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| **Edited by** | **Adopted from** |
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Name and signature

**Goal**

Nomination of staff member for the courses of the Institute of Public Administration

**Application area**

 University staff

**Reference**

 Ministry of Education Regulations and Regulations

Regulations and instructions of the University Council and the Scientific Council

**Definitions and shortcuts**

AHR:Training and Scholarship Management

P:Procedure

**Amendments**

**Attached documents**

AHR-F-01-10

**Explain the steps**

1. A letter of courses at the Institute of Public Administration is received to the Department of Training and Scholarships, with a date and time limit.

2. Circulars are sent to all parties at the university for those who want to attend the courses by filling out the forms on the website of the Institute of Management according to the form AHR-F-01-10.

3. Receiving forms by the Department of Training and Scholarships.

4. Enter form data on the Institute of Public Administration website.

5. When the candidate is accepted, the approval comes directly to his or her mobile by SMS.

6. Upon completion of the course, the staff member submits a letter with a certificate of attendance at the course to the Training department and scholarships.

7. The amount of assignment in the system is financially linked.

8. The mandate decision is issued, and if the course is outside the Riyadh area, the employee is given an order.

9. The origin of the decision and the full transaction are sent to the department of salaries and expenses.

10. A copy of the resolution is saved in the management institute's decision file.