

INDUSTRIAL TRAINING: PROCESSES AND PROCEDURES FOR STUDENTS

The student is responsible for ensuring that all matters relating to the Industrial Training Programme are conducted in an ethical, conscientious, trustworthy and committed manner.

1) **MUST BE DONE BEFORE REGISTRATION:**

- One semester before (or two semesters before if placement is abroad**) the student must apply for a suitable Industrial Training placement under the supervision and approval of the Industrial Training Coordinator.
- Once approval and confirmation from the Industrial Training Coordinator is obtained, students are **not allowed to change** their Industrial Training placement.
- All students must have attended the **Pre-Industrial Training Workshop** organized by CITra before registration (i.e. at least the semester before).
- Attend an Industrial Training briefing organised by respective Faculty/Academy/Centre.
- Complete the Industrial Training placement application process within the specified time based on the Industrial Training Programme schedule set by the Faculty/Academy/Centre.
- Register for the Industrial Training course within the specified time (set by Admission & Exam Section).
- Ensure that the Industrial Training placement is not conducted in a family-owned organisation so as to avoid conflict of interest.

2) **DURING INDUSTRIAL TRAINING**

- Report for duty at the organisation within the specified time.
- Send confirmation form (**UM-PT01-PK01-BR074-S00**) to the Industrial Training Coordinator within two (2) weeks of the date of report for duty.
- Maintain discipline and abide by all rules and regulations enforced by the organisation.
- Ensure **FULL** attendance during the Industrial Training duration.
- Record activities/assignments given in the log book daily and to obtain weekly verification from the organisation Industrial Training supervisor.
- Submit a final report to the Industrial Training Coordinator within the specified time.
- Be present on-site during the visit by the Industrial Training Supervisor/ Lecturer appointed by the university and to complete the relevant documents required.
- Report immediately to the Industrial Training Coordinator in case of any problems pertaining to the Industrial Training Programme such as sexual harassment, bullying, inappropriate scope of work and others.
- Uphold the reputation of University of Malaya at all times.
- Maintain confidentiality and not disseminate/share any information related to the organisation to third parties.
- Maintain the security of properties belonging to the organisation.

3) AFTER INDUSTRIAL TRAINING

- a) Students must complete and submit all relevant documents such as reports of the Industrial Training Programme, log books and feedback forms to the Industrial Training Coordinator **within one week** of the end of Industrial Training, based on the checklist provided.
- b) Inform and remind the organisation supervisor to complete and submit the evaluation form and Industrial Training feedback form to the Industrial Training Coordinator within the specified time.

DISCIPLINARY PROCEDURES DURING INDUSTRIAL TRAINING PROGRAMME

University of Malaya students undergoing Industrial Training Programme must adhere to the following regulations:

- **Discipline**

Within the training period, the student is wholly responsible to the organisation where he or she has been placed. This means that the student must observe specified office hours, and must adhere to all rules and regulations of the organisation, just like the other staff within the organisation, during the entire training period.

- **Leave**

Students are **NOT ALLOWED** to take leave while undergoing Industrial Training, except with the approval of the organisation.

- **Other Regulations**

1. Students are prohibited from sharing or providing any information related to the business of the organisation or its clients or any other information acquired during or after the training period, to outside parties unless specifically allowed to do so by the organisation.
2. Students are prohibited from destroying or misusing any property belonging to the organisation.
3. If a student is found to have violated these regulations, or to have neglected his or her duties, appropriate action will be taken against him or her by University of Malaya.

** Note :

For placements abroad, please refer Appendix 1 (Foreign Country Industrial Training Guideline) and complete the Overseas Allowance Application Form (Appendix 2)