

The Skills Record Guide for the University of Hafer Al-Batin

Deanship of Student Affairs

2021 - 1443



بيت الحكيم

Adoption of the Guide

Resolution No. (64), which was adopted at the University Council's third meeting for the academic year 1443 on 02/13/1443 (which is 09/20/2021), and which was approved by His Excellency the Minister of Education, Chairman of the University Council, in accordance with the letter of His Excellency the Minister of Education, approved the proposal for the Skills Record Guide at the University of Hafr Al-Batin.

The Skills Record Guide for the University of Hafer Al-Batin

First: Terms of the Guide:

- 1. University:** University of Hafer Al-Batin
- 2. Deanship:** Deanship of Students Affairs at Hafer Al-Batin University.
- 3. Skills Record Document:** An official record created and approved by the Deanship of Student Affairs that lists all training sessions, volunteer work, extracurricular activities, leadership qualities, and awards a student has earned while pursuing a degree at a university in accordance with the guidelines in this manual.
- 4. Training Courses:** All training courses provided by the University of Hafr Al-Batin that the student or graduate attends and for which they receive an official certificate of attendance.
- 5. Voluntary Work:** This is any activity that a student performs in support of the school or the community and produces documentation of his attendance and involvement in projects that have been authorized by the organizational authority.
- 6. Student Activities:** Student engagement in academic, artistic, cultural, social, athletic, and scouting competitions and activities sponsored by the university's dean of students, colleges, or deanships, or by student organizations, among others.
- 7. Leadership Skills:** These are demonstrated by a student's engagement in leading scout teams, chairing student club councils, serving on student committees, and other leadership roles.
- 8. Projects, Innovations, Initiatives, and Entrepreneurship:** This category includes any initiative or pilot project for which a student secured a patent that was recorded in the name of the institution.

Second: Skills Record Objective:

The Skills Record gives university students a legally recognized record showcasing their abilities and capabilities in non-academic fields, enhancing their chances of landing a job after graduation and better matching their skills. The Secondary Objectives that follow the primary objective of the skill record are:

1. Provide undergraduate students with a documented record of their professional and personal growth.
2. Assisting and improving students' resumes, which improves university output.
3. Highlighting students' attempts to develop their capabilities, aptitudes, and abilities outside of the classroom.
4. Keeping track of students' participation, initiative, and connections with campus life.
5. Assuming a leadership position to increase the employment rates of both male and female university graduates.
6. Increasing student engagement in the acquisition of foundational skills and future talents.

Third: General Conditions for Documenting Activities in the Skill Record:

1. The event must be either one of the ones specified as approved in the university's student activities plan and carried out by colleges and deanships, or it must be one that is managed by the Deanship of Student Affairs.
2. To decide who can join student committees, councils, and clubs, the necessary authorities must make administrative judgments.
3. The activities must fit within the categories that are stated in these rules.
4. Prior to any intervention from the outside, the Deanship of Student Affairs must provide its approval.
5. Incorporate evidence from the implementing agency demonstrating your participation in (external) activities.

Fourth: Regulations and Mechanisms for Issuing the Skill Record:

1. The student (male or female) must be a regular, graduate, discontinued, dismissed, or excused student enrolled at a university.
2. The student (male or female) must complete his or her skill record data on the portal website in the language of their choosing (Arabic or English), in line with the terms and conditions on the website.
3. After being evaluated by the Deanship of Student Affairs, the data provided by both students (male and female) in the skill record is accepted.
4. In the talent record must be stamped and signed by the granting authority. The authenticity of the certificates will thereafter be confirmed by the Deanship of Student Affairs.
5. Following approval by the Deanship of Student Affairs, a student (male or female) may not modify, add, or delete his or her skill record unless the Deanship has reviewed it beforehand.
6. The student (male or female) will be able to print his skill record immediately from the website after confirming the provided data.

