

Internal Regulations and Procedures for Field Training at the Faculty of Architecture and Planning

King Abdulaziz University

Faculty of Architecture and Planning



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# Training Guide

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Second Edition





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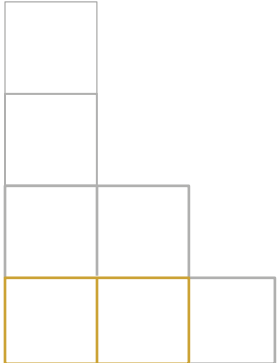
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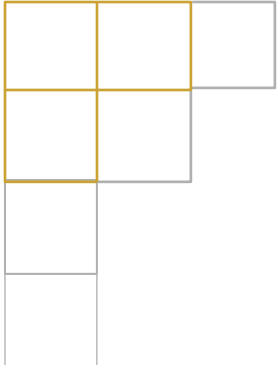
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**Second Edition**

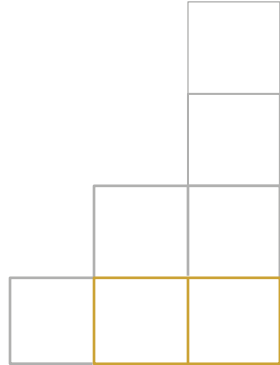


**Kingdom of Saudi Arabia  
Ministry of Education  
King Abdulaziz University  
College of Architecture and Planning  
College Vice Deanship Field Training Unit**

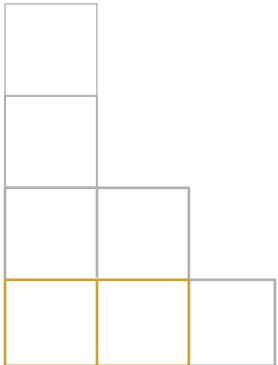


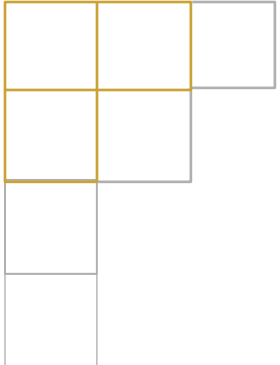


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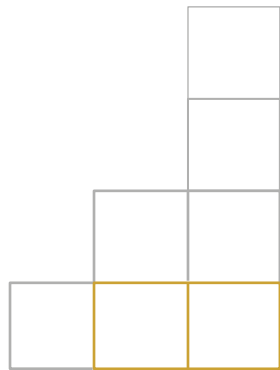
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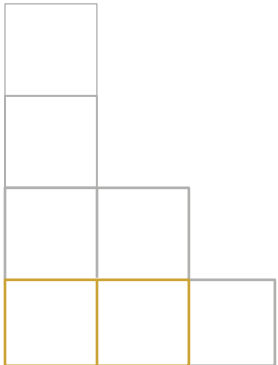
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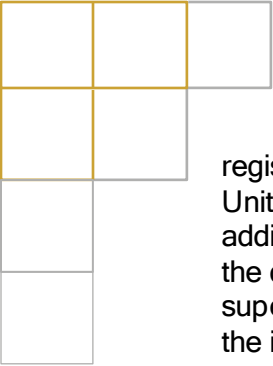
## Introduction

In alignment with the strategic objectives of King Abdulaziz University—particularly those aimed at enhancing teaching, learning, and educational services to improve the efficiency of educational outcomes, while fostering an environment that supports creativity and innovation—the Vice Deanship of the Faculty of Environmental Design and Planning, represented by the Training Unit, has prepared this guide to organize the training process for the college’s students. This guide outlines the details of the training system, its procedures, and the associated timeline. It has been developed with the understanding that the summer semester serves as the primary period during which students in the various academic departments undertake their training, in accordance with their study plans. At the same time, recognizing that some students facing academic difficulties may occasionally be required to complete their training during the fall or spring semesters, this guide also addresses such cases.

**Accordingly, student training procedures in the college are categorized into three types as follows:**

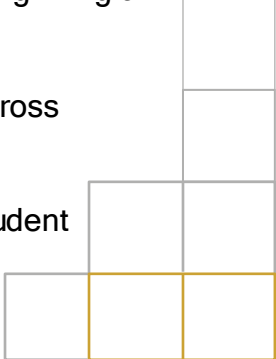
1. Training procedures during the summer semester.
2. Training procedures during the first semester.
3. Training procedures during the second semester.

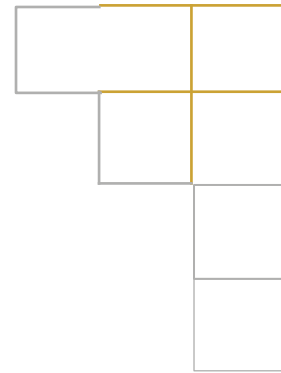
The need to develop this guide became evident following the implementation of the current curriculum plan, introduced at the beginning of the academic year 2015 for undergraduate students. This plan included the addition of two newly established courses, *Field Training (1)* and *Field Training (2)*, across all academic departments.



Given the variations in the academic plans of the college's departments regarding the timing of registering the two courses (before *field training* or *following it*), it became necessary for the Training Unit to adjust the training procedures so as to align with the study plans of all departments. In addition, the two academic courses (*Field Training 1* and *Field Training 2*), which are administered by the departments, were linked with the outcomes of the field training program organized and supervised by the Training Unit, thereby providing essential support to the academic departments in the implementation of their assigned study plans.

### The new training system is distinguished by the following features:

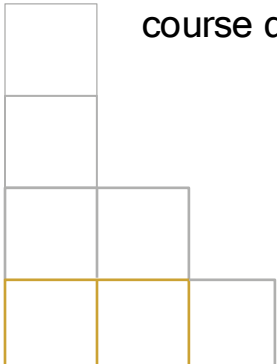
1. Clear definition of student training stages, along with fixed and publicly announced timelines for all stakeholders (students, academic supervisors, and college administration).
  2. Clear allocation of responsibilities among the different stakeholders.
  3. Direct linkage of the training process with the two academic courses (*Field Training 1* and *Field Training 2*), in accordance with each department's curriculum plan.
  4. Replacement of most paper-based forms with electronic forms, as a step toward fully digitizing all forms in the near future (100%).
  5. Electronic archiving of all files, records, and data.
  6. Increased speed, efficiency, and facilitation in carrying out assigned responsibilities across stakeholders.
  7. Reduced the likelihood of errors, overlaps, and conflicts in tasks and responsibilities.
  8. Organized scheduling of field visits conducted by academic supervisors to evaluate student performance during training.
- 



## Note

The responsibilities and tasks of the Training Unit are focused solely on supervising the management of the *practical field component*. The unit monitors and evaluates the student's performance on the assigned tasks and activities throughout the training period. Subsequently, the evaluation results are recorded and sent to the academic departments for documentation in accordance with the course description of the field training program specific to each department.

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## Training Unit Definition

Field training for students offers an opportunity to apply the academic knowledge they've gained in their specialized area to real-world professional environments. This practical experience, carried out at a department-approved institution, helps students develop hands-on skills, technical abilities, and field expertise relevant to their discipline. Through this process, students improve their professional conduct and gain new insights by connecting theoretical knowledge with practical application.

The Training Unit within the Faculty of Environmental Design and Planning acts as a supportive body for the academic departments regarding student training. It organizes field training, facilitates communication between training sites, students, academic departments, and supervisors, and ensures that the objectives of field training are met to maximize the expected benefits.

