



Training on Social aspects of Sustainability

Contents

Training Unit	2
Services of the unit:	2
Tasks of the Unit:	2
Community.....	2
The College Agency for Graduate Studies and Development is responsible for the following tasks:....	3

Training Unit

<https://www.ut.edu.sa/en/Deanship/institute-for-research-and-consultancy/Dept4/Pages/default.aspx>

Specialized training programs are tailored by the Training Unit, for the public and private staff and are supervised by a group of the university faculty members or by subject matter experts from outside the university. The faculty members or experts are to be contracted to prepare training kits and implement them according to the expectations and needs of the institute.

Services of the unit:

The unit offers selective specialized training programs that covered eight main subjects:

- Business programs
- Engineering programs
- Education programs
- Linguistic programs
- Occupational Safety and Health programs
- Laws programs
- Information and technology system programs
- Health and medical facilities programs

Tasks of the Unit:

- Initiating and updating a database of the training experts inside and outside university in the eight main subjects.
- Initiating and updating a database of the customers from both private and public sectors.
- Prepare high standard specialized training kits.
- Marketing for the specialized training courses to both private and public sectors.

Community

<https://www.ut.edu.sa/en/Faculties/community/Pages/Training-unit.aspx>

Among its tasks:

- Preparing the annual plan for training in the college in coordination with the various departments.
- Participate in providing data and information related to training in the college
- Verify the application of systems, controls and standards for quality assurance and academic accreditation in the training programs implemented within the college in coordination with the supervisor of the College Development and Quality Unit.
- Preparing an integrated guide for the training and skills development unit.
- To suggest the names of trainers and specialized centers in the field of training whose expertise and services can be used.

The College Agency for Graduate Studies and Development is responsible for the following tasks:

<https://www.ut.edu.sa/ar/Faculties/Tourism-Hospitality/Pages/Vice-Deanship-for-Graduate-Studies-and-Development2.aspx>

1. Supervising administrative units and committees associated with the agency, proposing measures for improvement, ensuring their needs are met, and overseeing their functions within designated powers to enhance the functional performance of its staff.
2. Monitoring the implementation of decisions from the University Council, the University President, the College Council, and other relevant administrative decisions.
3. Overseeing the implementation of postgraduate programs in the college, coordinating with relevant academic departments and other entities, ensuring compliance with approved regulations, and developing and updating these programs.
4. Monitoring the construction of educational plans for postgraduate programs, updating curricula, approving scientific specializations, and coordinating with relevant academic departments.
5. Ensuring the smooth progress of the educational process in postgraduate programs, verifying faculty and student compliance with regulations, policies, and decisions.
6. Following all procedures related to the admission and registration of postgraduate students, handling various student requests, and addressing issues.
7. Monitoring the conduct of mid-term and final exams in postgraduate programs, ensuring compliance with regulations and requirements for successful examinations.
8. Overseeing the distribution of teaching responsibilities among faculty members in postgraduate programs.
9. Preparing necessary reports on the academic performance of postgraduate programs and submitting them to the college dean.
10. Creating an integrated and sustainable educational environment for postgraduate programs in the college.
11. Monitoring student activities and events for postgraduate students according to approved guidelines.
12. Supervising orientation programs for postgraduate students and issuing informative publications related to their affairs.
13. Managing scholarship and training procedures for college staff, coordinating with relevant academic departments and external funding entities.
14. Handling requests from scholarship recipients regarding termination, deferral, change of country or specialization, transfer between universities, scientific trips, etc.

15. Encouraging and motivating faculty members to conduct scientific research in relevant fields, developing research strategies, and seeking financial support.
16. Organizing meetings, seminars, and workshops in coordination with relevant entities.
17. Supervising the work and activities of scientific journals and associations related to the college.
18. Monitoring the implementation of programmatic and institutional accreditation projects in coordination with internal and external entities.
19. Developing the college's strategic plan in coordination with other college agencies and overseeing its execution after approval.
20. Monitoring the university's strategic goals within the agency's scope.
21. Ensuring that academic departments within the college adhere to quality and accreditation standards approved by the university.
22. Taking measures to promote a culture of excellence and quality among students, faculty, and staff, fostering an educational environment that supports change, innovation, and continuous improvement.
23. Reporting to the college dean on training needs and necessary workshops to enhance the academic competence of faculty members.
24. Proposing developments in internal and external relations of the college to the college dean.
25. Suggesting programs to activate the college's social responsibility.
26. Updating agency data on the university's official website.
27. Other responsibilities within the agency's scope or as assigned by the college council or dean.