

<b>UNIVERSITI TUNKU ABDUL RAHMAN</b>			
Manual Title: <b>Industrial Training Manual</b>			
Manual No: <b>MN-DARP-PLA-001</b>	Rev No: 4	Effective Date: <b>20.10.2019</b>	Page   1



**UNIVERSITI TUNKU ABDUL RAHMAN**

# **INDUSTRIAL TRAINING MANUAL**

*The guidelines in this Industrial Training Manual apply to all Degree programmes at  
UTAR except for programmes in the Health Sciences.*

Version 4.0  
SEPT 2012

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## SECTION 1: INTRODUCTION

With effect from January 2009 intake, it is compulsory for all UTAR students to complete Industrial Training for 3 to 6 months, depending on the course of study (*Appendix 1 CURRENT SCHEDULES OF INDUSTRIAL TRAINING in Faculty Appendices*)

### 1.1 Objectives

The objectives of an undergraduate following a program of Industrial Training are:

- applying acquired knowledge in problem based exercises in real life industrial projects
- ensuring the relevant degree coursework and training programmes conducted according to the expectations of the industry, to ensure the subject contents are relevant and up to date.
- Providing opportunity for students to acquire practical skills and experience working on projects alongside industry experts.
- providing an opportunity for students to acquire interpersonal skills and ability for team work through interaction with professionals in their field of study.
- learning about ethics in the industry
- learning accepted safety practices in the industry
- providing an opportunity for students to learn about the industry of their discipline and related environment
- providing an opportunity for the industry to identify potential employees and to feedback comments on the degree programme at large.
- providing opportunity to obtain knowledge of how to make optimal decisions to resolve work challenges

### 1.2 Learning Outcomes

Upon completion of Industrial Training, learners shall be able to:

- extend the boundaries of knowledge through research and development
- develop significant commitment in the students' profession/specialisation
- integrate classroom theory with workplace practice
- develop greater clarity about academic and career goals
- develop new or advanced skills
- develop lifelong learning skills
- gain understanding of administrative functions and company culture
- appreciate the ethical basis of professional practice in relevant industry
- display a capacity for critical reasoning and independent learning
- exercise the role of the professional/specialist/manager/supervisor confidently in the relevant industry
- write formatted report explaining the work in industrial training and describing the experience
- assess the adequacy of training
- explore options in career plans and goals
- make a gradual transition from academia to career

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<Name of Faculty>

## **Section 2**

# **Industrial Training Handbook For Faculty**

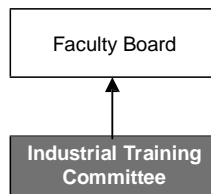
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## 2.1 MANAGEMENT OF INDUSTRIAL TRAINING

- (a) There is a University Level Industrial Training Committee which coordinates industrial training matters. This committee comprises:
- Chairman - Vice President (R&D and Commercialisation)
- Committee Members:
- Deputy Deans in-charge of Industrial Training from all faculties/institute
  - Director, Software Development & Multimedia Services Centre
  - Director, Division of Community and International Networking
  - Head, Department of Alumni Relations and Placement (Secretariat)

The role of University Level Industrial Training Committee is to coordinate/assign someone to discuss and gather information from external party if there is a request.

- (b) Each Faculty will set up an Industrial Training Committee (ITC):



The Faculty Industrial Training Committee is responsible for assigning students to the respective companies for Industrial Training

- (c) The procedures on the management of industrial training to be standardized university-wide.
- (d) Any revision of the syllabus for the industrial training would be recommended by the Industrial Training Committee to Faculty ADCC, which, if agreed, would recommend it to the Faculty Board. Upon agreement, the Faculty Board would forward the proposal to UTAR ADCC for consideration and recommendation to Senate for approval.

### 2.1.1 List of Companies / Organizations

The ITC oversees preparation of the list of organizations to be considered for industrial attachment. It arranges for the placement of students with the appropriate organization.

### 2.1.2 Security

The ITC is responsible for the security and safety of students during industrial attachment. This includes arrangements for insurance and related matters.

### 2.1.3 Placement with Relevant Organization

Work conducted in the selected organization should be related to the course of study in which the student is enrolled. Arrangements with these organizations are made by the ITC of the respective faculty.

### 2.1.4 Duration of Industrial Training and Credit Hours

The duration of industrial training may vary according to the requirements of the course of study concerned. However, the minimum period for industrial attachment is 3 months. Credit hours allocated normally follow MQA and/or professional body guidelines.

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### 2.1.5 Supervision

Supervision is carried out by:

- an academic supervisor from UTAR
- a site supervisor from the organisation to which the student is assigned.

The supervisors should have the necessary qualifications or work experience in the area of study. Students will be provided with a set of evaluation guidelines so that they are aware of the areas of knowledge and skills on which they are evaluated.

