TTC Examination and Study Regulations

For the study program “Bachelor Study of Engineering Technology” in the specific study areas (technical disciplines) “Electrical Machines”, “Electrical Power”, “Electronics”, Information and Communication Technology: “Application Development”, “Telecommunications”, “Networks and System Administration”, “Production Technology” and “Refrigeration and Air Conditioning” for Vocational Trainers

These Regulations have been approved by the TTC Management Board on and are published on the TTC web site (www.ttcollege.org). Any update will be immediately published on the same site.

The TTC Management 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 of the Examination and Study Regulations.
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1 Examination Regulations

1.1 General Information

1.1.1 Area of Application

This examination regulation refers to the study program

Bachelor of Engineering Technology

with the specific study areas (technical disciplines)

- Electrical Machines
- Electrical Power
- Electronics
- Information and Communication Technology, Application Development
- Telecommunications
- Networks and System Administration
- Production Technology
- Refrigeration and Air Conditioning

at Technical Trainers College (TTC) Riyadh that awards Bachelor degrees with regard to study and examinations. Further details of study and examinations are described within the manual of modules for the specific study areas.

1.1.2 Goals and Objectives of the Study, Purpose of Examination, Bachelor Degree

(1) The TTC study program builds upon a student’s secondary education and upon a two-year training program at one of the post-secondary Colleges of Technology. At the TTC, students acquire advanced knowledge in scientifically based vocational education and training related to vocational pedagogy and to a specific technical discipline, involving a critical understanding of theories and principles. The TTC study program forms the basis for further professional pedagogical analysis and activities with regard to all dimensions of vocational education and training.

(2) Within the TTC study program, students acquire advanced skills, required to solve complex problems in vocational pedagogy and in a specific technical discipline with a high degree of autonomy.

(3) In the course of the TTC study program, students acquire advanced competences in a specific technical discipline, its relevant didactic and the vocational pedagogy enabling them to cope with a wide range of pedagogical situations, especially to manage complex activities or projects taking responsibility for decision-making, and take responsibility for managing professional development of individuals and groups including reflection on relevant social, scientific and ethical issues. Application of knowledge is a core feature of the study program at TTC.

(4) The Bachelor examination is cumulative. Having achieved all necessary requirements in the course of the study program, students are awarded their Bachelor degree qualifying them fully
to take up a profession of a vocational trainer at a Technical College or a similar institution at Technical and Vocational Trainers Corporation (TVTC) or similar institutions or organizations.

(5) The study program leads to the academic degree

**Bachelor of Engineering Technology (BET)**

The degree documents – with its Diploma Supplement – are a job-adequate qualification for engineering technology in a specific field, related to vocational training. The Bachelor Awards are professionally recognized qualifications, considering the goals and objectives described in points (1), (2) and (3) of this article, and in part 2.5 of the Study Regulations. The Examinations are designed to assess whether the student has obtained the knowledge, skills and competences for the transition into professional positions and whether the student possesses the ability to apply pedagogical methodology to findings and tasks.

### 1.1.3 Conditions on Admission

(1) There are several conditions for admission. Applicants for TTC have to fulfill the following preconditions:

1. Being a Saudi national
2. Graduation from one of the Colleges of Technology (CoT) in the same field as indicated above and applied for (or in a related field that will be specified with the call for applications). Further details are shown in the annex 1.
3. Grade Point Average (GPA): minimum 3.5
4. Maximum age as of the beginning of the semester applied for: 28 years
5. Not employed in the private or public sector at the time of the start of the training program. Applicants may well be employed at the time of admission, but then give up employment and be unemployed at the start of the program.
6. Advanced English language skills to be proven during the TTC admission test
7. Pass the interview
8. Good conduct certificate
9. Good health condition
10. TTC Riyadh accepts only male applicants. In line with Government regulations, women can apply to other Colleges.

TTC reserves the right to select applicants for final admission. Criteria for selection refer to proficiency in English language and prior academic achievement.

(2) TTC organizes admission tests. In the first phase, TTC will organize the admission test as an English test at TTC. A minimum score will be defined. Should the number of candidates having passed the English test be lower than the number of places available for admission at TTC, TTC reserves the right to select additional candidates in taking account of both, the results of the English test, and prior academic achievement (GPA).

TTC will publish the process of Admission in an appropriate way (e.g. on its web site).

TTC builds a selection committee with responsibility for all Admission decisions.

Based on suggestions of the Head of Department Trainee Selection, Admission, Info the TTC Management Board is responsible for the decision.

(3) After registration for a TTC study program, students are not allowed to postpone the start of the first semester of their studies.
1.1.4 Expected Period of Study, Workload and Credit Points

(1) In order to be awarded the Bachelor Degree, students have to achieve 240 ECTS credit points including the recognition of prior learning at one of the Colleges of Technology. One ECTS credit point is equivalent to a workload of 30 hours. Workload indicates the time students typically need to complete all learning activities (such as lectures, seminars, projects, practical work, self-study and examinations) required to achieve the expected learning outcomes. The total workload of the four year study program is 7200 working hours.

(ECTS: European Credit Transfer and Accumulation System)

(2) In the study program, the following student performance is required:

- 28 ECTS credit points in Technical and Pedagogical English
- 4 ECTS credit points in Islamic Studies
- 50 ECTS credit points in Vocational Pedagogy (including applied Vocational Pedagogy and Vocational Field Practice)
- 12 ECTS credit points in Company Field Practice
- 134 ECTS credit points in the specific vocational discipline (including 60 ECTS credit points recognized as prior learning at one of the Colleges of Technology)
- 12 credit points for the Bachelor project/thesis

(3) The 7200 working hours are distributed as follows:

- 1800 working hours for the courses studied at the CoTs
- 2635 working hours for regular contact hours at TTC
- 2765 working hours self study, including tutorials or assisted self-study at TTC

(4) The overall distribution of credits and their measurement in presence and self study working hours is shown in the annex 2.

