

التقرير النهائي  
Final Report  
ST-RPT

## Final Report Guidelines

- The final report should be written clearly in English. You should proofread the report carefully and correct all spelling or grammatical errors before submission.
- The report should be typed in double spaced with at least 1 inch margin at the left, right, top and bottom of each page.
- Each new chapter should start on a fresh page.
- Use “Times New Roman” font throughout the report
- Use font size 14 for all headings and font size 12 for the body of the report.

## The Final Report should include:

### 1- Cover Page:

Which include: Student name, Student ID, Department, Company name, Advisor Name, and Year

### 2- Acknowledgments:

To thank the company and supervisors which gave an opportunity to do the Summer Training.

### 3- Abstract

### 4- Table of Contents

### 5- List of Tables (if applicable)

### 6- List of Figures (if applicable)

### 7- Part One (up to 7 pages)

#### a. Introduction:

Starts with a paragraph about the company where you did the summer training

#### b. Training Plan:

Discuss about the general training plan assigned to you by your company advisors.



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**8- Part two** (up to 13 pages)

- a. List of Project/Projects or tasks assigned to you with Brief description
- b. Detail of main tasks and duties performed during the summer training
- c. Conclusions

**9- References**

Number of pages: up to 20 pages