



UNIVERSITY OF BAHRAIN

Practical Training Course Policy

Authority / Owner of Policy: Vice President for Academic Affairs

Effective: April 30th, 2026

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POLICY INFORMATION

Title:	Practical Training Course Policy	
Policy Description:	This policy establishes a unified framework for implementing the practical training course across all colleges. It defines the requirements for registration, supervision, and assessment; the regulations governing exemption from training; the criteria for approving training providers; and other related provisions, while granting professionally oriented colleges flexibility in implementation according to the specific nature of their programs.	
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Policy Status:	<input checked="" type="checkbox"/> New policy <input type="checkbox"/> Revision of existing policy	
Approval Authority:	University of Bahrain Council	
Authority/ Owner of Policy:	Vice President for Academic Affairs	
Relevant Sustainable Development Goals (SDGs)	<input type="checkbox"/> 1. No Poverty <input type="checkbox"/> 2. Zero Hunger <input type="checkbox"/> 3. Good Health and Well-being <input checked="" type="checkbox"/> 4. Quality Education <input type="checkbox"/> 5. Gender Equality <input type="checkbox"/> 6. Clean Water and Sanitation <input type="checkbox"/> 7. Affordable and Clean Energy <input checked="" type="checkbox"/> 8. Decent Work and Economic Growth <input type="checkbox"/> 9. Industry, Innovation and Infrastructure	<input type="checkbox"/> 10. Reduced Inequalities <input type="checkbox"/> 11. Sustainable Cities and Communities <input type="checkbox"/> 12. Responsible Consumption and Production <input type="checkbox"/> 13. Climate Action <input type="checkbox"/> 14. Life Below Water <input type="checkbox"/> 15. Life on Land <input type="checkbox"/> 16. Peace, Justice and Strong Institutions <input checked="" type="checkbox"/> 17. Partnerships for the Goals
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- Top Secret
- Confidential
- Restricted / Limited Access
- Public

Related Documents: Study and Examination Regulations, University Council Resolution No. (447) of 2024 regarding the Criteria for Selecting Labor Market Institutions Participating in Practical Training, University Council Resolution No. (1466) of 2013 regarding the Provision of One Training Opportunity for Each Trainee Student.

Policy Stakeholders

- | | |
|---|---|
| <input type="checkbox"/> President | <input checked="" type="checkbox"/> Faculty members |
| <input checked="" type="checkbox"/> Vice Presidents | <input checked="" type="checkbox"/> Students |
| <input checked="" type="checkbox"/> Deans | <input checked="" type="checkbox"/> Admin Staff |
| <input type="checkbox"/> Directors | <input type="checkbox"/> All University Affiliates |

1 Definitions

University:	University of Bahrain
College:	Any college or academic center within the University that offers programs including a practical training course.
Practical Training Unit:	The unit within the Practical Training and Career Guidance Section of the University's Graduate Affairs Directorate, which carries out its responsibilities in accordance with the provisions of this policy.
Student:	A learner admitted to the University and registered in courses at the undergraduate or postgraduate level.
Practical Training Course:	One or more courses within the study plan, including practical training, cooperative training, or their equivalent, aimed at providing the student with practical experience in their field of specialization.
College Practical Training Coordinator:	A faculty member assigned by the Dean of the College to oversee the implementation of practical training, supervise its overall quality, and coordinate efforts among academic departments. In colleges with a single academic program, the College Practical Training Coordinator shall simultaneously perform the duties of the Department Practical Training Coordinator.

Department Practical Training Coordinator:	A faculty member assigned by the Head of Department to follow up on the implementation of practical training within the academic department and to coordinate directly with students, training providers, and academic supervisors.
Academic Supervisor:	A faculty member assigned responsibility for one or more sections of the practical training course, who follows up with the students enrolled therein, supervises them, and evaluates their academic performance. The College or Department Practical Training Coordinator may also serve as the Academic Supervisor.
Field Supervisor:	The person assigned within the training provider to supervise the trainee in the field or workplace, guide them, and evaluate their practical performance.
Training Provider:	Any institution or organization (governmental or private) approved by the College to provide the student with an appropriate training environment.
Approved Standards:	The standards for selecting labor market institutions participating in student training, approved by the University Council, which are used as guidance in approving training providers and nominating students thereto, in a manner that ensures the suitability of the training environment to the course requirements and intended learning outcomes.
Tripartite Agreement:	An official document prepared for the purposes of practical training and concluded between the College, the training provider, and the student, to define the rights and obligations of each party. In academic programs that do not adopt this document, institutional arrangements, correspondence, or approvals evidencing the training provider's acceptance of the student's training, together with other necessary details, shall be deemed sufficient.
Orientation Session:	An event organized by the College for students registered in the practical training course, aimed at informing them of the procedures governing the course, clarifying their academic and

professional obligations, and introducing them to workplace ethics and professional conduct to be observed during the training period.

