بسم الله الرحمن الرحـــــــيم

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| Kingdom of Saudi ArabiaMinistry of EducationAl-Imam Mohammad ibn Saud Islamic UniversityDeanship of girls’ Education Center |  | **المملكة العربية السعودية****وزارة التربية والتعليم****جامعة الامام محمد بن سعود الاسلامية****عمادة مركز الطالبات** |

**College of Languages and Translation Centers**

**CLT Centers**

**A Semester Plan for the Academic Support Unit
(First Semester)
Muharram & Safar 1441 H**

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**CLT\_ Academic Support**

**2019-1441**

**A Semester Plan for the Academic Support Unit**

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|  |  Procedure | Time | Details |
| 1 | **Opening meeting** | **25 August24 Thulhejah** | Each committee and unit of the department was introduced. The Academic Support Unit had a brief presentation, in which the unit coordinator explained the main objectives and mission of the unit. |
| 2 | **Meeting with the coordinators of all centers at the Faculty of Languages and Translation, at the Office of the Vice Dean of the Faculty of Languages and Translation** | **1 September2 Muharram** | The meeting was held with coordinators of the centers to discuss the most important objectives that the department seeks to achieve by activating the academic support in each center. The aim is to support the related materials and the associated services provided. At the same time, the center provides the opportunity for its female students to propose suitable activities and work to implement them in the appropriate form and content. |
| 3 | **Meeting with the coordinators of the centers in the faculties of the university, at the Office of the Vice Dean for Students Affairs** | **3 September4 Muharram** | On behalf of the chairmanship of the Vice Dean for Student Affairs, the meeting was held with the coordinators of the centers in all faculties of the university. During the meeting, the most important points were discussed regarding activating student activities to include all students of the university. This will provide an opportunity for Imam Muhammad Ibn Saud Islamic University to participate in both local and international events. |
| 4 | **Celebrating the National Day at the Faculty of Languages and Translation**  | **25 September26 Muharram** | The College of Languages ​​and Translation celebrated the National Day of Saudi Arabia in collaboration with the Activity Unit. Each center took a part in the celebration. |
| 5 | **Receive the academic support and activity plans from all center coordinators at the Faculty of Languages and Translation****(attached file)** | **22-26 September23-27 Muharram** | After the inauguration of a number of new student centers (such as the Linguistics Center and Scientific Research Activity), the coordinators of the centers prepared initial plans for the mechanism of academic support to be provided by each center, the proposed student activities and the required procedures to implement each activity. |
| 6 | **Coordinate with Imam University Printing Press to make a roll up banner for each center** | **20 October21 Safar** | The University Printing Press has been contacted to make a roll up banner for each center. Each banner should include the vision and mission of the center in Arabic and English, the center's email and the location of the center in the department. |
| 7 | **Follow up the work of all centers in implementing the proposed plans for academic support and student activities** | **15 September16 Muharram- Now** | The center coordinator follows up the work of each center, the academic support plan and student activities via emails, Whatsapp application and field visits. Meanwhile, the coordinator works to facilitate the tasks of each center and solve problems, if any. |
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