



Umm Al-Qura University

College of Computing
Cooperative Training Course Guide
First Edition (1446 AH)



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Introduction

In alignment with the goals of Saudi Vision 2030, Umm Al-Qura University is committed to preparing students to meet labor market demands by ensuring their readiness and integration into the workforce. To this end, the University was among the pioneers in approving the Cooperative Training Course as a compulsory requirement across all academic disciplines — for both diploma and bachelor's programs—as part of the national transformation strategy launched in 2021.

This guide, which includes the executive regulations and procedural manual for cooperative training, has been prepared to standardize the training process and implementation across departments and ensure its quality. It complies fully with the university-wide executive regulations and policies governing the Cooperative Training Course, as approved by the University Council Resolution No. (45/20/1).



Chapter One

Definitions



Unless the context suggests otherwise, the following terms and expressions, wherever they appear in this guide, shall have the meanings defined below:

Policy

Cooperative Training Course policy.

Cooperative Training

A practical academic course included in the study plan, in which the student applies the knowledge, skills, and competencies acquired during their studies in a real-world professional environment related to their field of specialization. This includes what is commonly known as field training and other terms that fall under this definition.

Study Plan

A structured program consisting of compulsory and elective academic courses that leads to the awarding of an academic degree after successful completion.

Educational Institution

Universities or any other public or private colleges; in this context, it refers specifically to Umm Al-Qura University.

Training Organization

An organization that provides and organizes approved training opportunities, including government agencies, public authorities and institutions, private companies and institutions, and others recognized by the educational institution.

Trainee

A university student enrolled in a diploma or bachelor's program who has obtained a cooperative training opportunity from an accepted training organization.

Academic Supervisor

A faculty member or equivalent appointed by the academic department to supervise the student during the training period, evaluate their performance, and ensure the achievement of the specified training objectives.

Field Supervisor

The representative of the training organization, which is responsible for directly supervising the students' daily tasks and submitting periodic reports on their progress.



Training Administration

The administrative body within the educational institution, which is responsible for training, guidance, and coordination between the trainee and the training organization.

Training Formats

Cooperative training may take one of the following forms as approved by the university: on-site training, integrated training, and/or remote training.

The Office of Alumni and Career Development

The authorized body within the university, which is responsible for cooperative training, tasked with developing the procedural manual for cooperative training for colleges, and coordinating between training organizations and the colleges/departments concerning the signing of cooperative training and employment agreements.

College Training Committee

The authorized body responsible for training within the college, coordinating between academic departments and the Office of Alumni and Career Development.

Departmental Training Committee

The authorized body responsible for training and professional guidance within the department, coordinating between the trainee, the training organization, and the academic supervisor.

Training Plan

A plan provided by the training organization that outlines the essential practical skills and tasks the student will acquire and perform throughout the training period at the training organization.

Skills

The capabilities that enable a worker or trainee to perform specific tasks competently and efficiently to achieve optimal results.

Qualification and Training Contract

According to Article (45) of the Labor Law, it is a contract whereby the employer commits to qualifying and training a person to prepare them for a specific profession, as specified in Ministerial Resolution No. (84806), issued by the Ministry of Human Resources and Social Development, and dated 06/06/1445 AH.



Chapter Two

Objectives and Administrative Structure of the Cooperative Training Course



1. Cooperative Training Objectives for Students

1. To provide students with practical experience prior to obtaining their academic qualification.
2. To empower students to establish a direct connection between academic knowledge and the professional work environment.
3. To support students' professional, practical, and training competencies.
4. To train students to take responsibility and adhere to deadlines.
5. To support students in identifying their abilities and limitations and developing new skills through meaningful exposure to the professional work environment.
6. To develop students' ability to work collaboratively in teams, interact with community members, respect others, and listen to their opinions.
7. To enable students to familiarize themselves with the nature of work at the training organization, helping them make informed decisions regarding their preferred employment upon graduation.