**Exemption from
Practical
Training:**

An academic procedure that enables a student (employee/worker) to fulfill the requirements of the practical training course through their existing professional experience, where it is established that the nature of their work or assigned duties is aligned with their academic specialization and achieves the intended learning outcomes of the course, without prejudice to course registration or payment of its fees, and in accordance with the regulations approved under this policy.

**Exceptional
Circumstances:**

Any emergency situation, such as epidemics, natural disasters, or other circumstances requiring the suspension or restriction of attendance at University premises and facilities, or any decision issued by the University or competent official authorities resulting in the inability to implement practical training in its usual in-person format, whether wholly or partially. This includes the transition to remote learning or remote work, suspension of studies, closure of training providers, or any similar circumstances affecting the ability to conduct field training.

2 Policy Purpose

This policy aims to regulate the practical training course at the University within a unified framework that takes into account the existing variations among colleges in procedures and regulations related to registration, supervision, assessment, and exemption. It further seeks to standardize academic and administrative practices to ensure fairness, transparency, and quality in the implementation of practical training by defining the responsibilities, roles, and regulations governing the relationship between the University and training providers, thereby strengthening the integration between theoretical and practical learning and enhancing graduates' readiness for labor market requirements.

3 Policy Scope

- The provisions of this policy shall apply to all academic programs at the undergraduate and postgraduate levels that include a practical training course as a mandatory graduation requirement. Its scope of application includes colleges, academic centers, departments, students, approved training providers, and all entities involved in the implementation or supervision of practical training at the University, while taking into account the particular considerations established for each college according to the nature of its academic programs.
- In matters for which no specific provision is stipulated in this policy, the provisions of the University's Study and Examination Regulations shall apply to the practical training course, insofar as they do not conflict with the nature and specific characteristics of practical training

4 Policy Statement

4.1 Policy Principles

This policy is based on the following governing principles:

1. **Quality and Excellence:** Commitment to providing a high-quality practical training experience that achieves the intended learning outcomes.
2. **Transparency and Fairness:** Ensuring clarity of procedures and regulations for all concerned parties.
3. **Alignment with Labor Market Needs:** Ensuring that graduates' competencies and skills are aligned with the needs of the national and regional labor market.

4.2 Requirements for Registration in the Practical Training Course

A student must satisfy the following general requirements in order to register for the practical training course:

1. Successfully complete the minimum number of credit hours in the academic program plan prescribed as a prerequisite for registration in the practical training course.

2. Successfully complete all prerequisite courses required for the practical training course.
3. Obtain the College's approval of the training provider in accordance with the approved regulations.
4. Express their intention to enroll in the practical training course within the specified deadlines through the designated form prepared for this purpose. If a student fails or delays in submitting the expression-of-interest request, registration in the course may be considered subject to the availability of course section seats. Expected graduates shall be exempt from this restriction.

4.3 Mechanism for Nomination and Placement of Students in Training Opportunities

1. The Practical Training Unit, in coordination with the College and Department Practical Training Coordinators, shall nominate students for available training opportunities and vacancies at approved training providers and shall submit nomination lists to such providers to fill available vacancies, taking into account the availability of course section seats, graduation priority, and the suitability of the opportunity to the student's specialization and course requirements.
2. The Practical Training Unit shall endeavor to provide one training opportunity for each student in accordance with the approved mechanism. If a student fails or delays in expressing interest within the specified deadlines and is subsequently permitted to register in the course, or rejects the nominated opportunity without justification acceptable to the Department Practical Training Coordinator, the student shall be responsible for securing a training provider independently, provided that such provider satisfies the approved standards and is approved by the Department Practical Training Coordinator.
3. Where a student independently secures a training provider that satisfies the approved standards before completion of the nomination procedures, such provider may be approved upon the consent of the Department Practical Training Coordinator, provided that this does not prejudice the regulations governing the approval of training providers under this policy.

