

Kingdom of Saudi Arabia
Jazan University
Engineering College
Academic Affairs
Summer Training Unit



رؤية
VISION
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المملكة العربية السعودية
جامعة جازان
كلية الهندسة
وكالة الكلية للشؤون الأكاديمية
وحدة التدريب

Jazan University

College of Engineering

Student Guide for Field Training

2006

١٤٢٦

The Vice Dean for Academic Affairs

Field Training Committee

2020 – 2021م

1441 – 1442هـ

JAZAN UNIVERSITY



Important Information for Summer Training

Dear Student; Training Unit, Engineering College is pleased to welcome you at the beginning of the practical training program and wish you successful training and practical experience. This will help you in practicing the theoretical information that you received while studying and open up new prospects for practical life. We are also pleased to enclose the following instructions:

1. Manual of preparing final report of the training [**JU-ENG-STUTR Attachment 1**] (to be used to write the report).
2. Start Notification of Summer Training [**JU-ENG-STUTR2**] (to be filled and sent to the Training Department during the first week of training).
3. Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**] (to be handed over to the training company and filled by the supervisor during the training period).
4. Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] (to be handed over to the training company and filled by the supervisor at the end of the training period).
5. Weekly Progress Report of Student [**JU-ENG-STUTR7**] (8 reports) (to be filled by the student and sent to faculty training supervisor every Saturday of each week (from the 2nd week to the 9th week) through the university official e-mail to the supervisor (Student may not be awarded the full degrees if he fails to send the weekly report in time).
6. Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**], and Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] should be received by the student (sealed enveloped) from the training company at the end of training period and submitted to the training department coordinator with the final report no later than the end of the second week of the beginning of the next academic year.

Training administration emphasizes on the need to read the instructions contained by this guide before writing the report and to follow it strictly. The student should have, at the beginning of training, a number of personal photos, copy of the civil national card, that might be requested by some companies and training sites. The student should follow the training site instructions and regulations and has to be concerned for punctuality. In case, the student get a result as “not satisfactory”, the training program will be terminated and must be repeated it in next semesters.

The student should follow the completion of Weekly Absences and Evaluation Record [**JU-ENG-STUTR6**], and Training Organization Student Evaluation Form [**JU-ENG-STUTR8**] with the supervisor in the training site at the end of the training period completed (signature & Stamp) and sealed, Training unit will not accept the report without the forms under signed by the training officer and official seal.

Wish you the best

Practical Training Report Preparation Guide

Introduction:

One of the practical training objectives is to connect the theoretical study that gained by learning, with the actual practice of the career of engineer. The goal of writing training report is to highlight and document the observations and learning's during the training period. The training report includes discussion for engineering and administrative processes that the student practiced through training period. Examination committee assigned by College departments will evaluate training reports according to the specialization, ability of the student to write technical report (writing the report with proper language, avoiding prolongation, filler quoted from the references, and using the training materials offered form [JU-ENG-STUTR9]. Students can mentor educational consulting if he has difficulty in writing the report. The student should hand over the final report on or before the due date fixed by the department to the training unit in order to be evaluated by the examination committee. The student may approach the evaluator to know the quality of the report and the basis of the grading. The students are allowed to rewrite the report as per the views of the evaluator and to submit it to the same evaluator for reassessment.

The student has to present the work, information and skills gained by training by preparing a power point presentation that will be presented and evaluated by the examination committee.

General Instructions:

Guide lines for Report Writing:

1. Each student should write his own report on the training by his language and style, and prepares a presentation of the report. Also, he should send a copy of the report and presentation, in PDF format, to the department training coordinator.
2. The student should submit the original copy of his report providing a clearly written report with computer programs of **minimum 10 pages and maximum 20 pages**, with font size 12 times new roman for the text body and 1.5 spacing.
3. Report should be written in English on white paper of size A4.
4. Margins to be set on the pages of the report as follows:
 - 25mm from the top and bottom of the page.
 - 40 mm from the left of the page and 25 mm from the right of the page.

