

## Educational Responsibilities

- 1- Class planning, drafting inquiries from the departments of colleges and universities to introduce professors and issue draft of notifications of professors every semester
- 2- Supervising the enrollment of new students and other students at the beginning of each academic year
- 3- Supervising the holding of classes during the semester and preparing a monthly report and sending it to the Campus Department and preparing a draft to send to the Educational Deputy
- 4- Coordinating with the Center of the Study and Development of Medical Education regarding the evaluation of professors by students every semester
- 5- Introducing the top students (first to third persons) to the General Education and the Center of the Study and Development of Medical Education through the Campus Department
- 6- Issuing of transcripts for students in each semester
- 7- Supervising student course selection and planning to facilitate it
- 8- Examining the requests and needs of education and faculty
- 9- Preparing the statistics of students and faculty members
- 10- Announcing the educational status of students to the supervisors
- 11- Reporting on the activities of professors and students and educational performance at the end of each semester to the Campus Department
- 12- Collecting, organizing and following the tuition contracts of professors and trainers to send to Financial Department
- 13- Developing exam plans, monitoring and cooperating in holding meetings
- 14- Reporting activities to the Deputy of Education monthly
- 15- Preparing a list of courses offered in each semester and communicating to the faculties and departments of the university
- 16- Preparing a list of conditional students and taking the necessary measures
- 17- Completing guest, transferring and changing majors forms for applicant students
- 18- Organizing class schedules and hours and establishing order in holding classes and internships
- 19- Controlling over the formation of classrooms, the presence and absence of professors (daily and monthly)
- 20- Preparing a list of conditional students and necessary measures
- 21- Announcing class and exams schedules to students and faculty
- 22- Announcing the status of dropout, conditional, guest and transferring students to the General Directorate of University Education
- 23- Supervising the affairs related to changing students' majors, compiling and maintaining academic records, preparing and compiling academic reports, and preparing lists and transcripts, etc.
- 24- Supervising the proper execution of all matters assigned to the covered human sources

- 25- Taking the necessary measures, creativity and innovation in order to progress and improve current affairs
- 26- Supervising the proper implementation of regulations and laws and evaluating them for students studying and submitting a report on the performance of the department to the relevant authorities
- 27- Other matters ordered by the superior authority