

# Field Training Manual



## Biology Program 1444 H

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## Introduction

Field training is an essential component of Tabuk University's and the biology department's academic programs. It is derived from the vision and objective of the biology program, aiming to enhance educational outcomes. Expanding upon the program's objective of producing high-quality graduates who are well-prepared and competent. To fulfill its mission of providing educational and research outputs for societal development, the University has consistently prioritized aligning the skills of its graduates with the requirements of the labor market. This has been achieved through close collaboration with community leaders and a keen understanding of the evolving needs of the labor market. The Department of Biology has made efforts to enhance and expand field training to accomplish its goals. Field training is crucial for preparing students for student life and ensuring a harmonious integration of the theoretical knowledge gained in the biology department with practical experiences in the job market. The training process includes an initial phase when seminars are conducted in all scientific departments to emphasize the significance of field training, develop training programs, and determine a suitable list of training organizations. Government and corporate sector officials may be extended invitations to participate.

## **Biology Department:**

### **Vision:**

A leading and innovative department in education, scientific research and qualification of competencies to serve the community.

### **Mission:**

The Biology Department offers excellent opportunities for innovative scientific research and the preparation of graduates who are scientifically qualified and competent in the service of their community.

### **Objectives:**

1. Meeting the needs of the region and the Kingdom with qualified national cadres in the specialization of biology.
2. Providing scientific and technical services in various fields to the governmental and private sectors.
3. Keeping pace with the scientific development in different fields by obtaining the latest devices and equipment in the fields of biology that depend on accurate technologies.
4. Meeting the needs of the region and the Kingdom of scientific research and applied studies related to biological sciences and keep up with the latest scientific developments.
5. Providing the best services to the department's employees, including faculty members and assistants, as well as students.
6. Contributing to community service through various means.

### **Degrees offered by the Department of Biology:**

- 1- Bachelor of Science in Biology
- 2- Master of Science in Biodiversity
- 3- Higher Diploma in Environmental Sciences (Environmental Sustainability Path)

## **Biology Program:**

### **Mission:**

Providing graduates with biological sciences through an exceptional curriculum and supportive learning environment to prepare them to compete in the Labor Market and scientific research and to serve the community.

### **Goals:**

1. Developing a stimulating academic environment that meets the needs of beneficiaries.
2. Graduating distinguished cadres in the fields of Biology in line with the needs of the labor market.
3. Strengthening the scientific research system to develop the educational process and solve the problems of society.
4. Developing community services to raise community awareness regarding environment issues.

### **Program learning outcomes:**

The program aims to graduate students who are distinguished by their knowledge, various skills, and the following values:

#### **Knowledge & Understanding**

- Demonstrate the basic concepts, theories, and fundamentals of biology, the related disciplines, and their applications.
- Recognize methods of analyzing and solving problems in different branches of biology.

#### **Skills**

- Apply fundamental principles to the analysis of relevant biology and related disciplines.
- Carry out the experimental techniques appropriate for different fields and specializations within biology.
- Evaluate literature critically to be utilized in evidence-based practice and conducting research.

- Use appropriate information technologies to optimize the biological field.
- Solve problems in various complex contexts in one or more disciplines related to the field of Biology.
- Communicate effectively using oral, written, and visual modes to science-literate and general audiences.

### **Values**

- Collaborate and effectively engage in self-learning to perform tasks and activities on time, whether working independently or in a group.
- Commit to ethical conduct in scientific research, professional fields, and community tasks.

### **Program Tracks:**

The program does not offer any specialization tracks in the undergraduate program.

### **Program exit points:**

The program currently has no exit points.

## **Admission**

### **Requirements for admission to the undergraduate program:**

#### **General Conditions:**

To view the general conditions for admission to the University of Tabuk for the current year, follow the link:

<https://www.ut.edu.sa/ar/Deanship/dar/Pages/default.aspx>

#### **Requirements for obtaining a bachelor's degree in biology:**

The number of approved program hours is 138 credit hours, and it is divided into required courses from the university, college, and department, along with elective courses from the university and the department. The student must successfully pass all university, college, and department courses, with a cumulative grade point average of no less than 2.0 out of 5.0.