Therefore, students should carefully select their training sites, adhere to professional and behavioral standards during their training, and follow the observations and guidance provided by academic supervisors—faculty members of the department—while respecting the instructions of the Training Unit. This guide serves as a comprehensive resource for students participating in training and for all stakeholders involved in the field training process. It reflects the results of a continuous development cycle conducted by the Training Unit supervisors over four years, involving careful planning and ongoing review. The guide aims to support the Training Unit's institutional efforts and to provide students and stakeholders with a clear understanding of the training stages, thus enabling smoother and more effective field training procedures and tasks.

We pray to Allah Almighty that this guide helps fulfill the university's mission, vision, and long-term goals for the future of the nation, and that it assists our students in achieving their growth and contributing to the development of this generous country.

**Head of the Training Unit**

Eng. Jamal bin Hussein Qudah



# Field Training Requirements

## Requirements for Summer Semester Training:

1. For the first training period, the student must have successfully completed Level 1 (200) courses.
2. For the second training period, the student must have successfully completed the first training period.
3. The first and second training periods must be conducted at two different training sites.
4. During the summer semester, students must not combine field training with their coursework. An exception is allowed for registering a course specifically designated for field training (if available), in addition to one academic course only (which may begin after 4:00 PM), with prior approval from the training site.
5. Attendance at the guidance meeting provided by the Training Unit is mandatory for the first training period.
6. The training site must be approved and endorsed by the student's academic department.
7. Students may not conduct training at a site where there is a family relationship up to the fourth degree.

## Requirements for First and Second Semester Training:

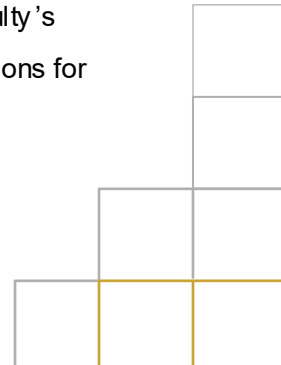
1. For the first training period, the student must have successfully completed Level 1 (200) courses.
2. For the second training period, the student must have successfully completed the first training period.
3. The first and second training periods must be conducted at two different training sites.
4. During the semester, students must not combine field training with their coursework. An exception is allowed for registering a course specifically designated for field training (if available), in addition to one academic course only (which may begin after 4:00 PM), with prior approval from the training site.
5. A written approval plan must be obtained from the head of the academic department, endorsed by the training unit, and one faculty member must be assigned as an academic supervisor to monitor and visit the student during the training period.
6. Students may not conduct training at a site where there is a family relationship up to the fourth degree.

# Training Sites

The Training Unit, in coordination with the academic departments, updates the list of training sites on an annual basis. This list is issued in the form of official tables, enabling students to select their preferred training site. Once a student has made a selection, they must obtain a guidance plan issued by the Training Unit in the faculty.

Students may also submit proposals to their academic department for training sites not listed in the official table. Such proposals require the department's approval and coordination with the Training Unit.

After finalizing and approving the training sites, the Training Unit announces them on the faculty's notice boards and the Training Unit's display screens, informing students of the available options for field training.



## Training Stages During the Summer Semester

### Stage One: Approval of Training Sites

**Duration:** Begins in Week (4) and extends until its end during the second semester, lasting one (1) week.

The Vice Dean's Office requests that all academic departments provide updated lists of approved training sites for their students. The Training Unit then announces these approved sites through its official announcement boards.

### Stage Two: Orientation Meeting for Training Students

**Duration:** Begins in Week (5) and extends until its end during the second semester, lasting one (1) week.

The Training Unit organizes a two-hour orientation session for students planning to undergo training in the summer semester. The session is held twice: once on Sunday at the beginning of Week (5), and again on Thursday at the end of Week (5).

Each student is required to attend only one of the two sessions.

### Topics covered in the orientation session include:

1. Importance of training.
2. The registration process and obtaining acceptance from the training site.
3. Official training forms are available on the Training Unit's webpage.
4. Academic and practical requirements during the training period.
5. Roles of the academic supervisor from the college and the direct supervisor from the training site.
6. Guidelines for writing the training report.
7. Mechanisms of training evaluation.
8. Professional ethics, conduct, and workplace behavior.
9. Risk prevention and adherence to safety procedures during field training

**Note:** Attendance at this session is **mandatory for students enrolled in the first training** and **optional for those enrolled in the second training**.

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### Third stage: Registration of students for field training

**Duration:** Starts from week (5) and extends until the end of week (11) of the second semester, for a total of (7) weeks.

The Training Unit announces the start of registration for the summer training during the fifth week of the second semester, in conjunction with the previous stage (the student training orientation meeting). The announcement includes a link for electronic registration via a page containing the basic information required to issue the guidance letter, such as student name, university number, training institution, training level, specialization.

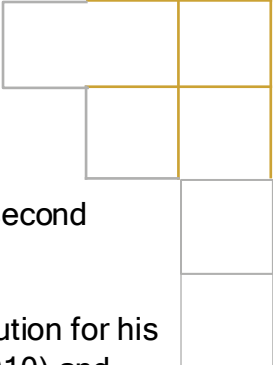
**Note:** The student is fully responsible for the accuracy of the information he/she has recorded at this stage. If it is found to be inaccurate, the student's training is subject to cancellation.

### Stage Four: Issuing Guidance Letters

**Duration:** Begins from week (10) and extends until the end of week (14) of the second semester, a total of (5) weeks.

The guidance letter is considered an official document introducing the training institution to the student and his/her desire to train with it. This letter is in accordance with Form No. 1901-012910 and based on the information the student entered via the online registration link. The student must visit the training unit in person to obtain a printed copy of the letter of guidance. The student is entitled to obtain more than one letter of guidance from different entities to seek acceptance.

**Note:** The letter of guidance is considered approved only after it is signed, stamped, and officially issued by the college. 1 Furthermore, no other letter of guidance will be issued. Guidance error after week (11) according to what was mentioned in the previous stage (the third stage: registering students for field training 1).



**Fifth stage: Submitting training acceptance letters to Training Unit 1.**

**Duration:** Starting from week (10) and extending until the end of week (15) of the second semester, for a period of (6) weeks.

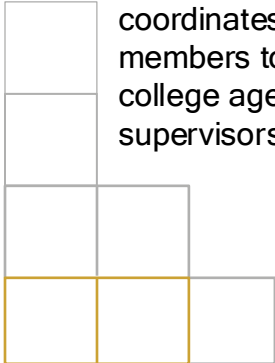
At this stage, the student must submit a letter of approval from the training institution for his training, specifying the initial training program by completing (Form No. 1910-012910) and having it signed and stamped by the training institution.

**Note:** The training unit will not receive any acceptance letters after week 1 (15).

**Sixth stage: Settling students and institutions with academic supervisors.**

**Duration:** Begins from week (16) and extends Until the end of the (18)th week of the second semester, for a period of (3) weeks.

After determining the final number of students wishing to train, the college agency coordinates with the academic departments regarding the required number of faculty members to academically supervise the students during their training. The training unit at the college agency then sends detailed information about the trainee students to the academic supervisors via university email.




**Stage Seven: Commencement of Training at the Training Site**

**Duration:** Begins at the start of Week (1) and continues for only (3) days within the same week of the summer semester.

