



المعهد العالي للصناعات البلاستيكية

Higher Institute for Plastics Fabrication

TRAINEES HANDBOOK

(HIPF TRAINEES RULES AND REGULATIONS)

THE HIGHER INSTITUTE FOR PLASTICS FABRICATION

www.hipf.edu.sa

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WELCOME

On behalf of the management of Higher Institute for Plastics Fabrication we are pleased to welcome you to our institute. You have the opportunity to become a skilled technician in the booming plastics industry in the Kingdom. HIPF is the pioneer in developing and providing high quality technical training and technology services in order to meet the needs of plastics industry.

PREFACE

The Higher Institute for Plastics Fabrication’s “Trainees’ Handbook” is a manual of the Institute’s policies regarding their trainees. This handbook also contains other useful information about the Institute that a trainees need to be aware of and responsible.

“Please keep this handbook for your information and reference”

ARTICLE 1

DEFINITION

(1-1) The Institute

Higher Institute for Plastics Fabrication “HIPF”, located in Riyadh.

Address: 7798 Al-Kharj Road New Industrial City Unit # 1 Riyadh 14331-3244 Kingdom of Saudi Arabia.

(1-2) HIPF Mission: To develop and provide high quality technical training and technology services in order to meet the needs of plastics industry.

(1-3) HIPF Vision: We will be a premier institute in the development and delivery of training, knowledge, consulting and research services for the plastics Industry.

(1-4) Program Description:

This program has been designed as to match training needs in the local labor market through relying on the national professional standard, and includes training in plastic manufacturing technology diploma on general skills in using the English language, computer, mathematics, chemistry and work ethics as well as specialized skills in the application of safety rules and preparing machinery manufacturing to participate in maintenance and operation of injection molding, film extrusion, blow molding, pipe extrusion and run thermoforming. Training time in plastic manufacturing technique takes 2940 hours, including 320 hours will be on the job training.

The trainee will be admitted in this diploma program if he has a secondary school certificate or any equivalent, the graduate will obtain a diploma certificate in plastics fabrications technology in the areas associated within this field.

(1-5) Academic Accreditation and Licensing:

Higher Institute for Plastic Fabrications certified and licensed by the technical and vocational training corporation; license number 51109. The Institute is certified by the Ministry of Civil Service and classifies institute certificate holder as ranked in the sixth position first-class in the pay scale of civilian job positions.

(1-6) Foreign Accreditation:

Higher Institute for plastic fabrications is certified by Accrediting Council for Continuing Education and Training “ACCET” in the United States and holds membership number 1426.

(1-7) Ownership

Statement of Ownership

Higher Institute for Plastic Fabrications is governed by the Board of Directors and owned by the Technical and Vocational Training Corporation and its composition is as follows:

Board of Directors

Name	Company
Dr. Ahmed bin Fahd Al-Fuhaid	TVTC
Mr.Mushaigeh S. Al-Mushaigeh	SAPPCO
Mr.Abdullah Bin Ali Al-Sanea	Sanea Mgt. & Ind. Consultants
Mr.Nasser Bin Yusuf Al-Rashed	MOPM/MINPET
Mr.Khalid Bin Mohammad Al-Salem	National Industrial Clusters Development Program
Mr.Abdulrahman S. Al-Ismaail	National Petrochemical Co.
Mr. Salah Suood Al-Eissa	SABIC
Mr. Q. Sachio Nohara	SPDC Ltd. Co.
Mr. Hamad Abdulaziz Alhumaidi	Tasnee
Mr. Fowad Mohammed Mosa	SABIC
Khaled Mohammed Al-Ghefaily	HIPF

(1-8) The Trainee

The trainee of HIPF is a qualified applicant who fulfills the terms and conditions of admission and registration.

(1-9) Semester

One (1) year has two (2) semesters. Each semester consist of 21 weeks in general. The exact schedule of each year shall be decided in accordance with the yearly training schedule.

(1-10) Credit Hour

The Credit Hour is an assigned credit value for each course subject.

For theoretical subjects one credit hour can be given to a subject with one contact hour a week for the entire semester.

ARTICLE 2

TRAINING SCHEDULE AND HOLIDAYS

(2-1) Training Schedule

The course curriculum is prepared for the Plastics Manufacturing Machine Operator for 2 years.

2-1-1 Trainee can enter the Institute either from the fall semester or from the spring semester.

2-1-2 Trainees will complete two (2) years in the Institute. Enrollment for more than two (2) years is strictly prohibited.

2-1-3 The subjects to be taught for each semester are shown below.

SEMESTER	SUBJECT TO BE STUDIED	CONTACT HRS
1st Semester	General English	525
	Chemistry	84
	Computers	84
	Basic Engineering I	42
2nd Semester	ESP I	231
	Mathematics	63
	Work Ethics	42
	Basic Engineering II	126
	Basic Plastics	126
	Sheet & Thermoforming	147
3rd Semester	ESP II	63
	Injection Molding	245
	Blow Molding	245
	PTL	84
	Film Extrusion	49
	Pipe Extrusion	49
4th Semester	Film Extrusion	182
	Pipe Extrusion	182
	ESP III	91
	OJT	280

(2-2) Training Hours

- The regular training hours of the institute shall be from 7:15 a.m. to 15:00 p.m.

TABLE OF TRAINING HOURS AND CREDIT HOURS			
Subject Name	Ave Training Hour/Week	Total Hours	Credit Hours
1. English	25-11-3-4	910	Pass/ Fail
2. Chemistry	4-0-0-0	84	3
3. Computer	4-0-0-0	84	3
4. Mathematics	0-3-0-0	63	3
5. Work Ethics	0-2-0-0	42	2
6. Basic Engineering	2-6-0-0	168	8
7. Basic Plastics	0-6-0-0	126	6
8. Injection Molding	0-0-12-0	245	8
9. Film extrusion	0-0-2-9	231	7
10. Blow Molding	0-0-12-0	245	8
11. Pipe extrusion	0-0-2-9	231	7
12. Sheet Thermoforming	0-7-0-0	147	5
13. Test Method for QC	0-0-4-0	84	3
14. OJT	0-0-0-12	280	6
Total			69

(2-3) On the Job Training (OJT)

OJT means the practical training in the plastics fabrication factory. It is training in the company for 8 weeks to develop the competence and the business capacity of trainees.

OJT is a requirement for the trainee to undertake in plastics fabrication company before he can graduate from HIPF.