## **Field Training**

### **Significance and aims of field training.**

- Facilitates the enhancement of individuals' training skills by enabling them to acquire training concepts.
- Assists trainees in establishing early connections with the labor market and potential career opportunities.
- Assists in bolstering the applied component of academic disciplines.
- Offer trainees hands-on experience in the specific domain they are studying or will pursue as a career.
- Improves cooperation among individuals participating in field training.

### **Purposes of field training**

The objectives of field training encompass the acquisition of novel knowledge and abilities and a comprehensive comprehension of the topic, including :

- Elucidation of the concepts presented in the lesson.
- Enhancing students' ability to independently learn and rely on themselves.
- Offer trainees the chance to acquire hands-on experience and immerse themselves in an authentic and true-to-life work environment, thus enhancing their prospects for career advancement within the institution, contingent upon their demonstration of competencies and skills.

### **Field training course learning outcomes:**

#### **Knowledge:**

- A deep understanding of the science that students received in their majors.
- Recognize work systems and work environment before graduation.

#### **Skills:**

- Apply their major concepts and skills to solve related problems..
- Effectively analyze the ideas and work results.
- Prepare the filed reports professionally
- Explain the report details demonstrating the professional development
- Use software and statistical methods for preparing reports and presentations.

#### **Values:**

- Follow safety regulations, ethical and professional responsibility in the fieldwork and office work to make proper judgements.
- Express the personal skills to gain practical experience from co-workers
- Display a willing to work independently.

## **Selection Criteria for Training Centers**

The University of Tabuk Public Relations Unit collaborates with enterprises and institutions within the Kingdom to establish training opportunities for all students eligible for training. Occasionally, the college may host many training organizations that come to interview student candidates. Based on these interviews, students are chosen for training according to their preferences. The Training Committee will notify individuals about training opportunities and organize visits to training agencies during the final weeks of each semester, following the appropriate arrangements made by the Public Relations Committee. The student may also seek permission directly from the training agency, but only if he receives agreement from both the training body and the training committee. Prior to departing from the institution, it is imperative for the student to thoroughly consult the training committee to fulfill the necessary administrative requirements.

### **The following criteria are required for training centers:**

- 1- The training center must have a unit or department that includes laboratories or rooms specifically related to the trainee's specialization.
- 2- Must be a government body or private corporation with a consistent trading history and extensive expertise in a specific field.
- 3- If the training provider is a competent business (private corporation), it must possess attributes of exceptional performance, efficiency, and a commendable reputation.
- 4- Ensure a suitable degree of security and safety to guarantee the necessary protection for both employees and trainees.
- 5- Offer coaches that possess trustworthiness, extensive expertise, and a strong reputation.

### **Centers, authorities, and entities that provide training to Biology program students:**

- Ministry of the Environment, water and agriculture.
- Ministry of Health.
- Ministry of Education.
- National Center for Environmental Compliance.
- Astra farms.
- Royal Protected Areas (Reserves).
- National Center for Vegetation Cover Development and Combating Desertification
- Tadco company.

### **Responsibilities.**

#### **Duties and obligations of training authorities:**

Every training organization selected for the training program should:

1. Selects a competent field supervisor from its staff members who possess suitable expertise in overseeing learners.
2. Encourage the students to become committed to their task, and appreciate time.
3. Enables the students to interact with their future career environment and deal with community members from outside the university.
4. Prepare the students to hold their responsibilities and to be self-confident.
5. enable them to be familiar with the real career environment.

#### **The roles and responsibilities of the field training unit include:**

1. Organization and supervision of training activities.
2. Offering learners suitable training amenities.
3. Assign trainees to training organizations with the assistance of academic supervisors in the university departments.

