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رقم المعاملة
التاريخ
المشروعات

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



المملكة العربية السعودية
وزارة التعليم
جامعة القصيم
كلية العمارة والتخطيط
(٠٤٠)

Dear respected Engineering Supervisor:

Hope this finds you well

As part of our national responsibility to our students, and as a result of a cooperative relationship between Saudi universities and the government and private sectors, and based on what the academic system at Qassim University requires, the College of Architecture and Planning requires students to participate in a training program, develop their skills, and enhance their knowledge of architecture in a scientific, practical, and practical sense. During the period of Sunday 28/06/2026 to Thursday 20/08/2026, the student will be evaluated academically by his academic supervisor at the university and in the field by your field supervisor, assuming the training period is not less than 8 weeks. Students are treated as employees in terms of commitment and working hours. The summer training (1) is offered in hopes that you will accept it.

We aim to connect the student to professional experience as a trainee in consulting offices to practice the architecture profession in the office in the stages of (the design process, preparing all documents necessary to obtain a building permit, preparing executive drawings, and preparing engineering reports).

We would appreciate it if you could specify the training site and city along with the documents required before you and any privileges the student will be granted (a reward, housing, transportation, ...) and send them to us via e-mail, fax, or postal mail.

Our appreciation goes out to you.

Dr. Mohammed Fahad Alghafis

Dean of the College of Architecture and Planning

Student applicant:

University number:

Level:

Student signature:

Through your direct supervision, the student must meet the following requirements:

1. Dealing with at least two projects (one project per month) and also according to the size of the project and available within the office.
2. Getting to know the office/department and its divisions.
3. Meet the client, if possible, or know the requirements of the client/owner of the project.
4. Knowing the requirements of the municipality.
5. Find out how to obtain a license, if possible.
6. Dealing with various architectural programs, for example AutoCAD, Revit, Lumion, 3dMax, Photoshop and others.
7. Participation in the design work of some buildings at the office.
8. Participation in the works of shop drawings for some of the office's works.
9. A field visit to the project site.
10. **The student must comply with the professional safety requirements for summer training, which are attached [here](#).**

Required data from the Field supervisor

Field	Section	training	field of training	Number of opportunities - if any	Notes
	Architecture	Summer training (1)	Office work (design/preparation of architectural drawings)		

supervisor approval:

Name:

Mobile number:

E-mail:

To coordinate and communicate
Director of the summer training unit at the college
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