The HIPF OJT Committee oversees the conduct of the trainees OJT in companies and monitors their performance by assigning senior instructor to act as the OJT Assessors. The OJT assessors will visit the trainees in their respective companies for multiple times during OJT training period.

HIPF “OJT Handbook” will be provided to the trainee before going to their respective OJT Company. The handbook includes the forms for trainees’ OJT weekly activity reports and OJT technical report. The company OJT assessors or company contact person will also be provided with the OJT handbook to be used for OJT evaluation and weekly attendance records of the trainees.

Submission of reports and final OJT technical report is mandatory for trainees to pass the OJT training.

The OJT grade is computed as follows:

<u>Weight distribution</u>	
Company OJT Attendance	20
Company OJT Evaluation	40
OJT Weekly Reports	24
OJT Technical Report	16
	100

(2-4) Holidays

Holidays of the Institute are shown below:

1. Friday, Saturday
2. National holidays
 - a. Ramadan holidays: according to schedule.
 - b. Hajj holidays: according to schedule
 - c. National Day 23rd September
3. Summer vacation: about one month.

ARTICLE 3

AWARDING

(3-1) Awarding of Diploma

The Institute shall award a Diploma certificate to trainees who have successfully completed the course curriculum prescribed by the Institute. The program name is **DIPLOMA IN PLASTICS FABRICATION TECHNOLOGY**. A Graduation ceremony shall be held at a time determined by the Institute.

ARTICLE 4

GENERAL RULES

(4-1) Expected Conduct of the Trainee

Trainee's conduct and responsibility must in accordance with HIPF's policy. This will be maintained and followed at all times. The following items are the expected behavior and attitudes of the trainees.

4-1-1 Lying and dishonesty have no place in the Institute, therefore, we expect the trainees to be truthful at all times.

4-1-2 The trainees are expected to respect and cooperate with:

- a. All employees of HIPF
- b. Fellow trainees
- c. Visitors and guests
- d. Representatives of companies

4-1-3 The trainees are expected to abide by:

- a. Islamic law and culture.
- b. Government laws and regulations.
- c. The Institute's policies, rules, regulations, and directives.
- d. The Institute's norms of conduct and behavior.

4-1-4 The trainees must respect The Institute's time schedule at all times to include among others:

- a. Attend morning assembly and classes regularly, and on time.
- b. Submit any requirement on time.

3-1-5 The trainees should be hardworking, industrious and diligent with perseverance and patience in acquisition of knowledge, skill and experience.

4-1-6 The trainees should observe the following:

- a. The trainees must avoid unnecessary noise inside the classroom and maintain silence

- b. Trainee should make proper use of building and facilities like No writing on the walls and no pasting unauthorized material in any part of the Institute premises.
- c. Mobile phones are not allowed during the training period or exams and should be turned off during these times.
- d. No smoking within the premises of the Institute except in smoking areas.
- e. Not allowed to eat, drink or chewing gum in the classroom at any time.
- f. Not allowed to enter the classrooms, workshop, and computer laboratory with any drink or food.

(4-2) Discipline

4-2-1 When the trainee has violated any of the policy, rules, regulation or directives of the Institute; he shall be subject to disciplinary action.

4-2-2 When a disciplinary decision is taken, it shall be filed in the trainees' record.

(4-3) Identification Card and Number

4-3-1 The trainees shall be issued an ID card for his own with a permanent ID number.

4-3-2 The trainees are required to wear his ID card during training and while on campus.

4-3-3 Tampering with the ID card and lending it to others is strictly prohibited.

4-3-4 The trainees must return the ID card to the Trainee Affairs Manager under any of the following conditions:

1. At the time of graduation.
2. At the time of withdrawal.
3. At the time of dismissal.

4-3-5 Replacement for lost or damaged ID cards will be processed after paying the 50SR as ID reissue cost. ID cards can be replaced for free charge in case of damage or faded away photo, trainees' affairs officer is the one who will judge it if it is damaged intentionally or not.

(4-4) The Institute's Uniform (Top, Bottom & Safety Shoes)

4-4-1 Trainees are required to wear the prescribed Institute's uniform during the morning assembly, class sessions and workshop sessions. No trainee is allowed to attend any session without wearing a complete uniform.

4-4-2 Trainees must maintain cleanliness and neatness of their uniform. The uniform should be dressed properly.

4-4-3 Request for an additional set of uniforms shall be provided to a trainee through the Trainee affairs department. A damaged and/or worn out uniform shall be substituted with a new one through the Trainee Affairs department.

4-5-4 HIPF's dress code includes proper grooming and proper haircut.

ARTICLE 5

TRAINEE'S ATTENDANCE

First, Trainee's Attendance

Attendance shall be checked and recorded by the instructor at the start of each training session and morning assembly.

Trainee must attend a minimum of 70% of training hours in each subject in order to allow him to attend the final tests in that subject and 80% of the total hours of training

Trainee who is absent for any number of hours of training in any subject it demands the attendance of makeup hours that he missed and he will not be allowed to attend the final exams of the same subject and comprehensive exam for English before finishing all makeup hours.

Trainees should not exceed one month of absences from training for justifiable reason.

Trainees who report to training more than five (5) minutes late but before half time of 2 hour periods, will be subject to 1 hour absent. After half time and for one (1) hour period the same rule applies.

Trainees who exit any class before the end of training time without permission are considered cutting class and will be treated as absent and will be issued an incident report.

Trainees who are more than five (5) minutes late/absent to morning assembly will be considered one (1) hour absent for that day.

Trainees with a total absence of 20% or more will be dismissed from HIPF.

Trainees with one or more missed classes in any subject should attend makeup classes for those missed hours before sitting for final exams and the comprehensive exam for English.

Trainees with one or more missed makeup class in any subject and can not complete before final exams week are not eligible to sit in the final exam of that subject. After completing all of his missed hours he will be eligible to sit in the 1st makeup exam, in that case the trainee would only receive a minimum passing grade in that subject, i.e., "D" grade.

(Ref fig 1 and 2)

Trainees with absences of 30% or more in any subject even if he finished all of the required makeup classes for that subject are not eligible to sit in the final exam of that subject. They will be eligible to sit in 1st makeup exam, in that case the trainee would get minimum passing grade only in that subject, i.e., "D" grade. (Ref fig 1 and 2)

Trainees' attendance calculation starts in first week in each semester and ends by the end of the semester.

Second, the attendance of exams:

1) English subject.

English exams for 1st, 2nd, and 3rd semester are applied during the training on five months and fourth semester will have only three sessions of training, so that there is an exam every four weeks in addition to the final examinations at the end of the semester.