Guide lines for Power point presentation:

- Presentation language is English
- Each student must present his specific topic individually
- Number of power point presentation slides: 10 – 15 slides
- Presentation period: 15 minutes for each student (10 minutes for Presentation and 5 minutes for questions)

- The student has to submit a soft copy of his power point presentation file (Microsoft power point) and soft copy report (Microsoft word) saved on a CD RW with a label show the name, university ID, training Semester, name of the company or training site submitted along with the hard copy report to Department training coordinator.

Report Contents

1. Cover Page: it includes the following information:
 - Student's name
 - Student's ID
 - Specialization
 - Training period
 - Training company
2. List the contents of the report; A list of headlines and sub headings as they are existing in the body of the report, according to the sequence of pages.
3. Introduction contains a brief description of the organization in which the student carried out his training program, the nature and quality of the training undergone by the student. Also the introduction part includes a brief description of the contents of the report at the end.
4. The public display; It comprises the important part of the report, which includes details of the actual training undergone by the student. Students are advised to distribute these details into several sections, depending on the nature of the training program, which has been completed. Student should choose headings and sub- headings suitable for each section.
5. Conclusions; Contain a summary of the skills, experience and knowledge gained during the training period and may include the student's observations and views on training.
6. Appendices; This part of the report includes all the supporting information for the body of the report, maps, illustrations and additional data which may be useful to the reader of the report to refer in accordance to the information's of the report. At the end the appendices may contain some of the information's of contents of the report.

Training Evaluation:

The student will be evaluated in two phases:

1. The first phase will be during the training period
 - a. The evaluation of training company; the training supervisor fills Training Organization Student Evaluation Form [JU-ENG-STUTR8] prepared by the faculty training unit.
 - b. Training supervisor; receives Weekly Progress Report of Student [JU-ENG-STUTR7] (8 reports) to carry out continuous evaluation and visits the company depending on the requirement. The student should fill and send the weekly progressive report to the training supervisor through the university official E-mail.

If the student obtains “satisfactory” report from the company at end of first stage, he is allowed to continue the second stage where as if he gets “unsatisfactory” note from the trainer then his training is meant for cancellation and he may be asked to repeat.

2. The second phase will be started at the beginning of the first semester of the following academic year as declared by the training unit.

Faculty member (examination committee) will assess the student report and his presentation according to the following items; [JU-ENG-STUTR9]

- Cover page and a list of the contents of the report submitted.
- The overall appearance of the report and preparation pattern.
- Preparation of a complete diary the training.
- Tables, graphics, and images.
- Student's ability to correlate scientific theories and practical application during the training period.
- Technical observations of the work performed by the student during the training period
- Conclusions and comment
- The overall impression from the report.

Grades distribution:

1. Training Supervisor during summer	25%
2. Training company evaluation	25%
3. Final technical report evaluation	25%
4. Presentation evaluation	25%

Note:

1. The examination Committee, which evaluated the presentation has right to cancel the student training.
2. Full degrees will not be awarded for the students who fail to submit the forms and reports in time.

Training unit wishes every success for all students

JAZAN UNIVERSITY



JU-ENG-STUTR2

Summer Training Request and Pledge

Semester:

Academic year: 14 /14 H.

Student Name		University ID	
Department		Hrs. Completed successfully	
E-mail		Mobile	

I, am student with afore mentioned details, willing to register the summer training, and I pledge that:

- 1- The registration of summer training is mandatory and will not be canceled unless a written approval is obtained from the department.
- 2- Non-registering or cancelling summer training is possible only by department summer training coordinator's approval.
- 3- Non registering of any course during summer training and the commitment in the training opportunity provided by the college or obtained by myself with the approval of the college, are mandatory.
- 4- The college has right to cancel the registered summer courses during the period of summer training if the student registers the courses and training simultaneously. Also, the student will be awarded only five degrees meant for the summer training upon successful completion of the training.
- 5- It is understood that attending the introductory lecture on summer training is compulsory.
- 6- In case of change of place of the summer training suggested either by the college or by the authority supervising the summer training, I will abide by the regulations of training according to vision the college.
- 7- Regular communication will be established with the training coordinator to update the progress of the training program including the difficulties faced during the training.
- 8- Mobile number and e-mail address listed above are the basic means of communication to convey/receive training information. A notification will be given to the college, in case of change of the aforementioned details.
- 9- I will abide by the regulations of summer training to submit report in time and appear for the discussion as specified by department.
- 10- It is understood that the evaluation mechanism is defined by the department and expected to comply with them.
- 11- All the training models and related information's must be obtained through college web site.
- 12- All written reports and presentations must be submitted in English.
- 13- College has the right to delete summer training if I do not have 110 credit hours or more at the end of the spring season (the 2nd semester of the current year).

