

Engineering Practice Procedure

The registration for Engineering Practice starts at the beginning of the third week of second semester and lasts for one week.

The student must total 90 credit hours included earned and registered credit hours. This restriction is applicable at the time of registration for EP.

The registration steps are:

- The applicant for Engineering Practice program should contact the coordinator of his department to complete the registration form (No. 2).
- Should the student decide to drop the Engineering Practice, he MUST complete form (No. 3), two weeks before the final examination.
- **EPU:** contacts companies and governmental organizations to seek Engineering Practice opportunities.
- **EPU:** Providing departments with updated list of Engineering Practice opportunities.
- **EPU:** Visiting the training sites to follow the students training.
- **Department Engineering Practice Coordinator:** match students to training opportunities.
- **Company:** Providing the university with a letter that shows the starting date of the training and the training site, also the name and address of the supervisor.
- **EPU:**
 - *Prepare letter of assignment to be sent to companies.*
 - *Collect acceptance letters from training sides.*
 - *Handle a copy of the obtained letter of acceptance to: student and Department Engineering Practice coordinator.*

- *Prepare a letter of training placement and acknowledgement to institutions and evaluation form.*
- *Arrange a seminar for the accepted Engineering Practice students before the end of the second semester*

After the Engineering Practice

Student: should visit the EP coordinator at the beginning of the spring semester following the period of Engineering Practice to submit his report and schedule his presentation.

EP Coordinator:

- *Collect reports from students and get reports from the companies*
- *Schedule presentations*
- *Report grades to department council*

Department Council: Report grades to college council.

College: Report the final results to the Deanship of Admission and Registration.