Allows the trainee to attend two makeup exams only after failing in the final test for each – semester. If the trainee passes the exam in the first time, he gets actual mark obtained in the exam

If the trainee fails the exam in the first time and retakes the exam and passes, whether the first or second makeup exam he gets 65 only as passing grade and his result will be (pass).

the trainee must successes at all levels of the English language throughout the years of – training and a failure to achieve the minimum passing score leads to a dismissal from the institute.

The trainee must pass the comprehensive exam at the end of each semester, which replaces the first makeup exam.

The trainee will not be allowed to attend the second makeup exam before attending all remedial hours assigned by the head of the English department.

The trainee is given English training certificate for each semester he pass and the average mark for all sessions.

2) General and specialized subjects

Exams of other subjects applied to mid-term exams and final exams at the end of the semester

-Allows the trainee to attend two makeup exams only after failure in the final exam and there's no makeup exam to mid-term exam

-If the trainee passes the exam in the first time, he gets an actual score obtained in the test.

-If the trainee fails the exam in the first time and retakes the exam and passes, whether the first or second makeup exams, he gets only 60 as a passing grade and his result will be D.

The trainee will not be allowed to attend the second makeup exam before attending all remedial hours assigned by the head of the department.

Third, Authorized Absence

Trainees who are absent from training due to sickness or other acceptable reasons, must provide justification for such absences (e.g. medical certificate issued by a government hospital or clinic) within 3 days after the end of the excused absence. Trainees who take leave of absence due to prolonged sickness or other unavoidable reasons, must submit written notification to the Trainees Affairs department within the first 10 days of prolonged absence.

Number of days entitled for death of a trainee's parent or grand parent is three (3) days.

Number of days of entitled for a trainee's marriage is three (3) days

In case a trainee feels sick he should go to the HIPF Doctor. If the doctor recommends leave for the trainee, the permission slip shall be taken to the Trainee's Affairs Manager for the authorized absence.

All unexcused absence days will be deducted from the trainees' monthly salary. Attendance grades for any missed hours in any subject will be deducted even if this missed hours were excused.

Fourth, Return to the Institute

The trainee, who is returning to the Institute after absence (referred to Article 2-8-3) shall resume at the beginning of the next semester, depending on the approval of management and trainees supporting company.

Dismissed/withdrawal trainee is not allowed to rejoin the Institute.

Fifth, Withdrawal

Trainee has the right to cancel and quit from HIPF without any penalty or obligations. No cancellation charge is taken from trainees who withdraw or dismiss from Diploma program at any course of time and HIPF may not require notification of withdrawal in person nor charge any penalty for failure to notify the institution in writing.

ARTICLE 6

MAKE UP CLASS

(4-1) Make-Up class

First, Makeup hours

Makeup hours are additional training hours to make up for the regular training hours that were not attended by the trainee or already attended but still needs an extra training for more understanding either for a scientific subject or any kind of skills that can be practical or theoretical, or both, and given to any trainee meets the following conditions:

- Any trainee fails to pass the final exams of a subject or more he has the right to attend makeup hours (optionally) and without paying any fees.

- Trainee who fails to attend any number of hours of training, it would be demanded to start attending makeup hours in the following week immediately.

- Makeup hours divided into categories A, B, C and D

- Category A means the attendance of makeup hours in the week immediately following a week of absence. Fee is 20 riyals per hour.

- Category B means the attendance of makeup hours in the second week after a week of absence. Fee is 40 riyals per hour.

- Category C means the attendance of makeup hours in the third week after a week of absence. Fee is 60 riyals per hour.

-Category D means the attendance of makeup hours the fourth week after a week of absence. Fee is 80 riyals per hour and his case will be presented to the Committee of honor and disciplinary, in the case of repeated absence from attending hours of make up in this category, the committee will make a decision to dismiss him from the institute.

-If the absence from training with an acceptable excuse approved by the trainee affairs management, - attending makeup hours will be without the payment of any fees by the trainee and if unexcused absences, he will be able to attend the training hours of makeup only after the payment of fees for finance department.

-Any trainee wants further explanation or more training in any theoretical or practical subjects, he has the right to request to attend makeup hours without paying any fees.

-The names of trainees who have any makeup hours will be announced every week on the bulletin board described the place and time of makeup hours and trainee must pay the fees requested before attendance.

Second, Makeup exams

If the trainee is absent from the exam without a formal excuse, he gets zero in the exam and can attend makeup exams with a minimum passing grade.

If a trainee misses any exam because of accepted excused absence, he can retake his missed exam after submitting a request to do so and getting an approval from trainee affairs department and he will take his actual grade obtained in the exam.

If a trainee fails in the final exams of any subject as well as both makeup exams, he will be dismissed from the institute because of repeated failure.

In the beginning of each semester a table of makeup hours requirements for each subject will be announced.

After attending makeup hours, the trainer registers attendance hours for each trainee at the Institute to be entered into the attendance system

ARTICLE 7

GRADING SYSTEM AND EXAMINATION

First, Grading System

The grading evaluation shall be based on the Semester Grade Point Average (GPA) grading system as shown below:

$$\text{GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}}$$

Quality points = No. of semester hours x Numerical value of grade you received

e.g. A trainee in Math (3 semester hours) earned a B+ ,then his quality points =3x 4.5=13.5

Second, Grade Code

LETTER GRADES	MARKS	POINTS	GRADES IN ENGLISH
A+	95 – 100	5.00	Exceptional
A	90- less than 95	4.75	Excellent
B+	85- less than 90	4.50	Very good
B	80- less than 85	4.00	Good
C+	75- less than 80	3.50	Above average
C	70- less than 75	3.00	Average
D+	65- less than 70	2.50	High pass
D	60- less than 65	2.00	Pass
F	less than 60	1.00	Fail
Inc	-----	-----	Incomplete
Dis	-----	-----	Dismissed

-Applicable to all subjects except English

The distinction as follows shall be awarded to the trainees base on a grade point average (GPA) which corresponds with:

4.5 or more	Excellent
3.75 --- less than 4.5	Very Good
2.75 --- less than 3.75	Good
2.00--- less than 2.75	Fair

Third, Incomplete \ Dismissed Grade

7-3-1 Incomplete grade designated by “Inc” shall be given to the trainee,

- a. Who missed any one of examination, or,
- b. Who did not submit or accomplish the requirements of the course.

7-3-2 Dismissal grade designated by “Dis” shall be given to the trainee, who was expelled from the Institute for the cause/s determined by the Honor and Disciplinary Committee.