4. Compiling documents for trainees, academic supervisors, field supervisors, training entities, and other relevant parties, including letters, forms, and surveys.
5. Collaborating with authorized institutions to oversee the advancement of training and ensure the implementation of the program.
6. Ensure that the student adheres to the training job plan in order to acquire the skills outlined in his training timetable.
7. Verify that the academic supervisor aids the learner in resolving any problems or difficulties encountered during the duration of the training period.
8. Continue to strive towards creating a comprehensive report that offers a wide-ranging evaluation of the student's performance at the end of their training time.
9. Determine the duration of the training, the trainee's level of dedication to attending, their genuine interest in training, and the necessary recommendations to develop a training system that aligns with the institution's approved models.
10. Ensure that the academic supervisor conducts a subsequent visit to the training location to authenticate the trainee's information, verifies their attendance at least once during the semester, and documents this in written form.
11. Analyze each statement provided by the learner and answer accordingly.
12. In the event of legitimate justifications, terminate the trainee's practical training and mandate its repetition.
13. Presenting proposals for the implementation of the field training system to the appropriate authorities.

## **Trainee tasks and responsibilities:**

### **Before the training:**

1. The student's expulsion from the college was unwarranted.
2. Fulfill all necessary academic procedures and prerequisites, which may differ between departments.
3. The student is required to fulfill all formalities with the Training Committee, which encompass the subsequent tasks:
  - The student is sent an official correspondence from the college to the training center. The letter has an introductory section addressing the student, providing details about their area of focus, and outlining the evaluation forms that will be utilized throughout the training time.
  - Receiving a profile that includes pertinent information and explicit directions regarding the training.
  - Committing to the training conditions by signing a written or electronic pledge. The student is required to record his complete address for the duration of the training period.
  - Consult the program coordinator in the student's department to obtain information regarding further prerequisites for the academic department.

### **During the training:**

- 1- Punctually attending training classes and according to the academic supervisor's designated schedule.
- 2- When interacting with training supervisors, it is essential for the student to demonstrate the highest level of respect.

- 3- The trainee must possess the ability to effectively communicate with diverse stakeholders within the field community, including managers, workers, technicians, and other relevant individuals.
- 4- Throughout the training time, it is imperative for the student to maintain a mindset characterized by motivation and friendliness.
- 5- The student is prohibited from engaging in any actions that violate the regulations of the training institution where he is doing his training.
- 6- Plagiarism, which refers to the act of claiming someone else's work as one's own, is strictly prohibited. Additionally, any type of academic dishonesty is also strictly prohibited.
- 7- The trainee must adhere to the safety and security rules of the training facility.
- 8- According to Islamic law, it is necessary for the student to dress appropriately and show themselves in a dignified manner for employment.
- 9- The learners must remember that they are ambassadors of the institution; therefore, they must uphold moral and regulatory standards at training locations.
- 10- The trainee is prohibited from training concurrently at multiple training centers.
- 11- The student is required to do their training at one of the facilities that is associated with their area of expertise.
- 12- The trainee and academic supervisor are required to have a weekly meeting lasting at least one hour.
- 13- The trainee supervises the tasks as per the instructions, completes the required documentation, and submits copies of it to both the instructor's supervisor and the field training unit.

- 14- The learner is solely responsible for any major damage caused by intentional wrongdoing or extreme negligence by the training institution.
- 15- The trainee compiles a comprehensive final report detailing the responsibilities he fulfilled throughout his apprenticeship, along with an overview of the training institution. The field supervisor is responsible for compiling the conclusive report.
- 16- Following the completion of field training, engage in a visual presentation to discuss the report, incorporating many specialized departments.
- 17- During the training period, the learner is not entitled to request any financial benefits from the training institution.

#### **After the training:**

Contact the training coordinator at the start of the semester immediately following the training period to ascertain the precise deadline for submitting the final report and scheduling the oral examination. If the student fails to fulfill any of the requirements imposed on him, the committee may decline to accept his training.

#### **The academic supervisor's responsibilities:**

1. During the training period, they serve as the trainee's initial and major point of interaction.
2. Obtain the trainee information form from the field training department of the institution during the initial week of the semester.
3. Prior to commencing the training, provide the student trainee with the field training plan and thoroughly review it together.
4. During practical training, arrange a minimum of one field excursion for the learner.