2. Administrative Regulations

• Forms of Cooperative Training

1. On-Site Training

The main form of cooperative training at Umm Al-Qura University, which requires the trainee to be physically present at the training organization throughout the entire practical training period.

2. Integrated Training

It requires the student to attend the training organization on specified days, with the remaining training days completed remotely. The training organization must submit a clear plan detailing the specific tasks assigned to the trainee during the remote training period. The remote training period must not exceed 40% of the total training hours. The University



Council authorizes the Higher Committee for Curricula and Programs to approve blended training in colleges, when necessary, in cases where it is not possible to provide on-site training vacancies for all trainees, provided that this does not compromise the achievement of the cooperative training objectives.

3. **Remote Training**

This type of training does not require the student's physical presence in the workplace, as all assigned tasks are completed remotely without daily on-site attendance. This type of training is not approved by Umm Al-Qura University.

- **Credit Hours Allocated for Cooperative Training**

The credit hours allocated to the Cooperative Training Course must not exceed 10% of the total credit hours required for bachelor's programs and 20% for diploma programs. The academic department determines this allocation in accordance with the regulations set by the University Curriculum Council, the study plan, labor market demands, and development needs, ensuring that it does not compromise the course's eligibility for national and international accreditation.

Cooperative training consists of 600 to 800 actual training hours, typically completed at a rate of 6 to 8 working hours per day.

- **Cooperative Training Regulations at the College of Computing**

Eligibility Criteria for Cooperative Training for Students of the College of Computing

A student is considered eligible for the Cooperative Training Course upon fulfilling the program-specific requirements outlined in the Cooperative Training Course description associated with the students' program, as indicated in the following table:



Program Name	Eligibility Requirements for Cooperative Training
Computer Science Program	Completion of at least 50% of the total credit hours in the student's study plan, in addition to any other requirements approved by the Department Council.
Artificial Intelligence Program	
Software Engineering Program	The requirements will be added to the next version of this guide for the upcoming academic year.
Human-Computer Interaction Program	Completion of a minimum of 112 credit hours from the student's total study plan credit hours.
Computer Engineering and Networks Program	The requirements will be added to the next version of this guide for the upcoming academic year.
Data Science Program	Completion of at least 50% of the total credit hours in the student's study plan, in addition to passing Data Analysis 2 and Data Modeling 1 courses.
Cyber Security Program	Completion of either a minimum of 120 credit hours or all Level 8 courses specified in the student's study plan.

Academic Procedures for the Cooperative Training Course

The Undergraduate Study and Examination Regulations (the Executive Regulations of Umm Al-Qura University) apply to all academic procedures related to the Cooperative Training Course, including policies on absence, denial of access to the course, withdrawal, and academic leave.



