

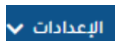


Cooperative Training Department

### Supervisor/Head of Sub-Unit Manual

#### Step 1

#### Setting



#### Description

Settings refer to the configuration of cooperative training in the college. There are **two** types of settings:

1. Settings that operate **only once** upon subscribing to the platform, such as (adding departments, courses, training requirements, course credit hours, etc.
2. Settings that operate **each semester**, such as ( training year, training semester, department coordinators, setting training periods, etc

#### 1) **Tab 1**

- **College Subscription Requests** \* **once**



This is under the authority of the sub-unit head, and its purpose is to identify the departments within the college, and each department needs to submit a subscription request

- **College Subscription Request Steps**

2) Colleges Subscription Requests



3) Department Subscription Request



Department Subscription Request	⇒	Defining departments in the college in which there is cooperative training
Select a Department	⇒	Defining college supervisor and his/her powers for male or female students or both
College Supervisors	⇒	
Department Supervisors	⇒	Defining the department supervisor and his/her powers for male or female students or both
Department Courses	⇒	Defining the name of the training course, the type of training and the number of its hours
Department majors	⇒	Major, and is it a bachelor's or master's?
Send Request	⇒	After filling in all the data, the request is sent

**Note:** after filling out each step, click “Save” to ensure it is saved in the system.

## 2. Tab 2

Preparing semesters for Colleges:

Each Semester

إعدادات الفصول للكليات

### Description

The course settings for colleges are managed by the cooperative training department . These settings include defining the academic year for training, the training semester, the preparation year, and the preparation semester.

## 3. Tab 3

Period Settings: Every Semester

Settings that are modified every semester and there are six periods that must be set every semester. Setting periods is considered one of the most important steps because it determines the periods during which students can access the platform and benefit from all its features, such as:

### Period

Student registration period

It involves determining the allowed period for students to register on the platform according to the specified dates.

Exception submission period

It involves determining the period for requesting exceptions if students are unable to register due to the end of the registration period, failing to meet requirements, or exceeding required hours.

Application for training opportunities

It involves determining the period during which students can apply for announced opportunities and print letters.

Request to change training provider

It involves determining the period during which students can change their training facility.

Request to postpone/excuse training for the semester

It involves determining the period during which students can request to withdraw from training for the training semester.

Student evaluation of the training environment

It involves determining the period during which students can evaluate the training environment after the end of training.

**Note:** The text displayed to students on the portal can be prepared during or outside the period.



#### 4. Tab 4

**Notification Settings:** once

إعدادات الإشعارات

#### Description

Notification settings manage the email notifications sent to students or organizations when actions are taken on specific requests. For instance, when students are nominated to a specific organization, an email is sent with a message such as:

"Dear Sir/Madam,

*We greatly appreciate your continued cooperation in training students from King Saud University. Attached are the details and CVs of the nominated candidates. We kindly request you to inform us of the interview results."*

Notification settings are included under the "Settings" tab, allowing each sub-unit to configure appropriate notifications for their needs.

#### Steps for Setting Up Notifications:

1. Go to Notification Settings
2. Add
3. Select the type of notification.
4. Fill in the notification text.

إعدادات الإشعارات

+ إضافة

#### Examples of Notifications:

The table contains some examples of notifications to benefit from or to know the meaning of the notification:

Notification type	Notification Template
Sending the Student to the Training Entity through the Nomination Letter	We sincerely thank you for your continuous cooperation and willingness to train the students of King Saud University. Please find attached details of the nominated students along with their CVs for your review. We kindly request that you inform us of the interview outcomes at your earliest convenience.
Sub-Training Unit Sending the Nomination Letter to the Training Entity	Dear sirs In line with the principle of collaboration between the College of Business Administration and the business sector, and in accordance with the college's modern methodology requiring students to complete a training period within entities relevant to their field of study, we kindly request that you review the attached training requirements. We would also appreciate it if you could inform us of the available positions based on your organization's current openings.
Training Entity's Response to the Invitation	Number of vacancies in the entity after its approval of participation
Training Entity's Apology for Not Accepting the Student	Dear student, we regret to inform you that the training entity has declined your placement for the upcoming semester. We wish you the very best in your future endeavors.
Acknowledgment letter sent to the training entity upon informing the student of their unsuccessful application	We sincerely appreciate your continuous cooperation and wish to inform you that the student has withdrawn from training due to securing a placement with another organization. Kindly let us know if you are interested in having other students nominated for your organization.
Informing the Student of Acceptance by the Training Entity	Congratulations on your acceptance for training with your designated organization! We kindly request that you complete the remaining formalities, fill out the training enrollment form, and submit it to us within two days from the date of this message.
Returning Nomination Requests to the Training Entity by the Sub-Training Unit	We regret to inform you that there are currently no candidates available for nomination. We appreciate your understanding and continued support.
Acknowledgment letter sent to the Training Entity When Informing a Student of Acceptance	We extend our deepest gratitude for agreeing to host the training program in the upcoming semester for a minimum duration of 500 training hours over five days a week, as per the

student's schedule.

