

Principles and guidelines for transfers of administrative and technical faculty

Chapter I: Definitions:

- Each of the following terms has a corresponding meaning:

Faculty: Each holder of the post of teacher.

Administration: Occupants of positions (school director, assistant director of the school, school coordinator, data entry).

Technical Body: Incumbents of posts (a social worker, specialist of learning resources centers, science laboratory technician, a specialist professional guidance - professional psychological counseling).

New teachers: Those who did not have their functional performance reports until the date of submission of the request for transfer.

The competent medical authority: Ministry of Health and government hospitals in Oman.

Internal transfer: Transport at the level of the educational districts.

External transfer: Transportation from the area of education to another area.

Transfer Interchange: Agreement between two of the occupants of the post on the movement of each place of others.

Procedures: The steps taken by the relevant departments to process the movement, and ending by issuing a ministerial decision.

Points: Degrees awarded to situations wishing to transport distributed over several elements, and is the basis for determining the priority of transportation.

Chapter II: Objectives:

- Targeted movements of faculty members, administrative and technical in matter to the ministry to achieve the following:
 1. Provide the numbers and different disciplines in each region, in order to meet the business working force needs.
 2. Achieve a balance between the different regions, in the event of a shortfall in some of the teaching staff and functions associated with them.
 3. It is easier for workers in areas of social, health, and family reunification, and provisions of treatment to employees of specific diseases.
 4. Maintain the stability of workers in their places of origin as possible.

Chapter III: Cases of Transport:

To achieve the objectives referred to, transfers classified as to be as follows:

1. Transport on desire, and is divided into:

A - Vacant degrees transport.

B - Interchange Transport.

The dual situations at the region level (internal transport), or from one region to another (outward).

2. Transfer due to the increase of the adopted faculty.
3. Transfer to and from school away from the cities.
4. Transport for the renewal and performance development.

The last three cases to be on the level of a single region only (internal transfer).

Chapter IV: principles and controls for the different transfer situations:

First: Transformation up on desire:

(A) transfer to vacant degrees:

Applied to this case of transfers, the points system, in light of the priority of a total transfer score between those who wanted it, and it monitors the number (60) points which distributed on the elements described later, according to the following:

1. State of health: and is determined by a medical report in Arabic issued by the competent medical authority, stating the health status and type of disease, and monitors have (12) points , calculated according to the following table:

Health status	The number of points
Critical illness	12
Critical illness of a first-degree relatives *	10
Chronic disease and non-critical	8

* Father, mother, husband, wife, son, daughter, (for the father and the mother are required to prove that the request for transfer is the only breadwinner for them to count his points for this item).

2. Marital status: It means the social situation in which he or she has called for transfer and subsidized research, documents, and monitors have (12) points, calculated according to the following table:

M	Social Situation	The number of points
1	Widow / widower and have children	12
2	divorced and has children	11
3	Married and has children	10
4	Married / unmarried and has no children	9

5	Widow / widower and has no children	8
6	divorced and has no children	8
7	Single / unmarried	7

3. Date of the request of Transfer: the date on which he hands in his application request, one point added for each year passes to this request, maximum of no more than (12) points.
4. Seniority of appointment: Refers to the date of the first appointment resolution, , a point is added for each year in maximum of no more than (12) points.
- 5.
6. Functional excellence: means the performance of official functions and duties of his job in a distinctive manner, identified through the adopted reports of the functionality (average of the last two years), and appointed (12) points calculated according to the following table:

Estimate	The number of points
excellent	12
Very good	10
Good	8
acceptable	4
Weak	0

* For new appointed teachers, the points assessed for this component (functional report), according to the accrual rate.

(B): Interchange Transfers:

Transport is in this case according to the following conditions:

1. Be seeking transportation of the occupants of the same job (same job title); and in case the transfer of one to a higher stage opinion of supervisors of domain and subjects experts to be taken.
2. The applicant must be of the same sex (male / female); could be considered to exclude this condition if the sponsors of the request are disparity faculty (teachers, administrators and technicians).
3. That if the wishes of one in the queue are the same as the wishes of one of the request applicant for t interchange transfer; spring of the waiting list (as conditions) is the alternative, and therefore given priority.
4. The request for transfer is mutually canceled in case one of the parties wished to shelve or call off his request, before the issuance of the decision of transfer.
5. Transfer is at the area level, not the schools, when it is in the interest of work.

II: transport due to excess of the adopted faculty:

The aim of this case of transfers to fill the gap between the holders of certain posts in schools through the increase in other schools, within the same region, with the exception of the health conditions cases in accordance with the terms and conditions of transference . Transfers are in this case done in accordance with the following controls:

Transfer to a school with a higher level in terms of stage (for administrators and technicians), or to teach higher classes (for teachers):

- Transfer the most outstanding performer by the reports of functionality (average of the last two years) In the case of draw- the highest in the last year has the priority, then the oldest in the appointment and then earlier graduate.
- At no provision of functionality performance ratings due to novelty of his or her appointment, the efficiency is determined by the cumulative average, the highest grade point average (GPA) owner to be transferred, taking the opinion of the supervisor based on the field.
- Be transportation between schools of one area only.

(2) Transfers to schools of the same level:

Transfer the oldest in school before the later and the movement between one area schools or only the closest neighboring area.