### 2.1.6 Evaluation

Evaluation of the industrial attachment is based on the following material:

Minimum one written report every two weeks from the student.

Report on the students from the site supervisor at least once during the industrial attachment.

Detailed written report by the student and submitted to the staff supervisor and site supervisor.

From Week 5 of the training onwards, UTAR academic supervisor to monitor performance of the student trainee by

- a. visiting the industrial training company based in Malaysia at least once during the period of industrial training.
- b. liaising with the counterpart based overseas via skype or other form of communication.

The visit by supervisors shall maintain good rapport between the university and industry

The industry to evaluate the performance of the student trainee.

As the programmes are outcome based, the industry to provide feedback on student performance's outcome and also feedback on UTAR graduates who are employed by the industry.

Feedbacks received from the industry to be tabled at ADCC and for noting at Senate.

### 2.1.7 Marking Scheme

*(Appendix 2 in Faculty Appendices)*

### 2.1.8 Rules and Regulations

Regulations and ethical behaviour during industrial training are given in the Student Handbook.

## 2.2 INDUSTRIAL TRAINING OVERSEAS

The industrial training programme in overseas is meant to expose the students to new technologies in countries that are at the forefront of the technology revolution that is sweeping many parts of the world.

Students are advised to get all the requisite documents in time for the industrial training.

Allow about 5 weeks to process the students' applications before final approval is given. As such, time in submitting the required documents to the relevant Immigration must not be delayed in order not to upset the industrial training schedule.

Guidelines for overseas industrial training are given in the Student Handbook.

### 2.3 LEGAL DOCUMENTS *(Appendix A):*

1. All students going for industrial attachment (at different places in Malaysia and overseas) have signed an indemnity form.

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2. All UTAR students are covered by a group PA insurance policy and must be covered by additional insurance and medical coverage for overseas travel (and other insurance as required by the overseas institution/organisation).
3. Necessary letter of authorization from the management of the overseas institution/organisation plus visa/permit as required by country concerned
4. Travel document is ready, either restricted or international passport.
5. Obtain and fill up the embarkation form at departure, which will be surrendered to the relevant Immigration at the embarkation check point on arrival.
6. Address of the place of residence in the chosen country  
N.B.  
Screening of universities/organisations by Industrial Training Committee (minuted) is compulsory and extremely important.

## 2.4 INSURANCE

### Letter from Deputy Dean

<Date>

#### To Whom It May Concern

This is to certify that all UTAR registered students are covered by a general insurance policy as follows:

Insurance Company : e.g. *Multi-Purpose Insurans Bhd*

Class of Insurance : Group Personal Accident (For Students) Insurance

Policy No. : e.g. *PAG-P0052643-1*

Coverage : Against accidents due to violent, external & visible means round the clock anywhere in the world resulting death or permanent disablement in respect of the following persons:-

Insured Persons: All students of the Universiti Tunku Abdul Rahman

Benefits : Compensation (for each insured person)

Death RM 45,000.00

Permanent total disablement due to loss of one hand or both hands and one foot or both feet, and/ or loss of sight of one or both eyes: RM 45,000.00

Permanent total disablement by accident due to causes other than loss of limb or sight: RM 45,000.00

Actual expenses reasonably and necessarily incurred for medical treatment by registered practitioner and funeral expenses RM 3,000.00

In respect of traditional medical treatment, the compensation is limited to RM500.00

Thank you.

Yours sincerely,

Deputy Dean  
Student Development

Please also refer to *Appendix B SAMPLE OF GROUP PERSONAL ACCIDENT POLICY (GPA)*

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## 2.5 CASES TERMINATED BY COMPANY / TRAINEE

Industrial committee must decide whether to give an F or assigned the trainee concerned to another company.

## 2.6 SAMPLE DOCUMENTS FOR PLACEMENT (*Appendix C*)

The following paperwork defines the process to source for placement:

### Documents # – University arranged placements:

1. Letter to seek industrial placement for **<names of programmes>**
2. Company reply slip of the letter in item 1

### Documents # – Student arranged placements:

3. Letter from the Faculty supporting student's own initiative to seek industrial placement – letter is given at the **<Deputy Dean of Student Development's>** discretion after registration is opened and the student registered with the FGO. The University does not sponsor application by the student's own initiative (see terms and conditions in this document).
4. Company reply slip of the letter in item 3 – reply is addressed to the **Deputy Dean**, who will inform the **<respective coordinator>** when application is successful. A copy of the offer letter for the **<Name of Faculty>** will be filed.
5. (a) Sample cover letter for student reference. Student is encouraged to write his/her own cover letter.  
(b) Letter from UTAR informing of students sent for interview.

