



Field Experience Specification (Bachelor)

Course Title: Cooperative Training

Course Code: APFT2901

Program: Diploma in Fintech

Department: Diplomas

College: Applied College

Institution: Umm Al-Qura University

Field Experience Version Number: 1

Last Revision Date: 12 April 2025



Table of Contents

A. General information about the course:	3
B. Course Learning Outcomes (CLOs), Teaching Strategies and Assessment Methods	3
C. Field Experience Administration	4
D. Training Quality Evaluation	5
E. Specification Approval Data	6



A. Field Experience Details:

1. Credit hours: (6 Credit Hours).

2. Level/year at which Field Experience is offered: (Level 4/Year 2).

3. Time allocated for Field Experience activities

(15)Weeks

(.....)Days

450 Hours

4. Corequisite (or prerequisites, if any) to join Field Experience

A student qualifies for enrollment in the Cooperative Training Course upon completing **at least 75%** of the credit hours outlined in their academic study plan.

5. Mode of delivery

In-person/onsite

hybrid (onsite/online)

Online

B. Field Experience Course Learning Outcomes (CLOs), Training Activities and Assessment Methods

Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
1.0	Knowledge and understanding				
1.1	Identify and validate career interests and future professional goals	K2	Periodic reports	Evaluation by company and academic supervisor	Academic & Company Supervisor
1.2	Apply theoretical knowledge from the classroom to real-world work experiences.	K3	Engagement with training tasks	Monthly reports, site visits	Academic Supervisor
2.0	Skills				
2.1	Enhance both interpersonal and technical skills relevant to the fintech industry.	S1	Field assignments and projects	Supervisor evaluation, final presentation	Company & Academic Supervisor
2.2	Exhibit strong communication abilities within fintech environments.	S2	Business reports and presentations	Final report and presentation	Training Committee



Code	Learning Outcomes	Aligned PLO Code	Training Activities	Assessment Methods	Assessment Responsibility
3.0	Values, autonomy, and responsibility				
3.1	Exemplify ethical conduct and adherence to professional standards and workplace regulations.	V1	Workplace adherence and task completion	Supervisor feedback	Academic & Company Supervisor
3.2	Demonstrate effective teamwork and leadership capabilities within organizational and business environments.	V2	Group projects and coordination	Supervisor observation	Company Supervisor

*Assessment methods (i.e., practical test, field report, oral test, presentation, group project, essay, etc.).





C. Field Experience Administration

1. Field Experience Flowchart for Responsibility

Including units, departments, and committees responsible for field experience identifying by the interrelations.

1. Student Training Committee

- Identifies and approves training opportunities.
- Establishes criteria for selecting training organizations.
- Oversees student selection and placement.



2. Academic Supervisor

- Provides pre-training guidance to students.
- Monitors students' progress through periodic visits and evaluations.
- Assesses student reports, attendance, and workplace performance.
- Coordinates with training organizations to ensure alignment with academic requirements.



3. Training Organization (Field Supervisor)

- Assigns practical tasks to students and provides mentorship.
- Monitors student attendance, engagement, and performance.
- Submits evaluation reports on students to the academic supervisor.
- Ensures a safe and professional learning environment.



4. Student (Trainee)

- Completes assigned tasks and adheres to workplace policies.
- Submits periodic training reports as required by the university.
- Demonstrates professionalism and ethical conduct.
- Participates in evaluation meetings and submits a final training report.



5. Final Evaluation (Academic Supervisor)

- Reviews final student reports and presentations.
- Conducts final interviews to assess training outcomes.
- Submits a final evaluation report for each student.
- Recommends improvements for future training programs.



2. Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	✓	✓		✓	
Selection of supervisory staff	✓	✓		✓	✓
Provision of the required equipment	✓			✓	
Provision of learning resources	✓			✓	
Ensuring the safety of the site	✓	✓		✓	✓
Commuting to and from the field experience site			✓		
Provision of support and guidance		✓			✓
Implementation of training activities (duties, reports, projects ...)					✓
Follow up on student training activities		✓			
Monitoring attendance and leave					✓
Assessment of learning outcomes	✓	✓			✓
Evaluating the Quality of Field Experience	✓	✓			✓
Others (specify)					





3. Field Experience Location Requirements

Suggested Field Experience Locations	General Requirements*	Special Requirements**
- Saudi Central Bank (SAMA)	- Availability of IT infrastructure, computers, internet, and software tools	- The institution must be officially registered or licensed in the financial or technology sector
- Capital Market Authority (CMA)	- Access to working spaces such as offices or shared labs	- Compliance with cybersecurity and data privacy standards
- Fintech Saudi-affiliated companies	- Supportive learning environment with mentors or supervisors	- Clear training objectives related to financial technologies
- Digital banking units in major banks (e.g., SNB, Al Rajhi, STC Bank)	- Access to learning materials and resources relevant to the field	- Alignment with the student's specialization (e.g., programming, finance, data analysis)
- Internship at licensed fintech companies (e.g., payment solutions, digital wallets), Fintech hubs in Riyadh, Jeddah, or NEOM	- (If applicable) Availability of housing or transportation support	- Commitment to ethical standards and confidentiality in financial data handling

* E.g., Provides information technology, equipment, laboratories, halls, housing, learning sources, clinics ... etc.

** E.g., Criteria of the institution offering the training or those related to the specialization, such as safety standards, dealing with patients in medical specialties ... etc.

4. Decision-Making Procedures for Identifying Appropriate Locations for Field Experience

<ul style="list-style-type: none"> The training location must align with the student's area of specialization. Qualified professionals in the field must be present at the training site to supervise and guide the trainees. The training provider must have the capacity to accommodate multiple trainees during the training period.
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5. Safety and Risk Management

Potential Risks	Safety Actions	Risk Management Procedures
Workplace safety hazards	Safety briefing & guidelines	Adherence to workplace policies
Ethical compliance issues	Training in workplace ethics	Supervised interactions
Student well-being	Mentorship and periodic check-ins	Faculty and supervisor reports





D. Training Quality Evaluation

Evaluation Areas/Issues	Evaluators	Evaluation Methods
Effectiveness of training and assessment	Students, Supervisors, Program Leaders	Feedback surveys, reports, supervisor evaluations
Achievement of course learning outcomes	Academic and Company Supervisors	Progress tracking, field reports
Quality of learning resources	Students, Faculty	Periodic course reviews

Evaluation areas (e.g., Effectiveness of Training and assessment, Extent of achievement of course learning outcomes, Quality of learning resources, etc.)

Evaluators (Students, Supervisory Staff, Program Leaders, Peer Reviewer, Others (specify))

Assessment Methods (Direct, Indirect)

E. Specification Approval Data

Council /Committee	Umm Al-Qura University Council
Reference No.	851281214463/194460
Date	1447/01/20

