

## Practical Training Regulations

**Date of Update:** 11 June 2025

**Effective Term:** Summer 2024–2025

Following the meeting of the College Council held on Thursday, 22 May 2025, the following updated guidelines for Practical Training have been approved and shall be implemented starting from the Summer Term 2024–2025:

### 1. Transfer Students:

Students who have transferred from other institutions (e.g., UTAS) may be granted equivalency for practical training if it has already been completed at their previous institution, subject to evaluation and approval by the department.

#### **EQUIVALENCY Procedure for UTAS Students:**

The student must submit an **official petition** along with one of the following documents:

- A copy of the Practical Training certificate, or
- A copy of the Diploma or Higher Diploma certificate, or
- A copy of the official graduation notification from UTAS

### 2. Employed Students:

Students who are currently employed, or who possess a minimum of three (3) months of prior work experience in a field directly related to their academic program, may be exempted from the practical training requirement. However, they are still required to formally register for the training course as per academic regulations.

### 3. Students Registering for Courses Concurrently with Training:

Students may be permitted to enroll in academic courses alongside practical training, provided that all the following conditions are met:

- The registered courses are scheduled in the **morning hours** only.
- The practical training is conducted **in the evening**.
- In such cases, the student **must submit an official letter** from the training organization specifying the timing and duration of the training.

**Dr. Lamiaa Mostafa Abd-Rabo**  
**Practical Training Coordinator**  
**College of Engineering**