Guidelines on Industrial Training Practices
University of Malaya
2008/2009 Academic Session

Updated 15 April 2009
1. **Introduction**

In today’s world, merely having a degree is no guarantee of employment, nor is it a reliable indicator of the individual’s competence in a job. Rather, graduates must have current and relevant knowledge, practical experience, soft skills and a positive attitude to allow them to be competitive in the job market. They must possess the necessary knowledge and skills before they go out into the working world. In line with this, the Industrial Training component of the undergraduate program constitutes a vital component in the drive to strengthen the key competencies required to improve the graduates’ ability to work.

These guidelines have been prepared as a general reference for all Centres of Responsibility (CoR), students, and organisations involved in the University of Malaya’s Industrial Training program.

2. **Definition of Industrial Training**

Industrial Training refers to a program which aims to provide supervised practical training within a specified timeframe. This training can be carried out either in government organisations or in the private sector.

3. **Aims**

The main aim of the Industrial Training program is to produce graduates who are ready to face the working world. The program also aims to produce the knowledgeable, skilled and experienced graduates, demanded by employers, who are able to apply the knowledge acquired at university to the working world. The Industrial Training program provides opportunities for exposure to the working world, which will make graduates more aware of the hopes and expectations that industry has of them. The program will also equip students with real work experience.

Placing students in industry also increases their chances of employment after graduation, as there is a strong possibility that they will be offered a job in the same place where they do their training. Apart from this, the training experience will further solidify the on-campus learning process and activities, while also providing students with relevant work experience.
Placing University of Malaya (UM) students in industry is also part of ongoing efforts to close the gap between academia and industry. Feedback received from employers who are part of the program is used to improve the existing curriculum in line with the needs of industry.

4. Objectives

Briefly, the Industrial Training program has six (6) main objectives:

- To give students the opportunity to apply the knowledge and skills they have acquired in a real-life work situation.

- To provide students with opportunities for practical, hands-on learning from practitioners in the students' field of study.

- To give students work experience while they are studying their chosen subject.

- To expose students to the work environment, common practices, employment opportunities and work ethics in the relevant field.

- To inculcate soft skills relevant to the needs of employers,

- To provide opportunities for students to be offered jobs in the same organisations where they undergo Industrial Training.

5. Learning Outcomes

At the end of Industrial Training, students will be able to:

- improve their knowledge and skills relevant to their area of study

- relate the knowledge and skills acquired at the workplace, to their on-campus studies

- compete effectively in the job market, because they have been equipped with the requisite knowledge, skills, attitudes and practical experience.
6. **Scope of Industrial Training**

Specific jobs and duties for trainees must be decided on by the CoR and the employer. It is expected that students will be given duties related to their field of study, so as to ensure that they have the opportunity to use the knowledge and skills they have acquired in that field, as well as to expose them to normal work practices in the field. Students must be supervised by the employer, to ensure that they receive relevant guidance, as well as constructive feedback about their progress during the period of Industrial Training.

Industrial Training can be either (a) a compulsory or (b) an optional component, depending on the requirements of the CoR. If it is compulsory, students must complete Industrial Training in order to graduate. The number of credit hours assigned to Industrial Training also differs according to CoR, varying from 2 to 12 credit hours.

7. **Duration of Industrial Training**

Duration of the Industrial Training program depends on the requirements of the program of study. Ideally, it should last from two to six months. Students must adhere to the requirements set by their CoR.

The attached schedule in Appendix 1 sets out the duration and status (compulsory or optional) of the various Industrial Training programs in the University of Malaya.

8. **Conditions for Registering for Industrial Training**

Generally, students cannot register for Industrial Training before their second year of study, but this depends on conditions set by each CoR.
9. Implementation and Operation

9.1 Roles and Responsibilities
Centre for Industrial Training and Relations (CITRA)

Coordination of processes and procedures related to Industrial Training. This includes:

- Inviting organisations to offer places for Industrial Training to UM students.
- Announcing to CoRs and students that these Industrial Training places are available.
- Providing Industrial Training preparation programs aimed at strengthening the students’ soft skills and educating them about the needs of the work place.
- Informing the CoRs and students about procedures relating to Industrial Training placement.
- Keeping and updating all data related to Industrial Training.
- Providing letters and documents necessary for Industrial Training placement both locally and overseas.
- Dealing with any issues that may arise, with the cooperation of the CoR concerned.
- Informing the organisation in writing if a student changes the location of Industrial Training or leaves the Industrial Training program (this can only be done with the consent of the Dean/Director of the CoR).
- Processing questionnaires collected from industry and students.
- Coordinating any payment issues related to Industrial Training.