### Documents # – informing the company status of progress:

6. Letter informing students to be sent for training
7. Letter informing company there is "No Students to fill up offers"
8. Letter informing company student is "Late reporting to work"

### Other Documents #

9. Reminder to return Company Supervisor's Appraisal Forms
10. Thank you letter for Supporting our Industrial Training
11. Letter of Warning – Non-Compliance
12. Appointment to Visit Industrial Trainees

### Documents/letters relating to Industrial Training Overseas:

13. Sample Letter of Indemnity & Undertaking for the Company Given By Student (cc to UTAR) e.g. Singapore
14. Sample Letter of Undertaking & Indemnity for UTAR given by Parents (cc to UTAR) e.g. Singapore
15. Sample Letter of Undertaking & Indemnity for NUS given by UTAR for NUS as local sponsor & sign on training visit pass application form
16. **SYNOPSIS OF COURSE to be attached to application letters** (*Appendix 3 in Faculty Appendices*)



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**SECTION 3**

**Industrial Training**

**Handbook**

**For Supervisor**

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- 3.1 **ASSESSMENT OF INDUSTRIAL TRAINING** (*Appendix 4 in Faculty Appendices*)
- 3.2 **SYLLABUS FOR INDUSTRIAL TRAINING** (*Appendix 5 in Faculty Appendices*)
- 3.3 **EVALUATION AND VISITATION REPORT OF INDUSTRIAL TRAINING** (*Appendix 6 in Faculty Appendices*)
- 3.4 **STUDENT APPRAISAL FORM OF INDUSTRIAL TRAINING** (*Appendix 7 in Faculty Appendices*)
- 3.5 **MARKING SCHEME OF INDUSTRIAL TRAINING** (*Appendix 2 in Faculty Appendices*)
- 3.6 **DETAILED MARKING SCHEME OF INDUSTRIAL TRAINING** (*Appendix 8 in Faculty Appendices*)
- 3.7 **HUMAN RESOURCE GUIDE**

From Week 5 of the training onwards, UTAR academic supervisor to monitor performance of the student trainee by

- a. visiting the industrial training company based **in Malaysia** at least once during the period of industrial training.
- b. liaising with the counterpart based **overseas** via skype or other form of communication.

If Supervisor from UTAR visits the student trainee based in Malaysia, the UTAR's existing Human Resource Policies and practices must apply.

- 1. There is no need to apply for leave as it will be treated working away from office. For the daily on-line sign in, the Leave Administrator will be asked to update the attendance to "Outstation/Overseas Assignment" if the travel has been approved by the University.
- 2. Complete the Outstation/Overseas Business Travel Application Form with certification by the dean. The number of days of travel to be indicated in the form and estimated budget for travel and accommodation expenses. Enclose supporting documents on the need to travel such as name of students, etc.
- 3. Claims on hotel accommodation and subsistence allowance will be based on staff entitlement. (Refer terms & conditions of employment in web2.utar.edu.my). Grade category may be checked with Human Resource, for example, A4.
- 4. Claims have to be submitted on the Overseas Trip Claim Form for making the claims on return of the trip.

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**SECTION 4**

**Industrial Training**

**Handbook**

**For Company**

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- 4.1 SYLLABUS FOR INDUSTRIAL TRAINING** (*Appendix 5 in Faculty Appendices*)
- 4.2 SAMPLE DOCUMENTS FOR PLACEMENT** (*Appendix C*)
- 4.3 SYNOPSIS OF COURSE** (*Appendix 3 in Faculty Appendices*)
- 4.4 ASSESSMENT OF INDUSTRIAL TRAINING** (*Appendix 4 in Faculty Appendices*)
- 4.5 EVALUATION AND VISITATION REPORT OF INDUSTRIAL TRAINING** (*Appendix 6 Faculty Appendices*)
- 4.6 STUDENT APPRAISAL FORM OF INDUSTRIAL TRAINING** (*Appendix 7 in Faculty Appendices*)

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## **Section 5**

# **Industrial Training**

# **Handbook**

# **For Student**

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## **5.1 INDUSTRIAL TRAINING GUIDELINES FOR STUDENTS**

Students are required to participate and work as industrial trainees in the industry of their chosen discipline. Industrial training is a credited course programme, and thus is compulsory in order to satisfy the degree coursework requirements for graduation.

### **5.1.1 Background**

Industrial training provides the impetus for students to comprehend and appreciate real-life working experiences. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialise in niche areas.