5. Engage in regular dialogues with trainees to review recently acquired information and skills and determine strategies for their development and enhancement.
6. Provide guidance to the trainee in resolving any problems or difficulties that arise during the training period.
7. Employing ongoing assessment of the trainee's performance to enhance it.
8. Consistent communication and active engagement with the field training unit of the institution to enhance the quality of field training.
9. Provide all necessary documentation to the field training unit at the college.
10. Supervising the trainee's ultimate grades on the University of Tabuk's digital platform in compliance with the established norms and guidelines.

#### Distribution of Responsibilities for Field Experience Activities

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Selection of a field experience site	√	√	√		
Selection of supervisory staff	√	√			
Provision of the required equipment				√	
Provision of learning resources		√		√	√
Ensuring the safety of the site				√	√
Commuting to and from the field experience site			√		
Provision of support and guidance		√			√
Implementation of training activities (duties, reports, projects ...)		√			√

Activities	Department or College	Teaching Staff	Student	Training Organization	Field Supervisor
Follow up on student training activities	√	√			√
Monitoring attendance and leave		√		√	√
Assessment of learning outcomes	√	√			√
Evaluating the quality of field experience	√	√	√	√	√
Others (specify)					

### Registration to the Field Training:

#### Duration of training:

The duration of the training is a full semester.

#### Registration Procedures:

The process of registering for training typically begins at the beginning of the third week of the second semester and continues for a total of around four weeks.

Proceed with the following steps to register:

1. The college sends out a request for the student to register for the training course by using the registration URL that was announced by the college.
2. In the department of Biology, the training coordinator is responsible for managing the applications that are filed by the students who are enrolled in his department.
3. The training coordinator in the Department of Biology is the one who makes the decision on whether to accept the training body. This decision is made in conjunction with the other members of the training committee.

4. In collaboration with the college's Student Affairs department, the Training Committee is responsible for overseeing the completion of the remaining registration procedures.

### **Professional competence:**

The trainee must behave extremely professionally and keep to professional standards while on the training grounds. Along with following the laws and policies in effect at the university, college, and training facilities, he must also follow Islamic ethics. The field supervisor is required to notify the academic supervisor of any violations, and the college dean will decide how to handle them after receiving a report from the field training committee.

### **Absence's regulations and guidelines**

1. The trainee must complete the necessary training in the assigned period.
2. The academic supervisor must be notified by the field supervisor of any absences or delays by the trainee (at least one day before the absence).
3. A trainee who would like to request an excused absence must inform the academic supervisor and submit the application within one week before or after the absence, in addition to the necessary paperwork.
4. If a trainee drops five days or less of any training period, he must make up his absence by working additional hours with the field supervisor's permission, or he may be assigned to complete a project or task with the academic supervisor's approval and direction.
5. The field training committee of the college will be consulted if the trainee leaves more than 25% of classes (with an acceptable justification).

6. The training period will be revoked after being presented to and authorized by the Field Training Committee if the trainee is absent without justification for more than five days during the training period. He is deemed to have failed.

### **Vacation Schedule**

The trainee is required to keep to the academic supervisor's given vacation schedule and is forbidden from using any alternative schedule. Marriage leaves, maternity leave, special maternity leave, and sick leave are examples of permissible leaves that must be provided for.

## FAQ:

✚ Can I search for a chance for special, individualized training?

Yes, the student can do his or her own research to find an exclusive chance. Instead, the college and university support this because the student is expected to look for a training opportunity that matches his interests and career goals, given that it complies with the college's requirements and is within his field of specialization.

✚ What is the deadline for looking for field training programs in public and private organizations?

The last day that one has to begin looking for an educational institution is the eighth week of the semester, which comes following the semester that the field training will take place.

✚ What would happen if students from different training organizations were to compete with one another?

Applicants will be evaluated based on their GPA (level), academic load (number of remaining hours), and other characteristics if they qualify for training at a specific organization.

✚ How many academic hours have been included in my timetable that allow me to participate in practical training?

The maximum number of hours that may be reported is 16. and to engage in broad training for at least two days every week.

✚ Can I transfer my training to another organization?

In cases where the training organization is not suitable, the trainee may be transferred as long as he provides appealing reasons, the transfer occurs only during the first week, and the trainee offers a special opportunity that allows him to finish the training process from the second week onward without delay. He should also resend the field address to the supervisor obeying the transition process.