Fifth: Fields of Activities Calculated in the Skills Record:

1. **Public Activities:** Participating in or attending any of the following events or activities, including a lecture, seminar, training session, workshop, excursion, or scout camp.
2. **Memberships:** You can join clubs, centers, or committees in the following ways: general committees, subcommittees, student advisory councils, student fund councils, and student activities units.
3. **Competitions and proficiency:** Competing in or placing highly in contests in any of the following categories: scientific, cultural, sporting, technical, skill, or community competitions; or demonstrating scientific proficiency and receiving recognition at an awards ceremony for exceptional pupils.
4. **Projects and Innovations:** Any initiative or innovation that leads to a leadership role or through which a student wins a patent in the university's name.
5. **Initiatives and Entrepreneurship:** Every initiative that a student presents, gets authority approval for, and then puts into practice, or every entrepreneurial enterprise that a student owns and puts into practice.

Sixth: Mechanisms for Calculating Points in the Skill Record:

The academic activities in which the student engaged are recorded, and (100) points are awarded for them with the following weightings:

1. Public Activities: (Participating or Organizing)

Number of Activity Hours	Calculated Points
2 hours	(2) points
3-6 hours	(4) points
7-10 hours	(6) points
11-15 hours	(8) points
More 15 hours	(10) points
A maximum of (25) points	
If the student has only participated in one or two fields, the points from all participations—even if they exceed the maximum number of points permitted—will be recorded.	

2. Memberships (Committee, Council, Club)

Membership Type	Calculated Points
President	(10) points
Vice President	(8) points
Decision-Maker or Secretary	(6) points
Member	(5) points
A maximum of (25) points	
If the student has only participated in one or two fields, the points from all participations—even if they exceed the maximum number of points permitted—will be recorded.	

3. Competitions and Excellence:

International Competitions	Regional Competitions	University-Wide Competitions	Position
(10) points	(8) points	(6) points	First
(9) points	(6) points	(5) points	Second
(8) points	(5) points	(4) points	Third
(7) points	(4) points	(3) points	Fourth
(6) points	(3) points	(2) points	Fifth
(3) points	(2) points	(1) point	Only Participate
The student will earn 10 points if they are acknowledged during the ceremony honoring remarkable students.			
A maximum of (25) points			
If the student has only participated in one or two fields, the points from all participations—even if they exceed the maximum number of points permitted—will be recorded.			

4. Projects, Innovations, Initiatives and Entrepreneurship

Membership Type	Calculated Points
Projects or Innovations	(10) points
Initiatives	(10) points
Entrepreneurship	(5) points
A maximum of (25) points	
If the student has only participated in one or two fields, the points from all participations—even if they exceed the maximum number of points permitted—will be recorded.	

Seventh: Mechanism for Recording Activities and Obtaining a Skill Record:

1. To access the electronic portal on the university website, the student must enter his username and password. Then, he or she must select the skill record option.
2. The learner will read the introductory page of the skill record (optional).
3. The student will read the Terms and Conditions page and then click the (I agree) button after realizing that if he doesn't, he won't be able to view the page after that.
4. The student visits the skill record page and enters their finished courses and abilities in the appropriate fields using the drop-down options. If the desired title is not available in the drop-down list, the student inserts the information in the (Other) field that is available.
5. The student must show proof of identification, the actual credentials he supplied in the talent record, and the Deanship of Student Affairs' endorsement of the data he filed.
6. The Deanship of Student Affairs confirms that the data corresponds to the genuine credentials and disapproves any material that is deficient in supporting evidence.
7. The learner may print the skill record whenever they want from the internet after it has been authorized.

Reference Number	Activity Type (Arabic- English)	Activity Name (Arabic- English)	Points
Total of Calculated Points			

The Skills Record Guide for Student

Students' Name:
Civil Registry:
University ID:
College:

Director of Student Affairs

Dean Seal

Dean of Student Affairs

Name:

Name:

Signature:

Signature:

Date: