



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](http://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 and industrial services for the plastic 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, and accredited by Education and Training Evaluation Commission (ETEC), KSA.

**(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) HIPF History and Statement of Ownership:**

As per the agreement held on 18th September 2004 between the General Organization for Technical and Vocational Training Corporation (TVTC), and Eastern Petrochemical Company (SHARQ) the establishment of HIPF was agreed. From then, HIPF was set up as vocational training institute under the Technical and Vocational Training Corporation (TVTC) to practice the nonprofit vocational training in the field of Plastics fabrication technology. Based on that The HIPF was established as a non-profit institute in another agreement signed by the Ministry of Energy and Mineral Resources along with the Technical and Vocational Training Corporation (TVTC), the Eastern Petrochemical Company (SHARQ), and SPDC Ltd. Japanese partner of SHARQ. It started its operation in September 2007.

With mentioning that the establishment of Higher Institute for Plastics Fabrication (HIPF) aims to train Saudi youth under Japanese Experts supervision to participate as skilled technicians in the booming plastics industry of the Kingdom.

HIPF is governed by a board of directors.

**Board of Directors**

| Name                                | BOD      |
|-------------------------------------|----------|
| H.E. MR. Youssef Abdullah Al-Bunyan | Chairman |
| Eng. Faris Saleh Alsaqabi           | Member   |
| Eng. Eid Ali Al-Ahmari              | Member   |
| Dr. Wajeeh Osamah Maghrebah         | Member   |
| Mr. Isao Hatano                     | Member   |
| Mr. Mushaigeh S. AlMushaigeh        | Member   |
| Mr. Abdullah Ali AlSanea            | Member   |
| Mr. Fahad Abdullah Altheeban        | Member   |
| Mr. Fahad Abdullah AlNassar         | Member   |
| Dr. Khaled Mohammed AlGhefaily      | Sec.     |

**(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. While for practical subjects one credit hour can be given to two contact hours.

## ARTICLE 2

### TRAINING SCHEDULE AND HOLIDAYS

**(2-1) Training Schedule**

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

- Trainee can enter the Institute either from the fall semester or from the spring semester.
- Trainees will complete two (2) years in the Institute.
- The subjects to be taught for each semester are shown below.

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

\* From Y group's, Work ethics taught in in 1<sup>st</sup> Semester and Basic Engg. in 2<sup>nd</sup> Semester

**(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                           | 0-2-0-0/2-0-0-0**      | 42          | 2            |
| 6. Basic Engineering                     | 2-6-0-0/0-8-0-0*       | 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            |
| <b>Total</b>                             |                        |             | <b>69</b>    |

\*\* From Y group's, Work ethics taught in 1<sup>st</sup> Sem and Basic Engg in 2nd Sem

**(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> |
|-------------------------------|----------------------------|
| <b>Company OJT Attendance</b> | <b>20</b>                  |
| <b>Company OJT Evaluation</b> | <b>40</b>                  |
| <b>OJT Weekly Reports</b>     | <b>24</b>                  |
| <b>OJT Technical Report</b>   | <b>16</b>                  |
|                               | <b>100</b>                 |

**(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 23<sup>rd</sup> of September
  - d. Founding Day 22<sup>nd</sup> of February
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.

**(3-2) Issuance of Diploma Certificate and Transcripts:**

The transcripts are issued to all graduated trainees on an official paper with HIPF logo along with diploma certificate for free. Additionally, trainees may request a replacement of the lost or damaged original copy that is subject to 4 SR for the transcript and 8 SR for the diploma certificate and 2 SR for English certificate.

## **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:

- Lying and dishonesty have no place in the Institute, therefore, we expect the trainees to be truthful at all times.
- 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
- 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.
- The trainees must respect The Institute's time schedule, attend morning assembly, classes and submit any requirement on time.
- The trainees should be hardworking, industrious and diligent with perseverance and patience in acquisition of knowledge, skill and experience.
- 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**

- When the trainee has violated any of the policy, rules, regulation or directives of the Institute; he shall be subject to disciplinary action.
- When a disciplinary decision is taken, it shall be filed in the trainees' record.

#### **(4-3) Identification Card and Number**

- The trainees shall be issued an ID card for his own with a permanent ID number.
- The trainees are required to wear his ID card during training and while on campus.
- Tampering with the ID card and lending it to others is strictly prohibited.
- The trainees must return the ID card to the Trainee Affairs Manager under any of the following conditions:



- a. At the time of graduation.
  - b. At the time of withdrawal.
  - c. At the time of dismissal.
- Replacement for lost or damaged ID cards will be processed after paying the 50SR as ID reissue cost.

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

- The trainee will receive a uniform two times during the first training semester and once during the third semester.
- The trainees will be notified of the uniform pick-up date for each group, and they will be required to receive it within the specified period of their group. In case the trainee fails to claim his uniform without a formal excuse, he will have to pay the uniform fee.
- 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.
- Trainees must maintain cleanliness and neatness of their uniform. The uniform should be dressed properly.
- 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.
- HIPF's dress code includes proper grooming and proper haircut.

## **ARTICLE 5**

### **TRAINEE'S ATTENDANCE**

**(5-1) Trainee's Attendance**

- The attendance policy is based on the expected occupational outcome which is to operate various plastics fabrication machines to perform the machine operator job in the industrial sector. Where attendance is crucial for manufacturing, as it may impact on products quality and delivery, and affects the team in factories specially on employees rotation between the shifts, furthermore attendance and punctuality represent the factories to customer and may prevent accidents at workplace. Therefore, trainee needs to attend the needed theoretical and practical training hours and maintain 90% of attendance to be in line with manufacturers and factories culture and commitment as well as acquiring all skills and knowledges that qualify him to work as a plastic fabrication machine operator.
- Attendance shall be checked and recorded by the instructor at the start of each training session and morning assembly.
- Trainee must have a minimum 90% attendance in the 21 weeks of training; this rule is applied for all trainees in all semesters. The minimum attendance required for the subject to sit for final exams is 80%.
- 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.
- The trainee, who goes out before the end of training class time without permission is considered cutting classes and will be treated as absent and incident report is to be issued. The trainee, who is coming to training late from start of class time up to half time of 2 hours period, will be subject to 1 hour absent. After half time and for one (1) hour period same rule applies.

- The trainee, who is absent/late to morning assembly after scheduled time will be considered one (1) hour absent for that day.
- Trainee whose overall absence exceeds 10% 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 1<sup>st</sup> makeup exam, in that case the trainee would only receive a minimum passing grade in that subject, i.e., “D” grade.
- Trainees with absences of 20% 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.
- Trainees’ attendance calculation starts in first week in each semester and ends by the end of the semester.

**(5-2) the attendance of exams:**

**1) English subject**

The trainee is allowed 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 the 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 a passing grade and his result will be (pass).

The trainee must pass all semesters of the English language course throughout the period 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, in order to proceed to the next semester.

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 a certificate of English training for each semester he passes with 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 final exam before attending all remedial hours assigned by the head of the department.

### **(5-3) Authorized Absence**

Trainee who is 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.

Trainee, who takes 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.

Attendance grades for any missed hours in any subject will be deducted even if this missed hours were excused.

Number of days entitled for death of a trainee's parent, grandparent, sons or daughters is five (5) days.

Number of days of entitled for a trainee's marriage is five (5) days.

Number of days of entitled for a trainee's new born baby 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.

Attending makeup hours for excused missed hours is free.

Accepting trainee's absence excuse leads to reducing trainees overall absence percentage and attending makeup hours without paying fees.

### **(5-4) Return to the Institute**

The trainee, who is returning to the Institute after absence, shall resume at the beginning of the next semester, depending on the approval of management and trainees supporting company.

Dismissed or withdrawn trainee is not allowed to rejoin the Institute.

### **(5-5) 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 HOURS AND MAKE UP EXAMS**

#### **(6-1) 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.

#### **(6-2) Makeup exams**

- If a 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 an accepted excused absence, he can retake his missed exam after submitting a request and getting an approval from trainee affairs department, he will get 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 English, if a trainee fails in two consecutive sessions, he will undergo makeup 1 exam. If he fails make up 1 exam, he will be given remedial classes followed by makeup 2 exam which is his final chance. Two times failure is not allowed in the last 2 sessions, if there is such case, trainee will not be allowed to take the comprehensive exam and will go to make up exams on week 22. In all cases, trainees will be given makeup 1 exam after failing the session final exam or the comprehensive exam. if a trainee fails in three non - consecutive sessions, he will be subject to dismissal.

- 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

#### (7-1) 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

#### (7-2) 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 trainee based 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

#### (7-3) Incomplete \ Dismissed Grade

- Incomplete grade designated by “Incomplete” shall be given to the trainee,
  - Who missed any one of examination
  - Who did not submit or accomplish the requirements of the course.
- Dismissal grade designated by “Dismissed” shall be given to the trainee, who was expelled from the Institute for the cause/s determined by the Honor and Disciplinary Committee.

#### (7-4) Evaluation and Grade Distribution 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, Assignments and e-learning.

**Grades distribution: (Reference in recommendations CSC meeting no.52 dt 8<sup>th</sup> May 2019 )**

**Practical Training**

| Area                       | Through Semester | Final |
|----------------------------|------------------|-------|
| Attendance                 | 5                |       |
| Attitude and Participation | 5+5              |       |
| Assignment                 | 20               |       |
| Workbook                   | 5                |       |
| Test-Quiz(5) & Midterm(10) | 15               |       |
| Final written Exam         |                  | 15    |
| Final Practical Exam       |                  | 30    |
| <b>Total</b>               | <b>100</b>       |       |

**I. Theoretical training including B.E and B.P**

| Area                              | Through Semester | Final |
|-----------------------------------|------------------|-------|
| Attendance                        | 5                |       |
| Attitude (5) and Participation(5) | 10               |       |
| Assignment                        | 20               |       |
| Workbook                          | 10               |       |
| Quiz                              | 10               |       |
| Major Exam 1,2                    | 15               |       |
| Final written Exam                |                  | 30    |
| <b>Total</b>                      | <b>100</b>       |       |

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.

**II. English**

| Area                       | 1st Semester | 2nd, 3rd & 4th Semester |
|----------------------------|--------------|-------------------------|
| Attendance                 | 5            | 5                       |
| Assignment                 | 20           | 20                      |
| Attitude and Participation | 5+5          | 5+5                     |
| Final Examination          | 40           | 45                      |
| Quiz                       | 10           | 10                      |
| Project                    | 15           | 10                      |
| <b>Total</b>               | <b>100</b>   | <b>100</b>              |

**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 and the session overall grades will not be part of final grades.

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

### **(7-5) 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. 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 excuse, the exam retake request has to be approved within 1 week from the excused absence by trainee affairs supervisor.

English Examinations:

English exams for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> semester are applied during the training on five sessions (months) and the fourth semester will have only three sessions of training, there is an exam every four weeks and the trainee has to pass 3 out of 5 sessions in addition there will be a comprehensive exam in week 21 which is compulsory to pass.

### **(7-6) Disqualification from Taking Examinations**

Trainee with 20% or more 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.

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

Trainee who did not attend the entire required make up hours for any given subject is not allowed to sit in final examination for that subject.

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

Trainees must submit at least 80% of the assignments, in case of failure to do so; they will not be allowed to sit in the final exams.

### **(7-7) 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 is 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, and using mobile's calculator is not allowed at all.

Trainee is not allowed to sit in the examination without trainee's ID.

## **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.

#### **(8-1) 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.

#### **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. Trainee Affairs Manager ,Secretary
3. Education Coordinator
4. Trainees Affairs Specialist
5. Head of English department
6. Head of Basic Technology and General Subjects

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 and Honor and Disciplinary Committee Decisions:**

The Honor and Disciplinary Committee has the authority to take any of the following actions:

1. Permanent termination, a temporary separation from the Institute for a designated period.
2. Permanent termination, a temporary separation from dormitory
3. Warning with an oral or written notice issued to the violating Trainee.
4. Preventing of attending final examination in one or more subjects
5. Deduction of part or full attitude marks.
6. Payment of damages or losses caused by the trainee
7. Calling parents.



8. 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.
9. Attending extra free make up hours.
10. Assigning the trainee to work in social service.

**(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 oneself 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.

**2-Non Academic Violations:**

- a. Acts resulting to loss and/or damaged of property which include but are not limited to:
  - a. Misuse or abuse of any equipment or property of the Institute.
  - b. Destroying, defacing or damaging of any equipment or property of the Institute.
  - c. Stealing of any equipment or property of the Institute, co-trainees, instructors and other staff.
  - d. Concealment, alteration, or substituting training material.
- b. Acts adversely affecting the order of peace such as but not limited to:
  - 1.Commission of criminal offence.
  - 2.Violent behavior.
  - 3.Verbal or physical harassment.
- c. Any act contrary to the Institute's policy, regulations and directives.
- d. Extend hair or exotic hair.
- e. Violation of the general rules referred to in Article 4.

**(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.

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.

In the disciplinary process, the trainee has the right to:

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

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 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.

Any trainee who commits or attempts to cheat is ordered to leave the examination hall immediately and is given score of zero in the exam and a report in violation of the Institute's regulations to be submitted to trainees affairs manager. The trainee is given a written warning in the first case of cheating and if repeated, he is referred to honor and disciplinary committee to take a decision about him.

### **(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.

1. Trainee who commits one of the offenses referred to in article 8, paragraph 3, and recommended by the committee to be dismissed.
2. Trainee who does not attend for at least ten (10) consecutive days of the Institute's training schedule without justification will be dismissed.
3. Trainee whose overall absence exceeds 10% will be dismissed
4. Trainee who has committed misconduct or indiscipline and the Honor and Disciplinary committee decided for his dismissal.
5. Trainee who have repeated D make up classes the Honor and Disciplinary committee will meet and decide for his dismissal.
6. Trainee who fails three consecutive final exams of any subject, or two consecutive English sessions, or three non-consecutive English sessions in a semester are subject to dismissal.
7. Failing to comply with the terms of their enrollment agreement will result in dismissal.
8. Failing two times in OJT.

### **(8-6) Grievance Committee**

The Institute allows the dismissed trainee to object to the decision issued against him through the Grievance Committee, which in turn studies the objection request and everything related to it and provides final recommendations to the Institute's management to take a decision on it.

The Grievance Committee is formed as follows:

- 1- Training Manager - Chairman of the Committee
- 2- Outreach Manager - Member
- 3- Head of the PIPE department - Secretary
- 4- Head of dormitory - Member

## **ARTICLE 9**

### **TRAINEE RIGHTS AND GRIEVANCE POLICY**

#### **(9-1) Trainee's rights**

- 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 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.
- 21- The trainee can access and review his records by submitting a written request specifying the record he wishes to see.

### **(9-2) 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.

### **(9-3) 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.

### **(9-4) Grievance Process**

The request will process in 3 steps as under:

#### **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.

#### **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.

#### **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.

#### **(9-5) 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 grievance Committee will examine all appeals and the decision of Committee is final

#### **(9-6) 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 grievance Committee.

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 FOR WEAK LEARNERS**

- 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 Assignments 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 hour 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) Trainee Dormitory**

The administration of the Higher Institute of Plastic Industries is committed to creating a suitable training environment for the trainees. It is undeniable that providing suitable dormitory plays a significant role in ensuring stability and enhancing the academic performance of the trainees, offering them all the necessary amenities for a comfortable stay. The trainee dormitory consists of residential buildings with a total capacity of approximately 432 trainees.

#### **(11-1-1) General Provisions**

The following terms, wherever they appear in these regulations, are defined as follows:

**The Institute:** The Higher Institute of Plastic Industries.

**Trainee:** Any person enrolled for training at the Institute who benefits from the services and facilities of the Institute's dormitory.

**Dormitory:** The trainee housing associated with the Higher Institute of Plastic Industries.

**Violation:** Any action that contravenes the dormitory rules, regulations, and instructions, as well as the Institute's rules and regulations.

**Penalty:** A decision made against a dormitory beneficiary, as stipulated in these regulations.

**Fine:** A monetary penalty imposed as a consequence of violating the dormitory regulations, used as a deterrent and to compensate for damages caused by improper conduct.

**Dormitory Committee:** The committee responsible for discussing significant violations or misconduct by trainees in the dormitory and making necessary decisions to address them.

1. The purpose of these regulations is:
  - To regulate the behavior of trainees within the Institute's dormitory.
  - To correct the behavior of violators using appropriate modern educational methods.
  - To impose disciplinary penalties on those who violate the regulations.
2. These regulations apply to all individuals benefiting from the Institute's dormitory services.
3. The authority responsible for implementing these regulations is the Trainee Affairs Department, represented by the trainee dormitory Section, in cooperation with other relevant bodies within the Institute.
4. The dormitory management ensures the provision of adequate housing and any other necessary services for trainees, aiming to achieve peace and stability, and helping to achieve the following:
  - Reinforcing the training values among trainees.
  - Encouraging trainees to manage their time and engage in cultural, social, sports, and recreational activities that suit their interests and foster their extracurricular hobbies.
  - Enhancing camaraderie among trainees, fostering mutual acquaintance, and developing their sense of belonging and teamwork.

5. The trainee dormitory is considered a department within the Institute and is managed in accordance with the Institute's rules and regulations, as well as these regulations and their instructions.
6. The Trainee Affairs Department oversees the management of the trainee dormitory in accordance with the Institute's regulations.
7. The Trainee dormitory Section enforces these regulations through field inspections of the dormitory buildings at appropriate times and takes necessary actions against violators.
8. The head of the dormitory section or their representative may form a committee to handle emergency situations, with the committee being chaired by them and consisting of a security staff member and a safety officer. The committee has the right to inspect any room suspected of violations and summon the resident.

### **(11-1-2) Regulations**

A trainee is eligible to use the Institute's dormitory if they meet the following conditions:

- The trainee is accepted into the Institute for regular training and has completed all registration procedures for the desired training session.
- The trainee is free from any contagious diseases.
- The trainee has not previously been expelled from the dormitory for violating the Institute's regulations.
- The trainee agrees to and adheres to the Institute's rules and regulations, especially those pertaining to the trainee dormitory.
- Trainees are assigned to rooms in the residential buildings based on availability, with preference given to their requests when possible. The trainee may change their room if there are available vacancies.
- In the event of a trainee being expelled or withdrawing from the program without formally checking out, their room will be vacated, and any official documents found in the room will be sent to the Institute's maintenance section for safekeeping. The Institute is not responsible for any personal belongings of the trainee.

### **(11-1-3) Trainee Rights in Dormitory**

A trainee in the dormitory has the right to:

1. A shared room for two to three trainees, each with a bed, wardrobe, kitchen, and a shared bathroom.
2. Verify the condition of the room when filling out the dormitory registration form before receiving the room key.
3. A safe living environment, including secured entry and facilities.
4. A clean and healthy environment, with regular maintenance.
5. Access to water and electricity.
6. Access to academic and social support services.
7. Submit complaints or appeals regarding any violations of their rights.
8. Express their opinions and feelings freely within the bounds of respect.
9. Stay in the dormitory for the agreed duration without fear of unfair termination of the dormitory contract.
10. Participate in dormitory activities and events.

### **(11-1-4) Trainee Responsibilities**

The trainee is required to:

- Maintain cleanliness and orderliness of the room.
- Avoid tampering with dormitory property and equipment.