1.1.5 Graduation, Extent and Structure of Study and Examinations

(1) The Bachelor Examination is divided into module examinations, partly within the modules into course examinations, the Company Field Practice, the Vocational Field Practice and the closing part of Examination (Bachelor Thesis and Colloquium). A module is a thematic and time defined study-unit, which partly consists of several individual courses that impart similar competencies. A module leads to a partial qualification with regard to the objectives of the study program. If a student passes all courses within a specific module, he has automatically passed the respective module. Each module will be graded with an individual module grade. If a module is split up into several courses, the grade of the module will be calculated as the arithmetical average of the module’s course grades that are weighted according to the contact hours.

(2) The concluding part of examination consists of the Bachelor thesis and the colloquium.

(3) The content and extent of the study and the examinations have been developed and selected in appropriate dimensions so that the study can be finished within 4 years.
(4) The bachelor degree is achieved when a student successfully passes all modules, the company field practices and the closing part of the examination of the study program and has acquired the necessary amount of 240 credit points.

(5) Specifications of study (and examinations) and further definitions and statements for the specific vocational disciplines of the study program are part of the respective curriculum and are part of these regulations.

The Vice Dean Training is responsible for decisions over specifications of study and examinations in consultation with the Department Head of the specific vocational discipline. The Specifications are part of the examination regulations and must be brought to the attention of the students. They can be found in the annex 3.

(6) The language of the TTC Bachelor Study Program is English.

(7) The creation of new study programs, discontinuation of study programs or significant changes of the structure of existing programs require the approval of the Dean.

1.1.6 Examination Commission, Examination Office

(1) TTC establishes an Examination Commission and an Examination Office for the administration and organization of all examination affairs.

(2) The Examination Commission is responsible for decision making over all specific issues, problems and questions concerning the applications and interpretations of the Examination Regulations unless it is another responsibility mentioned in this Examination Regulations. The Examination Commission is also responsible for appeals of students against examination decisions and all affairs mentioned in this Examination Regulations.

(3) The Examination Commission consists of

- the Head of Department of Trainee Selection, Admission, Info
- the Head of Department of Company Field Practice
- 5 representatives of the faculty, appointed by the Vice Dean Training

(4) The Examination Commission appoints a chairman and a substitute chairman, who must belong to the representatives of faculty.

(5) The Examination Commission decides by simple majority. The Examination Commission meets at least twice a year. The Examination Commission must meet, if a student institutes an appeal against an examination decision as well as if at least 4 members (entitled to vote) ask for a meeting.

The Quorum of the Examination Commission is at least 4 members (entitled to vote).

(6) The Examination Office has the responsibility

- to handle all administration affairs of examinations,
• to award the credit points to the students and to transfer the credit points to the student’s credit point account,
• to handle day to day issues except of the recognition of examination achievement acquired at other institutions of higher education in Saudi Arabia or abroad; this one requires an assessment of the Department of the respective Vocational Discipline or the Department of Vocational Pedagogy (see article 1.1.8, point (3)),
• to issue the Bachelor Certificate including the Diploma Supplement as well as transcripts of records.

(7) The managing director of the Examination Office is the Head of Department of Trainee Affairs. He has the right to participate in the meetings of the Examination Commission (in advisory function).

1.1.7 Examiner

(1) The lecturer of the course is the examiner. The examiner of the bachelor thesis/project is a lecturer in vocational pedagogy or a vocational discipline, who agreed to supervise the production of the thesis/project by a student.

(2) Modalities and deadlines for examination performances must be specified by the lecturer at the beginning of each course or module and brought to the students’ attention.

(3) Specification of deadlines for the processing and delivery of homework, academic activities and projects, as far as they are not connected with the courses or modules, must be specified by the lecturer at the beginning of a course and brought to the students’ attention.

1.1.8 Recognition of Study Period, Study and Examination Results and Recognition of Prior Learning

(1) Prior study periods, study and examination results at different study institutions of higher education and prior work experience can be recognized and accredited. As an exception examination results at a partner institution of higher education abroad can be recognized and accredited up to 30 ECTS credit points.

(2) Criteria for recognition are:

• analogy of the content of the respective achievement
• analogy of the level of the achievement
• analogy of the scope of the achievement in terms of ECTS credit points
• analogy in scope and kind of the examination.

(3) Procedure of recognition: Students who apply for achievements for recognition fill out a form showing that the achievement meets the criteria. Together with the transcript of records indicating necessary information about the achievement and a syllabus indicating the content of the achievement, the student hands in the form to the student counselor who must be a lecturer of the respective Department concerning the subject of the application. The student counselor checks the application with regard to the criteria. The student counselor can decide about the recognition of non-contentious cases; in critical cases the Examination Commission will decide. The student counselor hands over the signed recognition form to the examination office.
In case of recognitions of examination results at a partner institution of higher education abroad the examination office can decide on the basis of a contract between this institution and TTC and based on a general decision of the examination commission.

(4) Compulsory or optional courses or modules could also be studied abroad on the basis of cooperation agreements with partner universities. Concerning the procedure of recognition see point (3) in this article.

(5) A number of 60 ECTS credit points is recognized as prior learning at one of the Colleges of Technology and will be recognized and accredited by the Examination Office, if the applicant has the suitable graduation from one of the Colleges of Technology and if the grade point average GPA is at least 3.5.

(6) A maximum of 30 % of the overall ECTS credit points can be recognized from external institutions. Exceptions from this rule may only be decided by the management board.

1.1.9 Assessment of Examination Achievement, Publication of Results

The grades of the examinations are determined by the respective examiner. For the assessment of the examination achievement the grades in section 1.1.10 are to be used. The students must be informed by the examiners respectively by the examination office about the result of the examinations of the courses and modules at least two weeks after the respective examination period. The examiners respectively the examination office has to inform the students about the result of the Bachelor Thesis at least four weeks after the delivery of the Bachelor Thesis.

1.1.10 Formation and Weighting of Results

The grade of a course and a module as well as the Bachelor Thesis and the Colloquium is calculated as follows:

- excellent (90 % to 100 %);
- very good (80 % to less than 90 %);
- good (70 % to less than 80 %)
- satisfactory (60 % to less than 70 %)
- insufficient (0 % to less than 60 %)

This calculation is also valid as basis for the acknowledgement of “pass” or “fail” for the Company Field Practice. Further details can be found in annex 6.