In this stage, the student officially commences training from the **first day** at the assigned training site. Upon reporting, the student must complete the **Commencement Form** (Form No. 1902 - 012910) and immediately send it—signed and stamped by the training site—to the Training Unit’s email: [AP-TRAINING@KAU.EDU.SA](mailto:AP-TRAINING@KAU.EDU.SA)

. The Training Unit will then forward the commencement confirmation to the student’s designated academic supervisor to begin the processes of supervision, follow-up, and field visits.

**Note:** Unjustified delays in sending the Commencement Form to the Training Unit within the first two days of training may result in the cancellation of the student’s training.

**Stage Eight: Academic Supervision, Follow-up, and Field Visit Reports**

**Duration:** From the beginning of the summer semester until its end, over a period of (8) weeks.

To facilitate and accelerate data collection and entry by the academic supervisors, an electronic form has been developed to replace the paper-based **Form No. 1907 - 012910** designated for field visits. This electronic form is sent to the academic supervisor by the Training Unit.

The Field Visit Report Form includes evaluations of the students’ performance during the training period. These reports are submitted according to the following schedule:

- First Report:** Submitted at the end of Week 3 of the summer semester.
- Second Report:** Submitted at the end of Week 5 of the summer semester.
- Third Report:** Submitted at the end of Week 7 of the summer semester.

**Note:** If required, academic supervisors may be requested to attend a meeting with the Vice Dean of the faculty, represented by the Head of the Training Unit.


## Stage Nine: Submission of the Training Report and Attachments to the Training Unit

**Duration:** From Week (1) until the end of Week (2) of the first semester, covering a total of (2) weeks.

The student must submit the training report and its attachments to the Training Unit after ensuring that it has been prepared according to the required specifications (see Section 8 in this guide). The submission process is as follows:

### 1. Manual Submission to the Training Unit:

1. The evaluation form completed and signed by the training organization's supervisor, enclosed in a sealed and stamped confidential envelope.

### 2. Electronic Submission via a designated link (to be announced in due time):

1. The training report in PDF format (file size not exceeding 10 MB).
2. The student's logbook in PDF format (file size not exceeding 5 MB).

For academic departments that have adopted course registration for training after the completion of students' field training, the Training Unit will forward the field training evaluations directly to these departments after the completion of the training, to enable them to finalize the remaining assessments.

## Stage Ten: Uploading Training Reports and Attachments to Academic Departments for Evaluation

**Period:** Starting from Week (3) of the first semester, lasting (1) week.

The Training Unit will create a shared electronic folder for academic supervisors to store students' training reports and attachments, organized according to department/supervisor/student. Academic supervisors will be notified by email of this stage. The shared folder will contain:

1. The student's training report.
2. The student's logbook.
3. The evaluation form completed by the training organization's supervisor.


**Stage Eleven: Receiving the Results of Report Evaluation from the Academic Supervisors**

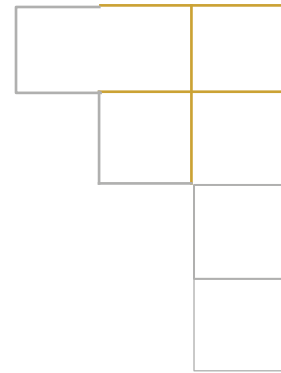
**Duration:** Starts from week (3) and extends until the end of week (5) of the first semester, with a duration of (3) weeks, concurrently with Stage Ten.

After notifying the academic supervisor of the creation of participation files via e-mail, the academic supervisor accesses the participation file, reviews the reports and their attachments, and evaluates them using **Form No. (1908-012910)**. To accelerate obtaining the data and facilitate its entry by the academic supervisor, an **electronic form** has been developed as an alternative to the paper form No. (1908-012910), designated for evaluating the reports and their attachments (the link to the form will be sent in due course).

**Note:** In case there are remarks from the academic supervisor on the student's report, it is possible to communicate with the student to make the required modification within three days at most.

**Stage Twelve: Sending the Final Results to the Scientific Departments**

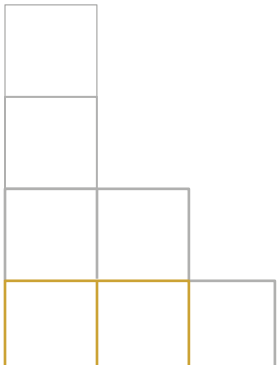
**Duration:** During week (6) of the first semester, with a duration of (1) week.