Trainee assessment

-The process of assessing the trainee is conducted constantly and in several different ways of evaluation. Weak performance trainee or achievements will be given every possible means to help like (Makeup hours of theoretical and / or practical - Workshops – assistance and special guidance. Evaluation of the subject depends on whether the evaluation was done .practically or theoretically
-Trainee undergoes assessment during training including quizzes, homework and e-learning.

Trainee’s Homework:

- The trainee is assigned number of homework in each subject and it must be submitted on time as per each department plan.
- Evaluated and graded homework to be returned to trainees.
- One home work less than the total no. of homework given in a session (4 weeks) is to be submitted by trainee compulsorily.
- The list of trainees who do not follow above will be sent by HOD to Trainee Affairs Manager and Trainee Affairs department will verify the list.

As a punishment these trainees are not eligible for following:

1. For doing project work
 2. For working under learn to earn scheme
- For participating in any additional activities or programs like technical fair, science club, first aid training and other extracurricular activities.

Fourth, Percentage of Grade Distribution

I. Practical Training

Practical training	Through Semester	Final
Attendance	20	
Attitude and Participation	5+5	
Homework	5	
Workbook	5	
Test-Quiz(5) & Midterm(10)	15	
Final written Exam		15
Final Practical Exam		30
Total	100	

II. Theoretical training including B.E and B.P

Theoretical training including B.E and B.P	Through Semester	Final
Attendance	20	
Attitude (5) and Participation(5)	10	
Homework	5	
Workbook	10	
Quiz	10	
Mid Term Examination	15	
Final written Exam		30
Total	100	

The Trainee must secure minimum 60% and above in the final practical examination to pass any practical subject that means as per current grading system the trainee must secure 18 marks and above out of 30 in the practical examination to pass the subject

Approved in HOD meeting no. 04/2011 held on 26.1.2011.

Based on the decision taken in the HIPF Management meeting on 7th March 2011 and HOD meeting on 23rd Feb the following will be the approved grading scale for English:

	1st Semester	IIInd, IIIrd & IVth Semester
Attendance	20	20
Homework	5	5
Attitude and Participation	5+5	5+5
Final Examination	40	45
Quiz	10	10
Project	15	10
Total	100	100

Final Grade

The minimum total passing score (Total of attendance, attitude, Quiz, Test/Exam) for any subject is 60% except for English which is 65 percent.

The trainee must achieve minimum of 60 % to proceed to the next semester.

Fifth, Types of Examination

Curriculum final Examination

Final examination is held at the end of each course in each semester.

Make up Exam : If the trainee failed final examination or if he is disqualified from taking the examination, he shall attend the makeup class. Make up class is given after the trainee has applied for it and has paid the applicable fee. Then he will sit in the make up examination. The Trainee is entitled to 1st and 2nd make up exams.

The highest total score (Total of attendance, attitude, Quiz, Make up Test/ Exam) after the makeup exam shall be 60% as a final grade in that course despite the trainee get more than 60%. For English it will be 65%.

Trainees who failed the 1st make-up exam will be given another chance to attend the 2nd make-up class and take the 2nd make-up exam.

Mid term/Quizzes/Unit Exam: These are throughout the semester. For any of these exams that were missed due to an acceptable reason, the exam retake request has to be approved with in 1 week from the finish of excused absence by trainee affairs supervisor.

Sixth, Disqualification from Taking Examinations

Trainees with more than 30% of absences in any given subject are disqualified from taking the final examination, in which case, he must finish make-up classes according to his absence level after which he will be allowed to sit in 1st make up exam.

Trainees who did not pay the applicable costs for make-up classes and any other charges are disqualified from taking examinations.

Trainees who did not attend the required make up classes before the examination

Trainee who is absent from one or more of the remedial hours will be deprived of the test and in case if he has an excuse, excuses policy will be applied.

Seventh, Examination Rules and Regulation

For theoretical final, examination time shall be 60-90 minutes depending on the course.

Trainees can leave the examination room /hall only after the half time of the exam has passed.

The maximum time allowed for the trainee to be late in an examination is half time of the exam period. The time allotment for the duration of the examination shall remain and will not be adjusted for the latecomers.

The HOD of the course shall decide subgroups for taking the practical exam as it is not physically possible that all Trainees take the examination at the same time.

The use of mobiles are not allowed in the Examination hall. All mobiles have to be switched off before entering the Examination.

For calculations trainees can use calculator with permission of Head of the subject Examination, Bring your IDs during examination

Article 8 **Honor and disciplinary**

Higher Institute for Plastic Fabrications is keen to instill Islamic values and morals toward trainees. Institute is working hard to enact laws and regulations that will ensure the safety of trainees and provide attractive training environment through the achievement of justice and equality between trainees and employees at the institute and state the rights of trainees and their duties to the Institute and its workers and their colleagues and impose sanctions on violators.

First: Honor and disciplinary committee

To ensure the safety of decisions and objectivity; the Institute established a committee of honor and disciplinary, a committee formed by the Higher Institute for Plastic fabrications interested in studying everything related to the trainees by tracking the performance of the trainees and provide final recommendations for the management of the institute to take decisions on trainees.

(8-1) The composition of the committee is as follows:

1. Deputy executive manager who will be the chairman and presiding officer of the committee or whom is appointed by him.
2. Training Manager
3. Trainee Affairs Manager ,Secretary
4. Education Coordinator
5. Senior Instructor
6. General Subject Instructor
7. Trainees Affairs Specialist

The Commission is held in the presence of all members or the majority of them, they will be voting on the final decisions of the majority and then report the recommendations of the minutes of the meeting to the Executive Director of the Institute for decision approval.

(8-2) Disciplinary Sanctions:

8-2-1 The Honor and Disciplinary Committee has the authority to take any of the following actions:

- a. Warning with an oral or written notice issued to the violating Trainee.