1.1.11 Failure and Retaking of Examination

(1) Examinations that have been passed successfully cannot be retaken.

(2) An examination is considered failed if the result is insufficient.

(3) If a student fails three or more courses or modules at the end of one semester, he will be expelled from TTC.
(4) If a student fails one or two courses or modules at the end of a semester, he is offered one attempt of retaking an examination for the failed course(s) or module(s). The retaking of examinations for failed courses or modules has to take place no later than three months after the first attempt. If the student fails the retake he is expelled from TTC. Exceptions are regulated in (5).

(5) During the whole period of study, a student can only apply for a second attempt of retaking an examination for a failed course or module on two occasions. The preconditions for being allowed to sit a third chance exam are the following:

- The student has not missed more than 15 per cent of any of his classes, and
- the results of his respective second chance exam must show some improvement compared to the results of his first chance exam, and
- all teachers who supervised him over the preceding semester actively recommend his participation in the third chance exam.

Students demanding a second opportunity to retake an exam have to register for this exam.

(6) A student who intends to participate in a third chance exam has to continue participating in classes from the beginning of the new teaching period. In the intervening time between the start of the teaching period and his respective third chance exam the student will only be granted the status of a guest. The application for the third chance exam has to be handed in to the examination office. The examination commission decides on these applications.

(7) The mode of examination of a second and third attempt can be determined by the examiner and can differ from the mode of examination of the first attempt but must be equivalent.

1.1.12 Withdrawal, Absence, Fraud, Violation of Regulation

(1) If the necessary requirements of the examination are not completely met (time, place, quality and authorship), the examination is evaluated failed.

(2) If a student withdraws from the examination after it has already begun the work presented up to this point is valid.

(3) If a student is absent the examination is considered failed, if no significant reason can be presented by the student. The reason has to be presented immediately in writing to the examination office. Whether a reason is qualified significant has to be decided by the examination office or in critical cases by the Examination Commission. If the presented reason is recognized by the examination office or Examination Commission, a new examination date is set as the original attempt. The non-recognition of the presented reason has to be justified and communicated to the student in writing.

(4) If withdrawal or absence is caused by illness, a medical statement, stating the period of incapability, has to be presented immediately. Whether the medical report and the reason is qualified significant is decided by the examination office.
The same regulations apply if a written work as part of an examination is not submitted in the given time frame.

Attempts of a student to influence examination results by the use of non-permitted aids or by fraud automatically lead to his failure in the respective examination at any time of discovery. Students violating the provisions of this exam regulation can be excluded from continuing the examination by the examiner. The examination is counted as failed in this case. In grave cases of fraud, the Examination Commission can refuse to allow the participation in further examination by the student. It leads to the dismissal of the student from TTC without receiving an academic degree.

In the month following the decision taken on behalf of point (3) of this article, the student concerned can appeal the decision in writing to the Examination Office. Decisions to the disadvantage of the student have to be presented to the student concerned in writing, have to be justified and have to provide information on possible legal remedies by the student.

The student has to inform the 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.

A trainee of the first semester can withdraw for the reason of a hardship-case, not later than the end of week 8 of the training period of the respective semester. The trainee will be eligible to apply again for the third consecutive complete semester after withdrawal.

1.1.13 Dismissal from TTC

A student who has been expelled from TTC can not be readmitted to a study program at TTC again.

1.2 Examination for Courses and Modules

1.2.1 Objectives, Extent, Mode and Structure of Examination

(1) It is the objective of the course or module exams to show if students learned the necessary knowledge, skills and competences concerning the course and module objective to independently use these abilities in order to solve concrete tasks and problems. The modules and if necessary their courses are listed in annex 4 (table of modules).

(2) Course or module examination can include several formal assessments or exams. It can be subdivided into several components that can be assessed during one session, several exam sessions or other modalities of assessment.

(3) In order to assess the examination achievement of courses or modules the examiner will use the following breakdown of marking:

- 10% attendance
- 30% ongoing deliverables
- 60% final examination
For the assessment of examination achievement the grades in section 1.1.10 have to be used.

(3) The examination office documents the examination results and the acquired ECTS credit points for each student individually.

(4) Modalities of course or module exams can include the following:

- Oral examinations: 15 minutes
- Written exam (maximum: 90 minutes)
  - Essay
  - Multiple choice
  - Tasks or problems to be solved
  - Combination of the modalities above
- Oral presentation (with or without written handout)
- Written presentations
- Essays
- Seminar papers
- Projects
- Other modalities are possible, if these ones are useful or necessary in order to achieve the learning outcomes of the respective module, considering article 1.1.7 Examination Regulation.

(5) The total time needed for a module exam respectively for the exams of all courses of a module must not exceed
  - 45 minutes for an oral exam,
  - 4 hours for a written exam

(6) Specific regulations are possible for the specific study programs:

- Specification of the type of modules and courses/lectures that have to be successfully finished as a prerequisite for any examination
- Specification of the type of modules and courses/lectures that have to be successfully finished and tested before admission to any examination in the Major Subject unless the intermediate examination has not yet been passed.
- Specification of examinations to pass and Credit Points to gain for the respective modules. The modules, their respective Credit Points and the types of examinations will be listed in the tabular addendum to the examination regulations.
- Specification which – successfully passed – modules and courses/lectures are a prerequisite for admission to the following modules and courses/lectures.

The Vice Dean Training is responsible for decisions over specifications of study and examinations in consultation with the Head of Department of the specific Vocational Discipline. The Specifications are part of the examination regulations and must be brought to the attention of the students. They can be found in the annex 3.

(7) A module is passed when all courses that are contained within it are passed.
(8) All examinations are subject to specification by the examiner at the beginning of a course or module.

1.2.2. Admission to Examination

(1) For admission to examination, the student has to be registered at a TTC study program.

(2) Every student that is formally enrolled at a study program at TTC is automatically registered for all examinations of the courses or modules he has attended during the respective semester.