Student's Name:

Student's signature:

Date:

JU-ENG-STUTR3

Summer Training Options

Data to be completed by the student

Student Name:

University ID No.: Department:.....

Recent Level: Academic Year:.....

GPA: The accomplished hours:

Email Address:.....

The options of training proposed by the student based on students priorities: (Fill all)

1-

2-

3-

4-

5-

6-

7-

8-

Notes:

Student's Name:

Student's signature:

Submission date:

For training administration

Based on the proposal of the student, he has been nominated for training in:

Student's option No.

No option had been realized:

Reason & proceedings:

Department Training Coordinator

Dr.

signature:

Date:

JU-ENG-STUTR4

خطة التدريب الصيفي المقترح من جهة التدريب

Student Name: / اسم الطالب

University ID: / الرقم الجامعي

Specialization: / التخصص

Training Company: / جهة التدريب

عنوان جهة التدريب: المدينة/ / الحي/ / الشارع/

دوامين:

فترة الدوام الرسمي: دوام:

Company Address: City: district: Street:

Official Working Shift: One Shift Two Shifts Period:

الموضوعات التي يتدرب عليها الطالب Training topics	موقع التدريب بالشركة Training site	الاسبوع Week
		1
		2
		3
		4
		5
		6
		7
		8

اسم المشرف المباشر: وظيفته:

رقم الهاتف: تحويلة: فاكس:

البريد الإلكتروني:

توقيع المشرف المباشر: الختم الرسمي لجهة التدريب

Name of Direct Supervisor: His Position:

Telephone number: Fax:

E-mail:

Direct Supervisor Signature: Official stamp of the Training Company

برجاء ملئ الاستمارة و ارسالها مع الموافقة على تدريب الطالب لديكم .

Please fill out the form and send it with the approval of the student training.

JU-ENG-STUTR5

Start Notification of Summer Training

Student Name: Student Number:
Department: Mobile No.:
E-Mail: Student's signature:
Training Company: Starting Date:
Company Address: City: district: Street:
Official Working Shift: One Shift Two Shifts Period:

Name of Direct Supervisor: His Position:

.....

Telephone number: Fax: ١٤٢٦

E-mail:

Direct Supervisor Signature:

Official stamp of the Training Company

Student is not qualified to continue the training if he is absent during his tenure for five days or more.

Regulations of Training Registration;

The student has to fulfill the following criterion in order to register the training course successful.

1. The student must pass successfully the number of hours (110) specified by the Training Unit.
2. Student should not register any other courses with training course.
3. Student submits this form to the training unit or send it by e mail to his supervisor in his department during the first week of training.

JU-ENG-STUTR6

Weekly Absences and Evaluation Record

نموذج الغياب والتقويم الأسبوعي

Student Name (اسم الطالب)

Student Number (رقم الطالب)

Department (التخصص أو القسم)

Organization (جهة التدريب).....

No.	Week	Attendance					Weekly Performance Evaluation					Notes
		Sunday	Monday	Tuesday	Wednesday	Thursday	Weak	Acceptable	Good	V. Good	Excellent	
1	From / / 20 To / / 20											
2	From / / 20 To / / 20											
3	From / / 20 To / / 20											
4	From / / 20 To / / 20											
5	From / / 20 To / / 20											
6	From / / 20 To / / 20											
7	From / / 20 To / / 20											
8	From / / 20 To / / 20											
9	From / / 20 To / / 20											

Training Supervisor

Name:

Signature:

Date:

Director of the Training Company

Name:

Signature:

Date:

