



MEMORANDUM

Date : May 08, 2013
To : COOP Coordinators
Cc : VRAA; Department Chairmen
Subject : **Procedures how to apply trips for coop visit**

In connection with visiting COOP/Summer training students to their respective companies, below procedures how to apply trips.

1. The coordinator to fill the attached form and send to the Asst. Dean of Student Affairs with a copy to the department chairman including name's of the students and companies.
2. As agreed visiting 2-3 company per day is manageable. It is important to maximize the number of visits.
3. The Assistant Dean for Employment and Training Affairs will request approval from the Vice Rector.
4. The approved original copy to be sent to the Faculty Affairs, copies will be sent to concerned Faculty and Department Chairman.
5. The faculty to follow up with Faculty Affairs to get the tickets.
6. Faculty need to fill a business trip request in the ERP. *(If the trip is not listed, contact payroll office nos. 3256; 4398)*

Thank you for your usual cooperation.

Regards,


Dr. Talal M. Al-Kharobi
Assistant Dean, Employment and Training Affairs

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MINISTRY OF HIGHER EDUCATION

King Fahd University of Petroleum & Minerals

DEANSHIP OF STUDENT AFFAIRS

Employment & Training



وزارة التعليم العالي

جامعة الملك فهد للبترول والمعادن

عمادة شؤون الطلاب

التوظيف والتدريب

Faculty	ID	Visit date	City	Total number of the students	Company