- Refrain from smoking, using hookahs, or similar activities within the dormitory.
- Provide accurate information and avoid impersonating others for dormitory or any other procedures.
- Treat dormitory staff and fellow trainees with respect, cooperation, and courtesy.
- Be responsible for the key to their room and refrain from giving it to others. Modifying or changing door locks or any of its parts is prohibited.
- Be fully responsible for their personal belongings and ensure their room door is not left open when leaving.
- The dormitory management reserves the right to assign the trainee to any room within the building or transfer them to another room as necessary.
- No trainee is allowed to stay in a room alone under any circumstances.
- Notify the dormitory management in advance if the trainee plans to be absent from the dormitory for three days or more.
- If a trainee is absent for three consecutive days or ten non-consecutive days, their roommates must notify the dormitory supervisor, and the trainee will be removed from dormitory after a decision from the dormitory committee.
- Do not leave personal items unattended during holidays; the administration assumes no responsibility.
- Refrain from hanging pictures, posters, or slogans on walls, doors, or windows without prior approval from the supervisor or dormitory management.
- Adhere to guidelines for the proper use of water and electricity.
- Wear appropriate attire when moving around the dormitory.
- Maintain quietness and avoid disturbing others, especially from 10:00 PM to 6:00 AM.
- Avoid any action that violates dormitory regulations and the common areas.
- Maintain cleanliness of their room and shared areas.
- Dispose of waste properly and participate in cleaning campaigns.
- Follow emergency procedures and evacuation plans.

#### **(11-1-5) Prohibited Actions**

The following actions are strictly prohibited in the dormitory: **First-degree violations:**

- Possession or storage of any type of weapon.
- Consumption of alcohol or drugs.
- Possession of materials such as books, magazines, or images that are immoral or illegal.
- Any form of physical or verbal violence, bullying, or harassment (including cyberbullying).
- Intentional damage, loss, or theft of Institute property.
- Hosting unauthorized visitors from outside the Institute.

#### **Second-degree violations:**

- Smoking of any kind.
- Use of incense, candles, or similar items within rooms or any dormitory facility.
- Use of fireworks or cooking equipment that may cause fires.
- Bringing unauthorized electrical appliances into the dormitory without prior approval from the dormitory supervisors.
- Issuing publications or statements without prior approval from the Institute.
- Disrupting authorized programs or activities in the dormitory.
- Misuse of photography equipment or mobile phone cameras.
- Engaging in behavior that contradicts good morals and proper conduct.
- Any alterations or modifications to the room (e.g., repainting or tampering with electrical outlets).
- Tampering with smoke detectors or emergency equipment.
- Keeping pets.



- Leaving the room door open when the residents are absent.

**(11-1-6) Room Monitoring**

Rooms are regularly monitored by the dormitory management to:

- Ensure compliance with dormitory rules and regulations.
- Ensure adherence to maintenance and safety instructions.
- Verify that trainees maintain appropriate personal and public hygiene.
- Ensure the cleanliness and safety of room contents.
- Ensure trainees’ presence in their rooms and absence records.
- Monitor rooms as necessary, based on management’s discretion.

**(11-1-7) Dormitory Fees**

- 100 SAR for trainees in short-term programs and non-contractual trainees with companies.
- 1000 SAR for the second, third, and fourth training terms.
- Trainees may request a refund within two weeks of payment, provided their stay did not exceed two days.
- Security Deposit: 500 SAR, refundable upon return of the room in the same condition as when received, subject to deductions for damages or fines related to the trainee's misconduct.

**(11-1-8) Violations and Penalties**

The dormitory management will monitor and enforce the rules, applying the following penalties based on the violation type:

| <b>Violation Type</b>   | <b>Penalty</b>   |
|---|--|
| Violation of Islamic teachings or Institute rules                         | Possible Dismissal from dormitory after review by the dormitory committee  |
| Failure to maintain room cleanliness                                      | First violation: warning with fine; Second violation: referral to dormitory committee  |
| Disrespect towards fellow trainees or dormitory staff                     | First violation: written apology; Second violation: written warning and apology; Third violation: referral to committee  |
| Noise and disturbance to others   | First violation: warning; Second violation: second warning; Third violation: fine or community service; Fourth violation: referral to committee                                    |
| Engaging in first-degree prohibited actions (e.g., violence, drugs)       | Immediate referral to dormitory committee  |
| Engaging in second-degree prohibited actions (e.g., smoking, alterations) | First violation: warning or fine; Second violation: second warning or fine; Third violation: written apology, fine, or community service; repeated offenses: referral to committee |

- In the case of violations not specified in the regulations, the matter will be referred to the Dormitory Committee to take the appropriate action in accordance with the rules.
- Referral to the Dormitory Committee means evaluating the violation and implementing the appropriate penalties based on the housing regulations.
- Depending on the nature of the violation, penalties may range from warnings, fines, and community service to eviction from the dormitory.
- For severe or repeated violations that warrant eviction from the dormitory, the committee will determine a notice period for the trainee to vacate, with a minimum of 10 days. The dormitory

committee will consider extending or shortening this period based on its assessment of the situation.