Official Stamp of the Training Company

JU-ENG-STUTR7

Weekly Progress Report of Student

تقرير التقدم الاسبوعي للطالب

ملحوظة: يتم تعبأ هذا التقرير بواسطة الطالب ويرسل للمشرف على التدريب بالكلية قبل يوم الاحد من كل اسبوع بداية من الاسبوع الثاني الى الاسبوع التاسع عبر البريد الالكتروني للمشرف (يعاقب الطالب بالخصم من الدرجات عند التأخر عن التسليم)

Student Name:..... / اسم الطالب
University ID:..... / الرقم الجامعي
Specialization:..... / التخصص
Training Company:..... / جهة التدريب
Reporting Period: مدة التقرير:
From:..... من :
To: الى:
Week No.:..... رقم الاسبوع:
Total hours worked: عدد ساعات العمل:

For the mentioned period, please report the following:

1. ما هي مسؤولياتك أو مهامك خلال التدريب؟ 1. List your responsibilities or duties assigned during the reporting training period.	
2. ما هي المهارات التقنية التي إكتسبتها أثناء التدريب؟ 2. List the new technical skills that you learnt during the reporting training period.	
3. ما الذي تعلمته خلال الدراسة النظرية وشاهدته أو طبقته أثناء التدريب؟ 3. What are the instances at which the theoretical knowledge gained in classrooms is applied to practical problems?	
4. هل المؤسسة التي تتدرب بها مساندة ومساعدة لك في تدريبك بها؟ ما هي الصعوبات التي واجهتها أثناء تدريبك إن وجدت؟ 4. Was the organization supportive / helpful in your training? What difficulties, if any, did you face during the reporting training period?	

5. ما هي المهارات التي يمكن أن تستخدمها لتحسين أدائك في التدريب؟ 5. List the skills that are used to improve your performance in your training?	
6. ما هي العلاقات الهامة التي كونتها أثناء تدريبك مع المشرف على التدريب أو مع الموظفين الآخرين؟ 6. Interesting or challenging moments of your training with your supervisor or any other employee of the organization may be narrated here.	
7. ما هي المجالات التي تعتقد أنك مازلت تحتاج إلى تحسينها وتطويرها؟ 7. Technical domains that you need to improve are:	
8. أى تعليقات إضافية إذا وجدت. 8. Additional comments if any.	

Note: Use additional paper, if necessary, to elaborate on your responses.

اسم الطالب :
.....
(Student Name)

الرقم الجامعي :
.....
(University ID)

التخصص :
.....
(Department)

رقم الجوال :
.....
(Mobile)

توقيع الطالب :
.....
(Student Signature)

التاريخ :
.....
(Date)

2. هل أعطي للطالب عمل محدد؟ (نعم/لا) في حالة الإجابة بنعم فضلا حدد نوع وصفة هذا العمل (يمكن استخدام ورقة إضافية إذا لزم الأمر)

2. Was the student assigned a specific job? (Yes/No) In case yes, a statement of the assigned job may be narrated below. (Extra sheet may be used if necessary)

.....
.....
.....
.....
.....

3. انطباعكم العام عن تدريب الطالب

3. Overall impression about the performance of the student in training:

.....
.....
.....
.....
.....

4. ماهي ملاحظتكم لتحسين مستوى التدريب؟ (يمكن استخدام ورقة إضافية إذا لزم الأمر)

4. Suggestions to improve the performance of the students in training may be given below (A separate sheet may be used if necessary)

.....
.....
.....
.....
.....
.....

D. Evaluation of Students Performance :

د. تقويم أداء الطالب :

الرجاء اختيار الدرجة المناسبة ووضعها في المربع المقابل.
(ممتاز=5، جيد جداً=4، جيد=3، مقبول=2، ضعيف=1)

Please select the appropriate grade and put it in the opposite box.

(5=excellent, 4= v.good, 3=good, 2=fair, 1=poor).

1. Attendance and punctuality

1. التزام الطالب بالحضور وأوقات الدوام

الرجاء عدم السماح للطالب بالاستمرار في التدريب إذا تغيب خمسة أيام فأكثر وعليه مراجعة الكلية.

The student does not qualify to continue the training in case he is absent for five days or more.

2. Partnership shown by the student in training

2. اهتمام الطالب بالتدريب ومدى حماسة للعمل

3. تعاون الطالب مع الآخرين

3. Cooperation of the student with supervisor and other members.

4. الإنتاجية وجودة العمل المسند إليه

4. Productivity and quality of work carried out by the student.

5. استخدام المعلومات النظرية.