4.4 Duration and System of Practical Training

1. Subject to any requirements imposed by the nature of certain academic programs as stipulated in this policy, the duration of practical training shall be no less than eight (8) consecutive working weeks and shall include not less than two hundred and eighty (280) actual training hours.
2. Practical training shall be conducted on a full-time basis, at a rate of not less than thirty-five (35) working hours per week, unless otherwise stipulated in the academic program study plan.

4.5 Selection and Approval of Training Providers

1. The College shall be responsible for providing a list of approved training providers that align with the educational objectives of the academic program, in coordination with the Practical Training Unit.
2. The College shall approve training providers based on the approved standards. For the purposes of applying and verifying such standards, particular consideration shall be given to the following:
 - a. The suitability of the provider's field of work to the student's specialization and the objectives of the course.
 - b. The availability of a field supervisor who shall, as a general rule, be from the same specialization as the student, particularly in disciplines that inherently require direct specialized supervision, in order to ensure a direct connection between training tasks and approved learning outcomes. In other cases, the supervisor may be suitably qualified and possess sufficient practical experience in the provider's field of work or in training-related tasks, enabling them to monitor and evaluate the student's performance objectively and professionally.
 - c. The provider's commitment to ensuring a suitable and safe working environment for the student.
 - d. A student may propose a training provider not included in the approved list, provided prior approval is obtained from the Department Practical Training Coordinator. The field supervisor assigned to monitor or evaluate the student may not be related to the student up to the second degree of kinship. The training provider must also be approved in a manner that ensures the absence of any

actual or potential conflict of interest that may affect the impartiality of supervision or evaluation. The Department Practical Training Coordinator shall verify compliance with this requirement and take any necessary measures to ensure fairness in evaluation and achievement of the academic training objectives.

e. A student may, subject to the prior approval of the Department Practical Training Coordinator, undertake practical training at a training provider outside the Kingdom of Bahrain, provided that the provider satisfies the approved standards and the suitability of the training environment and its achievement of the course learning outcomes are verified. Such training shall remain subject to the provisions of this policy, taking into account any special arrangements deemed necessary by the College to ensure academic supervision, monitoring, and evaluation.

f. A student may not change the training provider after the commencement of the training period except for compelling or professional reasons acceptable to the Department Practical Training Coordinator, such as suspension of the provider's training activities, proven unsuitability of the provider to achieve the course objectives, or breach of safety or field supervision requirements. The student shall submit a written request to the Academic Supervisor stating the reasons for the requested change, and the request shall be referred to the Department Practical Training Coordinator for approval. Training hours completed at the previous provider shall only be recognized following evaluation by the Academic Supervisor. The student shall then complete the training at another approved provider in a manner that ensures fulfillment of the minimum training hours and intended learning outcomes of the course.

4.6 Supervision and Follow-Up

1. Student supervision shall be conducted through a dual-supervision system comprising the Academic Supervisor and the Field Supervisor, with continuous coordination between them to ensure integration of the academic and field aspects in achieving the objectives of practical training.
2. The Academic Supervisor shall be responsible for monitoring the student and ensuring that the training proceeds in accordance with the training plan. As a general

rule, the Academic Supervisor shall conduct at least one field visit to the training provider. Where such a visit is not feasible, a virtual meeting may be conducted with the Field Supervisor and the student. The Academic Supervisor shall also review the student's assignments or periodic reports and provide appropriate feedback thereon.

3. The Field Supervisor shall be responsible for guiding the student, monitoring attendance and commitment, and assigning practical tasks for the purpose of evaluating performance. The Field Supervisor shall document the student's daily attendance using the method approved by the College or the training provider.

4.7 Attendance and Absence

1. The student shall be required to maintain regular attendance at the premises or sites of the training provider throughout the practical training period, in accordance with the schedule approved by the training provider and the College, including any meetings, supervisory sessions, or evaluation activities organized by the College as part of the course requirements.
2. Subject to cases in which the Study and Examination Regulations or applicable laws and regulations permit absence for compelling or humanitarian reasons, a student may not be absent except with an excuse accepted by the Academic Supervisor and following approval from the Field Supervisor.
3. The provisions of the Study and Examination Regulations governing absence shall apply. Where the student's absence percentage does not reach the prescribed limits, the student shall nevertheless be required to compensate for all hours of absence, whether excused or unexcused, during the training period or within an additional period determined by the Academic Supervisor in coordination with the training provider, in order to ensure fulfillment of the minimum required training hours.