▪ **Fines:**

| Sequence | Type of Violation   | Amount                |
|----------|---|-----------------------|
| 1        | Kitchen marble breakage   | 200 SAR               |
| 2        | Defect/disassembly of kitchen marble  | 50 SAR                |
| 3        | Bed breakage  | 150 SAR               |
| 4        | Door handle breakage  | 50 SAR                |
| 5        | Paint damage  | 200 SAR               |
| 6        | Plumbing damage (bidet, shower, valve, etc.)                                  | 50 SAR                |
| 7        | Electrical damage (outlets, lighting, water heater, etc.)                     | 200 SAR               |
| 8        | Damage to safety equipment (fire extinguishers, sensors, etc.)                | As per repair invoice |
| 9        | Damage to air conditioning units  | As per repair invoice |
| 10       | Wooden door breakage  | As per repair invoice |
| 11       | Smoking   | 200 SAR               |
| 12       | Failure to maintain cleanliness or disposing of waste in non-designated areas | 100 SAR               |

**(11-1-9) Disciplinary Procedures**

1. **Reporting Violations:** Trainees must report violations to the dormitory supervisor, or they may submit complaints in writing. The dormitory staff will investigate violations, determining the actions taken according to their severity.
2. **Investigation:** Violations are investigated by the dormitory committee or designated supervisor, and disciplinary actions will be applied accordingly.
3. **Initial Warnings:**
  - For minor violations, trainees may receive a verbal or written warning from the dormitory supervisor.
  - Repeated minor violations after warnings may escalate to more serious consequences.

**4. Dormitory Committee and Appeal Process:**

For serious violations and offenses, the dormitory committee is formed as follows:

1. Director of Trainee Affairs – Committee Chair
2. Financial Manager – Member
3. Dormitory Supervisor – Committee Secretary
4. Head of Maintenance Department – Member
5. Activities Supervisor – Member

The committee reviews serious violations and an offense, summons the trainee to hear their perspective or reviews their statement, and makes an appropriate decision according to the housing regulations.

The committee may take one of the following decisions:

- Dismiss the case and refer to the student counselor.

- Issue a written warning to the trainee.
- Temporary suspension from dormitory.
- Permanent dismissal from dormitory.
- Re-admission to dormitory. If the trainee objects to the decisions of the dormitory committee, they can appeal and submit a written grievance to the grievance committee within five days of the decision. If no appeal is made within the specified period, the decision is considered final.

#### 5. Grounds for Dismissal from Dormitory:

- Possession, use, or distribution of illegal substances or engagement in any prohibited activities specified in Article 5 of the dormitory regulations.

#### 6. Support and Rehabilitation:

- Counseling Services:
  - Trainees who violate the rules may be referred to counseling services for support.
  - The counseling aims to address underlying issues and promote better behavior.

#### 7. Educational Workshops:

- Regular workshops may be organized on topics such as substance abuse, conflict resolution, and stress management.
- Participation in these workshops may be mandated for trainees who have violated certain rules.

#### (11-2) Trainees Advisory:

The Institute provides a student advisory service for trainees, so that there are specialized advisors. 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) 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) Medical Care.**

Higher Institute of Plastic Fabrications provides emergency first aid services and there is a clinic that operates during official working hours. The physician in the clinic provides first aid until the arrival of the ambulance. In addition, trainees can visit the clinic during breaks for initial procedures. physician may also provide a medical excuse for the trainee for a limited period.

**(11-6) Food**

The restaurant offers 3 meals during the with Inexpensive prices:

- . Breakfast: 2 SR.
- . Lunch: 3 SR.
- . Dinner: 2 SR.