5. Student's capability to apply the theoretical concepts to solve the industrial problems.

Total Grade (out of 25 points)

مجموع الدرجات (من إجمالي 25 درجة)

الختم الرسمي لجهة التدريب

Official seal of the training organization



إسم الطالب:

Student's Name:

أفيد إدارة التدريب بكلية الهندسة - جامعة جازان بأنني أشرفت شخصيا على تدريب الطالب الموضح اسمه أعلاه
للفترة من: 202 / / م إلى 202 / / م
الموافق: 144 / / هـ إلى 144 / / هـ

This is to certify that I personally supervised the On-job training of the student
(.....) for the period from / / 20 G to / / 20 G.
Corresponding to / / 144 H to / / 144 H

توقيع المشرف المباشر على تدريب الطالب:

Signature of the On-job training Supervisor:

(إن إدارة التدريب بكلية الهندسة لن تعتمد هذا التقييم ما لم يحمل الختم الرسمي)

Note: Official seal is mandatory to consider the evaluation report.

الختم الرسمي لجهة التدريب

Official seal of the training organization

JAZAN UNIVERSITY



JU-ENG-STUTR9

FINAL EVALUATION FORM FOR SUMMER TRAINING

Student Name: _____ ID No: _____

Department: _____

Name of Evaluator (s) (for Presentation and Report):

- 1- _____
- 2- _____
- 3- _____

Items (To be filled in by the evaluator)	Max.	Evaluator Marks		
		1 st	2 nd	3 rd
(A) Evaluation of Presentation				
1. Feedback and highlighting the training field	10			
2. Ability to answer questions	5			
3. Spoken Language and self-confident	5			
4. Presentation flow	5			
Marks out of 25	25			
(B) Evaluation of Written Report				
1. Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)	10			
2. Report flow and coverage	10			
3. Report formatting (Figures, Tables, References, Fonts, Titles)	5			
Marks out of 25	25			
Signature of Evaluator:				

Item (To be filled in by the Department Training coordinator)	Given Marks
(A) Presentation (25%) (average)	
(B) Written Report (25%) (average)	
(C) Company evaluation of student's performance (25%)	
(D) Semester work; Attendance, Weekly Progress Report for Student (15 %)	
(E) Delivery of start notification and Reports on time (10%)	
Total Marks (100%)	

Department Training coordinator:

Grade Awarded = _____

Name:

Signature:

FINAL EVALUATION FORM FOR VIRTUAL SUMMER TRAINING

JU-ENG-STUTR 9-1

(Form 9-1)

Student Name: _____ ID No: _____ (Sem.: 202)

Name of Evaluator (s) (**for Presentation**):

1st Evaluator: _____ (Chairman of the Evaluation committee)

2nd Evaluator: _____ (member)

3rd Evaluator: _____ (member)

(A) Evaluation of Presentation Items (To be filled in by the evaluator)	Max.	Evaluator Marks			
		1 st Evaluator (Chairman)	2 nd Evaluator (Member)	3 rd Evaluator (Member)	Average (To be filled by Chairman)
5. Feedback and highlighting the training field	10				
6. Ability to answer questions	5				
7. Spoken Language and self-confident	5				
8. Presentation flow	5				
Marks out of 25	25				
Signature of Evaluator:					

Instructions:

- 1- Presentation language is English
- 2- Each student must present his specific topic individually
- 3- Number of power point presentation slides: 10 – 15 slides
- 4- Presentation period: 15 minutes for each student
(10 minutes for Presentation and 5 minutes for questions)
- 5- Student has to submit a soft copy of his presentation to the Field Summer training coordinator in his Department.