# Timeline of the Training Process

## Stages for Students During the

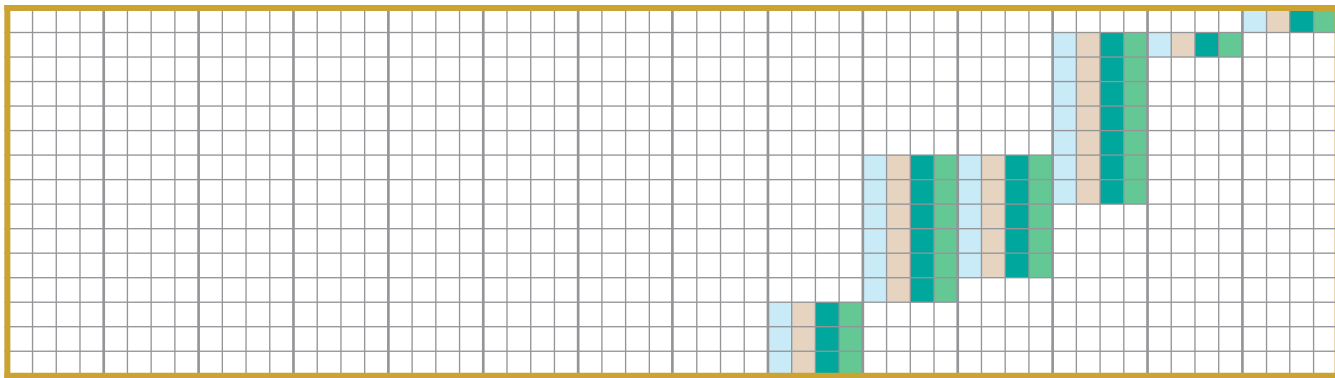
### Summer Semester



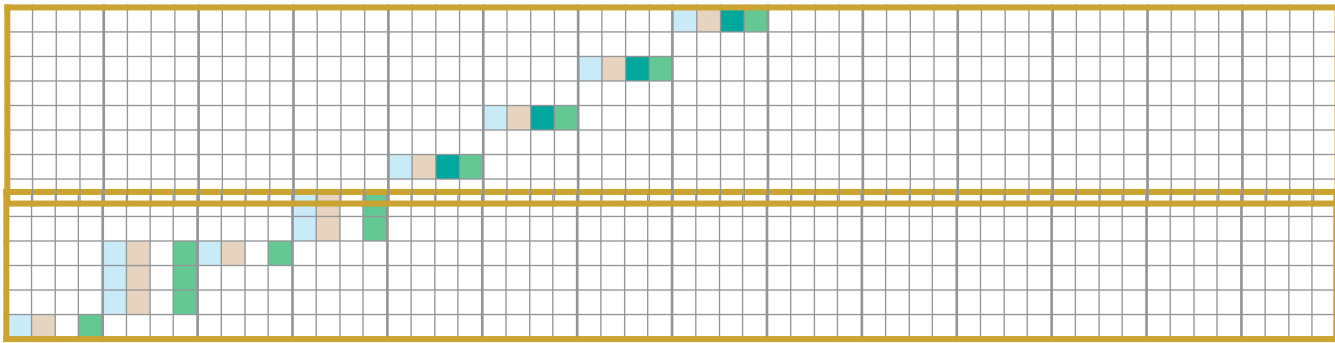
12 11 10 9 8 8 8 7 6 5 4 3 2 1

Send final results to science departments for grading	Receive results from academic supervisors	Submitting training reports and their attachments to academic departments for evaluation.	Submit the training report and attachments to the training unit.	Submitting the third academic supervision report	Submitting the second academic supervision report	Submitting the first academic supervision report	Direct to the training site	Student placement with academic supervisors	Submitting training unit acceptance letters to the training unit	Issuing orientation letters	Starting registration for training	Orientation meeting About the training	Identify and approve
(Training Unit)	(Academic Supervisor)	(Training Unit)	(Student)	(Academic Supervisor)	(Academic Supervisor)	(Academic Supervisor)	(Student)	(Training Unit)	(Student)	(Training Unit)	(Student)	(Training Unit)	(Training Unit) (Academic Departments)

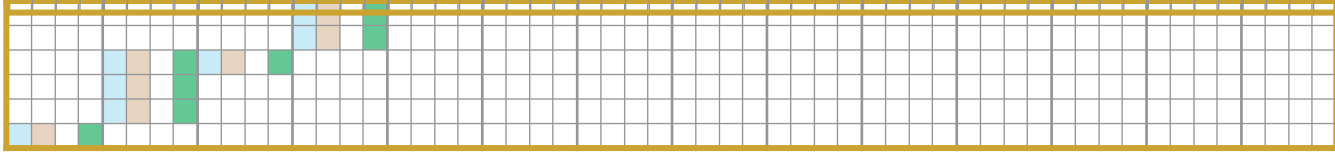
Mission Responsible



Second Semester



Summer Semester



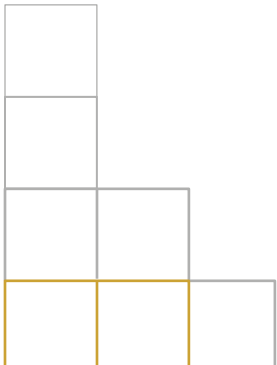
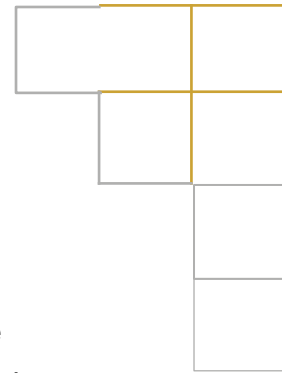
First Semester

Geomatics Environmental Architecture Urban and Regional Planning Architecture

## Training Phases During the First or Second Semester (Exception)

All study plans in the college's academic departments aim to train students during the summer semester and allow them to devote their full time to the training. However, some students may encounter difficulties in following the study plan for various reasons. Therefore, they are permitted to train during the first or second semester, as the training phases do not differ significantly from those followed during the summer semester.

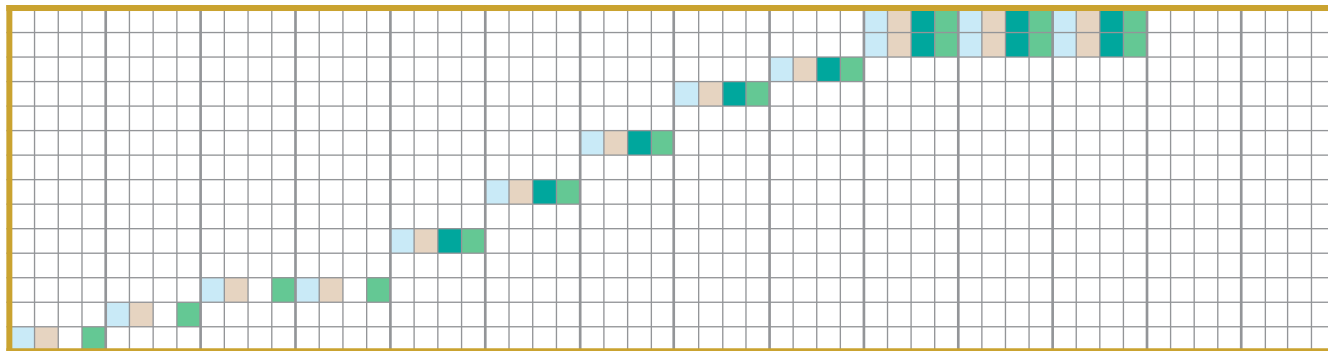
The following table outlines the training phases during the first or second semester. Students and those involved are required to follow the specified phases and dates in the table to activate the student's training.



# Timetable for the stages of the student training process during the first and second semesters

12	11	10	9	8	8	8	7	6	5	4	3	2	1
Sending final results to science departments for grading	Receive results reports from academic supervisors	Submitting training reports and their attachments to academic departments for evaluation.	Submit the training report and its attachments to the training unit.	Submitting the third academic supervision report	Submitting the second academic supervision report	Submitting the first academic supervision report	Direct to the training site	Student placement with academic supervisors	Submitting training entry acceptance letters to the training unit	Issuing orientation letters	Starting registration for training	Orientation meeting About the training	Identify and approve
(Training Unit)	(Academic Supervisor)	(Training Unit)	(Student)	(Academic Supervisor)	(Academic Supervisor)	(Academic Supervisor)	(Student)	(Training Unit)	(Student)	(Training Unit)	(Student)	(Training Unit)	(Training Unit) (Academic Departments)

Mission Responsible



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First & second semester

Geomatics ■ Environmental Architecture ■ Urban and Regional Planning ■ Architecture ■

## Student Training Evaluation Items in the Training Unit

The Training Unit monitors the evaluation of student field training according to the following items:

1. Field visit reports
2. Training supervisor report
3. Training report

The evaluation results for these items are submitted to the academic departments as percentages to facilitate their calculation, in accordance with the approved method for distributing the grades for Training Courses 1 and 2 in each department. Scientific.D.

Means of communication between the training unit and those concerned with training

The primary means of communication between the training unit and those concerned (student, academic supervisor, training institution) is the official email address of all parties. We note here the importance of activating and using the student's official university email address, noting that the training unit's email address is:

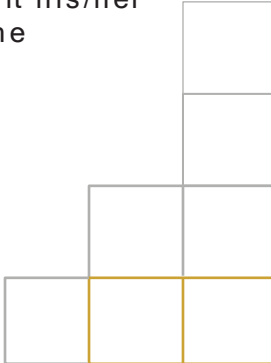
AP-TRAINING@KAU.EDU.SA



## How to Prepare a Training Report

The purpose of writing a training report is to highlight and document what the student has learned during their training period. The college departments will evaluate the training reports according to the specialization. The student should take care in writing his report, writing it in correct language and an expressive style, and avoiding prolixity and the inclusion of material taken from references and reports used during the training. The student should fill out the “Trainee Diary Form - No. 1905 - 012910” daily during the training and have it approved at the end of the week by the direct supervisor at the training institution. (A sufficient number of copies of this form must be photocopied - 8 copies.) The student must also present the diary form to the academic supervisor (a faculty member from the college) during his/her supervisory visits to the student at his/her training location.