- b. Probation with a written warning to the trainee putting him under observation and/or non-curricular activities for a specified period. Any commission of another offence will result to a more severe consequence, which can include suspension or expulsion from the Institute.
- c. Removal the privileges under some circumstances of misconduct. The Institute may decide to remove certain privileges from the Trainee like the use of the dormitory facility, prohibit from joining sports and other extra-curricular activities, withhold leadership roles or deny entry or membership to certain organizations.
- d. Suspension, a temporary separation from the Institute for a designated period.
- e. Dismissal, a permanent separation of the trainee from the Institute. The expelled trainee is not allowed to return to the Institute.
- f. Deduction of part or full attitude marks
- g. Monetary fine in form of make up fees, lost item charges etc.
- h. Calling parents

(8-3) Categories of Misconduct:

1- Academic Violations:

Acts of academic dishonesty:

- a. Cheating means:
 - Copying from other trainee’s test paper.
 - Using unauthorized material to aid in the examination.
 - Collaborating with other trainee(s) during examination.
 - Substituting for any other trainee or permitting one self to take examination on behalf of another.
 - Possession of un-administered test.
- b. Plagiarism means the appropriation of the work of others for crediting as his own.
- c. Collusion means the unauthorized collaboration with another person in preparing any academic requirement for credit
- d. Abuse of resource materials means the mutilation, destruction, concealment, theft, or alteration of any materials of the Institute used to assist the trainee in their studies.

Honor and Disciplinary Committee decisions will be subjected to the following:

1. Zero grades in subject exam
2. The trainee will be given a warning if he commits the dishonesty act/cheating. If he repeats he will be dismissed.

2-Non Academic Violations:

Acts resulting to loss and/or damaged of property which include but are not limited to:

- b. Misuse or abuse of any equipment or property of the Institute.
- c. Destroying, defacing or damaging of any equipment or property of the Institute.
- d. Stealing of any equipment or property of the Institute, co-trainees, instructors and other staff.
- e. Concealment, alteration, or substituting training material.

Acts adversely affecting the order of peace such as but not limited to:

- a. Commission of criminal offence.
- b. Violent behavior.
- c. Verbal or physical harassment.

Acts in violation of policies, rules, regulations and any directives of the Institute.

The Trainee’s Affairs Manager shall notify the concerned trainee (and his parent if necessary) of the final decision of the Honor and Disciplinary Committee.

(8-4) Disciplinary Procedures:

Any trainee, faculty member or employee of the Institute can initiate a disciplinary complaint against the trainee. The trainee Affairs Manager shall receive the complaint and it can be forwarded to the Honor and Disciplinary Committee, which will investigate and gather evidence about the reported misconduct and shall validate the accuracy, credibility and sufficiency of evidence. The Trainee's Affairs Manager may take immediate interim preventive action where the continuing presence of the trainee poses a danger to person/s or property or a threat to the academic process. The Honor and Disciplinary Committee shall be convened as soon as possible to hear the case and issue a decision.

8-4-1 When a complaint is filed, the trainee's named in the complaint will be asked to report to the Trainee's Affairs Manager for the initial inquiry into the alleged violation.

8-4-2 In the disciplinary process, the trainee has the right to:

- a. Be informed of the nature of the complaint/violation.
- b. Know the complaining party, if there is no threat to either individual.
- c. Know the applicable rule he allegedly violated.
- d. Know the witnesses (if there is no threat to him) and/or the evidence used against him.

8-4-3 The Trainee Affairs Manager may impose the required disciplinary sanction after a thorough assessment reached by the Honor and Disciplinary Committee. If the violation is serious enough to warrant suspension or dismissal, the Committee shall hold a formal hearing of the case with the concerned trainee's, witnesses and other parties involved present.

8-4-4 The Trainee Affairs Manager shall implement the final decision of the case reached by the Honor and Disciplinary Committee by giving notice to the trainee in writing and in addition to his parent if necessary.

(8-5) Dismissal and termination

The trainees who are identified as follows will be dismissed from the Institute. Any trainees identified as failure based on negligence will be subject to applicable penalties.

A trainee who committed violations mentioned in paragraph three of Article eight and the committee recommended dismissing him.

8-5-1 Trainees who do not attend for at least ten (10) consecutive days of the Institute's training schedule without justification will be dismissed.

8-5-2 Trainees whose overall attendance reaches more than 20% will be dismissed

8-5-3 Trainees who have committed a misconduct or indiscipline the Honor and Disciplinary committee will meet and decide for his dismissal.

8-5-4 Trainees who have repeated D make up classes the Honor and Disciplinary committee will meet and decide for his dismissal.

8-5-5 Trainees who fail three consecutive exams e.g.(English session final exam, make up1 and make up2) and theoretical and practical final exam, make up 1 and make up 2 in any subject will be dismissed.

8-5-6 Failing to comply with the terms of their enrollment agreement will result in dismissal.

ARTICLE 9

Trainee's rights

(9-1) The trainee has the right to:

- 1- Apply for his absence deduction to trainee's affairs department if he submitted the official excuse within three days after the end of his excuse.
- 2- Apply for attending his makeup classes without paying costs because of his absence if he submitted his excuse on time.
- 3- Request for attending extra makeup classes if he feels that he is in need for more classes in any subject.
- 4- Get three total chances to pass any exam.
- 5- Ask for retaking any missed exam, quiz or project because of his excused absence within seven days after his excused period
- 6- Request to get a letter from HIPF to any hospital to get an official medical report about his case.
- 7- Request to get a letter from HIPF for government airlines, train railways, bus bookings.
- 8- Know his grades in any subject exams.
- 9- Ask for seeing and rechecking his answer sheet in any subject.
- 10- Submit an incident report about any other trainee or HIPF staff to trainee's affairs manager and he has the right to know about the finding of his incident case.
- 11- Apply for a room in trainee's dormitory after finishing all official requirements. And he can request for changing his room depending on availability.
- 12- Ask for changing his group within the first week of the semester depending on availability.
- 13- Communicate with any department staff for any request during break times.
- 14- Go out and in from HIPF campus during break times.
- 15- Request for withdrawal from HIPF.
- 16- Raise any suggestion to trainee's council.
- 17- Know full information about sponsoring companies before signing his contract and he has the right to choose the best company for him which is available.
- 18- Give feedback about dormitory, cafeteria, teachers and workshop facilities to trainee council.
- 19- Know any decision made by honor and disciplinary committee regarding his case and he has the right to object to the decision and request for further investigation and if he still objects to the decision of the committee he has the right to submit his request to the Deputy Executive Director.
- 20- Approach the higher authority up to executive director if he feels that his request/query is not properly resolved at lower level of authority.

(9-2) Trainee Rights and Grievance Policy

First, Trainee's rights

The trainees can access and review their records by submitting a written request citing the particular record he wants to see.

The request will process in 3 steps as under:

1.1 Informal Resolution

If a trainee demonstrates that the trainee's education record is inaccurate, misleading or otherwise in violation of the trainee's privacy rights, the trainee may request in writing that the record be changed.

The request should be made directly to the custodian of the record. Any disagreement should be resolved informally, if possible and within a reasonable time period.