JU-ENG-STUTR10

Field Summer Training Evaluation using Rubric Assessment

Name of the student	University ID	Department	Training Organization		Year/Semester	
Outcomes				MARKS	Evaluation by	
SO 2	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, Safety, and welfare, as well as global, cultural, social, environmental, and economic factors.				Evaluation of Written Report 25%	Exam Committee (50%)
KPI-1	Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)	(10 marks)				
KPI-2	Report flow and coverage	(10 marks)				
KPI-3	Report formatting (Figures, Tables, References, Fonts, Titles)	(5 marks)				
Average Marks of Outcome: SO 2 out of 25						
SO 3	an ability to communicate effectively with a range of audiences.				Evaluation of Presentation 25%	Exam Committee (50%)
KPI-1	Feedback and highlighting the training field	(10 marks)				
KPI-2	Ability to answer questions	(5 marks)				
KPI-3	Spoken Language and self-confident	(5 marks)				
KPI-4	Presentation flow	(5 marks)				
Average Marks of Outcome: SO 3 out of 25						
SO 4	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.				Evaluation by Supervisor (25%)	Supervisor (25%)
KPI-1	Delivery of start notification of field summer training	(10 marks)				
KPI-2	Weekly progress report Following up on time	(15marks)				
KPI-3	Attendance and punctuality	(5 marks)				
Average Marks of Outcome: SO 4 out of 30						
SO 5	an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.				Company evaluation of student's performance (25%)	Company 25%
KPI-1	Partnership shown by the student in training	(5 marks)				
KPI-2	Cooperation of the student with supervisor and other members.	(5 marks)				
Average Marks of Outcome: SO 5 out of 10						
SO 6	an ability to develop & conduct appropriate experimentation, analyze, interpret data, and use engineering judgment to draw conclusions.				Company evaluation of student's performance (25%)	Company 25%
KPI-1	Productivity and quality of work carried out by the student.	(5 marks)				
KPI-2	Student's capability to apply the theoretical concepts to solve the industrial problems.	(5 marks)				
Average Marks of Outcome: SO 6 out of 10						
Total Marks 100%					Coordinator	

Committee Members (Name & Signature):



JU-ENG-STUTR 10-1

Virtual Field Summer Training Evaluation (Form 10-1)

(To be filled by the supervisor during the summer)

Name of the student	University ID	Department	Training Organization		Year/Semester
			Virtual Field Summer Training		
Outcomes				MARKS	Evaluation by
SO 2	an ability to apply engineering design to produce solutions that meet specified needs with consideration of public health, Safety, and welfare, as well as global, cultural, social, environmental, and economic factors.				Evaluation of Written Report (25%)
KPI-1	Report Contents (Language, Organization, Clarity, Accuracy, Critical analysis)		(10 marks)		
KPI-2	Report flow and coverage		(10 marks)		
KPI-3	Report formatting (Figures, Tables, References, Fonts, Titles)		(5 marks)		
Average Marks out of 25					
SO 4	an ability to recognize ethical and professional responsibilities in engineering situations and make informed judgments, which must consider the impact of engineering solutions in global, economic, environmental, and societal contexts.				Evaluation by (follow up) Supervisor (25%)
KPI-1	Delivery of start notification of field summer training		(10 marks)		
KPI-2	Weekly progress report Following up on time		(15marks)		
KPI-3	Attendance and punctuality		(5 marks)		
Average Marks out of 30					
SO 5	an ability to function effectively on a team whose members together provide leadership, create a collaborative and inclusive environment, establish goals, plan tasks, and meet objectives.				Company evaluation of student's performance (25%)
KPI-1	Partnership shown by the student in training		(5 marks)		
KPI-2	Cooperation of the student with supervisor and other members.		(5 marks)		
Average Marks out of 10					
SO 6	an ability to develop & conduct appropriate experimentation, analyze, interpret data, and use engineering judgment to draw conclusions.				Supervisor (75%)
KPI-1	Productivity and quality of work carried out by the student.		(5 marks)		
KPI-2	Student's capability to apply the theoretical concepts to solve the industrial problems.		(5 marks)		
Average Marks out of 10					
Total Marks out of 75%					Supervisor

Based on the Virtual Field Summer Training Program with 3 training tracks and ABET

Signature: (_____)

Name (The Supervisor during summer semester): _____

Kingdom of Saudi Arabia
Jazan University
Engineering College
Academic Affairs
Summer Training Unit



المملكة العربية السعودية
جامعة جازان
كلية الهندسة
وكالة الكلية للشؤون الأكاديمية
وحدة التدريب