### **5.1.2 Objectives**

The objectives of the Industrial Training programme are as follows:

1. To provide an opportunity for students to discover, learn about, and familiarise with the industry of their discipline, and with organisations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.
2. To provide an opportunity for students to observe real-life practices and implementation of theoretical lessons and principles. Students will acquire practical skills and experience working on projects and alongside industry experts.
3. To provide the opportunity for the industry to identify potential employees from among the industrial trainees and to feedback comments on the programme. Students will benefit from coursework tailored to meet training expectations of the industry.
4. To ensure coursework and training programmes satisfy the expectations of the industry, and ensure the programmes are relevant and up to date.
5. Overall, students will gain experience in the following:
  - Organisational skills and professional awareness
  - Ability to work under supervision and directions
  - Efficiently completing tasks, forstoring good relationship with seniors and subordinates
  - Communication skills and contribution to company

### **5.1.3 Pre-Requisites**

You must satisfy all the requirements stipulated by the Industrial Training course syllabus.

### **5.1.4 Procedures**

- 5.1.4.1 Students who meet the pre-requisite of, and have not passed Industrial Training are eligible to take the subject.
- 5.1.4.2 A list of companies which are classified as UTAR Industrial Training Cooperative Partners (UITCPs) will be posted on Faculty notice boards or UTAR website through the Faculty General Office. In principle, the University will assist every eligible student to arrange an industrial training placement in a UITCP company.

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- 5.1.4.3 The student must apply for the positions advertised by the University at least 3 months before training commences.
- 5.1.4.4 The company may interview, or may just accept the student sent by the University. However, once the arrangement is done, the student must accept the offer unless he/she drops the subject in this trimester.
- 5.1.4.5 Alternatively, eligible students will be given a choice to approach companies that they are keen to work with, and to apply for industrial training placements on their own. If any eligible students choose to do so, they must inform the Faculty, and in these cases the University will not be able to assist the students with any official correspondence except providing a letter of recommendation. Moreover, before these students proceed to the companies concerned, they must also obtain pre-approval from the Faculty so that their applications will not result in any conflict against the University arrangement for other students in UITCP companies.
- 5.1.4.6 All students must inform the Faculty their industrial training appointment as soon as they receive it. Students are also required to submit an appropriate form available at the Faculty General Office to give the details of the appointment.
- 5.1.4.7 In the case of any students fail to secure an industrial training placement by the deadline stipulated by the Faculty, they will have to inform the Faculty within three days from the deadline, so that the Faculty can help them with other arrangement.

## 5.2 RULES AND REGULATIONS

### 5.2.1 Rules for Placement

- 5.2.1.1 The discretion of whether or not to accept a student as an industrial trainee lies entirely with the company and not with the University. A student should prepare him/herself conversantly for the job interview, e.g. the company may test the student on his/her skills and knowledge of the relevant subject domains.
- 5.2.1.2 Only one job placement per student.
- 5.2.1.3 Students must accept the **FIRST** job offered to them.
- 5.2.1.4 **NO** changing nor **SWAPPING** of jobs upon **CONFIRMED** placement without obtaining approval from their Faculty.
- 5.2.1.5 All placements must be for **FULL TIME** work. Subject to expressed instruction by the Supervisor in Charge, students are not allowed to complete their assignment in places, times and tasks of high risk other than mutually and officially agreed and specified in advance by the University and the Company.
- 5.2.1.6 **NO** job hopping. If a student wants to leave his/her current placement, he/she must provide justification to the Faculty and his/her company, and receive the approval from the faculty **BEFORE** he/she can leave his/her current placement.
- 5.2.1.7 No working at close relative's company. All students are required to declare in the form in order to avoid conflict of interest.
- 5.2.1.8 **Payment by the company as the allowance for industrial trainees is encouraged, but not a requirement. Should there be any allowance or any form of payment involved, it shall be the student's responsibility, and not the university, to take all necessary measure to secure such allowance or payment.**
- 5.2.1.9 Final placements will be decided by the Industrial Training Committee whether the students apply for their positions through the University or on their own.

## 5.2.2 Rules and Guidelines During Industrial Training

### 5.2.2.1 Code of Conduct

All students on Industrial Attachment must abide by the following:  
the laws of Malaysia and/or the laws of the designated country of your industrial training  
the University's Student Code of Conduct govern your conduct during the industrial training period,  
the terms of your employment contract with the company, and  
the Universities Act

### 5.2.2.2 General Behaviour

1. Maintain confidentiality of all work material.
2. Dress professionally and be well groomed.
3. Be polite and respectful.
4. Be sensitive and courteous to all your colleagues and clients.
5. Become acquainted with your colleagues from various departments and be appreciative of the services they provide.