The menu is varied daily and trainees can submit their suggestions regarding the supplier or food to the trainees' council or put the proposal in the suggestion box in the restaurant.

**(11-7) Extracurricular activities.**

The extracurricular activities are available at the Institute to enhance the motivation and interest of the trainee for these various activities which aim to develop the personality of the trainee in the social, emotional, physical and intellectual aspects. These activities are organized by trainees affairs department manager as follows:

Educational trips

Factory visits.

Attending seminars and exhibitions in the field of plastics

Activities in the campus of HIPF

- Visits to factories
- Sports day
- Skills Competitions
- Religious activities
- Sports activities
- Football
- Running sport
- Fitness

- Social activities

### **(11-8) 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.

### **(11-9) Trainees Project**

#### **Description:**

This policy is made with an aim that HIPF trainees will be encouraged to apply their knowledge and skill to prepare project and do demonstration

#### **The institutes aim:**

1. To create the work atmosphere and opportunities in which trainees will participate by their wish and goodwill
2. To encourage the trainees for studying at home
3. To encourage the trainees for using e-library and make own notes so as prepare prototype tool/equipment, models, posters, charts
4. To realize and experience science and technology by trainee
5. To brainstorm for groundbreaking ideas
6. To demonstrate excellent work ethics and team work
7. To execute and transform the class studies in real work
8. To upgrade practical knowledge through hands on practice
9. To learn and practice presentation and communication skill
10. To develop reading, writing and speaking skill
11. Improving trainees' Learning by Developing their Understanding

#### **Work Details:**

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

The trainee’s project will be assisted, monitored, observed and evaluated by the authorized HIPF’s staff personnel or a team.

The examples of the project assignments or themes are :

- a) Poster /presentation / Report on any topic relevant to HIPF curriculum
- b) Any theme related to plastics fabrication, products , raw material or allied area
- c) Make prototype model or working equipment etc.

The project idea can be suggested by Trainee or staff.

The trainee can submit their option for doing project in any one subject which they are studying

**Selection Process:**

By week no. 6, HOD will collect the name of trainees who want to make project and forward the name to Training department for approval.

Training department will take care that the trainee will make one project per semester in any one subject. Also the number of projects in any subject will be limited by following criteria:

Maximum no. of projects in a subject ≈ No. of trainees in the semester /No. of subjects in the semester  
Then the approved 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 Presentation:**

The project presentation can be done in following ways:

- 1. Presentation by trainees in department in front HOD and faculty
- 2. Presentation in form of display in events like technical fair, science fair, GPCA or equivalent

**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 |
|-----------------------|---|--------------------|
| Submission            | Submitting the project  | 1                  |
| Knowledge             | Recalling facts, theories and learnt material.                              | 1                  |
| Comprehension         | Awareness of what material means  | 1                  |
| Analysis              | Breaking down into constituent parts in an organized way and understand its | 1                  |

|             |   |   |
|-------------|---|---|
|             | functions   |   |
| Evaluation  | Project merits , comparing with other models and its validity | 1 |
| Total Marks |   | 5 |

**(11-10) After the training hours**

HIPF is keen to provide its free services to trainees after working hours, including keeping the computer labs open and connected to the internet as well as the library so that there are supervisors working after the official working hours to provide services to the trainees who wish and supervise them.

**ARTICLE 12**

**ALUMNI**

The Institute pays great attention to the trainee, especially since one of the core values of the Institute is to focus on the learner in all activities, and because the Institute’s graduate is one of the pillars of development in our wonderful country, the Institute’s interest in the trainee does not stop within the Institute or during training only, but extends to trainees even after graduation. The graduate is monitored and communicated with after graduation through several stages to verify employment and assess the graduate's continued presence in the employing company or private sector. Additionally, the accuracy and effectiveness of contact information, such as email and mobile phone numbers, are ensured to facilitate access and participation in the institute's events and activities. This also provides graduates with the opportunity to benefit from short courses programs and participate in exhibitions and conferences, which contribute to enhancing their skills and staying updated with developments in the plastic industry.

- END -