✚ Do I have to carefully follow the guidelines mentioned in this report's concluding assessment?

The department will determine this, so the trainee must explore the department and take into account any additional needs.

✚ How long does practical training last? When does it begin?

The duration of the training has been decided so that it is between six weeks and three months. One semester includes two training sessions. While the second phase begins from the seventh week to the twelfth week, the first phase goes from the first week to the sixth week. During the summer semester, cooperative training is also available.

✚ In the unlikely circumstance that a problem develops between a trainee and the training organization, who should the trainee contact?

If no progress becomes apparent in resolving the issue, the trainee will inform the academic department and the college's field training organization prior to reporting to his academic supervisor.

✚ Does the training organisation provide the trainee student with a salary or other remuneration?

There usually is not any incentive or cash return, however, this depends totally on the training organization and may be checked prior to training at the college's field training organization.

**Required forms:**

**Trainee Forms:**

- Application for field training registration
- Field training unit data form for student assurances.
- Final field training report.
- Questionnaire for outside training evaluation.

**Field Supervisor Forms:**

- A trainee's attendance and absence form.
- A trainee's periodic assessment form.
- The final assessment forms.
- A field training completion certificate.
- A survey to be completed by the field supervisor.

**Academic supervisor forms**

- A trainee's periodic assessment form.
- The final assessment forms.

## Guidelines

Dear students,

- Please complete this form and include the complementary papers (academic record, academic calendar, CV, along with the commitment to completely abide by training systems and rules) as an attachment.
- The student who wishes to receive training outside the Tabuk region must attach a letter of acceptance from the external training body with the request for training form.
- Please submit the form to the department's training coordinator before the end of the sixth week of the semester prior to the field training period.
- It is the student's responsibility to register for the training periods in order to begin field training in the following semester.
- The application form must be completed using the details that are on record with the university's system of records.
- The student is accountable for the correctness of the information on this form, and the department's training coordinator will independently verify the information.
- Only one registration form has to be completed, and requirements must be provided in the order of preference.
- The student's academic workload cannot exceed more than 16 hours during the semester in which the training will start. And to have at least two days per week of unrestricted training.
- If students need to compete for training in a particular organization, admission will be determined by comparing applicants based on the following factors: average, level, and number of hours completed and remaining.
- The student must visit with the department's training coordinator and revise the registration request form if he decides to change training organizations before submitting the letter of orientation to the training organization. The student must submit a signed apology to the training body and provide a copy of it to the practical and field training unit at the college if the letter was sent to the earlier body, too.
- This form is used to request the beginning of administrative procedures regarding practical training, not to register the student's practical training

course. The student who has completed the processes and has received a letter authorizing him to commence practical training must enroll in the course himself at the start of the semester he desires to take part in. After the course is over, manual registration won't be accepted.

### Stages of field training:

#### Field training schedule:

Week	Activity
1	Engaging in communication with training organizations to ascertain their capacity for accommodating trainees at their physical location. The notification about the provision of student training facilities
2	Issuing a notification regarding the individuals who have been granted approval for training and specifying the location where their training will take place. Select individuals who demonstrate exceptional academic leadership. Dispatching letters of endorsement and accompanying documents to training institutions. An orientation workshop for trainees in the field.
3	Safety training program for training organizations.
4	A course that focuses on the development of skills in scientific report writing, the utilization of databases for data retrieval, and the application of reasoning based on practical scenarios.
5	Commencement of explicit training.
6	Training supervisor visit.
7	Training supervisor visit.
8	Submitting the first training report
9	Training supervisor visit.
10	Training supervisor visit.
11	End of training
12	Compiling field supervisors' reports
13	Submit the training report
14	Reporting on the findings of academic supervisor assessments. Or summarizing the results of academic supervisor assessments.
15	End of training

### Assessment Committee.

The Evaluation Committee will comprise four faculty members from the corresponding scientific department, selected based on the student's specialization and the Department of academia.

The Committee will be responsible for the following duties:

- Monitor the students' plan's progress during the training term and thereafter assess it based on the evaluation conducted by the training body.
- Assessing the final report and addressing the appraisal of students' presentation during the training term, as well as any other requirements, by the department.

