



TTC Study Regulations

Bachelor's Programme in Technology for Vocational Trainers in the Fields

These regulations have been approved by the TTC Academic Board on January 7, 2015 and are published on the TTC web site (www.ttcollege.edu.sa). Any update will be immediately published on the same site.

The TTC Academic Board reserves the right to provide interpretation to these regulations, should this be necessary, and to suspend one or more of its provisions in deciding on specific cases. These regulations replace all previous versions.

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Study Regulations

1. General Information

1.1 General Information about the Study Program

These regulations contain general information on TTC' study programs. For detailed information it is recommended to study TTC's Examination Regulations, TTC's Course Timetable and the TTC's Module Handbook, to contact the student advisory services, lecturers and other scientific staff. In particular, specific advice can be given at TTC's Student Affairs Office.

1.2 Validity

(1) On the basis of the TTC Examination Regulations, this document defines the objective, content and structure of the Bachelor's Programme in Technology for Vocational Trainers in the Fields.

(2) The study program is intended to be a cooperation program with national and international partners.

1.3 Degree

The study program leads to the academic degree of

Bachelor of Engineering Technology

The degree documents – with its Diploma Supplement – are a job-adequate qualification for vocational trainers in the respective fields. Students which have studied the study area "Business Administration and Management" gain the academic degree of

Bachelor of Applied Business Administration

The TTC Bachelor Awards are professionally recognized qualifications. The examinations are designed to assess whether the student has obtained the knowledge and skills for the transition into professional positions and whether the student possesses the ability to apply pedagogical methodology to findings and tasks.

1.4 Academic Calendar and Study Time

(1) The academic year is divided into three trimesters. The actual dates for the beginning and for the end of trimesters are shown in the academic calendar on TTC's web site. The TTC Department of Student Affairs is in charge of the academic calendar.

(2) Each trimester has 12 full weeks of study and training including the period for examinations.

(3) The content has been developed and selected in appropriate dimensions so that the study program can be finished within 4 years including the recognition of prior learning at one of the Colleges of Technology, Colleges of Excellence or Royal Commission Colleges.

(4) A student can change his specialization (primarily within his field). The respective request has to be submitted to the Students Affairs Department, subject to final approval of the Head of Academic Affairs.

1.5 Objectives of the Program

(1) Based on the recognition that the demand for pedagogically qualified staff in initial and continuing vocational education is increasing, the study program prepares the following areas:

- Management of training programs within initial and continuing vocational education and training in KSA;
- Teaching in initial and continuing vocational education run by training institutions of TVTC/CoE and other public institutions in KSA as well as trade and industry.

(2) The students should acquire

- Knowledge and Understanding
- Ability to apply Knowledge and Understanding
- Practical skills
- Communication skills
- Learning skills
- Social and personal skills

(3) The students should learn

- to be independent
- to be decision makers
- to have knowledge of essential theories of their respective subject
- to work scientifically
- to identify and solve engineering and pedagogical problems
- to design and conduct experiments and to analyze and interpret data generated by these experiments
- to obtain, analyze, and apply information
- to write a report with various argumentative structures
- to interpret results, to construct well reasoned solutions and to defend conclusions against criticism
- to communicate information, ideas, problems and solutions
- to hold presentations to professional audiences
- to elaborate a technical documentation
- to provide information and to use documentation about the function and the procedure of technical systems
- to define, schedule and manage projects independently
- to prepare a curriculum
- to have fundamental methodological knowledge about didactics and teaching methods
- to have knowledge about how students learn and what influences their learning
- to prepare working plans and to document work
- to encourage students to discuss and to understand their demands
- to use innovative and creative teaching methods and to structure communicative group work in a meaningful way
- to use technology to facilitate learning
- to be active and responsible participants in learning
- to work in teams with people from diverse background
- to solve conflicts confidently
- to demonstrate open mindedness, flexibility and creativity

- to have the knowledge to apply cognitive methods in solving problems or answering questions
- to have understanding of professional and ethical responsibility
- to use everyday experiences to achieve their full potential
- to be dynamic contributors to society
- to analyze and interpret data to give a professional opinion that includes reflection on relevant social, scientific and ethical issues.