1.2 Formal Hearing

If the request is denied, the trainee may file a written appeal within 30 days to the Trainee Affairs Manager. The trainee affairs Manager under intimation to Executive Director may propose a committee to review the complaint. The Trainee affairs Manager/committee will provide the trainee a full and fair opportunity to present evidence. The trainee may be assisted or represented by one or more individuals of the trainee's choice. After the Trainee Affairs Manager /committee complete the proceeding and makes findings, it will render a written decision and forward it to the relevant parties for implementation.

1.3 Explanatory Statement

Trainees, dissatisfied with the results of a hearing, may place an explanatory statement for disagreement with the institutional decision not to correct or amend the record. Such a statement will become part of the trainee education record.

Second, Grievance Policy

HIPF is committed to ensuring that student grievances are dealt with both fairly and promptly. The purpose of this policy is to ensure that:

- (a) Trainees have clear guidelines to give feedback, express their concerns, voice complaints and have their grievances resolved;
- (b) grievances are promptly and properly investigated, and decisions are based on evidence; and
- (c) There is a system to monitor grievances, and the actions taken by HIPF to resolve them.

In making or dealing with any grievance, staff and trainee should follow the principles set out below.

- (a) HIPF encourages any student with a grievance to express that grievance through the proper channel.
- (b) HIPF takes all grievances seriously and aims to resolve all trainee grievances within HIPF in the first instance if possible.
- (c) All complaints must be dealt with promptly and fairly, generally speaking, fairness means that
 - (i) Staff and trainees should be informed of any complaint made against them, and should be given an opportunity to respond to such complaints before any decision that affects them is made;
 - (ii) Decisions must be based on all the information provided, and after consideration of the relevant issues.

Third, Grievance reporting

- i. In general and where practicable a grievance should be made in the first instance to the person directly responsible. If this is not practicable the grievance should be made to a staff

- member/their manager. The grievance can be higher authority if the trainee is not satisfied with the response.
- ii. If a trainee has a grievance about another trainee's behavior the student should raise it with their teacher or Head of Department.
 - iii. If the grievance is against HIPF services and administration the grievance should be lodged in the first instance with the appropriate staff member, lecturer or HOD and may be escalated to Trainee Affairs Manager.
 - iv. If the grievance is about Training and education actions, the trainee should refer to the appeals process in the Training Manager.
 - v. If the grievance is about other academic matters (learning, teaching, course relevance) this should be raised with the lecturer in the first instance and may be escalated to the Head of Department, or Training Manager.
 - vi. If a trainee has a grievance against a staff member's behavior, this should be raised with the staff member or the HOD and may be escalated to Disciplinary committee through software notification to Trainee Affairs department.
 - vii. Where a grievance is made the staff member approached will complete the Student Grievance Form and ensure that it is recorded and responded to appropriately.
 - viii. The investigation into the grievance will start immediately after it has been lodged and the student will be notified of progress and actions within 5 days of lodging a grievance.

Fourth, Appeal Process:

The Trainee's may appeal decisions made and policies enforced by the Institute. Appeals must be made in writing to the Trainee Affairs Department and must be accompanied by documentation of the circumstances that prevented the trainee's from complying with the Institute policies.

Any trainee not attaining the required GPA will receive a written dismissal notice .The student may submit a written appeal for his dismissal within 5 calendar days of receipt of dismissal notice. The appeal should be addressed to Trainee Affairs Manager. The appeal must be accompanied with documentation of the mitigating circumstances that have prevented the trainee from attaining satisfactory academic progress. The Honor and Discipline committee will examine all appeals and the decision of Committee is final

Fifth, Complaint Procedure:

The trainee has the right to know any decision made by honor and disciplinary committee regarding his case and he has the right to object to the decision and request for further investigation and if he still objects to the decision of the committee he has the right to submit his request to the Training Manager. (For other details refer to Probation policy)

However, if the trainee still objects to the decision he has the right to approach the higher authority up to **Executive director** if he feels that his request/query is not properly resolved at lower level of authority.

Article 10 Remedial Classes

- The weak learners are trainees who fail in the HIPF evaluation system.
- They are given extra classes to cover up their weaknesses.
- Any Trainee who get less than 60% overall grades in the midterm examination will be treated as the **weak learner**. In case of English the trainees who fail in make-up exam 1 will undergo remedial classes till they sit in make-up exam 2
- HOD will determine how many hours the trainee need and submit the planning sheet (As per format WL/MT/Deptt./month) to the Training department for approval.
- Trainee will sign the plan after approval for declaration.
- The remedial classes will start immediately after approval.
- The HOD will inform the attendance of the trainees to Training department
- TQAP will do the evaluation of trainee after finish of remedial classes
- Trainee is not eligible to sit in the final exams if he didn't finish all the remedial classes

Other terms and Conditions:

- Remedial classes are free of charge.
- Remedial classes will be handled by separate teacher and has same schedule as evening make up classes. Other timings can be used with prior approval.
- Some remedial classes can be given in form of home assignment. In theoretical subject homework can be some research topics and in English it can related to writing and reading skills.
- The remedial class plan length is based on the evaluation of the HOD, it could be one hr or more however it should not exceed four weeks from the start date of the plan. In case of English the remedial class to be planned between make up 1 and make up 2 exam.
- If any trainee has both make-up class and remedial class, the HOD should manage in such a way that so that trainee could attend minimum 50% of remedial classes. If he attended remedial class the trainee can be marked present in the makeup class.
- While the trainee sign the Remedial class approval sheet , he should be informed that “ If he is absent in a remedial class due to any excuse he must submit excuse to Trainee affairs department”
- Also, in case the trainee is absent in the remedial class it should be informed to Training and trainee affairs department immediately.

Article 11 Trainees' Services

Higher Institute for Plastic Fabrications offers a variety of services designed to correspond with the different ages of trainees and their scientific and practical background to suit all their needs. The institute services offer support, information, and services to improve the experience of the trainee at the Higher Institute for Plastic Fabrications.

The goal of the trainee's services is to provide trainees with resources that enable them to exploit and achieve the full opportunities through the institute and society as a whole.

The Higher Institute for Plastic Fabrications is dedicated to support the academic and personal endeavors for each trainee through advocacy, leadership and partnership.

(11-1) DORMITORY

(11-1-1) Dormitory Condition

Admission to the Institute's Dormitory requires, in addition to meeting the other regulation, the following:

- 1- To be registered as a trainee.
- 2- To be from outside the Riyadh area.
- 3- To pay the applicable fees determined by HIPF Management.