The training report includes a detailed explanation of the student’s notes and observations recorded in the training diary forms. The student may consult his/her academic advisor if he/she encounters difficulty in writing the report. 1 The student should read and follow the instructions provided here carefully.



## Report Writing

- Each student must write a report on the training they have completed in their own language and style. It is not appropriate to rely on anyone else for this.
- The student must submit the original copy of the report, written in clear handwriting, preferably using a word processing program.
- The report must be submitted in a digital copy (PDF) format, and uploaded, along with its attachments, to the link announced by the training unit.
- The report can be written The report must be written in either Arabic or English on A4 white paper.
- The main body of the report (excluding appendices and diaries) must not be less than 3,000 words.
- . Line spacing must be set to 1.15 in Arabic and 2 in English.
- If a term is written in a language other than the main language of the report, it must be enclosed in brackets or quotation marks.

## Font type and size:

- Font type for the report written in Arabic: (Arabic Typesetting)
- Font size: (14) for the text and subtopics (16) for the main topics
  
- Font type for the report written in English: (Times New Roman)
- Font size: (12) for the text and subtopics (14) for the main topics
- Margins on the report pages should be observed as follows: 1 x 1 (25) mm from the top and bottom of the page
- (40) mm from the right Page 25 (mm) if the report is written in Arabic, and vice versa if the report is written in English.

## Drawings and Images :

The report should be enriched with illustrations, graphs, engineering drawings, and images as much as possible, taking into account numbering and writing comments below them. The text of the report should also be linked to these drawings and images, and the type of student's contribution to the work included in them should be specified (any drawing or image not related to the text can be omitted).

## Report Contents:

- Cover Page: This includes the following information: Student name, number, specialization, level of training (first or second), training period (from date to date), and training institution.
- Table of Contents: This is a list of the main and subheadings as they appear in the body of the report. The page number is written next to each heading.
- Table of Contents (Figures and/or Tables): This is a list of the figures and/or tables presented in The report should be arranged in the proper order in the body of the report, according to the sequence of pages. The list of figures and the list of tables should be separate.
- Introduction: This contains a brief description of the institution where the student is training and the nature and type of training he/she underwent. It also includes a brief overview of the report's contents.
- General Presentation: This contains the most important part of the report, as it includes details of the actual training that the student witnessed or practiced. The student explains These details are divided into several sections, depending on the nature of the training program that he conducted. He also chooses appropriate main and sub-headings for each section.

**Note:** Dear student... The training report is an individual piece of work that represents the extent to which you have benefited from the training. Make sure to write it and pay attention to it. If you have more than one colleague with you in the same training institution, you should ensure that each colleague drafts their report, creates their drawings, and takes their photos completely independently.

- Conclusion: This contains a summary of the skills, experiences, and knowledge gained during the training period. It may include the participant's observations and opinions about the training.
- Summary: This contains a summary of the report's content and the most important benefits gained. It also clarifies the personal opinion of the trainee and his evaluation of the training body.
- Appendices: This part of the report includes all the information supporting the body of the report, illustrative maps, and additional data that the reader of the report can refer to when needed. It is usually found at the end of the report, and includes detailed and necessary information about some of the report's contents.
- References: It is necessary to take into account academic integrity in transmission and to avoid plagiarism by following Academic documentation methods for references for all non-student work. It is recommended to use specialized programs for formatting and storing references (e.g., Refworks, Zotero, MS-Word Reference Management).

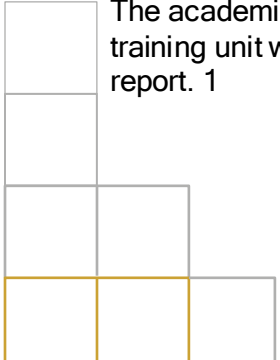
## Report Submission and Evaluation:

- The student submits the report to the training unit according to the timetable for the ninth stage, as stated in this document.

## Correcting training reports and their attachments

The training unit transfers students' training reports and their attachments to academic supervisors for correction and evaluation. The academic supervisors then upload the evaluation and marking results to the training unit via an electronic link (sent in a timely manner) according to the timetable specified in clauses 3 and 1.4.

If there are any comments on the report, the academic supervisor can contact the student to amend the report according to the comments. The academic supervisor then provides the training unit with the amended final training report. 1



## Academic Supervision During the Training Period :

Academic departments assign a number of faculty members to undertake academic supervision of trainee students during the training period, commensurate with the number of trainees. The role of the supervising faculty member is to support, monitor, and evaluate the training process, including the following:

Periodic monitoring of the trainee student at his training location to ensure the availability of the necessary requirements and environment. Suitable for the region for successful training.

Communicate with the training supervisor and monitor the trainee's progress and seriousness.

Support the trainee during the training period to ensure they benefit from the training program , and provide guidance and assistance when necessary.

Submit the "Periodic Electronic Report of Supervision and Field Follow-up of the Trainee" after each of the three visits to each student during the training period and send it to the unit. Training according to the timetable shown in items 3 and 4.

## Supervision and Evaluation of the Student by the Training Institution

The training institution's supervision of the student and its implementation of the student's training program are two important factors in obtaining the desired field experience. The training program is expected to include tasks performed by the student according to their academic specialization. The College Agency, represented by the Training Unit, hopes that training bodies will focus on the following aspects during training:

1. Developing students' personal skills through practical application. 2. Training students to work within groups and practice regular attendance and discipline. 3. Linking theoretical studies and sciences with practical reality. 4. Introducing students to some engineering, technical, and professional skills. 5. It is preferable to focus on office work and design in the first field training. Site supervision work may be postponed to the second training session, in accordance with the nature of the specialization, the training plan of the training entity, and the areas of expertise of its staff. 6. Training the student to prepare and write reports

At the end of the training period, the direct supervisor of the student's training at the training entity evaluates the student's performance out of (100) points, with (20) points for each of the following criteria: 1.

- The student's interest in the training and the extent of Enthusiasm for work
- Student cooperation with others in the workplace
- Productivity and quality of assigned work
- Punctuality in attendance and departure
- Overall grade of student performance during training

The student's training supervisor evaluates the student's performance by completing the "Direct Supervisor Evaluation at the Training Entity" form, No. D 1906 - (012910D), which can be obtained from the college's training unit page. After evaluating the student's performance, the student's report is sent to the Email form to Training Unit 1:

[AP-TRAINING@KAU.EDU.SA](mailto:AP-TRAINING@KAU.EDU.SA)

# Responsibilities of the Student Trainee During the Training Period

Field training provides the student with the opportunity to experience professional life under the supervision of specialists at the training entity and the follow-up of their academic supervisor. To maximize the benefit from the training, the student trainee must be aware of the responsibilities and tasks assigned to them during the training, including:

Adherence to the training system, procedures, and forms set by the college's agency, represented by the training unit.

Adherence to the rules and regulations of the training entity.

Regular attendance at official working hours. In the event of any emergency or necessity requiring lateness or absence, the direct supervisor at the training entity must be notified, and the academic supervisor assigned by the college must then be notified. Absence should not exceed five days during the entire training period.

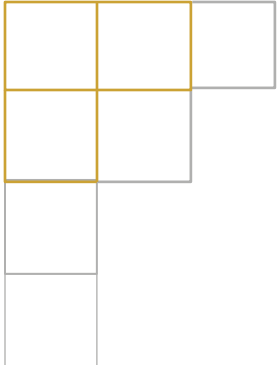
Adhere to professional ethics and morals in general appearance, workplace attire, and good behavior.