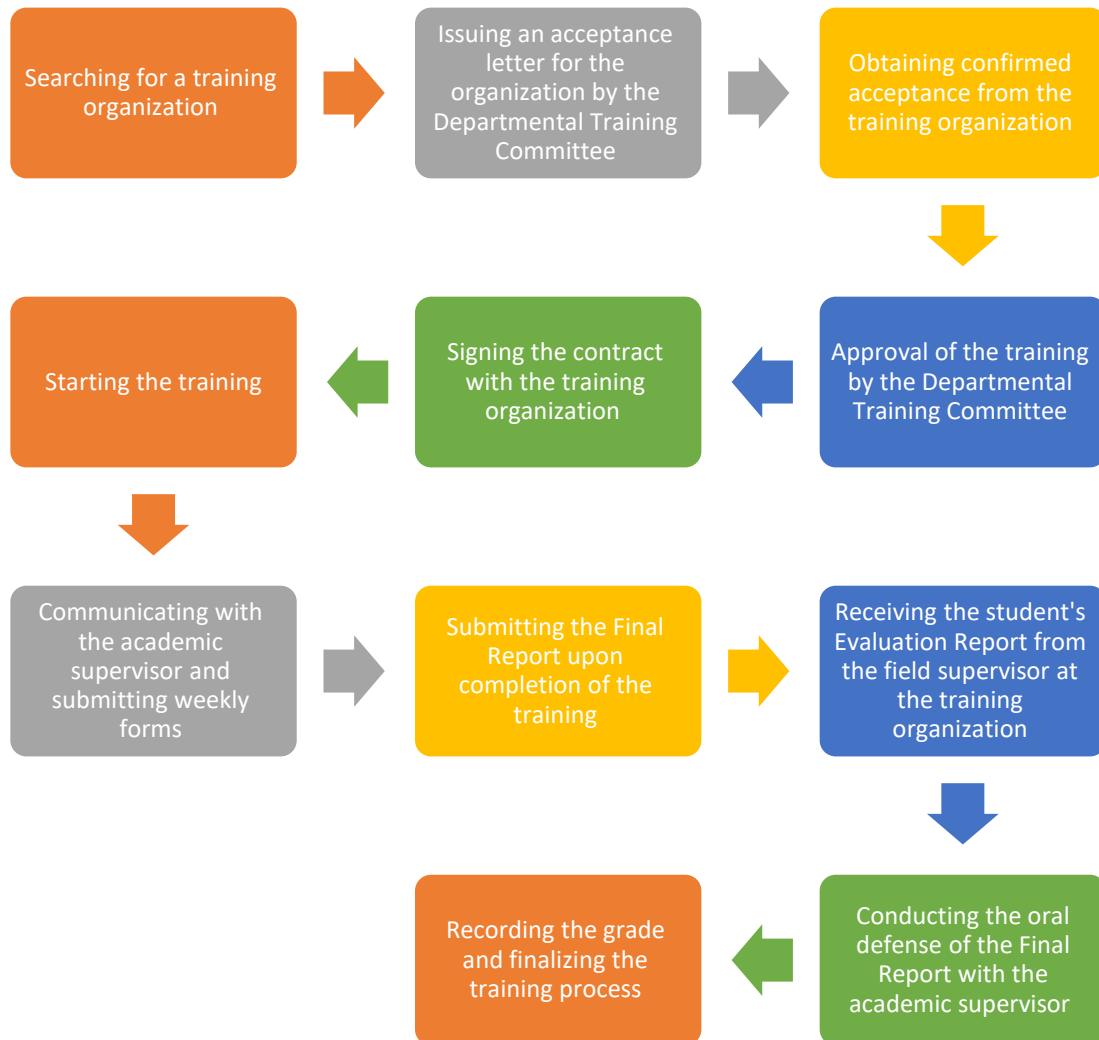
3. Administrative Structure

- Administrative Hierarchy





- **The Student Journey Through Cooperative Training**



Note: Please refer to pages 20-21 for the required forms.



Chapter Three

Duties of Training Committees, Supervisors, and Trainees



1. Duties of the College Training Committee

- Identifying the training needs of students based on the nature of their academic specialization.
- Approving lists of students expected to begin training for each semester.
- Approving the Cooperative Training Guide for the college departments in coordination with the Office of Alumni and Career Development in cases where it is necessary to establish professional partnerships with training organizations, based on the recommendations submitted by the Departmental Training Committee (Cooperative Training Agreement 4.2).
- Defining additional criteria for selecting training organizations
- Preparing and implementing the pre-training orientation plan for the college students in coordination with the departmental training committees.
- Approving the results of feedback analysis received from departmental training committees and submitting recommendations and suggestions to the Office of Alumni and Career Development for approval and endorsement.
- Approving the annual report on cooperative training activities and achievements at the departmental level and submitting it to the Office of Alumni and Career Development.