4.8 Assessment and Grading

1. The student in the practical training course shall be assessed on the basis of the following three components:
 - a. **Field Supervisor Evaluation:** Allocated forty percent (40%) of the total grade.
 - b. **Field Visit Evaluation:** Allocated twenty percent (20%) of the total grade and conducted by the Academic Supervisor.

- c. **Assignment:** Allocated forty percent (40%) of the total grade and consisting of one or more activities to be completed by the student as determined by the Academic Supervisor, including a report, project, presentation, or any other assessment activity or applied output depending on the nature of the program and course requirements.
2. The College Council shall approve, upon the proposal of the relevant academic department and in coordination with the College Practical Training Coordinator, the standardized forms specifying assignment criteria, detailed assessment criteria, and their relative weightings, including:
 - a. The student assignment form.
 - b. The student performance evaluation form completed by the Field Supervisor.
 - c. The field visit evaluation form completed by the Academic Supervisor.
 - d. The assignment evaluation form.
3. The grading system for the practical training course shall follow the grading scale (A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F) prescribed in the Study and Examination Regulations. In all cases, assessment criteria must be clear and documented.
4. If a student fails the course, the student must re-register for the course in a subsequent semester and repeat the training in full. Completion of only the deficient hours shall not suffice.

4.9 Regulation of Special Cases

First: Exemption from Practical Training

The College Council may, upon the recommendation of the relevant academic department and based on a proposal from the College Practical Training Coordinator in coordination with the Department Practical Training Coordinator, approve a student's exemption from practical training, without prejudice to the student's registration in the practical training course and payment of its fees, in accordance with the following regulations:

1. The student must be employed or working in a field relevant to their academic specialization, or assigned practical duties directly related to their specialization, in a manner that achieves the intended learning outcomes of the practical training course.

2. The student must have spent no less than six (6) consecutive months in such employment or work prior to the date of submitting the exemption request and must still be actively employed or engaged in such work.
3. The student shall submit proof of employment and duration of experience as follows:
 - a. **Government Sector:** An official letter from the employer including the student's name, details, job title, date of the letter, and confirmation that the student remains employed.
 - b. **Private Sector:** An official letter from the employer including the same details referred to in the preceding paragraph, in addition to a certificate issued by the Social Insurance Organization confirming that the student is insured thereunder.
4. The Department Practical Training Coordinator shall conduct a supporting academic assessment of the student's practical experience by requiring the submission of a report on such experience, conducting a personal interview, or both, in order to verify the extent to which the intended learning outcomes of the course have been achieved.

Second: Exceptional Cases for Students Employed in the Government Sector

1. In cases where a student is employed by a governmental entity in a position whose nature is not aligned with the student's academic specialization, and where employment regulations do not permit the student to undertake training with another entity, the College Council may, upon the recommendation of the relevant academic department and based on a proposal from the College Practical Training Coordinator in coordination with the Department Practical Training Coordinator, exempt the student from practical training, provided that the student fulfills alternative academic or applied requirements.
2. The College Practical Training Coordinator, in coordination with the Department Practical Training Coordinator, shall determine the alternative academic or applied requirements to be fulfilled by the student referred to in the preceding paragraph, in such manner as the College Council deems sufficient to achieve the learning outcomes of the course.

Third: Training at the Student's Place of Employment

Where the conditions for exemption from practical training are not satisfied, a student employed in the private sector may undertake practical training at their place

of employment, provided that the nature of the entity or one of its departments permits the student to be assigned duties consistent with the student's academic specialization and the objectives of the course.

In such cases, the training provider must be approved by a decision of the College Council upon the recommendation of the relevant academic department after verification that it satisfies the approved standards. The student shall remain subject to all requirements relating to academic and field supervision and assessment components in the same manner as other students.

Fourth: Procedures for Submitting Requests for Exemption from Practical Training Requirements

The student shall submit the exemption request after registering for the practical training course and in accordance with the approved procedures, within the period specified by the Department Practical Training Coordinator. The request shall be determined in accordance with the following cases:

1. If, following review of the request, supporting documents, and the supporting academic assessment prepared by the Academic Supervisor, the student is found to have satisfied the practical training requirements, the student shall be awarded a Satisfactory (S) grade, and the course requirements shall be deemed fulfilled.
2. If the student is found not to have satisfied the exemption requirements, the student shall be directed to continue through the normal practical training course track and undertake field training in accordance with the provisions of this policy.