(4) In order to achieve these goals and objectives, TTC

- promotes and uses innovative & diversified training, as well as learning methods, materials and equipment, that are all in line with international standards
- ensures the quality of its programs and training services through continuous evaluation and improvement
- promotes team-teaching and team-learning with national and international trainers, as a means of fostering the skills and experience needed for working in highly efficient and dynamic teams, which is a qualification highly demanded in the world of work
- establishes and develops close cooperation with the world of work, with business and employers and their respective organizations
- ensures through orientation, professional development and evaluation that all TTC staff members are aware that the ultimate purpose of their work is the success of the students
- provides up-to-date educational and training technology and a physical environment that promotes learning in an organized training environment as well as autonomous and self-conducted life-long learning
- encourages physical well-being and a healthy lifestyle for students and trainers and other TTC staff
- offers a comprehensive training and career guidance to all students
- provides and supports periodic update of knowledge and skills to all TTC staff, administrative as well as teaching.

1.6 Structure of the Program

The 4-year study program, 3 years of which are conducted by TTC, includes studies and educational components as follows:

- Year One: Recognition of prior learning at one of the Colleges of Technology, Colleges of Excellence or Royal Commission Colleges
- Year Two: Foundation studies
- Year Three and Four: General studies and specialization
- Modules in the areas of
 - General, Technical and Pedagogical English
 - Islamic Studies
 - Fields of study
 - Vocational Pedagogy
- two Company Field Practices
- the Bachelor Project/Thesis and the Colloquium.

Distribution of ECTS credit points:

Recognition of Prior Learning at a College of Technology, College of Excellence or Royal Commission College	60 CP
English Language	27 CP
Islamic Studies	4 CP
Vocational Pedagogy	45 CP
Vocational Discipline	77 CP
Company Field Practice	12 CP
Bachelor Project/Thesis and Colloquium	15 CP

1.7 Practice

During the course of studies, each student has to complete

- two company internships (Company Field Practice) (each of 6 weeks duration).

1.8 Bachelor Project/Thesis

(1) Before the end trimester 9, a bachelor's project/thesis will be produced.

(2) Details are outlined in the TTC Examinations Regulations.

1.9 Modules

(1) A module is a thematic and time defined study-unit, which partly consist of several individual courses that impart similar competencies. A module leads to a partial qualification with regard to the objectives of the study program.

(2) Each module is allocated ECTS credit points considering the time students typically (on average) need to complete all learning activities required to achieve the objectives of the module (workload). 1 credit point corresponds to a workload of 30 hours. The TTC Bachelor program is a 240-credit-program.

(3) The successful completion of the program requires the completion of the modules which are listed in the TTC Course Timetable respective the TTC Module Handbook. The different examinations forms are determined in the TTC Course Timetable respective the TTC Module Handbook.

(5) A module is passed if all of its examinations respective partial module examinations (courses) are passed.

1.10 Study Advisory Service

(1) Study advisory services of competent staff at the Departments and of the Students Affairs Department are available in cases of:

- initial problems
- risk of exceeding 9 trimester study time
- failed examinations
- questions related to the TTC Examination Regulations and TTC Study Regulations.

Such services can be called on according to the student's needs.

(2) With regard to the bachelor's project/thesis, it is recommended to get in touch with a TTC lecturer early and to discuss potential topics with him.

1.11 Location of Studies

(1) Three years are to be attended at the Technical Trainers College (TTC), Riyadh, KSA. Of the 2-year training program of one of the Colleges of Technology, Colleges of Excellence or Royal Commission Colleges one year is recognized as an equivalent of three trimesters in the context of the study program at TTC.

(2) Company Field Practice can be attended in companies selected by TTC.

(3) The production of a bachelor's project/thesis in trimester 9 takes place at TTC.

(4) Options for studies and internships abroad can be decided by the Head of the Office of the Academic Affairs. Options for Company Field Practice abroad can be decided by the Head of Department Company Field Practice & Career Services.

1.12 Code of Conduct

(1) The student has to inform the Students Administration Office/Examination Office before his continuous absence exceeds a period of two weeks. In the event of default the student will be expelled from the college.

(2) Students are not allowed to use mobile phones in classrooms or inside the Library, except for educational purposes.

(3) Smoking in the college is prohibited, except in designated areas.

(4) Students must go to the Masjed during prayer time.

(5) Students have to comply with the dress code at TTC which requires wearing a grey shirt, black trousers, black shoes, a black belt, and black socks. The wearing of bracelets, tight shirts or caps is not allowed at the college.

(6) Students have to comply with existing safety regulations concerning the work in the workshops.

(7) If a student violates any regulation in 1.12 (1) – (5) he will not be allowed to attend classes. In this case, the student has to request and receive a permission letter by the Students Affairs Office in order to be able to attend classes again.

1.13 Entry into Force

(1) TTC's Academic Board is responsible for the decision over the TTC Examination Regulations and TTC Study Regulations.

(2) TTC reserves the right to amend this document when deemed necessary.

(3) These regulations enter into force on the day of their official publication by TTC.

Riyadh, January 7, 2015

The Dean