Follow safety instructions for on-site supervision.

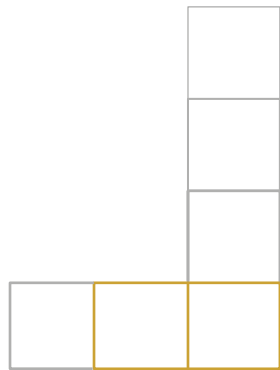
Implement the daily schedule and all assigned tasks and activities, applying and developing the knowledge and skills learned at the college.

Build a good working relationship with the training organization, leaving a positive impression and reputation among the students of the College of Architecture and Planning and King Abdulaziz University.

Maintain the reputation and confidentiality of the training organization's projects, which has kindly given him the opportunity to benefit from its expertise



# Frequently Asked Questions



1- Can a student change their training provider after starting? How is this done?

Yes, but only if necessary, for a reason related to a problem with the training provider itself, not due to the student's negligence.

This is done in coordination with the student's academic advisor and the college's training unit.

2- What are the consequences if a student fails to submit the report and its attachments on time?

They are given only five working days, after which they are credited with the appropriate grade.

3- What is the procedure if a student fails to submit their training provider's report on time?

They are given only five working days. If they fail to submit their report, they will be denied the training. If they do start, they must make up the missed days at the end of the training.

4- Failure to attend the orientation meeting.

The student bears any consequences and is not excused.

5- What are the consequences if a student fails to register for the training on time?

If the training registration period ends, no student will be registered afterward.

6- What happens if a student fails to submit their acceptance letter from the training provider?

If the deadline for submitting the acceptance letter to the training provider has passed, the student will not be assigned a supervisor, and therefore the training is canceled.

7- What happens if a discrepancy or error occurs when the student enters the data during the registration period?

The student bears the consequences based on the discrepancy or error.

8- What are the approved communication methods between the training unit and the student?

University email as mentioned in this guide.



9. If the student does not submit the modified training report as requested by the academic supervisor during the evaluation and correction phase, the student will be treated as if he/she was absent from a course exam. They must either provide an excuse or be rejected.

10. Can the training be considered a useful and advanced course in the field of specialization?

This is not preferred, but the matter should be left to the decision of the department council or its delegate.

11. Some students do not differentiate between summer field training and the training course, and how they relate to each other.

Academic departments must clarify this to students.

12. How can local, external (outside Jeddah), and international (outside Saudi Arabia) training be accredited?

This is done in accordance with the approval of the department councils or their delegates.

13. What is the procedure followed when a student is not present at the training site during the academic supervisor's visit?

The following steps are taken here:

1. Inquire with the training supervisor at the training facility.
2. If step (1) is difficult or insufficient, the student will be contacted (via the mobile number they provided to the training unit when registering for the training) during the visit.
3. If contact with the student is not possible, the field visit form will be filled out with the student's absence noted in the notes box, and the student will be warned.
4. If the student is repeatedly absent (without an acceptable excuse) during the academic supervisor's second visit to the training facility, the student will be denied the training, and the training unit will be notified (via the email address they provided to the training unit when registering for the training).




14 - At the start of the training period, the Training Unit is surprised by the presence of students who did not register through the designated link, and their request to begin training at any institution. How should they be dealt with?

They are not allowed to train according to this system and work within the institutional working hours upon which it is based.

15 - Is there a minimum training duration, as is commonly believed, of six weeks?

Incorrect.

16 - Should a student register for the training course even in scientific departments that do not accept any training course hours?

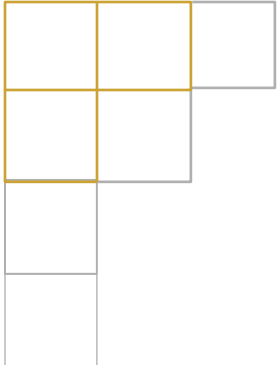
Yes, every student in the college must register for the training course, whether the first or second.

17 - Does a student have the right to cancel their field training?

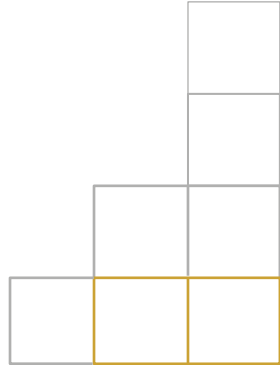
Cancelling field training is available only to students in departments that offer the training course after field training.

A student who wishes to cancel the training must contact the Training Unit to do so. For departments that offer training during the summer, a student who wishes to cancel their training must drop/withdraw from the course through the ODS Plus system.





# Appendices





Ref : .....  
Date: .....  
Encl : .....

وحدة التدريب  
Training Unit  
مباشرة تدريب طالب نموذج رقم (012910192)

الرقم : .....  
التاريخ : .....  
المرفقات: .....

### مباشرة تدريب طالب

الطالب المتدرب	
الاسم	
الرقم الجامعي	
القسم	
الهاتف	
البريد الإلكتروني	

جهة التدريب	
اسم جهة	
عنوان الجهة	
الهاتف	
الفاكس	
الموقع الإلكتروني	

مشرفا التدريب جهة التدريب	
الاسم	
الهاتف	
المكتب	
البريد الإلكتروني	

المباشرة	
مستوى التدريب	الاول <input type="checkbox"/> الثاني <input type="checkbox"/>
تاريخ بدأ التدريب	
تاريخ الإنهاء (التوقع)	
توقيع (إعتماد) مشرف التدريب	
جهة التدريب	
ختم المكتب	

الرجاء إرسال المباشرة على البريد الإلكتروني لوحدة التدريب، [AP-TRAINING@KAU.EDU.SA](mailto:AP-TRAINING@KAU.EDU.SA)  
لا يقبل التدريب إذا لم تشعر الكلية بالمباشرة خلال ثلاثة أيام من بداية التدريب.



Ref : .....  
Date: .....  
Encl : .....

وحدة التدريب  
Training Unit

الرقم : .....  
التاريخ : .....  
المرفقات: .....

المحترمين

السادة/

السلام عليكم ورحمة الله وبركاته،،،

مستوى التدريب:  
التخصص:

اسم الطالب:  
رقم الطالب الجامعي:

تولي كلية العمارة والتخطيط اهتماما خاصا بتدريب طلابها لتطبيق ما تعلموه عمليا  
ولكسب الخبرة الواقعية والحرفة المهنية من المهندسين والمصممين المشرفين عليه  
خلال فترة التدريب العملي.  
ولنيل درجة البكالوريوس في احدى تخصصات الكلية الأربعة، فعلى الطالب اجتياز  
تدريبيين عمليين خلال تحصيله العلمي بالكلية يحتسبا ضمن متطلبات التخرج على ألا  
يقبل كل منهما عن شهرين (8 أسابيع عمل).

وانطلاقا من مبدأ التعاون بين كلية العمارة والتخطيط والإدارات الحكومية والقطاع الخاص  
لتحقيق الأهداف المشتركة في تأهيل الطالب عمليا وعمليا فإن الكلية تأمل منكم قبول  
تدريب الطالب المشار إليه أعلاه للعام الحالي ...../14 هـ /14..... هـ للفصل الدراسي  
..... ومنحه فرصة تدريبية لديكم وفي مجال تخصصه وإفادتنا بخطاب قبولكم،  
حيث سيبدأ تدريبه بتاريخ ..... ولمدة (8 أسابيع)  
ويسرنا في حالة قبولكم تدريب الطالب أن نرسل لكم لاحقا نموذج التقييم على  
أن يتم تعبئته وإرساله بعد انتهاء فترة التدريب إلى وحدة التدريب بكلية العمارة والتخطيط  
مباشرة.

