | **مستمره** | | **🗖** | | | **مقفله** | | **🗖** | |  | **د. عيد بن محمد الهاجري** | | | | |
| **منسق المتابعة** | **أ.عبدالله القحطاني** | | | | **التوقيع** | | |  | | |  |  |  | **التاريخ:** |  |  |  |  |