### 5.2.2.3 Working Attitude and Behaviour

1. Show enthusiasm in the work assigned to you.
2. Give top priority in time, attention, and preparation to the work assigned by the company.
3. Be punctual for work. Adhere to the working hours and working days as stated in the offer letter and be willing to put in extra work hours if requested by your company.
4. Do not be absent from work unless you are sick and you have obtained the medical certificate from the doctor. Inform your company supervisor or manager in the event of an unavoidable tardiness or absence as soon as possible and provide the medical certificate to your company when you return to work.
5. Prepare thoroughly and carefully before you meet your colleagues/superior/clients.
6. Become acquainted with the various learning materials and resources available for your work.
7. Always have the initiative to explore solutions for the work assigned to you. Clarify your doubts on the assigned work with your colleagues or company supervisor after you have put in your best effort. Take note on any advice given to you in your log book so that you do not need to ask your colleagues or company supervisor again in the future.
8. Carry out your assigned duties and responsibilities responsibly and professionally.
9. Prior approval from respective faculty and company would be required if a student wanted to leave the current placement.

### 5.2.2.4 Leave Application

1. All students are required to obtain approval from on-site supervisor BEFORE going on leave. (Students to check on the T&C of the company)
2. Students must also Inform UTAR supervisor via e-mail

### 5.2.2.5 Safety Precaution

1. Students are extremely required to observe "SAFETY FIRST" in all compliance of the assignments at the re;east Industrial Training company. Pursuant to Regulations 5.2.9, the student concerned has to immediately approach the Supervisor-in-charge and express his/her concern on the safety issues whenever he/she reasonably foresees the same. The Supervisor-in-charge may, with the



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consultation of higher authority, decide and exercise his discretionary power whether the assignment are imminent danger to the student.

2. Female students are highly encouraged to take extra precaution and extra reasonable care for them selves to make sure for safer environment.

### 5.2.3 Other Regulations

1. You must document your working experience, log your activity daily, summarise it weekly and record your progress monthly. On completion of your training programme, you must submit a written report. Your company supervisor will submit a report on your performance at the end of the industrial training.
2. In order to comply with the requirements of industrial training you and/or your parents/guardian are required to:
  - a. Give an undertaking that you and/or your parents/guardian will not hold the University responsible for any misfortune or accidents and/or personal injuries involving you (whether fatal or otherwise).
  - b. Should any other person or body suffer such accidents and/or personal injuries and/or damage to property during the course of industrial training as a result of negligent act whatsoever or omission on your part, you and/or your parents/guardian will take and/or undertake full responsibility.
  - c. Indemnify and keep indemnified the University against any demands, claims and/or lawsuits made against the University in relation to such accidents and/or personal injuries and/or damage to property.
  - d. In consideration of the company affording industrial training for you, you and/or your parents/guardian shall be liable for and will indemnify the company against any liability, loss, claim or proceeding in respect of personal injuries (whether fatal or otherwise) to you and/or to anybody and/or property damage arising out of or caused by any negligent act or omission on your part during the course of industrial training in the company.
  - e. Prior to the commencement of the industrial training, you and/or your parents/guardian are required to obtain and keep valid the following insurance policies for the duration of the industrial training:
    - i. Personal Accident Policy.
    - ii. Personal Liability Policy.
    - iii. Medical, Hospitalisation and Surgical Policy.
    - iv. \*Travel Insurance Policy.  
[\*industrial training outside Malaysia]
  - f. All of the above documents and copies of insurance cover notes/policies must be submitted to the university to be verified before you could start your industrial training with the company.

### 5.2.4 Outbound Internship Guideline

UTAR may look for internationally well-known companies for students interested in industrial training abroad. If the names of the internationally well-known companies are to be listed in UTAR website, students can view the list. Should a student intend to undergo training with any one of the companies in the list, then the student would have to approach his/her respective faculty to arrange for industrial training. Otherwise, students could contact other company not in the Faculty List directly themselves.