Fifth: Implementation of Practical Training in Exceptional Circumstances

Where exceptional circumstances arise that prevent practical training from being implemented in its usual in-person format, the College may adopt appropriate alternatives for course delivery that achieve the intended learning outcomes, in accordance with the determination of the relevant academic department and with due consideration for students expected to graduate, subject to the following regulations:

1. Practical training in exceptional circumstances shall be implemented through one of the alternatives that achieve the intended learning outcomes, including remote work-based training with the employer, organized virtual training, applied projects,

professional simulations, or any other alternatives approved by the relevant academic department.

2. Remote work-based training with the employer shall constitute the primary option for implementing practical training in exceptional circumstances whenever feasible. Other alternatives may be adopted where such option is not feasible or unsuitable for the nature of the academic program.
3. The appropriate alternative for implementing practical training in exceptional circumstances shall be determined by a decision of the relevant academic department based on the recommendation of the Department Practical Training Coordinator and after coordination with the College Practical Training Coordinator.
4. In programs that inherently require direct in-person training that cannot be fully replaced by alternative methods, part of the training may be conducted remotely, provided that the in-person component is completed at a later stage or postponed as determined by the Department Practical Training Coordinator.
5. Due consideration shall be given to the stage reached by the student in the training process upon the occurrence of the exceptional circumstance, with particular attention given to students expected to graduate, in a manner that avoids delaying their graduation to the greatest extent possible.
6. The College Council may, upon the recommendation of the relevant academic department, amend the assessment components and their respective weightings in cases where practical training is implemented through non-attendance-based alternatives, in a manner that ensures achievement of the course learning outcomes.
7. In the event that the University Council issues a decision to transition to remote learning, the relevant College shall determine the extent to which such decision applies to the practical training course. Where the course is included, in-person training shall be suspended and the appropriate alternative adopted in accordance with the provisions of this policy.

4.10 Concurrent Registration of the Practical Training Course with Other Courses

The practical training course may not be registered concurrently with any other course. By way of exception, a student may be permitted to register for the practical training course concurrently with one course, or at most two courses, upon the recommendation

of the Department Practical Training Coordinator and the approval of the Dean of the College, provided that the following conditions are satisfied:

1. The student must be in the graduation semester such that only one or two courses remain outstanding in addition to the practical training course.
2. The scheduled times of the course sections to be registered by the student must fall after the completion of the daily practical training hours, which are fixed at seven (7) working hours. No course may be registered if its classes are scheduled during the times allocated for practical training or conflict therewith, in order to ensure the student's full availability during the practical training period. This restriction shall not apply to courses offered through approved remote learning modes at the University that do not require synchronous attendance or time commitments during practical training hours, provided that their requirements do not conflict with the practical training requirements and subject to the approval of the Department Practical Training Coordinator.
3. The student shall submit a written request to the Department Practical Training Coordinator stating that the student is in the graduation semester and specifying the course or courses requested to be taken concurrently with the practical training course, including the course code, section number, and approved schedule for each course. A recent academic transcript shall be attached to the request. The request shall be reviewed to verify compliance with the regulations set forth in this policy prior to submitting the necessary recommendation to the Dean of the College for an appropriate decision.
4. In all cases, registration in the theoretical courses approved to be taken concurrently with the practical training course shall remain the responsibility of the student and shall be conducted in accordance with the procedures and academic calendar approved by the University. Registration in the practical training course, however, shall be carried out pursuant to an official communication from the College/Department to the Deanship of Admission and Registration, based on the recommendation of the Department Practical Training Coordinator.

4.11 Special Nature of the Practical Training Course in Certain Academic Programs

1. In academic programs whose scientific, applied, or professional nature requires special arrangements for the practical training course, such course may be regulated in

accordance with provisions different from those set forth in this policy, as determined by the study plan and professional practice requirements, including, by way of example, the duration of training, methods of supervision, or assessment system. Programs offered by the Mohammed Jaber Al-Ansari College for Teachers and the College of Health and Sports Sciences are among the programs to which such special regulation applies.

2. In all cases, the practical training course in programs subject to such special regulation shall continue to be governed by the general provisions set forth in this policy to the extent compatible with their academic nature. Each College shall prepare a proposed policy governing the practical training course in a manner consistent with its particular characteristics.

5 Roles and Responsibilities

5.1 Vice President for Academic Affairs:

Shall oversee the overall implementation of the policy, monitor colleges' compliance with its provisions, and approve substantive amendments thereto.