(11-1-2) Dormitory Admission Procedures:

Admission/distribution of trainees will be according to the following:

1. Dormitory admission procedure starts in the period of time specified by Trainees Affairs Manager.
2. Signing of the housing contracts by trainees.
3. Paying the applicable fee.
4. The Housing Supervisor's Head will check the requests and direct the trainee to the room assigned to him.
5. The Dormitory supervisors will conduct distribution depending on available rooms.
6. When it is necessary for the trainee to be transferred to another room after Housing Supervisor's Head approval, the trainee shall evacuate the room within the period specified by Housing Supervisor's Head.

(11-1-3) Instructions:

Trainees are required to:

Comply with the regulations and instructions and its amendments in addition to the traditions and conducts of the Kingdom especially those relevant to establishing a good neighborhood. Or (being a good neighbor, whichever you prefer)

Maintain safety and cleanliness of his room and its furniture, the dormitory and all relevant facilities.

Comply with security and safety measures issued by Management or Dormitory supervisor.

Not leave valuable items in his room. The trainee himself will be responsible for loss of such items.

Coordinate in a friendly and respectful manner with the Dormitory Supervisor, security guards, workers and his colleagues.

Comply with dormitory exit/entry timings as specified by the Institute.

Inform the Dormitory Supervisor in writing whenever he intends to travel or stay outside the dormitory overnight.

Utilize dormitory constantly. If he refrains from utilizing the dormitory for three consecutive days or ten intermittent days during the semester and there is another trainee on the dormitory waiting list, then the absent trainee will be removed from the dormitory.

Present his ID card, when requested, to the Dormitory Supervisor/Gate Security Guard.

Utilize recreation facility and playgrounds during allowed time and comply with the regulations and instructions decided by the Institute.

Inform the Dormitory Supervisor or Security Guard about any damage to the room, its furniture or common facilities. Failure to do so on time means that said trainee will bear cost of repairing such damages.

Switch off the lights, AC, flat iron and other electrical appliances, close the windows and the room door at the time of leaving the room. Do not forget your room door key inside. Do not give the key /copy of key to anyone other than a roommate.

Allow the Management officials, Dormitory Supervisor and maintenance technician to enter the room at any time.

Place garbage in the assigned areas only.

Comply with the code of conduct established by the Institute.

The furniture of the room, other tools and appliances will be the responsibility of the trainee for his proper use and shall be returned to the dormitory in good condition and he will be required to compensate the Institute for any damages that may happen to the room or it's contents due to his negligence or improper use.

If the trainee refused to pay compensation for damages, resulting from his improper use or was late in payment of such compensation, then the said trainee will lose his dormitory housing privileges including staying in the dormitory. In case of separation from HIPF such as graduation when the trainee still refused to pay such compensation for damages then HIPF management has the right to hold the trainee's official documents until he pays the compensation.

Trainees are required to pay the nominal fee regularly and on time at the beginning of each semester. Failure to do so will result in loss of his privileges to reside in the dormitory.

Trainees are responsible to take care of their valuables themselves inside the room.

(11-1-4) Restrictions

11-1-4 Trainees are not allowed to:

- 1- Use the dormitory and it's contents for purposes other than those assigned by the Institute.
- 2- Make any modification or addition to the housing/ room.
- 3- Keep any dangerous/flammable items, weapons nor any other electrical appliances (such as electric stoves and T.V.), tools, and machines inside the room.
- 4- Cook inside the room.
- 5- Fix any pictures/posters inside the room or on the bulletin board.
- 6- Enter halls and other common facilities in sleeping or indecent clothes.
- 7- Use the dormitory telephone for unauthorized purposes.
- 8- Park his car/his visitor's car in front of the dormitory entrance or unauthorized areas.
- 9- Bring or participate in bringing any illegal items into his room/ the dormitory.
- 10- Conduct parties, get-together or feasts inside the dormitory unless written approval by the Dormitory Supervisor.
- 11- Trainees are not allowed to smoke in the entire dormitory

11-4-2 The following actions should be followed:

- a- Only the front main door should be used for entry and exit of the dormitory building.
- b- Emergency doors are to be used only during emergencies.

(11-1-5) Penalties

Without prejudice to the other regulations and rules, the trainees who violate these rules and regulations will be subject to any of the following penalties:

- a. Counseling.
- b. Warning.
- c. Temporary denial of the right to reside in the dormitory.
- d. Permanent dismissal from the Dormitory.

The penalty will be issued in writing by the Management officials.

Prior to any penalty, the trainees must be investigated truly and fairly.

Penalties shall be proportional with violation.

The Dormitory Supervisor will communicate penalty decision to the trainee.

(11-1-6) Visitors

Trainees will be fully responsible for their visitors and will bear responsibility for any damage, which may result from their visits.

However, the visitors are only allowed in the Dormitory area subject to the following:

Trainees shall direct his visitors to fill out the required information such as (Visitor Forms) at the visitors' registry with Security Guard when they enter/exit the Dormitory building.

Trainees shall receive their visitors in the lobby between 4-8 p.m. (week days) and 12-8 p.m. (week ends)

Trainees are not allowed to receive visitors inside their room or give them copies of his room keys.

Trainees' visitors are not allowed to use the facilities assigned only for trainees.

(11-1-7) Dormitory Evacuation

11-1-7 The trainees shall evacuate the room upon the request of the Dormitory Supervisor in the following cases:

- 1- Upon leaving the Institute because of graduation.
- 2- Upon leaving the Institute because of dismissal.
- 3- Upon leaving the Institute because of discontinuation of his study in the Institute.
- 4- Upon final or temporary exclusion as stated above.
- 5- In case of trainees committing infractions as mentioned in Article 10-3-8 of the Dormitory Instruction above.
- 6- During the official holidays and summer vacation unless he shall receive training during that period.
- 7- Upon shifting him to another room.

(11-2) Trainees Advisory:

HIPF provides trainees advisory service by recruiting 3 advisors one in the main building and two in the dormitories. The advisors have a direct supervision on the problems that are related to the psychological, social, and study sides of the trainees, and they advise, help and support the trainees. Furthermore, trainees can visit the advisors directly for any social, study, or psychological issue.

(11-3) Trainees Council

Trainees Council Policy

The Council consists of 15 trainees and headed by the Executive Director, in addition to the trainees advisor. The council is held once every two weeks. An active member is rewarded SR 100 to attend every formal meeting.