(3) The student will not be allowed to take a second exam on a course or module in which he has missed more than 20 % of the teaching sessions. A student will not be allowed to take a third exam on a course or module in which he has missed more than 15 % of the classes. The Examination Office will send a letter of warning to the students if absence in a course exceeds 15 % of the sessions. The Examination Office will send another letter of warning to the student when absence in a course exceeds 20 % of the sessions.

(4) The respective specific conditions for participation in course examinations or the bachelor thesis/project have to be fulfilled.

(5) Students who have already graduated at TTC are no longer eligible for examination.

1.2.3 Time Frame for Examination

Students have to be informed about the mode, content and requirement of an examination no later than three month before the examination date by the respective lecturer (see article 1.1.7).

1.2.4 Language for Examination

All examinations are being presented and taken in English.

1.2.5 Procedure of Examination

(1) Examinations take place in the mode and time determined by the examiner within the frame of usual examination standards of the respective department.

(2) If a student can provide reasonable evidence that he cannot achieve examination or requirements due to ongoing incapability, the respective lecturer together with the Examination Office determines whether and how equivalent examinations or requirements can be achieved by the student in an extended time period or through a different modality of examination.

(3) The examination results have to be communicated to the examination office by the examiner in due time. The official examination results are immediately, a maximum of two weeks after the respective examination period conveyed to the students by the examination office in writing. Electronic means of communication are permitted.

1.2.6 ECTS Credit Points
In case of successful examination results of a module or of all courses of a module the respective ECTS credit points for the module are awarded to the student and transferred to the student’s credit point account.

1.2.7 Regulations of Examination

The regulations and standards concerning all modes of examination are worked out in the respective departments related to the study program, published within the Manual of Modules.

1.2.8 Passing of Examination

An examination of a course is successful if its results are at least satisfactory and the requirements have been met.

1.3 Vocational Field Practice (VFP) and Company Field Practice (CFP)

1.3.1 Modalities of exams for Vocational Field Practice (VFP)

(1) The students gain first hand experience in teaching and in integrating themselves in a vocational institution. The form of exam is an oral trial teaching (up to 45 minutes) in a vocational institution with written concept and presentation to be documented. For the assessment of examination achievement the grades in section 1.1.10 have to be used.

(2) Every student who is formally enrolled at the study program at TTC, is automatically registered for the Vocational Field Practice, if he has passed all courses and modules except of two and has achieved all other educational components (for example the first Company Field Practice) required under the study plan up to the beginning of the Vocational Field Practice.

(3) The Head of Department of Vocational Pedagogy assigns a lecturer of the Department of Vocational Pedagogy to each student who supports the student. This lecturer also is the examiner for the student.

(4) Examination specifications for the Vocational Field Practice are issued by the Department of Vocational Pedagogy in consultation with the Examination Office.

1.3.2 Modalities of exams for Company Field Practice (CFP)

(1) There are two Company Field Practices within the study program. During the Company Field Practice the students should gain experiences in the world of work, especially in the work of skilled workers within companies; future skilled workers will be the trainees of the TTC - graduates as future trainers in a vocational institution; therefore the experience of the Company Field Practice are important for the students with regard to their qualification.

(2) Every student who is formally enrolled at the study program at TTC is automatically registered for the Company Field Practice, if he has passed all courses and modules (with two possible failures allowed) and has achieved all other educational components (for example the
first Company Field Practice) required under the study plan up to the beginning of the Company Field Practice.

(3) The Head of Department of the respective vocational department assigns a lecturer to each student who supports the student. The student and lecturer consult before going to the Company Field Practice.

(4) After each Company Field Practice the student hands in a report book about his work written by the student to the Department of Company Field Practice, signed by the company coach and the student. The report book is the basis for the assessment of the Company Field Practice which is assessed with
  • pass or
  • fail
The respective lecturer under point (3) of this article is responsible for the assessment, if necessary in consultation with the Head of Department of Company Field Practice. The ECTS credit points are awarded to the student after a successful completion of the Company Field Practice.

(5) Specifications on exam for the Company Field practice are issued by the Department of Company Field Practice by mutual agreement with the respective Department of Vocational Discipline in consultation with the Examination Office.

1.4 Bachelor Project/Thesis, Colloquium

1.4.1 Purpose of Bachelor project/thesis

The bachelor project/thesis is a proof of the student's abilities to perform the tasks of a trainer in vocational education in his field of specialization, and to work scientifically on issues and topics in vocational training related to the study program at TTC, other training institutions or business companies.

1.4.2 Content, Mode and Volume of Bachelor Project/Thesis

(1) As a rule, the bachelor project/thesis deals with planning and implementing a sequence of lesson plans in vocational training, or developing a concept for simulations in vocational training institutions. The time of elaboration of the bachelor thesis/project is limited to three months and requires the application of methods and instruments acquired through the study program. The volume of the bachelor thesis/project should be at least 20 pages but should not exceed 40 pages.

(2) Every student who is formally enrolled at the study program at TTC, is automatically registered for the Bachelor project/thesis, if he has passed all courses and modules except of two and has achieved all other educational components (for example the first Company Field Practice) required under the study plan up to the beginning of the Bachelor project/thesis.

(3) The elaboration of the bachelor thesis/project is supervised by a lecturer in the vocational discipline or vocational pedagogy. The lecturer supervising a bachelor thesis/project is appointed by the Vice Dean Training. It is allowed for the student to suggest the lecturer who should supervise the Bachelor project/thesis.
(4) Specific regulations are possible for the several specifications of the study program, and they have to be approved by the Examination Commission based on a proposal of the Vice Dean Training:

- specification of prerequisites for registration of the Bachelor's Thesis/project (minimum number of CP, practical training, semesters abroad, academic activities, projects etc.)
- specification whether or not the Bachelor's Thesis/project may be produced as a group work and specification of the maximum number of participants in a group,
- indication of the languages in which the Bachelor's Thesis/project may be written (for an other language than English the approval by the Dean is required),
- specification of the time of treatment for the Bachelor's Thesis/project, the latest possible deadline extension and CP for the Bachelor's Thesis/project.

The concrete regulations are part of the examination regulations; they are part of the curriculum of the specific study program. They can be found in the Annex 5.