5.2 College Council:

Shall approve practical training plans, decide on requests for exemption from practical training and concurrent registration of the practical training course with other courses, and determine the special arrangements applicable to academic programs in accordance with study plan requirements and accreditation standards.

5.3 Practical Training Unit:

Shall coordinate with training providers and labor market representatives to ensure the availability of the necessary training vacancies and opportunities across various specializations. The Unit shall also determine the period for expressing interest in registering for the practical training course in coordination with the College and Department Practical Training Coordinators, prepare and circulate the expression-of-interest form for distribution to students in accordance with the approved mechanism,

and, based on the outcomes thereof, submit student nomination lists to training providers to fill available vacancies. The Unit shall further establish and periodically update a database of training providers and vacancies in support of effective training planning and the sustainability of partnerships.

5.4 College Practical Training Coordinator:

Shall undertake overall technical and administrative supervision of the implementation of the practical training course, monitor workflow, ensure the quality of implementation, coordinate efforts among academic departments, and submit the necessary recommendations to the Dean of the College in accordance with the provisions of this policy.

5.5 Department Practical Training Coordinator:

Shall oversee the implementation of practical training within the academic programs affiliated with the department, including student registration, approval of training providers, follow-up on academic and field supervision, verification of students' compliance with the training plan, and continuous communication with academic and field supervisors to ensure that training proceeds in accordance with approved plans, in addition to any other matters related to course implementation.

5.6 Academic Supervisor:

Shall monitor the student throughout the training period, prepare, compile, and record assessment components, communicate with the Field Supervisor, and conduct a field visit or virtual communication to verify the proper progress of the training.

5.7 Student:

Shall seek a training provider where necessary and comply with the registration requirements for the practical training course, participate in the orientation session, maintain attendance and discipline at the training provider, actively engage in training activities, submit the required assignments within the prescribed deadlines, and adhere to workplace ethics and appropriate professional conduct. The student shall also maintain the confidentiality of information accessed during the training period, uphold an appearance and representation befitting the University of Bahrain, and bear the costs

of transportation, accommodation, and any financial expenses associated with the training.

5.8 Field Supervisor:

Shall directly supervise the student during the training period, guide the student in carrying out practical tasks, monitor attendance and commitment, sign the daily attendance record or its equivalent, complete the approved professional performance evaluation form, and submit it to the Academic Supervisor within the prescribed timeframe.

5.9 Training Provider:

Shall provide a suitable and safe training environment, appoint a specialized or qualified Field Supervisor to monitor and evaluate the student's performance, oversee the conduct of the training process and ensure the commitment of both the student and the Field Supervisor to the required duties, and coordinate with the College, where necessary, regarding any observations or requirements related to the training.

6 Policy Procedures

The following procedures shall be followed for the registration and implementation of the practical training course:

- a. The Department Practical Training Coordinator shall announce the opening of the expression-of-interest period for registration in the practical training course during the timeframe specified by the Practical Training Unit, using the designated form prepared for this purpose, and well in advance of the semester in which the training is scheduled. Where the academic program is based on a unified study plan under which students are automatically registered, the inclusion of the course in the study plan shall constitute official registration.
- b. The Department Practical Training Coordinator shall verify that each student meets the registration requirements for the course.

- c. The student shall select a training provider (from the approved list or by proposing a new provider), subject to approval by the Department Practical Training Coordinator.
- d. The student shall register the course through the Student Information System (SIS) on the waiting list, and final registration shall be approved by the Head of Department in coordination with the Department Practical Training Coordinator, upon fulfillment of all requirements.
- e. Prior to commencing practical training, the requirements of the tripartite agreement, where applicable, must be fulfilled either through signing the agreement or completing the approved institutional alternative, in accordance with the nature of the academic program.
- f. The College shall conduct an orientation session, or its equivalent, for students accepted into the practical training course. The session shall explain the procedures governing the course, clarify students' rights and obligations, including supervision and assessment mechanisms, attendance and discipline requirements, and workplace ethics and professional conduct to be observed during the training period, as well as the approved communication channels for inquiries or feedback related to practical training.
- g. The student shall commence practical training and shall be monitored by both the Academic and Field Supervisors in accordance with the provisions of this policy.
- h. The Academic Supervisor shall prepare and compile the student's assessment components and record the final grade in accordance with the provisions of this policy.

7 Contact Information

To provide further assistance in implementing this policy, or any related inquiries may be directed to the Vice President for Academic Affairs Office;

Email: vpacademic@uob.edu.bh

Contact: 8090