(3) Transfers to a school of a lower level:

Transfer the one with the least performance, according to functionality reports (average of the last two years) and in case of no estimates provision of the recent appointment, select the least qualified in the light of the cumulative average of the minimum, taking the view of both the school director and supervisor of the current subject or field, and the transfer to be to the schools in the area and neighboring areas.

III: Transfer to and from schools away from cities:

The aim of this communication to meet the demands of transportation for faculty, administrative and technical work in schools far from cities and want to transfer to schools in cities, and thus would be applied in all the rules of the area transforms in order to achieve the demands, mentioned in item (I), Chapter IV, taking into account the

The following:

1. The applicant of transfer must have spent a period of not less than two academic years away from cities.
2. Teacher taught grades eleven and twelve cannot be transferred to remote schools to teach lower levels, unless to redress the allotment in addition to teaching mentioned grades.

3. Teachers of health conditions history excluded of transfer, if transfer to a school far away can exacerbate their health.

IV: transfer for the renewal and development purpose:

The aim of this type of transfers is the renewal and to improve performance and give employees new experiences at the sites transferred to or benefit from their expertise for the benefit of new work, such transfers are made in the light of the following considerations:

1. A clear, specific and justified transfer.
2. Transfer candidate has spent three years at least in the current school.
3. Transfer to be at the area level only.

Chapter V: transfers mechanisms and procedures:

I. Procedure of transfer:

Form a committee in the educational supervision department to consider the internal transportation of the faculty, administrative, technical, and so on as follows:

(A) at the level of the Directorate General of Education in the governorates and regions:

The Committee shall be chaired by the Director in the region, and the membership of:

- § Director of human resources development.
- § Director of Administrative and Financial Affairs.
- § Director of planning the educational needs and quality control.
- § Senior Supervisor (according to each subject).

(B) At the level of the Department of Education, Al-Wosta Region:

The Committee shall be chaired by the Director of Administration, and the membership of:

- Deputy Director of the Department for Educational Affairs.
- Head of Planning and educational needs.
- Head of Human Resources.
- Senior Supervisor (according to each subject).

The committee shall be listed as follows:

- Preparation of a draft movement of internal transportation, and study the petitions submitted about them, and in the light of the above-mentioned controls.
- Raise the final movement framework to the Minister for review and issuance.

II: External Transportation:

Requests for external transport presented in the deadlines to the Department of Planning and educational needs, and shall study it and prepare an initial draft for the movement of external transfers, and in view of the petitions submitted, then introduce a draft movement to the Minister for review and issuance.

* Committee formed at the former referred to, use those who it deems appropriate to accomplish its tasks.

Chapter VI: General Provisions of Act:

1. Submission of the application is determined on a unified dead time for each academic year.
2. Health conditions are determined by competent medical authorities, through a modern medical report diagnoses the health status and type of disease, attached to the report in Arabic with the request for transfer.
3. The Ministry is guided by the relevant health authorities to determine the pattern of the situation should be taken into account in transfer.
4. The applicant to fill in all the data in the form of transfer, (attached) and sent electronically ; paper forms are not accepted.
5. All data contained in the form of transport is important, and must be renewed annually, in the case of non-renewal application will be considered null and void.
6. The request specifications of transfer are considered only through the data in forms, applied if and only if scripted down and no attention given to other inferring data.
7. Does not accept any amendments thereto, the application after the month of December and to be considered in the next year.
8. Need to attach proof of cases (marriage / divorce / death / widowhood / health problems / birth certificates of children) with the request for transfer.
9. Apply for transfer interchange through schools in which he or she operates by the parties and approved by managers of both schools, in case of internal transference, and the directors of the two regions in the case of external transfer.
10. The external transfer forms not inconsistent with the of internal transfer form; and applying for external transport does not deprive the applicant of the opportunity to compete on the transfer procedure.
11. Receiving transport interchange by the competent authority in the educational district after the issuance of major movements bulletin and not before.
12. Initiating procedures for the transport interchange in summer holiday period, after completion of the main movements and in-between the two semesters only; to preserve the stability of schools, with the exception of cases of transport interchange among same schools.
13. External movement take place at the end of the academic year, and between semesters only; in interest of the stability of schools, and to avoid transport through the chapters.

14. The transfer of new teachers (redeployment) according to the mechanism of recruitment procedures and after obtaining written approval, in case of symmetry in the transport of the region desired to be transferred to the highest in (GPA / college transcript class) to be first.
15. Educational districts encouraged to use modern technology in the transportation system (letters, bulletin show the movements on its World Wide Web site ... and others).
16. Taking into account the non-collection of staff with special cases in the same school.
17. Mind not to transfer adherent supervisors in charge of development programs or teachers of educational initiatives avenue in school, as long as they are on the assignment.
18. Not entitled to a staff member to move reciprocally with another employee; to return to same school he left formerly within the same academic year, taking into account the non-approval of return to his first school that was (transferred for the benefit of work), and take the opinion of the director of the school and body of opinion when necessary.
19. Separation of "Senior Teacher" function from the post of "Teacher" in the process of transfers and not as one post, this is applied to the post of teacher in charge of senior teacher, too .
20. The request for transfer is mutually canceled in case one of the parties wished to shelve or call off, before the issuance of the decision of transfer.
21. Cannot call off the internal exchange after the issuing the decision.