شاكرين ومقدرين حسن تعاونكم، ولكم تحياتي وتقديري ،،،

رئيس وحدة التدريب

م. جمال حسين قح



Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit

إقرار وموافقة ولي أمر طالب على التدريب بجهة التدريب

الرقم : .....  
التاريخ : .....  
المرفقات: .....

الموقر

سعادة رئيس وحدة التدريب بكلية العمارة والتخطيط

السلام عليكم ورحمة الله وبركاته ...

أقر أنا ولي أمر الطالب / .....

المسجل بالرقم الجامعي/ ..... بقسم .....

بكلية العمارة والتخطيط - جامعة الملك عبد العزيز، بموافقتي على قضاء الطالب المذكور أعلاه بالتدريب الميداني للعام الدراسي ..... 14هـ / 20م لمدة شهرين (8 أسابيع عمل) خلال الفصل الدراسي ..... وذلك في جهة التدريب التالية: .....

والواقعة بالعنوان:

.....

ولي الأمر

اسم ولي الأمر: .....

صلة القرابة: .....

التوقيع: .....

التاريخ: .....



Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit

طلب موافقة وتعهد للتدريب خارج المملكة العربية السعودية

الرقم : .....  
التاريخ : .....  
المرفقات: .....

الموقر

سعادة رئيس وحدة التدريب بكلية العمارة والتخطيط

السلام عليكم ورحمة الله وبركاته ...

اسم الطالب: ..... مستوى التدريب: .....

رقم الطالب: ..... التخصص: .....

أتقدم لسعادتكم بطلب الموافقة على تدريبي خارج المملكة بـ..... من أجل التحمل أي مسؤولية أو تبعات بموافقتي على تدريب، وأن هذا التدريب (وإن ساعدني أحد أعضاء هيئة تدريس الكلية بالتوجيه والنصح) لم يتم من خلال اتفاقيات رسمية مع الجامعة أو الكلية وأنا ملتزم بشكل شخصي بأي تبعات أو التزامات مالية أو إجرائية مطلوبة بخصوص التدريب. وأني أشارك في هذا التدريب برغبة خالصة مني للاستفادة وتوسيع الأفق على المستوى العالمي.

وتعهد بأن أكون حسن السيرة والسلوك وأن أكون مثالا مشرف لديني و وطني وأسرة جامعة الملك عبد العزيز.

اسم الطالب: ..... ولي الأمر: .....

التوقيع: ..... صلة القرابة: .....

التوقيع: ..... التوقيع: .....

التاريخ: .....





Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit

الرقم : .....  
التاريخ : .....  
المرفقات: .....

بوميات متدرب - نموذج رقم (EN 190 - 01291)

### Student Daily Notes

Season 14 H 20 G Week [ ]	Name of Student : Computer Number : Specialization : Name of Organization :
Day [ ] Sunday / /	
Day [ ] Monday / /	
Day [ ] Tuesday / /	
Day [ ] Wednesday / /	
Day [ ] Thursday / /	
Day [ ] Saturday / /	

(Signature of Company Supervisor With Seal)

(Signature of Student)



Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit

الرقم : .....  
التاريخ : .....  
المرفقات: .....

بوميات متدرب - نموذج رقم (AR 190 - 01291)

### نموذج بوميات متدرب

العام الدراسي 14 هـ 20 م الأسبوع ( )	اسم الطالب: الرقم الجامعي: الضمم / التخصص: اسم جهة التدريب:
اليوم: ( ) الأحد	
اليوم: ( ) الاثنين	
اليوم: ( ) الثلاثاء	
اليوم: ( ) الأربعاء	
اليوم: ( ) الخميس	
اليوم: ( ) الجمعة	

توقيع المشرف المباشر وعمم النشاط

توقيع الطالب المتدرب



الرقم : .....  
التاريخ : .....  
المرفقات : .....  
الرقم : .....  
التاريخ : .....  
المرفقات : .....

وحدة التدريب  
Training Unit

تقييم الزيارات الميدانية من المشرف الأكاديمي  
نموذج رقم ( 1907 - 012910 )

**تقييم الزيارات والمتمتعبة الميدانية لتدريب طالب**

اسم الطالب : .....  
رقم الهوية : .....  
اسم المشرف : .....  
اسم المؤسسة : .....  
تاريخ الزيارة : .....  
نوع التمتعة : .....  
عنوان جهة التدريب : .....

رقم	محتج التقييم	الدرجة	درجة الطالب
1	مدى التزام الطالب بالحموض والاحتراف	10	
2	مدى سهولة أو صعوبة التواصل مع الطالب	10	
3	استيعاب الطالب للمهام المطلوبة منه خلال التدريب	10	
4	جودة مخرجات الطالب خلال تنفيذ المهام المطلوبة منه	10	
5	سرعة إنجاز المهام المطلوبة	10	
6	الالتزام بالاحتراف المهنية	10	
7	حماسة الطالب للتدريب	10	
8	مدى تعاون الطالب مع الفريق الذي يعمل معه	10	
9	تكامل اليوميات وجودة كتابتها	10	
10	الخبرة العملية التي حصل عليها الطالب	10	
	المجموع	100	

**تقييم بيئة التدريب**

رقم	محتج التقييم	الدرجة	الدرجة المستحقة
1	وجود خطة تدريب واضحة لجميع التمرينات	20	
2	التدريب يتوافق مع تخصص الطالب	20	
3	مشارف الطالب بجهة التدريب ذو خبرة كافية لأداء المهام	20	
4	مناخ العمل بجهة التدريب جدي وفعال للمهنية	20	
5	احتراف مشرف من نظر العمل ولا يوجد مشرفيات	20	
	المجموع	100	

لرشدات التي تم توجيهها للطالب ( إن وجدت ) : .....

اسم عضو هيئة التدريس ( المرشد الأكاديمي ) : .....  
التوقيع : .....  
التاريخ : ..... / ..... / 14هـ

تمثل ( 10 ) أعلى درجة يحصل عليها الطالب في تقييم كل بند من البنود أعلاه  
( 0 ) تمثل أقل درجة يحصل عليها الطالب في تقييم كل بند من البنود أعلاه



الرقم : .....  
التاريخ : .....  
المرفقات : .....  
الرقم : .....  
التاريخ : .....  
المرفقات : .....