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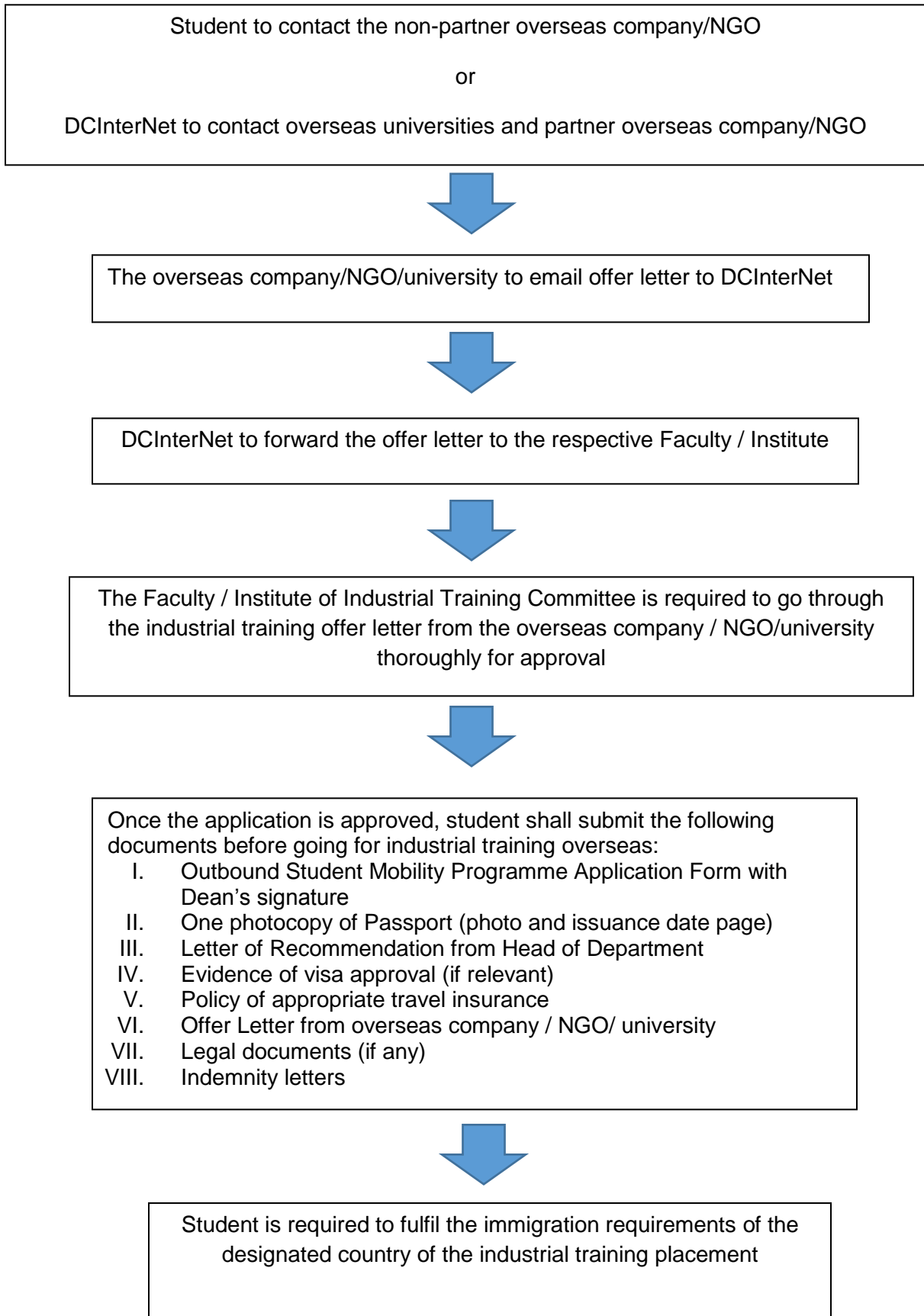
Students intending to go abroad for internship must approach the Division of Community and International Networking (DCInterNet) if the organization / institution is UTAR partner company, NGOs and institutions (university/research institution/government agency). For non-UTAR partner companies/NGOs, the students will need to contact them directly. The list of UTAR partner companies/NGOs/institutions (university/research institute) can be found under 'Collaboration Partners' section in the DCInterNet website (<http://www.utar.edu.my/dcinternet>).

Students must abide by the following guidelines for overseas industrial training:

1. Students who wish to undergo the overseas internship should approach the Deputy Dean in charge of Industrial Training from the respective Faculty / Institute first in order to obtain the Letter of Recommendation.
2. Thereafter, students can proceed to contact the relevant UTAR non-partner overseas companies/NGOs for posting; for overseas institution (university/research institution/government agency) or in the case of UTAR partner overseas company/NGO posting, students to submit the Letter of Recommendation and their resumes to DCInterNet, which will in turn liaise with the entities concerned and receive the offer letter from the entities to be forwarded to Faculty / Institute.
3. In the case of UTAR non-partner overseas company/NGO, it is compulsory for students to email the offer letter to DCInterNet at [dcinternet@utar.edu.my](mailto:dcinternet@utar.edu.my). Thereafter, DCInterNet will forward it to the respective Faculty / Institute.
4. The Faculty / Institute's Industrial Training Committee is required to go through the industrial training offer letter thoroughly for recommendation / approval. For urgent cases, approval via circulation is recommended.
5. The Faculty / Institute shall then inform DCInterNet and the student applicant of the Faculty / Institute's decision.
6. After approval is obtained, DCInterNet will advise student to submit the following documents:
  - a. Outbound Student Mobility Programme Application Form
  - b. Photocopy of Passport (photo and issuance date page)
  - c. Evidence of Visa Approval
  - d. Relevant Travel Insurance Policy (medical, hospitalization, death and accident), legal documents (if any) and indemnity letters.
  - e. For visa application, student can seek advice from Department of International Student Services (DISS).
7. The purchase of overseas travel insurance (medical, hospitalization, death and accident), in addition to the coverage of the UTAR Group Personal Accident insurance policy (for Malaysian students) and EMGS Medical and Health Insurance (for International students) before leaving Malaysia is COMPULSORY for all applicants.
8. Students are required to fulfil the immigration requirements of the designated country of industrial training placement. Students are advised to get their own reference for the application of training pass or permit and to keep the permit valid throughout the course of industrial training placement.
9. Students are to undertake to return home upon expiry of the permit.
10. Any assistance or clarification with regards to issues pertaining to immigration matters on the application for overseas industrial training can be forwarded to DISS.
11. All costs and expenses including but not limited to visa fees, medical check-up fees, travelling expenses, personal maintenance and stay expenses, repatriation expenses and any miscellaneous expenses as stipulated by the relevant authorities, the University or the overseas employer are to be borne by the students / students' parents / guardians.
12. In exceptional cases subject to conditions, the Faculty / Institute may consider acting as referees such as in the application of Training Work Permit (For semi-skilled foreign trainees or students undergoing practical training in Singapore for up to 6 months) to Singapore.