CoR
- Manage all Industrial Training-related matters at the CoR level.
- Provide CITRA with a list of students undergoing Industrial Training.
- Channel information from CITRA to the students.
• Coordinate the appointment of supervisors from the CoR for the students.

• Organise visits by supervisors to the organisation.

• Deal with any issues or problems that arise, with the cooperation of CITRA.

• Ensure that students do not change the location of their Industrial Training or leave the Industrial Training program without the approval of the Dean/Director.

• Inform CITRA if a student changes the location of their Industrial Training or withdraw from the Industrial Training program.

• Facilitate matters relating to student evaluation.

• Inform CITRA of any relevant feedback from the organisations involved.

• Ensure that all claims (if an allocation is approved) are submitted to CITRA together with letters of appointment, original receipts and other relevant documents.

Students

Before Industrial Training begins

• Obtain Industrial Training placement by referring to advertisements and lists of organisations from CoR or CITRA, or through other means, such as Jobmarket.com or websites of organizations.

• Register for their Industrial Training program on http://eindustrial.um.edu.my.

• Attend Industrial Training briefings and at least two preparatory workshops or seminars organised by CITRA and CoR.

• Inform CoR when Industrial Training placement has been obtained.

• Enter information about the organisation where Industrial Training will take place in http://eindustrial.um.edu.my.

• Collect confirmation letter and relevant documents from CITRA.
• Get written permission from the Dean/Director to withdraw from the Industrial Training program or to change location of Industrial Training.

During Industrial Training
• Send confirmation of Industrial Training form to CITRA and CoR at the latest within two weeks of the beginning of Industrial Training.
• Fill in the Log Book/Attendance, if required.
• Carry out Industrial Training to the best of the student's ability, striving to increase knowledge and skills in the field of study, work and soft skills.
• Uphold the reputation of the UM.
• Inform the faculty supervisor/CoR/CITRA of any problems or issues arising in relation to the Industrial Training experience

After Industrial Training
• Send the student self-evaluation form to CITRA, at the latest within two weeks of the end of Industrial Training.
• Submitted the Industrial Training report and log book to the CoR within the specified time.
• Ensure that all forms of assessment required by the CoR have been carried out.

Organisation
• Appoint an industry supervisor for the student.
• Place the student in a unit or department suitable for his or her field of study.
• Ensure that the student's duties are in line with the student's field, and adhere to the specified scope of Industrial Training.
• Give the student adequate opportunities to acquire knowledge and skills relevant to their field of study.
• Give the student the chance to experience real-life work environment and conditions.
• Monitor the student’s progress, and providing guidance and constructive feedback.
• Evaluate the student and submit the information to the CoR within the specified timeframe.
• Give feedback to the faculty supervisor.
• Return questionnaires to CITRA.
• Provide the student with an adequate allowance.

10. Evaluation

Evaluation within the Industrial Training context aims to evaluate the student’s work quality and the development of their soft skills. The CoR must choose a method of evaluation suited to the field of study and the objectives that are to be achieved. Ideally, the student should be evaluated by both the industry and faculty supervisors. Among the evaluation methods used are:

• Evaluation report from industry supervisor
• Evaluation report from faculty supervisor
• Industrial Training report
• Log Book/Attendance record
• Observation at the work place
• Presentation by the student

The student must fulfill all aspects of evaluation set by the CoR.

Depending on the program of studies, students will be given a grade within the range of A to F, or a Pass/Fail grade. The main criteria for passing Industrial Training are as follows: the student must complete the period of Industrial Training set by the relevant CoR, must submit a report, and fulfill other conditions set by the CoR. Marks are distributed according the the components or aspects being evaluated.
11. **Disciplinary Procedures during Industrial Training**

UM students undergoing Industrial Training 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 keep 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 training, except with the approval of the organisation.

