

CT-06 Final Report Requirements' Form

The final report contains a set of information that is structured as follows:

No	Item	Content
1	Cover Letter	Includes the following information: name of student, identity number, department, name of academic supervisor, training organization, training period.
2	Table of Contents	lists all principal and secondary titles included within the report accordingly to their appearance and indicates their matched pages.
3	Introduction	Includes a concise presentation of the training organization with a short description of the kind of training. It also briefly resumes the assigned tasks and the achieved objectives.
4	General Presentation	involves all the detailed tasks assigned to the students and the realized results that are organized with suitable titles according to the training nature and agreed program.
5	Conclusion	Sums up the acquired skills and competencies during the training and may include the student observations, opinions and evaluation of gained benefits from the training.
6	References	list all references used in the report.