1.4.3 Passing of Bachelor Thesis/Project

The bachelor thesis/project is considered successful if its results are at least satisfactory and all requirements concerning time frame, volume and authorship are met.

1.4.4 Failure of Bachelor Thesis / Project

(1) If the result of the first bachelor thesis/project is insufficient, it has to be retaken. A bachelor thesis/project can only be retaken once.

(2) A final failure of the bachelor thesis/project occurs if it has not been passed in the first nor in the second attempt and/or if the necessary requirements concerning time frame, volume and authorship have not been met.

1.4.5 Validity of Bachelor Thesis/Project

The bachelor thesis/project is considered valid if it fulfills the requirement of original authorship. The student confirms in writing that the thesis/project was produced solely by him and only with the use of legitimate methods and procedures.

1.4.6 Colloquium

(1) The Colloquium supplements the Bachelor thesis. A precondition to conduct the Colloquium is the successful passing of the bachelor thesis/project.

(2) The examination of the colloquium is successful if its result is at least satisfactory and the requirements have been met.

(3) The Colloquium is conducted as the presentation of the Bachelor project and a following oral examination with duration of 20 minutes. Examiners are the supervisor of the Bachelor project/thesis and one additional lecturer, appointed by the Vice Dean Training.
1.4.7 Bachelor Certificate

(1) After a student has passed all requirement of the study program successfully he is awarded the Bachelor certificate and a Diploma Supplement. He gets a temporary certificate within a period of two weeks after the last examination.

(2) Students are awarded the Bachelor certificate and the Diploma Supplement during an academic celebration (“Degree Day”). The certificate includes the term of the study program, the modules and courses of the study program and their results, the ECTS credit points of the modules, the topic and the result of the bachelor thesis/project, the result of the Colloquium and the final overall grade. The Bachelor certificate and the Diploma Supplement will be signed by the Dean of Technical Trainers College. The Dean may decide upon different signatures.

Specific knowledge, skills and competences acquired for the profession of a vocational trainer are specified in a Diploma supplement attached to the Bachelor certificate.

(2) The final overall grade is calculated as the weighing arithmetic average of all individual module grades. The grades of the modules are weighted according to their credit points.

(3) Students that have performed extraordinary achievements can receive their certificate with recognition of excellence upon recommendation of the Examination Commission.

(4) ECTS Grades (Final Grade): The TTC Bachelor Certificate and Diploma Supplement add an ECTS grade to the final overall grade. The ECTS grading scale ranks the students on a statistical basis. Therefore, statistical data on student performance is a prerequisite for applying the ECTS grading system. Grades are assigned among students with a pass grade as follows:

- A best 10%
- B next 25%
- C next 30%
- D next 25%
- E next 10%

These specific ECTS grades are not replacing the marks (see also Annex 6); they constitute additional qualification of learning and study successes.

(5) The Bachelor certificate and the Diploma Supplement are issued in Arabic and English language.

1.5 Final Provisions

1.5.1 Legal Remedy

“Appeal Procedures” are defined here as procedures for contesting of or requesting a second opinion on results of exams or other formal assessments. They are administered by the
Examinations Office.

TTC students have an opportunity to appeal in cases where they feel that assessment results would call for a second look or even a second opinion. Whenever possible, an appeal should be settled by mutual agreement, for example and as a rule, by means of offering individualized counseling and remedial action.

In cases where settlement through mutual agreement is not possible, the Examination Commission has the responsibility in making the final decision. Appeals are restricted to TTC internal procedures.

1.5.2 Access to Examination Files

(1) Up to one year after graduation the student has, after formal request, access to his bachelor thesis/project and the justifications for evaluation provided by the respective examiners.

(2) The formal request is to be submitted to the examination office, which determines place and time of access.

1.6 Decisions over the Examination Regulations, Entry into Force

(1) The Vice Dean Training in consultation with the Heads of Department of the Vocational Disciplines as well as the Heads of Departments Vocational Pedagogy and English by permission of the TTC Management Board is responsible for decision over the Examination Regulations. The Vice Dean Trainee Affairs also should be consulted.

(2) These study and examination regulations enter into force on the day of their official publication by TTC.

1.7 Annex to the Examination Regulations:
Annex 1: Training Programs of the Colleges of Technology which are precondition for the TTC Study Program

Annex 2: Bachelor Structure of the TTC Study Program

Annex 3: Specifications of study and examination for the technical specializations

Annex 4: Table of Modules (Overall View)

Annex 5: Specifications for the Bachelor Thesis for the technical specializations

Annex 6: TTC Grading System

(Annexes still in development)

2 Study Regulations

2.1 General Information on the Study Program

- 19 -
The conditions of study contain general information in order to enable students to plan their studies. For detailed information it is recommended to study the examination regulations and the manual of modules carefully, to contact the student affairs advisory services, College teachers and other scientific staff. In particular specific advice can be given at the Trainee Administration Office, and especially the examination office.

2.2 Validity

(1) On the basis of the examination regulations this document defines the objective, content and structure of the Bachelor programs for education and training of vocational trainers in TTC’s fields of competence.

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

(3) During the time period of establishing and developing of TTC German Technical Cooperation = GTZ (in the future German International Corporation = GIZ) runs the program at the request of the Technical and Vocational Training Corporation (TVTC) of the Kingdom of Saudi Arabia.

2.3 Degree

The study program leads to the academic degree of

Bachelor of Engineering Technology (BET)

The degree documents – with its Diploma Supplement – are a job-adequate qualification for Vocational trainers in the respective fields.

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.

2.4 Academic Calendar and Study Time

(1) The academic year is divided into two semesters The actual dates for the beginning and for the end of semesters are shown in the academic calendar on TTC’s web site. The trainee affairs section is in charge of the academic calendar.

(2) Each semester has 18 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/training can be finished within 4 years including the recognition of prior learning at one of the Colleges of Technology.