## 5. Tab 5


### Trainee Reminder Settings for Requests from Training Organizations: once

#### Description

When students are nominated for training entities, the entity may request certain actions, such as attending an interview, submitting a CV, or uploading specific documents. The platform sends a reminder to the student to take the necessary action to prevent delays on the entity. Through this setting, the unit can specify the maximum number of days the request can remain with the student without a response, along with the reminder text.

#### Steps to Configure Trainee Reminder Settings:

1. Setting
2. Go to "Trainee Reminder Settings for Requests from Training Organizations.
3. Add
4. Select Department, Reminder Type, and Reminder Text
5. Save



**Note:** As shown in the example, a reminder notification will be sent to the student after two days if no action is taken on the request received from the organization.



## 6. Tab 6

### Nomination Letter Settings:

once

إعدادات خطابات الترشيح

#### Description

Preparing Nomination letter is among the most important configurations due to the significance of the letter for both students and entities. A nomination letter serves as an introduction to the student, outlining the cooperative training program and its duration.

- The sub-unit can create a customized letter for each department in the college or a unified letter for all college students if they are training simultaneously for the same duration.
- The sub-unit can add attachments to the letter such as signatures, stamps, headers, and footers to enhance the letter's presentation.
- Start and end dates for the training period are updated **each semester**.
- **There are two types of nomination letters:**
  1. **Individual Letter:** A letter requested by a student for a specific organization, containing only the student's details.
  2. **Group Letter:** A letter used to nominate a group of students for a specific organization, containing the details of all nominated students in a single letter.

#### Steps of Preparing Nomination letter

1. Setting
2. Preparing Nomination Letters:
3. Add
4. Fill out the template
5. Save

الإعدادات

إعدادات خطابات الترشيح

+ إضافة

✓ حفظ

Header

Letter text

السادة/

السلام عليكم ورحمة الله وبركاته وبعد،

الطلاقاً من مبدأ التعاون بين كلية إدارة الأعمال وقطاعات الأعمال وحيث تلصص منهجية الكلية على ضرورة قضاء الطلبة فترة تدريب في إحدى منظمات الأعمال في مجال تخصصها مدة لا تقل عن 500 ساعة تدريبية بمعدل 8 ساعات يومياً خلال (5) أيام في الأسبوع حسب خطة الكلية/ة  
لذا نأمل من سعادتكم قبول الطلبة/ة الموضحة بهيئته في الجدول اثناء للتدريب لديكم خلال الفصل القادم لعام 1445 هـ بتاريخ بصير اعتباراً من 7-9-1445 هـ الموافق 21-1-2024 م وحتى تاريخ 8-11-1445 هـ الموافق 16-5-2024 م  
وفي حال رغبتكم بتمديد الفترة التدريبية فلا مانع لدينا بالاتفاق مع الطلبة/ة علماً بأن التقييم سيكون في فترة التاريخ المحددة.

اسم الطالب	الرقم الجامعي	التخصص	المعدل	الجواز
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Footer

عند الإجازة يعامل الطلبة/ة معاملة الموظف

مرفق لكم المتطلبات الخاصة بالقسم

يرجى تزويد وحدة التدريب في الكلية بالمرفقات التالية:

اسم المرفق بالعربي	اسم المرفق بالإنجليزي
--------------------	-----------------------

Seal



رئيسة وحدة التدريب التعاوني  
أديها بنت عبدالعزيز الجريوي

Name of the authorized person

7. **Tab 7****Preparing student commencement letter to the training entity**

once

➤ **Description**

The student commencement letter is considered important for both the sub-unit and the academic supervisor to collect the student's data and the direct field supervisor, not the person responsible for training in the entity.

The commencement letter for each department must be prepared separately, either through the department coordinators or the sub-unit.