13. Visits by UTAR supervisor to overseas company/NGO/university/research institution/government agency may not be required and will be replaced by Skype or video conferencing as the alternative.

## **FLOW CHART OF OUTBOUND INTERNSHIP GUIDELINE**



- 5.2.5 The Rules and Regulations of the University govern your conduct during the industrial training period. Your industrial training contract with the company governs your time and effort that you will spend with the company.
- 5.2.6 You are reminded to uphold the good name of the University, abide by the code of conduct of the University, the Company, the industry, the terms of your industrial training contract, and any other relevant rules and regulations at all times during the course of the industrial training/placement.
- 5.2.7 You should also keep abreast with developments on campus.
- 5.2.8 Important Contact Particulars**
1. Update the University of your company and current contact particulars:
  2. Full name and contact of your University supervisor.

3. Full name and contact of your company manager, immediate supervisor and at least one colleague of your workplace.
4. Inform the University your current contact particulars and the contact particulars of your next-of-kin.
5. Inform your next-of-kin of the contact particulars above whenever possible.

#### 5.2.9 Problems

Seek assistance if you encounter any problem relating to your training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) communicate directly as soon as possible with

Your in-house supervisor **OR** inform the company AND :  
 Your UTAR supervisor OR Head of Department **OR** Deputy Dean –in-charge of Industrial Training/ Dean

#### **EXAMPLES OF RISK**

Governing law	Examples
Penal Code	Sexual harassment
Occupational Safety and Health Act	<ol style="list-style-type: none"> <li>1. Not provided with safety gadgets at places with high risk</li> <li>2. Any risk that may endanger interns while carrying out duties assigned by the company.</li> <li>3. Not provided with adequate information / briefing on high risk job functions.</li> </ol>

P.S. The proposed version is in particular to tackle problems of harassment faced by female students.

#### 5.3 Breach of Terms and Conditions of Industrial Training

Disciplinary action will be taken against students who do not follow the rules and regulations for Industrial Training.

1. The Rules and Regulations of the University govern your conduct during the industrial training period. Your industrial training contract with the company governs your time and effort that you will spend with the company.
2. You are reminded to obey the Rules and Regulations of UTAR, the terms of your industrial training contract with the company, and the Universities Act at all times. You should also keep abreast with developments on campus.
3. You will be served a written warning and/or subject to disciplinary action if you breach any term and condition of the industrial training or any of the University Rules and Regulations.
4. You may appeal against any written warning that has been issued to you and/or appeal against any disciplinary action taken against you by notify the Faculty Dean in writing and providing a full explanation of the reasons for appeal. Such notification must be received by the Faculty Dean within seven (7) days of the date of the letter informing you of the disciplinary action to be imposed on you.

#### 5.4 Important Contact Particulars

Personal particulars change often. It is imperative you keep the following contact particulars and update the University of your company and current contact particulars:

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- I. Full name and contact of your University supervisor.
- II. Full name and contact of your company manager, immediate supervisor and at least one colleague of your workplace.
- III. Inform the University your current contact particulars and the contact particulars of your next-of-kin.
- IV. Inform your next-of-kin of the contact particulars above whenever possible.

In addition, you are required to attend and satisfactorily complete a seminar on 'Preparing for A Career' and on Industrial Training conducted by the Faculty.