2.5 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
- Management of projects in the field of vocational education and training, particularly for positions in international development organization
- Teaching in initial and continuing vocational education run by training institutions of TVTC 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
- 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 interpret relevant data to give a professional opinion that includes reflection on relevant social, scientific and ethical issues
- 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/trainees learn and what influences their learning
- to prepare working plans and to document work
- to encourage students/trainees 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

(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.

2.6 Structure of the Program

The 4-year study program includes studies and educational components as follows:

- The first year: Recognition of prior learning at one of the Colleges of Technology, afterwards three years education and training at TTC
- Foundation within the first semesters and based on this one specializations in the following semesters
- Modules in the areas of
  - General, Technical and Pedagogical English
  - Islamic Studies
  - Vocational Discipline (8 technical specializations)
  - Vocational Pedagogy
- a Vocational Field Practice
- two Company Field Practice
- the Bachelor Project/Thesis and the Colloquium

Details are described within the Manual of Modules.

2.7 Practice

During the course of studies, each student has to complete
- a Vocational Field Practice
• two company internships (company field practice) (each of 6 weeks duration)

2.8 Bachelor Project/Thesis

(1) Before the end of the eighth semester, a bachelor’s project/thesis will be produced

(2) Details are outlined in the examinations regulations.

2.9 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 annex 4 of the examination regulations and described in the Manual of Modules.

(4) The individual courses are examined continually. The number of examinations is determined in the examinations regulations (annex 4).

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

2.10 Study Advisory Service

(1) Study advisory services of competent staff at the Department of Vocational Pedagogy and of the Trainee Administration Office are available in the event of:
   − initial problems
   − risk of exceeding 6 semesters study time
   − failed examinations
   − questions related to the Examination and 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 College teacher early and to discuss potential topics with him.

2.11 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 one year is recognized as an equivalent of two semester in the context of the study program at TTC.
(2) The vocational field practice will be held at vocational training institutions in KSA selected by TTC. Possibly also parts hereof can be conducted at the TTC.

(3) The two Company Field Practice can be attended in companies selected by TTC.

(4) The production of a bachelor’s project/thesis in the eighth semester takes place at TTC.

(5) Options for studies and internships abroad can be decided by the Vice Dean Training with the permission by the Examination Commission. Options for Company Field Practice abroad can be decided by the Head of Department Company Field Practice.

2.12 Code of Conduct

(1) The student has to inform the Trainee 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.

(3) Smoking in the college is prohibited.

(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) If a student violates any regulation in 2.12 (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 Trainee Affairs Office in order to be able to attend classes again.

2.13 Decisions over the Study Regulations, Entry into Force

(1) The Vice Dean Training in consultation with the Heads of Department of the Vocational Disciplines as well as the Heads of the Departments of Vocational Pedagogy and English in consultation with the TTC Management Board is responsible for the decision over the Examination and Study Regulations. The Vice Dean Trainee Affairs also should be consulted.

(2) These study and examinations regulations enter into force on the day of their official publication by TTC.

2.13 Annex to the Study Regulations

Annex 1: Company Field Practice (CFP) Regulations

Besides the technical and personal skills every successful trainer has to master, he has to prepare the young generation for their duties in the world of work – which cannot be accomplished without sound personal experience in this world of work.
The TTC students have to cover twelve weeks of internships with companies (company field practice) in their field of study. The company field practice needs to be prepared at TTC and mentored both by company and TTC staff. This includes the identification of objectives, the fields to be covered and the methodology for reporting by trainer students.

1. General Information

(1) The training program at TTC Riyadh includes a Company Field Practice (CFP). The CFP will be organized, monitored and evaluated by the Department of Company Field Practice together with the students and companies. The self responsibility of the students for their CFP organization, conduct and learning is an important element for his success in his Company Field Practice.

(2) Students must look for and nominate CFP placements in accordance with TTC regulations. In case a student has not found a CFP placement by himself the Department of Company Field Practice will try to support the student.

2. Objectives and Goals

Company Field Practice organized by TTC pursues the following objectives:

− active involvement of students into company work processes
− introduction to main company procedures
− assignment of appropriate task to students according to their technical qualification and skills
− active cooperation with assigned staff of the company
− identification of potential topics for bachelor thesis/project by students considering the integration of theoretic knowledge and practical experience.
− respecting and adhering to the rules and regulations as laid down by the company

3. Time and Duration

(1) Students have to execute two Company Field Practices during the course of the study program. Each of them must have a duration of six weeks.

(2) The Company Field Practice can only take place if the student has passed at least two study semester. CFP is to be executed during the summer break of the study program.

4. Registration and Admission

Registration, admission and execution of the Company Field Practice are within the shared responsibilities of the Departments of Company Field Practice and Examination Office.
5. Cooperation and Coaching

(1) All aspects of Company Field Practices are organized in cooperation between TTC and the respective company, thus enabling the student to acquire the most satisfactory results with regard to relevant skills and abilities.

(2) Students are coached during their Company Field Practice by specialized staff members of the participating companies (company coach). The company coach takes care of introducing students to relevant work procedures and supervises their activities. The company coach should provide advice and instructions whenever necessary.

(3) The Vice Dean Training assigns a lecturer of the respective vocational department to each student who supports the student. Lecturer and student discuss before going to the Company Field Practice.

6. Responsibilities of Students and Companies

(1) By accepting students for a Company Field Practice the host company should take over the following responsibilities:

- appropriate training according to the objectives of training at TTC
- introducing the students to safety regulations
- the company coach will sign the CFP report book of the student

Conditions to be eligible as a CFP company are established by the Department of Company Field Practice.

(2) By accepting a CFP placement students take over the following responsibilities:

- active and adequate participation at the host company
- responsible execution of all reasonable assigned tasks during the Company Field Practice
- compliance with the instructions of the company coach and other relevant company staff members
- compliance with the company order and regulations, prevention of accidents and respect for confidentiality of information
- abstention from leaving or changing the host company during the Company Field Practice without prior consent of TTC.
- student appears on time
follows instructions
- adheres to the rules and regulations of the company
- adopts safety first rule

7. Practical Activities

Typical practical activities related to the CFP could be among other things:
- involvement in regular tasks that demand a technical qualification
- collaboration in well defined projects in the typical technical environment
- familiarization with technical problems in the professional work handled at the host company, which could lead to the identification of a topic for the bachelor thesis/project.

