

Document of Consent

Student

Full name		ID number		
		<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile phone number	Specialization	Semester		

Company

Name in English	Name in Arabic					
Province	Website URL					
Town	GPS coordinates of working location					
Street (not a PO box)	<table border="1"> <tr> <td>N</td> <td><input type="text"/></td> <td rowspan="2">Format examples: N 24.716929° E 46.782621° N 24° 43.016' E 46° 46.957' N 24° 43' 0.94" E 46° 46' 57.44"</td> </tr> <tr> <td>E</td> <td><input type="text"/></td> </tr> </table>	N	<input type="text"/>	Format examples: N 24.716929° E 46.782621° N 24° 43.016' E 46° 46.957' N 24° 43' 0.94" E 46° 46' 57.44"	E	<input type="text"/>
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E	<input type="text"/>					

Supervisor

Name	Position / job
Telephone number	E-mail address

Internship Period

24/06/2018 – 02/08/2018

Approval

The company and the student agree that the student will perform an internship of six weeks during the above selected period, if TTC approves this place application. The company will provide the student with appropriate work tasks and will support him. Moreover, the supervisor will assist TTC when its personnel call him or visit the company.

الموافقة على تدريب الطالب في الشركة لمدة لا تقل عن ستة أسابيع خلال الفترة المذكورة أعلاه، وبعد اعتماد الكلية لذلك. والشركة تحدد المهام والمسؤوليات حسب ماتراه ويخدم مصلحة الطالب. وسيتم عمل زيارات ميدانية من قبل مشرفي الكلية أو التواصل مع المسؤول في الشركة.

Date

Name, Signature and Stamp
(Company)

Signature
(Student)

Dear Student,

We are glad you found an agreement with a good company. The following information is intended to help you in filling out the *Document of Consent* correctly. After the document has been filled out and signed by both you and the company representative, please return it to the *Team for Company Field Practice* at TTC. If for some reason, you are not able to bring or send the original copy, you could send it by fax or as a scanned image via e-mail. The required contact information is written below.

You need to fill out every field Please be aware that all fields except one are supposed to be filled out in English (and, if you like, additionally in Arabic).

It does not matter who actually writes information on this document, it is just important that in the end no information is missing and that it is signed by both you and a company representative. No excuses for incomplete student or company data are accepted; if for example the supervisor does not provide his telephone number, you have to ask for it and write it down yourself. If required information is partly missing or not readable, we will most likely reject your place application.

Approved and declined places will be published on the notice board at TTC. If your place application is declined by us you will have to search for a new company. Therefore you should hurry up with finding and agreeing on a CFP place.

Team for Company Field Practice

Student data

Provide your full name, your student ID number and your mobile phone number. Mark your specialization and your current semester with a cross, or encircle it.

Company: English and Arabic name

Provide the company name in both English and Arabic. Use English/Latin characters for the English name and Arabic characters for the Arabic name. Also the Arabic name should be written as clearly and readable as possible!

Company: Website URL

Please try to search for the company website and insert its address (URL) here. This field is optional.

Company: Province, town and street

You need to ensure that we can find you during your CFP by providing a correct street address of your working location. This includes:

- The **province** (منطقة إدارية) or governorate (محافظة), especially if the exact location is a small town or village.
- **Town:** Write the actual name of your city, town or village! Do not just write the capital of the province or the governorate! Even if it is a very small town or village, you really have to write its name! (E. g. "Mubarraz" is not the same as "Al-Ahsa"! "Ahad Rafidah" is not "Abha"! "Samtah" is not "Jizan"! If you have difficulties translating a name in English, write it in both English and Arabic.)
- Optionally **district or area** (حي) within that town or city.
- **Street:** We really need to know on which street your working place is located!
- Additionally also other directions or driving instructions, if you think they will be helpful.

We do not need or accept a PO Box number!

Company: GPS Coordinates of working location

In addition to the street address, you need to provide us with the exact geographical location of the place where you are primarily doing your CFP. For this reason we are asking you for GPS coordinate of that location.

If you do not have a GPS receiver in your phone or your car, you can determine the coordinates on *Google Maps* as follows:

1. Open <http://maps.google.com.sa/> or <http://maps.google.com/> in your browser.
2. Use the satellite view to find the exact building where you are going to work primarily during CFP.
3. Right-click exactly on the building in the map or satellite image to bring up a popup-menu.
4. Select "What's here?" ("ماذا هنا؟") in that menu.
5. Write down or copy the coordinates that have now appeared in the search field above.

If you do not provide this information and if this is the main reason for our not being able to find you on a monitoring visit during CFP period, you will be treated as absent for that visit!

Supervisor

Provide your supervisor's name and phone number and his position/job (e. g. "workshop leader", "HR manager", "training responsible" etc.) within the company. The e-mail address is optional.

Please try to make sure that the supervisor speaks and understands at least basic English.

Internship period

CFP periods shorter than six weeks are not allowed. If you need a longer period or you inevitably have to start in the middle of the week, please contact the *Team for CFP* and discuss this issue in advance. If for some reason the company is not able to offer you work during six consecutive weeks, you will have to search for another company.

Approval and signatures

By signing, you and the company agree that you will perform CFP for six consecutive weeks during the chosen period, provided that TTC approves this place application.

The company representative should write his complete name, his signature and also add the company stamp, if available. The student is supposed to sign, too.