#### **5.5 Syllabus for Industrial Training (Appendix 5)**

#### **5.6 Sample letters and Forms (Appendix D)**

#### **5.7 Insurance**

##### **5.7.1 Sample letter from Deputy Dean as follows:**

<Date>

##### **To Whom It May Concern**

This is to certify that all UTAR registered students are covered by a general insurance policy as follows:

Insurance Company	: e.g. <i>Multi-Purpose Insurans Bhd</i>
Class of Insurance	: Group Personal Accident (For Students) Insurance
Policy No.	: e.g. <i>PAG-P0052643-1</i>
Coverage	: Against accidents due to violent, external & visible means round the clock anywhere in the world resulting death or permanent disablement in respect of the following persons:-
Insured Persons:	All students of the Universiti Tunku Abdul Rahman
Benefits	: Compensation (for each insured person) Death RM 45,000.00 Permanent total disablement due to loss of one hand or both hands and one foot or both feet, and/ or loss of sight of one or both eyes: RM 45,000.00 Permanent total disablement by accident due to causes other than loss of limb or sight: RM 45,000.00 Actual expenses reasonably and necessarily incurred for medical treatment by registered practitioner and funeral expenses RM 3,000.00 In respect of traditional medical treatment, the compensation is limited to RM500.00

Thank you.

Yours sincerely,

Deputy Dean  
Student Development and Industrial Training

##### **5.7.2 Sample Group Personal Accident (GPA) (Appendix B)**

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## 5.8 Evaluation of Performance

You will not be graded if your industrial training is optional but required to submit the industrial training reports.

A mature or candidate registered as week-end or evening-class student does not have to take up industrial training but will have to submit an accumulated industrial experience report subject to approval.

## 5.9 Assessment of Industrial Training *(Appendix 4 in Faculty Appendices)*

### 5.9.1 Log Records

The work log records your work performed throughout your appointment with the company. The content of your work log should include the following information:

1. Name of Company
2. Address of Company
3. Background of Company
4. Name of Supervisor(s)
5. Name of Supervising Lecturer (if any)
6. General duties
7. Assigned responsibilities
8. Date of appointment - Date of completion
9. Special conditions/requirements

Summarise all the assigned tasks for the week. You should include any vital information pertaining to the development of the necessary skill sets, e.g. programming skills, analysis skills, writing skills, etc.

**Weekly Summary: Week 1**

**Weekly Summary: Week 2**

..... and so on.

Content is up to you, i.e. open format. The rationale:

1. To encourage development of personal style and approach to writing
2. Subjectivity in matching work with training/course/ambition/career
3. Subjectivity in grading

Write down the task given to you by your supervisor for each week and if there is achievement (the part of the task you have completed) in the week, write it down too.

Summarise all the assigned and completed tasks for the month. Printout the monthly summary, discuss and verify it with your immediate supervisor (i.e. your supervisor must sign the monthly summary).

**Monthly Summary: January**

**Monthly Summary: February**

..... and so on.

Remember there is also the **Final Report** that should be submitted when you complete your posting.

The Final Report documents your work experience throughout your appointment with the company. Details of your Final Report should include the following information:

1. Name of Company
2. Address of Company
3. Additional information on the Company

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4. Industry of the Company
5. Name of Supervisor (s)
6. Name of Supervising/Visiting Lecturer (if any)
7. Assigned duties
8. Assigned responsibilities
9. Date of appointment - Date of completion
10. Special conditions/requirements
11. Skills required to perform tasks
12. Legal requirements, e.g. employment contract etc.
13. Language requirements/Interpersonal expectations

Detail the experience at work. The following serves as the suggested format:

Strengths

Discuss your strengths at work.

Weaknesses

Discuss your weaknesses at work.

Opportunities

Discuss the opportunities that you discovered while at work, e.g. because of your skills.

**5.9.2 Tasks Performed**

Detail all the duties/tasks performed. Identify and state given responsibilities, any shortcoming, and contributions from yourself to your work/company.

**5.9.3 General**

Relate your working experience with what you have studied/realised thus far. You should explore and discuss the following:

- Courses that you attended during the period (if any)
- Analysis of your skills vs. training received (from the company and from degree courses)
- Constraints that you faced at work /during the period
- Lessons that you learned
- Suggestions on how you would improve on your shortcomings
- Is the duration sufficient? For a meaningful experience...
- Interpersonal skills
- Teamwork Writing
- skills Technical skills
- Business knowledge
- Other skills and knowledge requirements /necessary for work or career
- Specific directions of the company (public information)
- Work Culture of the company and also of the industry
- Work Ethics of the company/industry
- The industry and its markets
- The industry and its governing operation standards (if any)
- The industry remuneration standards and employment conditions
- Expectation of the company /industry in general on employees
- Technicalities on the project that you worked on without breaching any term of agreement with the company
- Your ambition/career aspiration now - on completion of industrial training
- Any information that you consider is useful for this report



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#### **5.9.4 Submission of Final Report**

Each student must submit a Final Report and deliver a presentation on industrial training at the end of the industrial training period.

***Important:*** Attach your Weekly and Monthly Report with this Final Report and any other relevant material. The Monthly Report must be signed by your supervisor. Discuss and verify your Final Report with your supervisors.

Final Report must be handed in to the Faculty General Office on the first week of the new semester.