



STUDENT'S COOP OBLIGATIONS

Student name	Student I.D.
Major M.E.T.- N.D.E.	Starting date of training
Company	Location

1. I must remain under active training with my assigned company for a total of 15 weeks in order to fully complete the Program.
2. I must obey all rules and regulations of the company and must not leave my work place without the employer's permission.
3. I must ensure that I send my **Contact Guide** to HBCC no later than 2 weeks after the start of my training.
4. I must ensure that I send each countersigned **Weekly Report** to my HBCC supervisor no later than one week after its finish date.
5. It is my responsibility to ensure that my Supervisor faxes at least 4 **Evaluation Reports** to my HBCC Advisor after every month and that the original stamped copies are handed over to him at the end of the training.
6. I must submit Progress 1, Progress 2 and my Final Draft Reports to my HBCC Advisor promptly on the dates given to me.
7. It is my responsibility to ensure that every Supervisor I am under keeps me fully active with proper company work and I understand that if I am allowed to waste time my Examiner could reduce my final grade.
8. I understand that my attendance will be monitored and too many absences could result in a DN grade according to KFUPM regulations.

Student's signature _____

Date: _____ .