

Administrative Resolution No. (96) of 2025
Concerning the Rules Governing
Practical Training Programmes for Students of Academic Institutions
Based in Free Zones¹

The Director General of the Knowledge and Human Development Authority in Dubai,

After perusal of:

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai (the “KHDA”); and

Executive Council Resolution No. (21) of 2011 Concerning Higher Education Institutions Based in the Free Zones of the Emirate of Dubai, its amendments, and its Implementing Bylaw,

Does hereby issue this Resolution.

Definitions
Article (1)

The words and expressions mentioned in this Resolution have the same meaning assigned to them in the above-mentioned Executive Council Resolution No. (21) of 2011. The following words and expressions, wherever mentioned in this Resolution, have the meaning indicated opposite each of them unless the context implies otherwise:

Training Entity:	Any public or private body that provides practical training to Students in accordance with the relevant criteria and rules approved by the KHDA.
Student:	A natural person enrolled in a Higher Education Programme at an Academic Institution.
Practical Training Programme:	Any training programme that is offered by an Academic Institution to Students, either as part of one of its Higher Education Programmes or as a graduation requirement, and that integrates theoretical learning

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¹*Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.*

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with practical application. This includes hybrid training, virtual practical training, and training delivered through simulation programmes.

Objectives of the Resolution

Article (2)

This Resolution aims to:

1. establish the general framework for the governance of Practical Training Programmes;
2. enhance the quality of Practical Training Programmes at Academic Institutions to ensure alignment with labour market requirements; and
3. develop the practical and professional skills of Students and enhance their readiness to enter the labour market.

Rules Governing the Provision of Practical Training Programmes

Article (3)

In providing a Practical Training Programme, an Academic Institution must:

1. coordinate with Training Entities to offer training opportunities for Students in line with labour market requirements and with the Academic Institution's approved Higher Education Programmes plan;
2. ensure that the content of the Practical Training Programme is aligned with labour market requirements in the Emirate of Dubai and with the approved national plans;
3. adopt a range of modalities for delivering the Practical Training Programme, including training at branches of international institutions and organisations within the geographical boundaries of the Emirate;
4. deliver the Practical Training Programme in a manner that enables Students to acquire the requisite practical experience and skills;
5. incorporate basic digital skills into the Practical Training Programme, irrespective of the academic specialisation;
6. provide Students, within sufficient time before the commencement of the Practical Training Programme, with all information and data about the programme, including details of its objectives, duration, venue, Training Entities, academic supervisors, and the training criteria and plan; and ensure that the training criteria and plan are approved by the Academic Institution and the concerned Training Entity;

7. not require Students to pay any additional fees unless such fees were clearly disclosed in advance; and ensure that all fees are specified in the contracts or other official documents related to the Practical Training Programme;
8. provide a safe and stimulating training environment reflecting the professional and behavioural criteria applicable in the workplace;
9. provide a practical training environment that accommodates the needs of Students with disabilities, including [appropriate] facilities, equipment, and technical, administrative, and educational support to ensure equal opportunity and safe participation;
10. coordinate with the concerned Training Entity to appoint a competent supervisor to train Students and to ensure regular and effective monitoring and assessment;
11. ensure the competence of supervisors for the Practical Training Programmes by considering their qualifications, academic and practical experience, and ability to conduct professional and educational evaluation;
12. provide, in coordination with the concerned Training Entity, academic support and guidance to Students throughout the Practical Training Programme;
13. prepare Students for the professional environment before the commencement of the Practical Training Programme by organising the necessary workshops and training courses for them;
14. not assign to Students any work unrelated to their specialisations or tasks inconsistent with the objectives of the Practical Training Programme;
15. document the professional and technical skills acquired by Students during the Practical Training Programme and ensure that such documentation is approved by both the Training Entity supervisor and the academic supervisor, in accordance with the evaluation form approved by the Academic Institution;
16. review, update, and evaluate Practical Training Programmes annually in line with future labour market plans; and
17. collect, analyse, and retain data related to the Practical Training Programme in accordance with the policies adopted by the Academic Institution; and make that data available to the KHDA upon request.

Obligations of Academic Institutions

Article (4)

- a. All Academic Institutions must comply with all procedural or advisory instructions and technical guides issued by the KHDA in relation to Practical Training Programmes, and act in accordance with them at all stages of implementation.
- b. The instructions and technical guides referred to in paragraph (a) of this Article will be published on the KHDA's official website. These guides will be binding on all Academic Institutions.

Annual Reports

Article (5)

- a. At the end of each academic year, the Academic Institution must prepare a [comprehensive] report on all activities and tasks undertaken by Students during the Practical Training Programme. The report must contain the following details:
 - 1. the [total] number of Students who enrolled in the Practical Training Programme during the academic year;
 - 2. the name of the Training Entity hosting the enrolled Students, along with a description of the type of practical training delivered;
 - 3. the rate of completion and degree of adherence to the practical training plan approved by the Academic Institution;
 - 4. the results of the Students' final assessments, as evaluated by both the Training Entities and the academic supervisors;
 - 5. the key performance indicators reflecting the quality of the Practical Training Programme and the extent to which it aligns with Students' academic specialisations;
 - 6. any observations, challenges encountered, or opportunities for improvement identified during the Practical Training Programme; and
 - 7. any additional data requested by the KHDA from the Academic Institution that is relevant to the Practical Training Programme.
- b. The Academic Institution must submit the annual report referred to in paragraph (a) of this Article to the KHDA within one (1) month from the date on which the academic year ends.

**Audit and Performance Assessment
Article (6)**

- a. All Academic Institutions will be subject to supervision and audit by the KHDA. The KHDA may conduct inspections of Academic Institutions to verify their compliance with the provisions of this Resolution and the resolutions issued in pursuance hereof; and to ensure adherence to the criteria adopted by the KHDA in this respect.
- b. The KHDA may take all of the actions and measures stipulated in the above-mentioned Executive Council Resolution No. (21) of 2021 to ensure that Academic Institutions comply with the requirements of the Practical Training Programme in accordance with the relevant regulations and bylaws adopted by the KHDA.
- c. The KHDA will assess the performance of Academic Institutions based on the periodic reports submitted to it and will make the necessary recommendations and take the necessary measures to ensure the achievement of the objectives of the Practical Training Programme.

**Repeals
Article (7)**

Any provision in any other administrative resolution is hereby repealed to the extent that it conflicts with the provisions of this Resolution.

**Publication and Commencement
Article (8)**

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Aisha Abdulla Miran
Director General
Knowledge and Human Development Authority

Issued in Dubai on 30 December 2025
Corresponding to 10 Rajab 1447 A.H.