### Training Quality Evaluation

Assessment Areas/Issues	Assessor	Assessment Methods
Effectiveness of Training and assessment and Quality of learning resources	-Supervisors in the field sites. -Academic Supervisors. -Students.	Indirect & direct: - Evaluation forms. - Questionnaires. - Accepting guidance and consultation.
Extent of achievement of course learning outcomes	-Supervisors in the field sites -Academic Supervisors and	Direct method through: <ul style="list-style-type: none"> <li>• Periodic reports evaluation.</li> <li>• Evaluation of the final report.</li> <li>• Evaluation of the final presentation</li> <li>• Observations by field visits.</li> </ul>

### Assessment Methods and distribution of marks:

No.	Evaluation task	Week due	Percentage
1	Weekly report writing	During the semester	30 %
2	Evaluation by the field training unit	During the semester	20 %
3	Final report	After the training period	20 %
4	Final exam	After the training period	30 %





## Safety

### Field Training Center's Security and Safety Policy

The crucial aspects of field experience are ensuring security, promoting safety, and mitigating potential risks. The distribution of preventive awareness and safety procedures that everyone must adhere to at training places is encompassed. Oversee all aspects pertaining to occupational security and safety at field training sites, with the aim of safeguarding the well-being of trainee students and attaining the utmost levels of excellence in security and safety.

#### Guideline:

The University of Tabuk is dedicated to ensuring security and safety protocols are upheld at all field training sites, for the benefit of both students and academic supervisors.

#### Procedures for implementing policies:

- 1- Adhere to the most stringent regulations of occupational security and safety and consider potential risks when selecting field training locations.
- 2- The Field Training Manual is being distributed at Jouf University to both Field Training Students and Supervisors Academics. This manual includes a section specifically focused on safety requirements and the management of potential risks in Pre-training venues.
- 3- Conduct a comprehensive assessment of security and safety measures at field training sites to determine the appropriate protocols for managing risks inside the training area across all college training units.
- 4- Generate safety and risk management publications pertaining to training settings and disseminate them to students prior to and during training.

- 5- Prior to commencing field training, students receive comprehensive instruction on risk management strategies. We engage in the evaluation and examination of potential hazards during field training sessions.
- 6- The requirement for students and supervisors in academic settings to wear personal protection equipment during outdoor training.
- 7- Monitor the progress of training programs in colleges that focus on local and international reporting and research related to occupational safety, to stay updated on the latest advancements and changes.
- 8- Students in training centers are required to wear safety equipment, including lab coats, gloves, goggles, and protective shoes.
- 9- Introduction of students to the protocol for handling hazardous substances and waste disposal.

The training center and security and safety are closely interconnected, as the former must prioritize the latter.

- Ensure a definitive and suitable degree of security and safety that guarantees the necessary protection for all employees and trainees equally.
- Ensure that security and safety guidelines are prominently displayed in a visible location to ensure that all trainers, trainees, and visitors can easily access them.
- Ensure that a first aid box is positioned in a readily accessible location, including appropriate and up-to-date medical supplies.
- There is an emergency evacuation strategy in place, which includes designated emergency exits with clear signage.
- There should be enough fire extinguishers available, and staff must receive training on how to utilize them.

- The presence of ample information guarantees the convenience and promptness of contacting the ambulance and fire brigade.

- **Safety and Risk Management**

Potential Risks	Safety Actions	Risk Management Procedures
Training location does not propose to students suitable tasks for their major.	Suitable selection should be done before the training starts	<p>The academic supervisor or advisor should contact the workplace supervisor and request to change the assigned tasks to specialization related tasks.</p> <p>If no response, then the department coordinator/supervisor should try to resolve the issue with the workplace director.</p> <p>If this did not work, then the department is responsible for moving the student to another training place.</p>
The expulsion of training without compelling reasons	An agreement with the training place should be made in advance.	The department is responsible for moving the student to another training place.
Injury that the trainees may face during training.	An agreement with the training place should be made in advance to offer a safe place for training.	The department or a representative of the department should make an agreement with the training place in advance to offer a safe place for training.