وحدة التدريب  
Training Unit

تقييم المشرف المباشر بجهة التدريب  
نموذج رقم ( 1906 - 012910 )

**تقييم المشرف المباشر بجهة التدريب**

(تقوم بتعبئة هذا النموذج المشرف المباشر على تدريب الطالب وذلك بعد الاطلاع على "ليل الإشراف على الطالب المتدرب")

(To be filled by the on-job training supervisor after reading the attached information)

Student information		معلومات عن الطالب	
Name		الاسم	
Number		الرقم الجامعي	
Specialization		التخصص	

Student performance evaluation		تقييم أداء الطالب	
		الدرجة	
<b>يتم تقييم كل بند من (20) درجة</b>			
Enthusiasm of the student regarding training.	اهتمام الطالب بالتدريب ومدى حماسه	1	
Cooperation of the student with others.	تعاون الطالب مع الآخرين	2	
Productivity and quality of assigned work	الإنتاجية وجودة العمل المنسند إليه	3	
Attendance*	الحضور والانصراف *	4	
Overall rating of the student's training	درجة تقييمكم العامة لتدريب الطالب	5	
Total Grade ( out of 100 points )		مجموع الدرجات (من إجمالي 100 درجة)	

\* ملاحظة: على مشرف التدريب منع استمرار الطالب في التدريب إذا كان عدد غياب أيام وحدة التدريب لن تحسب طلب هذا التقييم  
وتعد درجة الحضور على النحو التالي: (تحتم غياب، 10=غيب يوم واحد، 12=غيب يومين، 15=غيب أيام وغيب و أيام، 18=غيب 3 أيام)

\* Note: The training supervisor should prevent the student from pursuing his training if the number of absence days exceed five. The training unit will not accept any training with more than five days of absence (20=absent, 16=days absent 12= two days absent, 9=three days absent, 4= four days absent, Zero= five days absent)

أفيد إدارة التدريب بكلية العمارة والتخطيط - جامعة الملك عبد العزيز بأنني أشرفت شخصياً على تدريب الطالب الموضوع اسمه أعلاه،  
للفترة من / / 14هـ إلى / / 20.....  
اسم المؤسسة : .....

Name of organization	جهة التدريب
Name of on-job training supervisor	اسم المشرف المباشر على التدريب
Supervisor position	وظيفة/المناصب



Ref : .....  
Date: .....  
Encl : .....

وحدة التدريب  
Training Unit  
نموذج خلو محتوى التقرير من الاستلال  
نموذج رقم ( 1909 - 012910 )

الرقم : .....  
التاريخ : .....  
المرفقات: .....

إقرار خلو محتوى تقرير التدريب من الاستلال

أقرّ أنا الطالب/..... رقمي الجامعي .....

بأن تقرير التدريب المقدم لوحدة التدريب لا يحتوي على أي استلال (نسخ لنص انشائي مكتوب بواسطة الغير) أو مخالفت بحثية أو كتابية تتعارض مع نظام الجامعة للبحث العلمي. وعليه فإن كل ما هو مكتوب من نص انشائي بالتقرير هو من عملي فقط وأنه في حالة الاستعانة ببعض المعلومات المكتوبة بواسطة الغير فسوف يتم نسبها إلى مرجعها الأصلي.

كما أقرّ بأن جميع الأشكال (الرسومات او الصور) المستخدمة في التقرير إما أن تكون خاصة بي أو تم الحصول على موافقه مسبقة من الشخص أو الجهة صاحبة الملكية الفكرية. وفي حال اقتباس أي أشكال من مصادر خارجية فسوف يتم نسبها إلى مرجعها الأصلي.

كما أقرّ أنه في حالة الإخلال بهذا الإقرار فسوف أكون عرضة للإجراء القانوني لعقوبة الاستلال حسب نظام جامعة الملك عبد العزيز.

التوقيع .....

التاريخ .....

\* إن يقل تقرير التدريب دون إرفاق أصل هذا النموذج



Ref : .....  
Date: .....  
Encl : .....

وحدة التدريب  
Training Unit  
تقييم تقرير التدريب

الرقم : .....  
التاريخ : .....  
المرفقات: .....

تقييم تقرير تدريب طالب

مستوى التدريب:  الأول  الثاني  اصف:...../14...../20 القسم/التخصص: .....

اسم الطالب: ..... الرقم الجامعي: .....

مدة التدريب : ...../14...../ إلى ...../14...../ تم تسليم التقرير في: ...../14...../.....

جهة التدريب: .....

رقم	معايير التقييم	التقدير المقرر	تقدير الطالب
1	تكميل عناصر التقرير، وفقاً لدليل إعداد تقرير التدريب كحد أدنى	20	
2	تكميل الرسومات التوضيحية للأعمال التي قام بها المتدرب	20	
3	مستوى مهجوة كتابة التقرير وفقاً لدليل إعداد تقرير التدريب	20	
4	وضوح دور المتدرب في أعمال التدريب	20	
5	مدى استعادة الطالب من التدريب	20	
	المجموع	100	

ملاحظات المصحح (إن وجدت):

ملاحظة: عند الحاجة يمكن لعنوة هيئة التدريس (المشرف الأكاديمي) استدعاء الطالب ومناقشته فيما يخص التقرير، ثم رفع النتيجة النهائية لوحدة التدريب.

اسم عضو هيئة التدريس: .....

التوقيع: ...../14...../.....

التوقيع:



Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit  
قبول تدريب الطلاب بجهة التدريب  
نموذج رقم ( 1910 - 012910 )

الرقم : .....  
التاريخ : .....  
المرفقات: .....



Ref : .....  
Date : .....  
Encl : .....

وحدة التدريب  
Training Unit  
قبول تدريب الطلاب بجهة التدريب  
نموذج رقم ( 1910 - 012910 )

الرقم : .....  
التاريخ : .....  
المرفقات: .....

اسم الطالب: \_\_\_\_\_ مستوى التدريب: \_\_\_\_\_

رقم الطالب الجامعي: \_\_\_\_\_ التخصص: \_\_\_\_\_

سعادة / رئيس وحدة التدريب بكلية العمارة والتخطيط  
الموقر  
السلام عليكم ورحمة الله وبركاته ،،،

إشارة إلى خطابكم رقم: \_\_\_\_\_ وتاريخ / / \_\_\_\_\_ بخصوص قبول تدريب الطالب المشار  
إليه أعلاه، فتفتيحكم بقبول تدريبه لدينا نحن (مكتب / شركة / جهة التدريب):

ابتداءً من تاريخ / / \_\_\_\_\_ الموافق / / \_\_\_\_\_ ولمدة ( 8 ) أسابيع.

وتفدكم بالبرنامج المعين للتدريب كالتالي:

الأسبوع	النشاط / المهام / الأعمال
الأسبوع الأول	
الأسبوع الثاني	
الأسبوع الثالث	
الأسبوع الرابع	
الأسبوع الخامس	
الأسبوع السادس	
الأسبوع السابع	
الأسبوع الثامن	

ملاحظات إضافية: .....

اسم مشرف التدريب: .....

الجوال: \_\_\_\_\_ البريد الإلكتروني: \_\_\_\_\_  
التوقيع: \_\_\_\_\_ الختم: \_\_\_\_\_

Kingdom of Saudi Arabia  
Ministry of Education  
**King Abdulaziz University**  
Faculty of Architecture and Planning  
Vice Deanship



وحدة التدريب  
Training Unit

المملكة العربية السعودية  
وزارة التعليم  
**جامعة الملك عبد العزيز**  
كلية العمارة والتخطيط  
وكالة الكلية

الرقم : .....  
التاريخ : .....  
المرفقات:.....

Kingdom of Saudi Arabia  
Ministry of Education  
**King Abdulaziz University**  
Faculty of Architecture and Planning  
Vice Deanship



وحدة التدريب  
Training Unit

المملكة العربية السعودية  
وزارة التعليم  
**جامعة الملك عبد العزيز**  
كلية العمارة والتخطيط  
وكالة الكلية

الرقم : .....  
التاريخ : .....  
المرفقات:.....

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