2. Duties of the Departmental Training Committee

- Preparing lists of students expected to begin training in coordination with the Academic Advising Committee at the department.
- Approving the students' training plans submitted by the training organizations.
- Organizing orientation meetings on the cooperative training regulations.
- Assigning the members of the Trainee Final Evaluation Committee, when needed.
- Setting the final evaluation dates for training in a manner that aligns with the general cooperative training schedule.



- Preparing the Cooperative Training Guide (when needed) in accordance with the specific needs of the department, provided that its content does not conflict with the provisions of this procedural guide for cooperative training.
- Providing training opportunities with distinguished and appropriate training organizations.
- Coordinating with academic training supervisors to resolve any issue encountered by the student during the training and taking the appropriate formal action that ensures public interest.
- Following up on the effective communication process between the student and the academic supervisor during the training period.
- Studying and analyzing feedback received from training organizations regarding the trainees and academic programs and submitting it to the concerned authorities to take appropriate corrective actions.
- Studying and analyzing feedback received from trainees and academic supervisors on the training organizations and submitting any remarks to the Alumni Office at the college level.
- Following up on supervisors' completion and submission of trainee reports to the committee.
- Preparing the annual report on cooperative training activities and achievements.

3. Duties of the Academic Supervisor

- Following up on the student's performance throughout the third semester and recording the final grade for the Cooperative Training Course.

Note: The Head of the Department (or whoever is assigned to act on their behalf) is responsible for following up with students during the summer vacation. Their duties include communicating with students and the professional supervisors when necessary and completing administrative tasks such as writing letters or signing forms as needed.

- Reviewing and approving periodic reports.
- Organizing meetings and conducting field visits with the students.



- Ensuring the implementation of the training program as agreed upon with the training organization.
- Evaluating training organizations and submitting recommendations and suggestions regarding them to the Departmental Training Committee.
- Evaluating the student after the completion of the training program.

4. Duties of the Training Organization/Field Supervisor

- Defining the requirements for candidates and the application procedures.
- Specifying the training benefits (if any).
- Publishing the training plan, available training opportunities, and the eligibility requirements in a way that ensures qualified students and the educational institution are well-informed of and able to access them.
- Selecting trainees.
- Signing a training contract between the trainee and the organization (proposed form 1.4), specifying the training duration, start and end dates, the job title, the skills to be developed, the successive stages, and the roles, responsibilities, and obligations of both parties, in accordance with Ministerial Resolution No. (84806), issued by the Ministry of Human Resources and Social Development, and dated 06/06/1445 AH.
- Preparing a training plan and program that outlines the tasks and activities to be implemented during the training, as well as the skills expected to be acquired.
- Assigning a liaison officer and coordinator (the field supervisor) who is responsible for the training activities, including following up with trainees, preparing a file for each trainee containing periodic reports on their performance and attendance percentage (Form 1.2), evaluating the trainee upon completion of the training (Form 1.3), and sending these documents to the trainee's academic supervisor.
- Ensuring accuracy and objectivity when evaluating the trainee's performance.
- Avoiding the imposition of any costs related to on-the-job training on the trainees.
- Informing trainees of the organization's approved work regulations.



- Issuing proof of the trainee's affiliation with the organization, such as an identification card, during their presence at the organization and when representing it externally.
- Enabling the trainees to carry out meaningful tasks that help them acquire the necessary experience and skills.
- Applying the relevant provisions of the Labor Law to the trainees, including those related to annual leave, official holidays, maximum working hours, daily and weekly rest periods, occupational safety and health regulations, workplace injuries and relevant provisions, and any related decisions issued by the Minister.
- Treating trainees with respect and professionalism and providing all agreed-upon rights.
- Contributing to the improvement of the training program by providing the educational institution with relevant suggestions and insights.
- Issuing the trainee who successfully completes the training a certificate of completion indicating the training duration, job title, relevant skills, training year, and the trainee's overall evaluation grade.
- Notifying the trainee's academic supervisor to take appropriate action in case of any breach of the training contract and documenting the incident in the trainee's file.

