Cooperative Training Department

Student manual

Step 1:

Registration on the Platform

The registration step is one of the most important steps that allow students to benefit from all the services provided by the platform, such as:

1. Printing letters addressed to external entities.
2. Applying to entities announced by the unit.
3. Submitting approvals from the entities to the unit.
4. Changing the entity.
5. Provide start-of-training confirmation to the entity.
6. Submitting periodic and final reports.
7. Requesting postponement or withdrawal.
8. Evaluating the training environment.

- **Registration steps**

The registration process shall be via https://coop.ksu.edu.sa

The student uses their **username/password** from the **EduGate** portal. After accessing the platform's link, follow these instructions:

1. Training Opportunities

2. Registration Requests

3. Add
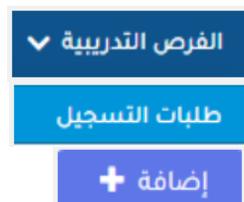
If the **Add** option does not appear, it could be due to registration being unavailable, late registration, or unmet requirements. In such cases, you can submit an exception request.

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4. Submit a request. After making sure that the following information is correct:
   (Phone number- Email)

Before training

Step 2:

- **Exception Request**

Description

Exception request service has been provided for students who were unable to register on the platform for various reasons, such as:

(registration suspension / Withdrawal in the previous semester/ Late registration/ Failure to meet requirements/ did not meet the minimum credit hour requirement)/ or other reasons.

This service allows the student to submit an exception request and communicate with the unit, providing the reason for their inability to register.

Steps of exception request

1. Training opportunities.

2. Exception Request for Training Course Enrollment

3. New Exception Request

4. Stating the Justifications and Reasons
5. Submit the Request

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A notification will be sent to the unit regarding the exception request. The unit will review the request and respond to the student, either accepting or rejecting the request.

After Exception Approval:

Once the exception is approved, the student must re-register on the platform.

Step 3:

Printing Letters

Description:

Letters are printed for external entities to introduce the student and specify the duration they are expected to spend during the training period

Steps of printing letters:

1. **Training Opportunities**

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2. Request a Letter for Unlisted Entity
3. From the following, select

Create a New Training Request for an Unannounced Training entity

تجهيز جديد ل طلب تدريب لجهة تدريبية غير معلنة

4. Select the recipient entity from the List

الجهة الخارجية
-- فضلا اختر --

If the entity is not listed, contact the unit and provide the following information to add the entity:

- Entity name
- Name of in charge person
- Email of in charge person
- Phone number of in charge person
- Location of the entity (city – district)

5. After selecting the entity, click **Save** and **Print**.

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Step 4:

- **Registration for Announced Training Opportunities**

Description

The unit communicates with various external entities to provide training opportunities for students. Students can register for such opportunities upon announcement on the platform.

Registration Steps

1. Training Opportunities
2. Request Letter for an Unlisted Entity
3. Announced Training Opportunity
4. View Announced Opportunities
5. Select the entity listed for your major

6. Review the entity's information, attachments, and requirements.

   Ensure all required documents are uploaded and all conditions are met.

7. Select "I have reviewed and agree to the training entity's terms.
8. Save

Submit approvals

Description

If a student obtains approval from an entity not announced by the unit, the student must upload this approval to the platform. The Cooperative Training Unit will then review the approval and take the appropriate action, either acceptance or rejection.

Steps of uploading Approvals on the Platform:

In case of obtaining approval, log in to the platform and select:

1. **Training Opportunities**
2. Request a Letter for Unlisted Entity
3. From the following, select

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Create a New Training Request for an Unannounced Training entity

تجهيز جديد ل طلب تدريب لجهة تدريبية غير معلنة

4. Select the recipient entity from the List

الجهة الخارجية

-- فضلا اختر --

If the entity is not listed, contact the unit and provide the following information to add the entity:

- Entity name
- Name of in charge person
- Email of in charge person
- Phone number of in charge person
- Location of the entity (city – district)

5. After selecting the entity, click **Save** and **Print**.

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تاريخ الإرسال   اسم الجهة الخارجية   جهة جديدة   حالة الطلب   الإجراءات

شركة أرامكو السعودية   نعم   طلب جديد غير مرسل   إرسال طلب بخطاب موافقة   حذف   طباعة

6. Select "Submit a request with a letter of approval"
7. Upload approval
   The approval must specify the start and end dates of the training

<div align="center">**During training**</div>

Step 6:

Uploading Start-of-Training Confirmation

Description:

Uploading the start-of-training confirmation is a key step that allows the student to benefit from all platform services, such as:

(Uploading the start-of-training confirmation, Submitting periodic reports, Submitting the final report, Attending preparatory meetings, Changing the training entity, Requesting withdrawal).

To upload the start-of-training confirmation, the field supervisor must be assigned and contacted with the student. This step is achieved through one of two methods:

1. The academic supervisor assigns the field supervisor on the platform.
2. The supervisor at the entity assigns the field supervisor on the platform.

Once the field supervisor is contacted with the student , the student can upload the start-of-training confirmation as a file on the platform.

 Steps of Uploading Start-of-Training Confirmation

1. Training Period Services
2. Request to register the start date of training
3. Add

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إضافة ➕

Step 7

Changing the training entity after commencement

Description

The student can submit a request to change the training entity on the platform for acceptable reasons approved by the academic supervisor and the Cooperative Training Unit.

Initially, the student must submit a request to change the entity. If the request is approved, the student can proceed to request a letter and upload the approval to the new entity.

Steps of changing the training entity after commencement

1. Training Period Services

2. Changing the training entity after commencement

3. Add

4. The student state the name of the alternative entity (if available) and the reasons for changing the current entity.

5. Add

After that, the student waits for the response from the academic supervisor and the Training Unit regarding the request.

Submit periodic reports

Description

Periodic reports are reports requested by the academic supervisor from the student during the training period.

The number of reports and preparation method vary according to the department/college requirements. As for uploading method, it can be done in several ways depending on what the supervisor specifies on the platform:

1) **Upload Attachments**: The student uploads the report in PDF format on the platform.
2) Filling out a form: The student fills out a form that the academic supervisor has placed on the platform.
3) **Fill out a Form and Upload Attachments**: The student fills out the form and uploads the report on the platform.

Steps of uploading periodic reports

1. Training Period Services

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رفع التقارير الدورية

2. Submit periodic reports
3. Upload file
4. Save

After uploading periodic reports

After the report is uploaded to the academic supervisor, three options appear for the supervisor:

1. **Approve**: Approving and accepting the report.
2. **Reject**: Rejecting the report for reasons deemed appropriate by the academic supervisor.
3. **Return**: Returning the report to the student for completing missing information or adding some modifications.

Final report

Description

The final report that the student uploads during the training period. The academic supervisor may request the student to upload both the final report file and the presentation on the platform.

Steps of uploading final report

1. Final report

2. Requests of uploading final report and presentation

3. The following will appear to the student :

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Final report :**It is the form that the academic supervisor may provide as a template for the final report.**

Report File: In this field, the student uploads the final report file.

For more inquiries, please contact us via cctu@ksu.edu.sa