**المستندات المطلوبة لتسجيل رسالة الماجستير**

1. **استكمال نموذج طلب التسجيل لدرجة الماجستير والتوقيعات. "مع مراعاة أنه يجب أن يكون عنوان الرسالة موحد في محضر مجلس القسم ومحضر مجلس الكلية وخطاب الإفادة ونموذج التسجيل. كما يجب أن تكون الترجمة باللغة الإنجليزية مطابقة تماما لعنوان الرسالة باللغة العربية"**
2. **استكمال نموذج إعداد خطة البحث المقترحة.**
3. **استكمال نموذج الإشراف الأكاديمي.**
4. **ملخص البحث (عربي/انجليزي).**
5. **صورة من خطاب الإفادة من مركز الملك فيصل للبحوث والدراسات الإسلامية أو مكتبة الملك فهد الوطنية بأن موضوع الرسالة لم يبحث.**
6. **السيرة الذاتية للمشرف الرئيس أو المشرف المشارك، وفي حالة ما إذا كان المشرف الرئيس أستاذ مساعد يرجى إرفاق الصفحة الأولي وغلاف المجلة لبحثين تم نشرهما أو إفادة بقبولهما للنشر.**
7. **صورة من مجلسي القسم والكلية بما يخص الطالب.**

**طلب تسجيل الرسالة لدرجة الماجستير**

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| اسم الطالب/الطالبة: **............................................................** الرقم الجامعي: **...................................................**القسم العلمي: **.......................................................** | | |
| الكلية: **...............................................................................** | التخصص الدقيق: **........................................................................................................................................** | |
| **لجنة الإشراف**:   1. 1- المشرف الرئيس: **........................................................................................................................................................................................................... .....................................** | | |
| 1. 2- المشرف المشارك (إن وجد): **............................................................................................................................................................................ .....................................** | | |
| عنوان الرسالة باللغة العربية: **..........................................................................................................................................................................................................................**  **.......................................................................................................................................................................................................................................................................................................**  **........................................................................................................................................................................................................................................................................................................**  عنوان الرسالة اللغة الإنجليزية: **...................................................................................................................................................................................................................**  **.......................................................................................................................................................................................................................................................................................................**  **........................................................................................................................................................................................................................................................................................................** | | |
| **مجلس القسم** | | |
| يوصي لا يوصي  ملاحظات: **...........................................................................................................................................................................................................................................................................**  رقم المجلس: **.............................................** تاريخ المجلس:**................................................** توقيع رئيس القسم**: ......................................................................**  التاريخ: **.....................................................................................................** | | |
| **مجلس الكلية** | | |
| يؤيد لا يؤيد  ملاحظات: **...........................................................................................................................................................................................................................................................................**  رقم المجلس: **.............................................** تاريخ المجلس:**................................................** توقيع عميد الكلية **: ......................................................................**  التاريخ: **.....................................................................................................** | | |
| **مجلس عمادة الدراسات العليا** | | |
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| موافق غير موافق  ملاحظات: **...........................................................................................................................................................................................................................................................................**  رقم المجلس: **............................................ ................... ...................** تاريخ المجلس:**............................................ ................... ................... ................... .......................**    **توقيع عميد الدراسات العليا: ......................................................................**  التاريخ: **.....................................................................................................** | | |
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**نموذج الإشراف الأكاديمي**

**بيانات الطالب / الطالبة :**

الاســــــم:**.................................................................................................................** الرقم الجامعي: **....................................................................**

البرنامج: **...............................................................................................** التخصص: **................................................................... ..............................**

القسم: **..................................................................................................** الكلية: **...................................................................................................................**

عنوان الرسالة باللغة العربية:**.............................................................................................................................................................................**

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**.........................................................................................................................................................................................................................................................** **توقيع الطالب**:**.....................................................................................................** موافق غير موافق

**بيانات المشرف الرئيس :**

الاســـــم:**.......................................................................................**الدرجة العلمية (من واقع المنظومة):**....................................................**

رقم المنسوب الوظيفي: **.......................................................**القسم: **......................................** الكلية: **................................................**

التخصص: **.....................................................................** هل سبق له الإشراف نعم لا

التوقيع: **................................................................................** التاريخ: **...................................................................................**

**بيانات المشرف المشارك (إن وجد) :**

الاســـــم: **................................................................................................................................................................................................................................................................................**

الدرجة العلمية (من واقع المنظومة): **.............................................**رقم المنسوب الوظيفي: **................................................**

القسم: **..........................................................................................................................** الكلية: **.......................................................................................**

التخصص: **...............................................................** ● هل سبق له الإشراف نعم لا

التوقيع: **................................................................................** التاريخ: **...................................................................................**

\***تم تدقيق بيانات السادة المشرفين والتأكد منها.**

**\* في حالة ما إذا كان المشرف (الرئيس أو المشارك) أستاذاً مساعداً (فقط) يجب التأكد من إرفاق السيرة الذاتية موضحاً بها تاريخ**

**التعيين ويجب أرفاق أخر بحثين تم نشرهما بعد الحصول علي درجة أستاذ مساعد.**

**رئيس القسم عميد الكلية**

التوقيع : **........................................................**  التوقيع : **........................................................**

التاريخ : **........................................................** التاريخ : **........................................................**

**خاص بعمادة الدراسات العليا**

□ تم تدقيق ومراجعة البيانات الخاصة بالسادة المشرفين من واقع المنظومة والتأكد من مطابقتها للوائح.  **الشئون الأكاديمية بعمادة الدراسات العليا**

الاسم: **...................................................................................**

التوقيع: **................................................................................**  التاريخ:............................................

**نموذج إعداد خطة البحث المقترحة**

|  |  |
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| **اسم الطالب/الطالبة** |  |
| **اسم المشرف الرئيسي** |  |
| **عنوان الرسالة باللغة العربية** |  |
| **عنوان الرسالة باللغة الانجليزية** |  |

**1- ملخص فكرة البحث (باللغة العربية)\***

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**\*الملخص لا يزيد عن (250) كلمة.**

**ملخص فكرة البحث (باللغة الانجليزية) Summary\* -1**

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**: No more than (250) words.\***

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| |  |  | | --- | --- | | **2- الدراسات السابقة 2- Previous studies**  ...........................................................................................................................................................................................  ...........................................................................................................................................................................................  ...........................................................................................................................................................................................  ...........................................................................................................................................................................................  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