5. Duties of the Trainee

Before Training

- Attending professional workshops offered by the college, the department, the Deanship of Student Affairs, and the Office of Alumni and Career Development, which aim to enhance the student's personal and administrative skills.
- Following up with the Departmental Training Committee on the approval and/or application for available training opportunities offered by organizations contracted with the university or the department, as announced or communicated (e.g., Form 4.1).
- Securing an appropriate training opportunity in the absence of one provided by the department and submitting it to the Departmental Training Committee for approval (Form 2.1).



- Attending the orientation sessions and/or preparatory workshops offered by the college or department, which introduce cooperative training and explain its procedures and requirements.
- Reviewing Umm Al-Qura University's Student Conduct and Discipline Regulations, with the understanding that all provisions apply fully to the student during their training period, and that any violations reported by the training organization or field supervisor may result in disciplinary actions as outlined in the regulations.

During Training

- Starting the training on the first agreed-upon day, completing the Training Start Confirmation Form (Form 2.2), and submitting it promptly to the academic supervisor.
- Adhering to attendance and departure times in accordance with the policies of the training organization.
- Complying with workplace ethics and regulations while at the training organization.
- Following all health and safety guidelines applicable at the training organization.
- Wearing the organization's official uniform and maintaining a professional appearance.
- Receiving feedback and guidance from the field supervisor respectfully and constructively.
- Communicating directly with the academic supervisor in case of any issues arising during the training.
- Refraining from changing the training organization without first consulting the academic supervisor.
- Filling out the periodic follow-up reports (Monthly Training Progress Form, Form 2.3) and submitting them to the academic supervisor according to the schedule agreed upon between the student and the supervisor.



After Training

- Returning all items and property belonging to the training organization.
- Signing the clearance form issued by the training organization (in accordance with the training organization procedures).
- Completing the Evaluation of the Training Organization Form (Form 2.4) and submitting it to the academic supervisor.
- Preparing and submitting the Final Training Report, and preparing the final presentation, in accordance with the requirements set by the Training Committee.

6. Registration for Cooperative Training at a Training Organization

A student may register for cooperative training at a training organization through one of the following methods:

- Being nominated by the Departmental Training Committee for a training opportunity at a designated training organization.
- Applying directly to a training organization in which the student is interested.

Nomination for Training at a Training Organization

The Departmental Training Committee nominates eligible students for training opportunities by following these steps:

1. Compiling available training vacancies from various training organizations and establishing a mechanism to allocate these opportunities to eligible students well in advance of the training start date (see the Cooperative Training Timeline).
2. Completing the Training Nomination Form (Form 4.1) to notify the students of their nomination for an available training opportunity.



3. Having the students confirm their acceptance of the nomination by signing the form and submitting it to the Training Committee, thereby confirming their commitment to the nominated training organization.

Requesting Training at a Training Organization

An eligible student may apply to the Departmental Training Committee to request training at a specific training organization by following these steps:

1. The student contacts the Training Committee with the details of the training organization on which the student wishes to train.
2. The Training Committee completes the first section of the Training Request Form (Form 2.1) and sends it to the student to submit to the training organization.
3. The training organization completes the required fields in the form.
4. The student submits the completed form to the Training Committee for final approval.
5. The Training Committee sends an approved copy of the form back to the student after final endorsement.

7. Evaluation of the Cooperative Training Course

Evaluation Activity	Percentage of Total Grade
Evaluation by the Academic Supervisor	15%
Final Evaluation by the Field Supervisor	15%
Monthly Progress Reports	20%
Final Report and Oral Defense	40%
Discipline	10%



8. Final Report on the Trainee's Cooperative Training

Report Components:

- Cover Page
- Introduction
- Overview of the Training Organization
- Description of Completed Tasks, Assignments, and Projects, with Links to Theoretical Knowledge
- Problems and Challenges
- Conclusion
- References
- Inclusion of the Training Plan as an Appendix
- The report shall be written in the language of the program

General Notes:

- The Training Committee has the right to add additional required elements to the final report beyond those listed above to meet its needs, provided that these elements are clearly specified in the department's cooperative training guide.
- The Departmental Training Committee determines the evaluation criteria for the final report and the oral defense of the final report according to its requirements and records them in the Evaluation of Final Report and Oral Defense Form (Form No. 3.3).