**Steps of Preparing student commencement letter**

1. Setting
2. Preparing student commencement letter
3. Add
4. Fill out the template
5. Save

الإعدادات

إعدادات خطاب مباشرة طالب في الجهة التدريبية

+ إضافة

✓ حفظ



**مباشرة التدريب**

نأمل من سعادتكم مباشرة المتدرب في جهنكم الموقرة

	اسم الطالب
	جهة التدريب
	موقع التدريب في الجهة
	عنوان موقع التدريب في الجهة

مباشرة المتدرب

The sentence addressed to the entity to request the student's registration of student in Arabic:

	تاريخ بداية التدريب
--	---------------------

بيانات المشرف الميداني المسؤول عن المتدرب

Sentence directed to the party to specify the field supervisor for the student in Arabic

	اسم المشرف الميداني
	موقع التدريب
	رقم الهاتف المحمول
	البريد الإلكتروني

الرياض- جامعة الملك سعود

Contact address in Arabic

## 8. Tab 8

### Definition of Subunit Registration Conditions on the Platform

#### Description:

This is the final step in the setup process, where the subunit defines the conditions that allow students to register on the training platform, apply to entities, and print letters.

It is completed once at the beginning of platform usage but may require occasional modifications.

The platform cannot function unless the status of the request for each department is "Registration Conditions Approved."

Any modifications made to the subunit's conditions will trigger a request to the Cooperative Training Department for necessary action. Upon approval, the request status changes to "Registration Conditions Approved."

## Defining Subunit Registration Conditions on the Platform

1. Setting
2. Defining Subunit Registration Conditions on the Platform
3. Add

الإعدادات

تعريف شروط الوحدات الفرعية للتسجيل على البوابة

إضافة

### 1) **Main data**

#### Procedures on Registration Requests

##### Manual Decision by the College

When a manual decision is made, i.e. after the student registers, the unit makes the decision to approve after verifying the student's eligibility for training. However, when choosing an automatic option, the student is accepted directly.

Method of external entities displaying unannounced training opportunities to the student \*

##### College majors

When displaying the advertised opportunities, the student is shown only the opportunities that suit his major

Number of times the student is allowed to register for training opportunities during one semester.

5

##### Number of Announced Opportunities a Student Can Apply For

five announced opportunities to allow space for other students.

#### Procedure for Handling Nomination Requests

##### Automatic Approval

When training opportunities are announced, the student can apply for them and be nominated directly when choosing an automatic option.

However, the department coordinator reviews the nomination manually.

Number of academic hours passed by the student to allow him to register in the cooperative training course \*

109

The number of hours that the student must pass in order to be able to register on the platform

Number of entities that are permitted to print a letter for the unannounced entity.

15

Number of Letters Allowed for the Student to Print for External Entities (Unannounced Opportunities)

### 2) **Courses**

This refers to the requirement that if the cooperative training course has a prerequisite in the academic plan and the student has not passed it, they cannot register on the platform unless they submit an exception request and the subunit in the college approves the exception.

### 3) **Commitment and Declaration:**

It refer to commitment and declaration the student agrees to when accepting a specific entity.

#### Example of Commitment:

"I commit not to change the entity after receiving official approval.

#### Example of Declaration:

I pledge to attend the entire training period as scheduled by the university and the entity. I will inform my academic and field supervisors in case of absence for any reason and take responsibility for the absence. I will represent King Saud University in a respectable and honorable manner and fulfill my duties to the best of my abilities

#### 4) Conditions

These are the conditions that appear to the student when registering on the cooperative training platform. Each college can customize these conditions based on its preferences.

#### Example of a Condition:

الاجراءات	نص الشرط بالانجليزي	الشرط بالعربي	#
حذف تعديل	0	الانتهاء من دراسة كافة المقررات الدراسية في الفصل الذي يسبق فصل التدريب	1 ↓
حذف تعديل	0	استكمال ساعات التدريب المطلوبة خلال فترة التدريب	2 ↑ ↓
حذف تعديل	0	يتوجب التفرغ الكامل وعدم تسجيل اي مقررات اضافية مع برنامج التدريب التعاوني	3 ↑ ↓
حذف تعديل	0	التدريب في مجال التخصص بناءً على المتطلبات الخاصة بالقسم	4 ↑

\*Then the sub-unit installs, sends and waits for the Cooperative Training Department to approve the request.

For more inquiries, please contact us via [cctu@ksu.edu.sa](mailto:cctu@ksu.edu.sa)