

CASPP012-Student Placement Policy Procedures

1. Purpose

The aim of these procedures is to regulate and optimize the students' placement process in the public, private and industrial sectors according to the requirements of the study plans of all the academic programs offered at CAS colleges.

2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

CAS: Colleges of Applied Sciences

Work placement: A compulsory and approved work placement incorporated within the study plan of CAS students.

Academic department: The department that the student belongs to according to the program in which the student has been enrolled.

3. Procedures

1. During the first semester of the academic year the academic department shall review the number of students who are eligible for work placement by the end of the second semester.
2. The Students Training and Career Guidance Centre and the academic department shall meet students who are eligible for work placement to inform them of its importance. Students shall also be guided and provided with a form to specify the locations where the students prefer to do their work placement taking into consideration the students' place of residence.
3. The Students Training and Career Guidance Centre shall sort out the submitted forms to identify the total number of students who intend to do their work placement according to every governorate.
4. The Students Training and Career Guidance Centre shall contact a number of companies to allocate work placement opportunities and shall provide the companies with the required information about the programs and study plans.

5. The Students Training and Career Guidance Centre shall organize work placement opportunities offered by the companies according to the specialization and the governorate.
6. The Students Training and Career Guidance Centre shall provide students with a work placement request letter to search for work placement opportunities corresponding to their specializations and place of residence. The Centre shall also provide the students with information about work placement providers and their websites.
7. The Students Training and Career Guidance Centre and the academic department shall meet the students and inform them of available work placement opportunities. These work placement opportunities shall be distributed to students according to their preferences taking into account their GPA and the students' place of residence as selection criteria.
8. The academic departments shall inform the college Dean to get approval to make a one-year insurance coverage for the students who will attempt their work placement and shall accordingly coordinate with the Administration and Finance Department at the college in this regard.
9. The Students Training and Career Guidance Centre shall coordinate with the Administration and Finance Department to print the training booklet for all the students who will do their work placement and shall explain the various contents of this booklet to students.
10. Companies shall be informed of the names of students who will join the work placement as per the opportunities provided by these companies by the Students Training and Career Guidance Centre. The insurance policy document shall be also provided to the companies, if requested.
11. The academic department and the Students Training and Career Guidance Centre shall devise a plan for supervision and follow up of students' work placement and it shall then be sent to the dean for approval.
12. A team from the college shall visit some of the work placement providers to explain the aim of the work placement. The team shall also seek ways of developing and enhancing the work placement process with various institutions.
13. At the end of the work placement period, the training booklets shall be collected from the students along with the supervisory visit reports and shall be referred to the concerned academic department which shall submit an evaluation in which all the comments shall be stated.

14. A meeting shall be held with the students who finished their work placement to get their feedback which shall be aimed at developing and minimizing any challenges. The meeting shall be attended by representatives from the concerned academic departments.

15. A special committee from the concerned academic department shall evaluate the students according to the conditions and regulations included in the training booklet.

16. A list with the names of students who finished the requirements of the work placement shall be evaluated by the academic department and then submitted to the Dean for approval which then shall be sent to the Admission and Registration Centre.

17. The results of the students' evaluation shall be saved in the college system by the academic department.

18. A meeting shall be held including the academic department and specialists from the SCGC to review students' feedback and the results of the survey analysis and they shall provide the required recommendations based on this review.

19. The Students Training and Career Guidance Centre shall send a report to the Dean including all comments and recommendations.

20. Data of students who finished the work placement shall be saved in a special database allocated for this purpose.

21. Students shall receive placement certificates after the approval of the College Dean.

4. Supporting Materials

Work Placement Booklets

5. Approval Agency

The Board of Trustees.

6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:



These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

7. Procedures Sponsor

The Director General of the Colleges of Applied Sciences.

8. Contact person

Program Directors

Heads of Training and Career Guidance Centres

Student Services Centre in the Directorate