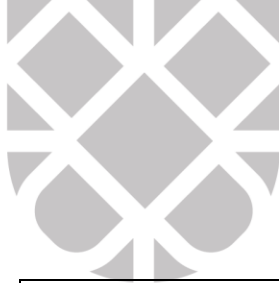
9. Cooperative Training Timeline

Task	Responsible Party/Person	Timeframe
Providing training vacancies	Training Committee	From the beginning of the first semester until before the start of the Cooperative Training Course
Pre-orientation for students eligible for training		Beginning of the semester preceding the cooperative training semester
Starting distribution of training vacancies to eligible students		During the semester preceding the cooperative training semester
Applying for training at a training organization	Eligible Trainee	
Submitting training final report	Trainee	During the last two weeks of the summer semester of the Cooperative Training Course
Discussing reports	Academic Supervisor or Training Committee	During the semester following the Cooperative Training Course and before its end
Submitting final grades for the Cooperative Training Course	Academic Supervisor	



10. Cooperative Training Forms

Form Number	Form Name	Description
Form 1.1 [Click to Download]	Training Opportunities Available at the Training Organization	A form designated for listing all available training opportunities at the training organization.
Form 4.1 [Click to Download]	Training Nomination at a Training Organization	A form used by the Training Committee to notify the eligible students of their nomination for a vacant training opportunity.
Form 2.1 [Click to Download]	Training Request at a Training Organization	A form used by the student to request training at a training organization of their choice.
Form 2.2 [Click to Download]	Training Start Confirmation	A form used to confirm the trainee's official start at the training organization.
Form 1.2 [Click to Download]	Monthly Training Progress Report (by field supervisor)	A form used by the field supervisor to record the tasks performed by the students and evaluate their work monthly; this report is submitted to the academic supervisor monthly during the training period.
Form 2.3 [Click to Download]	Monthly Training Progress Report (by trainee)	A form used by the students to document, in detail, the tasks they perform at the training organization; this report is submitted to the academic supervisor monthly during the training period.
Form 1.3 [Click to Download]	Final Evaluation of the Trainee (by field supervisor)	A form used by the field supervisor to conduct the final evaluation of the student upon completion of the cooperative training.
Form 2.4 [Click to Download]	Evaluation of the Training Organization (by trainee)	A form used by the student to evaluate the training organization upon completion of the cooperative training.



Form 3.1 [Click to Download]	Evaluation of the Training Organization (by academic supervisor)	A form used by the academic supervisor to evaluate the training organization upon completion of the cooperative training. After the training ends, the academic supervisor must submit all organization evaluation reports to the Cooperative Training Committee.
Form 3.2 [Click to Download]	Final Evaluation of the Trainee (by academic supervisor)	A form used by the academic supervisor to assess the trainee's discipline and performance throughout the cooperative training period.
Form 3.3 [Click to Download]	Evaluation of Final Report and Oral Defense	A form used to evaluate the student's final report and its oral defense.
Form 3.4 [Click to Download]	Field Visit Form	A form used by the academic supervisor to record observations following a field visit to the trainee at the training organization.
Form 1.4 [Click to Download]	Training Contract Between the Trainee and the Organization	A training contract between the trainee and the organization in accordance with Ministerial Resolution No. (84806) issued by the Ministry of Human Resources and Social Development, dated 06/06/1445 AH.



Reference

Umm Al-Qura University Cooperative Training Guide 2024-2025

Prepared by

The Student Training Committee at the College of Computing

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