Selection mechanism:

- 1-The selection is managed by trainees’ affairs dept.
- 2- An announcement is to be distributed throughout HIPF media(TV’s, notice boards, morning assembly) to announce the start of the selection.
- 3- After the close of the nomination, trainees’ affairs dept. will sort the names and verify them(contact Departments). Then, Trainees Affairs Dept. will submit them to the Executive Director for final approval. Then the selected names will be announced and the management has the right to select in case of shortage of participants.
- 4-All members will be notified to attend the regular meeting a day before the meeting by SMS.
- 5- the selection will be every semester (at the mid of each start semester) so they replace those who graduated.

Conditions to be met by candidates for membership of the council:

- 1- Distinguish attendance.
- 2- Good skills in English.
- 3- Get recommendations from the English Dept. and General Subjects Dept.
- 4- Good character and has never got any warning and maintain good morals during all time in HIPF.

Deportation policy:

The management has the right to dismiss any member for one or more following violations:

- a- Low level of training or attendance.
- b- The involvement in any prohibited activity in HIPF.
- c- Get one or more violation.
- d- Low level of participation in the council.
- e- Skipping the meeting.
- f- The end of training period at HIPF.

Powers of the Board:

- 1- Discuss any point related to HIPF.
- 2- Present trainees’ views to the management.
- 3- Discuss the training side and express the deferent opinions.

Responsibilities:

- 1- Share what has been discussed and agreed on among the colleagues in his class room.
- 2- Get a copy of each MOM and post it in the bulletin boards.
- 3- Announce the MOM in the morning assembly(only one trainee will do this).
- 4-Well present his class mates in the meeting like discussing what matters them.
- 5- Any other assignments the management would assign him.

(11-4)Advisory

12-1 Academic Advisory:

Academic advisors are allotted by Training Department, so each advisor has a group that doesn’t exceeds 10 trainees. The academic advisory meeting is conducted once every 4 weeks, in order to discuss trainee progress during the previous month, and the trainee can express any remarks or issues regarding his marks, curriculum, or trainer.

(11-5) program of supporting excellent trainees

The interest of the Institute is to support excellence in educational attainment; the Institute supports the activities that exploit trainee’s hobbies in times of a benefit and learning new skills.

Some of these programs are:

-Visits to exhibitions and conferences inside and outside the kingdom for excellent trainees.

The trainees are selected in this activity based on their overall average, the percentage of the discipline and the recommendation of the honor and disciplinary committee, to be involved in this activity for once so that the Institute will pay all the fees.

- Program Learn to Earn

This program is based on teaching the trainees new skills such as general maintenance of facilities and institute's workshops.

The trainees are selected by heads of department in the workshops only. Participants are required to have good attendance and high discipline, so the lists of nominated trainees will be sent to trainee affairs department to make sure the conditions meet and then get approval. The Institute is to pay 50 riyals for each trainee per hour.

- Free trips to Mecca

Higher Institute for Plastic Fabrications offers free trips to a maximum of fifty trainees per trip in every semester. The selection of participants is based on GPA, attendance percentage and discipline.

- post-training hours

Higher Institute for Plastic Fabrications is keen to provide its free services for the trainees after working hours, including leaving the computer labs open and connected to the internet service as well as the library so that supervisors are working after the official working hours to provide and supervise services for the trainees who are interested.

- Trainees Project

The policy in which HIPF trainees will be encouraged to apply their knowledge and skill to prepare a project and demonstrate

Work Details:

HIPF management will recognize and reward the trainee's talent shown through his project work. The reward could be additional marks.

The trainee's project will be assisted, monitored and observed by the selected HIPF's staff personnel. The examples of the project assignments or themes are a) Poster presentation on collection of products and find out its manufacturing process and its raw material b) Make prototype model or working equipment etc.

The project idea can be suggested by Trainee or staff.

Selection Process:

At first in week no. 8, Trainee affairs department will release the list of trainees who are eligible for the project based on following two criteria:

1. Best Attendance Rate-Trainees having attendance rate of 95% and above
2. Best Attitude and Participation Trainees having no incident report and his attitude marks are more than 90%

The trainee will submit their option for doing project in any one subject which they are studying to Training Department. Then the list will be forwarded to all concerned HODs. The trainee will be given the topics or he can choose his own topic for the project. The trainee will be doing his project under observer/guide.

Nomination Process of observer:

The nomination of project observer will be done by HOD.

Project Duration:

The project nominations and allocations will be done in week 8. The project submission will be done in week 15. Project evaluation and grading will be completed on or before week 18. Marks entry in software will be done in week 21 or before by respective HOD.

Project Budget:

After allocation of project, a trainee should submit the project requirement and costs with project form. The trainee will be reimbursed the expense against submission of invoice. Advance money will not be given.

The project budget is up to 200 SR maximum per project.

Project Evaluation:

The project will be evaluated and graded by project observer and HOD.

The project evaluation criteria

Classification Levels	Description	Marks Distribution
Knowledge	Recalling facts, theories and learned material.	1
Comprehension	Awareness of what material means used	1
Application	Application and understanding of learned facts to answer questions.	1
Analysis	Breaking down into constituent parts to understand its functions	1
Evaluation	Project usefulness to HIPF as teaching tool	1
Total Marks	The full mark for the project	5

Project Reward:

Successfully completed Trainees Project will be rewarded on semester basis. Reward will be additional 5 marks maximum to be added to trainee’s subject grant total through software. Maximum ceiling is 100 marks for each subject.

Rights to Start and stop the Project or change the project:

All the rights are reserved by HIPF management for changing, starting and stopping the project work without mentioning reason.

Rights to change the trainee:

All the rights are reserved by HIPF management for changing the trainee during the project work without mentioning reason.

ARTICLE 12

ALUMNI

(14-1) Alumni Association:

The Alumni Association shall be established to enhance and maintain good relationships between the Institute and its graduates as well as among graduates themselves. The Association can also be the venue to extend assistance to the graduates in terms of job placement.

(14-2) Composition and term of office:

14-2-1 The Association shall be composed of all graduates of the Institute, if he wishes to join it.

14-2-2 The Association shall be governed by an elected board composed of:

- a. President.
- b. Vice-president.
- c. Three (3) elected members.

14-2-3 The Term of office of the governing body shall be three (3) years.

14-2-4 The Institute does provide necessary support for the Association. The association shall have the right to generate its own funds to support it's activities, including imposition of membership fees, collecting donations, etc.

(14-3) Activities of the Alumni Association

The Association shall only have activities in conformity with the purpose of the Institute.

- END -

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