8. Insurance (Liability and Accident) (?)

All TTC students will be covered by an insurance package (an information leaflet will be handed in to both, TTC students and the hosting companies).

The insurance situation is not yet clarified!

9. Recognition of CPF

The CFP can only be recognized when the student has provided following documents:
- The CFP report book written by the student in accordance with TTC CFP policy and approved by the assigned TTC lecturer; see Examinations Regulations 1.3.2.
- Certificate of the CFP, including relevant activities, duration and success of the CFP.

Annex 2: Vocational Field Practice Regulations

Training practice is a major ingredient in the successful preparation of young Saudi trainers. Having expanded their technical skills, having gained the theoretical insight into training processes and having become acquainted with preparing training modules in all aspects, the Vocational Field Practice (VFP) aims at merging practice and theory in real training situations. This will allow the trainer students to develop their skills and finally become a certified trainer.

Successful training practice requires more than just a class of students and a trainer student: For a meaningful practice, the trainer students needs to be introduced to the training institution, its vision and mission, its structure, the courses it offers and also to the specific department where the practice takes place. Besides this, information on the class, its previous training, its social composition, strengths and weaknesses will be important to know.
The trainer student should never be alone in the training sessions he conducts during practice. While the TTC will only be able to cover some of the student’s practice, it will be necessary for the training institution to provide qualified and experienced trainers who accompany and guide the trainer students during their practice. These qualified and experienced trainers are called mentors.

Mentors require an introduction to their duties and a specific training themselves to acquaint them with their very important and specific task. They need to understand TTC’s study concept and the objectives of the training practice the trainer students are doing at their institution. Mentors need to experience practical trainer training themselves and get introduced into the art of mentoring. One major element will be sharing of experience in training. Equally important will be their ability to carefully follow and analyze the training practice delivered by the trainer students and provide feedback on achievements and possible shortcomings.

Mentor training will be the responsibility of specialized staff at the TTC within the department of Vocational Pedagogy.

1. General Information

(1) The study program at TTC Riyadh includes a Vocational Field Practice (VFP). The VFP will be organized, coached and evaluated by the Department of Vocational Pedagogy.

(2) The Department of Vocational Pedagogy endeavors to assign VFP placement to students.

(3) TTC establishes official relations with the hosting training institutions and concludes a framework contract.

2. Objectives and Goals

The Vocational Field Practice organized by the Department of Pedagogy pursues the following objectives:

− active involvement of students into training institution work processes
− introduction to main training procedures
− gaining practical experience in training
− observing experienced colleagues
− assignment of appropriate task to students according to their technical qualification and skills in vocational pedagogy
− active cooperation with assigned staff of the training institution
− identification of potential topics for bachelor thesis/project by students
integration of theoretic knowledge and practical experience.

3. Time and Duration

(1) Students have to execute at least two Vocational Field Practices during the course of the training program. This includes training modules of individual fully responsible training, training modules of co-training with shared responsibly and training modules of training observation including a debriefing with trainer and further observers. The first VFP will be organized over a period of 5 weeks with one day each at the educational host premises. There will be reflection phases within this period at the TTC. The second VFP will take place 3 weeks in full-time or in part-time equivalent to 3 weeks of full-time.

(2) The Vocational Field Practice can only take place if the student has passed the first two study semesters. VFP take place during the semester.

4. Registration and Admission

Registration, admission and execution of VFP are within the shared responsibility of the Department of Vocation Pedagogy and the Examination Office.

5. Cooperation and Coaching

(1) All aspects of Vocational Field Practices are organized in cooperation between TTC and the respective training institution, thus enabling the student to acquire the most satisfactory results with regard to relevant skills and abilities.

(2) Students are coached during their VFP by specialized staff members (mentors) of the participating training institution. The mentor takes care of introducing students to relevant training methods and procedures and supervises their activities. Further on, the mentor fosters active practical learning, integration and participation of the student. He also provides advice and instructions whenever necessary.

(3) The Head of Department of Vocational Pedagogy assigns a trainer of the Department of Vocational Pedagogy to each student who supports the student with pedagogical advice and assists him to overcome any difficulties during the VFP. This trainer should visit the student at his VFP once for joint counseling talks also with the assigned mentor.

6. Responsibilities of students and companies

(1) By accepting students for a VFP the host training institution should take over the following responsibilities:

- designating experienced teachers as mentors for the guidance of the TTC students
appropriate training according to the objectives of training at TTC

presentation of a certificate of VFP to the student, including relevant activities, duration and success of the internship.

(2) By accepting a VFP placement students take on the following responsibilities:

- active and adequate participation at the host training institution (giving active lessons, debriefings with mentors, observing and reflection of lesson of teachers)
- responsible execution of all reasonable assigned tasks during the VFP
- compliance with the instructions of the training institution coach and other relevant training institution staff members
- compliance with the training institution order and regulations and respect for confidentiality of information
- abstention from leaving or changing the host training institution during the VFP without prior consent of TTC.

7. Practical Activities

Typical practical activities related to the Vocational Field Practice are:

- preparation, execution, observation and evaluation of training lessons within a training program
- evaluation of performance of students at respective training institutions
- contribution to the development of curricula
- involvement in administration and management of training institutions
- familiarization with pedagogical situations and constellations at the training institution, which could lead to the identification of a topic for the bachelor thesis/project
- familiarization with technical problems in the professional work handled at the host training institution, which could lead to the identification of a topic for the bachelor thesis/project.

8. Insurance (Liability and Accident)

All TTC students will be covered by an insurance package (an information leaflet will be handed in to both, TTC students and the hosting institution).

9. Recognition of the Vocational Field Practice

The VFP can only be recognized when the student has provided the following documents:
- The VFP report of minimum five pages, written by the student, in accordance with TTC VFP report provisions and approved by the assigned TTC trainer; (see Examinations Regulations 1.3.1.

- One complete lesson plan (including objectives and training material)

- 5 didactically reflected lessons which have been observed by using an TTC lesson observation template

- Certificate of the VFP, including relevant activities, duration and success of the VFP.

10. Exceptional Regulations

TTC can assign the VFP placement within its organization if adequate topics and trainers can be provided.
This Diploma Supplement model was developed by the European Commission, Council of Europe and UNESCO/CEPES. The purpose of the supplement is to provide sufficient independent data to improve the international 'transparency' and fair academic and professional recognition of qualifications (diplomas, degrees, certificates etc.). It is designed to provide a description of the nature, level, context, content and status of the studies that were pursued and successfully completed by the individual named on the original qualification to which this supplement is appended.
<table>
<thead>
<tr>
<th></th>
<th>Holder of the qualification</th>
<th>This column should be in Arabic</th>
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<tbody>
<tr>
<td>1.1</td>
<td>Family Name, First Name</td>
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<td>1.2</td>
<td>Date, Place, Country of Birth</td>
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<td>1.3</td>
<td>Student ID Number</td>
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### Qualification

Due to the passed bachelor exam the Technical Trainers College of Higher Education of Riyadh confers the academic degree of “Bachelor of Engineering Technology”.

#### 2.1 Name of Qualification:
Bachelor of Engineering Technology (BET)

#### 2.2 Main Field of Study:

#### 2.3 Institution Awarding the Qualification:
Technical Trainers College of Higher Education of Riyadh

   Status: public university of Applied Sciences

#### 2.4 Language of Instruction/Examination:
English

### Level of the Qualification

The study program of Vocational Education... is a basic scientific study program with concrete practical applications that leads to a first professional academic degree. It provides the knowledge, skills and competences required for a professional career involving the use of scientific methods in order to cope with the professional challenges.

#### Learning Outcomes

1. The TTC study program builds upon a student’s secondary education and upon a two-year training program at one of the post-secondary Colleges of Technology. At the TTC, students acquire advanced knowledge in scientifically based vocational education and training related to vocational pedagogy and to a specific technical discipline, involving a critical understanding of theories and principles. The TTC study program forms the basis for further professional pedagogical analysis and activities with regard to all dimensions of vocational education and training.

2. Within the TTC study program students acquire advanced skills, demonstrating innovation, required to solve complex problems in vocational pedagogy and in a specific technical discipline with a high degree of autonomy.

3. In the course of TTC study program students acquire advanced competences in a specific technical discipline, its relevant didactic and the vocational pedagogy enabling them to cope with a wide range of pedagogical situations, especially to manage complex activities or projects taking responsibility for decision-making, take responsibility for managing professional development of individuals and groups including reflection on relevant
social, scientific and ethical issues. Application of knowledge is a core feature of the study program at TTC.

<table>
<thead>
<tr>
<th>3.1 Level:</th>
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<tr>
<td>First professional degree</td>
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| 3.2 Official Length of Program: |
| 4 years |

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<tr>
<th>3.3 Access Requirements:</th>
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<tbody>
<tr>
<td>11. Saudi national</td>
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<tr>
<td>12. Graduation from one of the Colleges of Technology (CoT) in the same field as indicated above and applied for (or in a related field that will be specified with the call for applications)</td>
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<tr>
<td>13. Grade Point Average (GPA): minimum 3.5</td>
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<td>14. Maximum age as of the beginning of the semester applied for: 28 years</td>
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<td>15. Not employed in the private or public sector at the time of the start of the training program. Applicants may well be employed at the time of admission, but then give up employment and be unemployed at the start of the program.</td>
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<tr>
<td>16. Advanced English language skills to be proven during the TTC admission test</td>
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<td>17. Good conduct certificate</td>
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<td>18. Good health conditions</td>
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<tr>
<td>19. TTC Riyadh accepts only male applicants. In line with Government regulations, women can apply to other Colleges.</td>
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</table>

### 4 Contents and Results Gained

<table>
<thead>
<tr>
<th>4.1 Mode of Study:</th>
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<tbody>
<tr>
<td><strong>Full-time</strong></td>
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<tr>
<th>4.2 Program Requirements</th>
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<tbody>
<tr>
<td>Technical Trainers College’s mission is providing an all round education and training for vocational trainers in a number of vocational subjects in line with international standards. The study/training program integrates up-to-date knowledge and skills in vocational pedagogy and in the vocational discipline... theory and practice. The study program is carried out in English language. The study program contains the Vocational discipline..., Pedagogy, technical and vocational English, Islamic studies. The real challenges lay in bridging the academic-professional gap; lecturers and students/trainees relate theory-focused university studies to the practical demands of the world of work.</td>
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<tr>
<td>The program includes 240 CP, 134 CP in the Vocational discipline..., 50 CP in Pedagogy, 28 CP in English, 4 CP in Islamic Studies. The bachelor thesis involves 12 CP. A professional practical training of 12 CP is part of the program.</td>
</tr>
</tbody>
</table>

| 4.3 Program Details: |
4.4 Grading Scheme. The following grading scale is used:

- excellent (90 to 100)
- very good (80 to 89)
- good (70 to 79)
- satisfactory (60 to 69)
- insufficient (0 to 59)

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<thead>
<tr>
<th>Grade</th>
<th>Percent</th>
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<tr>
<td>Saudi Arabian System</td>
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<tr>
<th>ECTS-System</th>
<th>ECTS-Note</th>
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<tr>
<td>Grades</td>
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<td>A = the best 10 %</td>
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<td>B = the next 25 %</td>
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<td>C = the next 30 %</td>
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<td>D = the next 25 %</td>
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4.5 Final Grades

- According to Arabian System
- According to ECTS-System

5 Function of the Qualification

5.1 Access to Further Study:
- Master of Education, Master of Engineering

5.2 Professional Status.
This degree entitles its holder to the legally protected professional title of „Bachelor of Engineering Technology (BET)” and to exercise professional work in the field for which the degree was awarded.

6 Additional Information

6.1 Additional Information:
The Student can supply Certificates and Additional Reports

6.2 Further Information Sources:
On the Institution:
On the Program:

7 Certification
This Diploma Supplement refers to the following documents: Bachelor document and Bachelor transcript

7.1 Riyadh,
(Seal)