- **Other Regulations**

  1. Students are prohibited from leaking secrets, 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.
  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, or to have violated discipline, appropriate action can be taken against him or her.

12. **Funding for Student Industrial Training Placements Abroad**

The guidelines for the provision of funding for student industrial training abroad is given in Appendix 2.
13. **Funding for Supervision of Student Industrial Training Placements Abroad**

The guidelines for the provision of funding for the supervision of students undergoing their industrial training abroad is given in Appendix 3.

14. **Conclusion**

The Industrial Training component can add value to all degree programs; specifically, it improves graduates' work skills and prepares them to face the challenges of the working world. Thus, the Industrial Training program should be taken seriously to ensure that maximum benefit is obtained by the student in order to increase the marketability and employability of UM graduates.

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**Acknowledgments**

The University of Malaya Centre for Industrial Training and Relations would like to thank all the CoRs involved in Industrial Training placement for their cooperation in the preparation of these guidelines.
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<td>Industrial Training Report, Report by</td>
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<td>Department</td>
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<td>Course Title</td>
<td>Duration</td>
<td>Dates</td>
<td>Report by</td>
<td>Organization</td>
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<td>Faculty of Computer Science and Information Technology</td>
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<td>Computer Science and Information Technology</td>
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<td>Industrial Training</td>
<td>12 months</td>
<td>Dec – May, June - Nov</td>
<td>Report by faculty supervisor</td>
<td>Report by industry supervisor Industrial Training report Log Book</td>
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<td>AKEA2190</td>
<td>Practical Training</td>
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<td>Cultural Centre</td>
<td>Optional</td>
<td>Performing Arts (Drama)</td>
<td>RDEB2390</td>
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<td>10 weeks</td>
<td>May – July</td>
<td>Report by industry supervisor Industrial Training report</td>
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<td>Compulsory</td>
<td>Sports Management</td>
<td>VMES3100</td>
<td>Internship/ Special supervision</td>
<td>12 weeks</td>
<td>Every semester</td>
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<td>Report by industry supervisor</td>
<td>Pass/Fail</td>
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<td>Course</td>
<td>Compulsory</td>
<td>Course Code</td>
<td>Internship/ Special supervision</td>
<td>Duration</td>
<td>Frequency</td>
<td>Report by</td>
<td>Observation and site visits</td>
<td>Grade</td>
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<td>Every semester</td>
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<td>Exercise Physiology</td>
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<td>12 weeks</td>
<td>Every semester</td>
<td>Report by industry supervisor</td>
<td>Observation and site visits</td>
<td>Pass/Fail</td>
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GUIDELINES FOR FUNDING FOR
INDUSTRIAL TRAINING PLACEMENTS ABROAD
OF UNDERGRADUATE STUDENTS OF THE UNIVERSITY OF MALAYA

1. **Aims**

These guidelines shall apply to all Centres of Responsibility (CoRs) for the purpose of funding industrial training placements abroad for undergraduate students of the University of Malaya.

2. **Definition**

Industrial Training refers to the placement of undergraduate students at organizations for a period of between four (4) weeks to six (6) months with the aim of providing supervised practical training for students as required by individual CoRs before students can be conferred their degrees.

3. **Conditions**

3.1 Applicants must be undergraduate students at the University of Malaya for whom industrial training is a compulsory component of their degree programme as approved by the University Senate.

3.2 Applicants who are recipients of scholarships and are required to undergo their training at the organization that has awarded them the scholarship are not eligible for funding.

4. **Procedures**

Applicants are requested to submit a written application to the Director of the Centre for Industrial Training and Relations (CITRA) through the respective Deans/Directors of their CoRs with the following attachments:

4.1 Offer Letter of Industrial Training placement from organization;
4.2 Letter of Recommendation from the industrial training programme coordinator/supervisor;
4.3 Copy of passport (front page) and relevant travel documents (which are valid for the duration of training);
4.4 Details of the items for which funding is required.
5. **Funding**

Below are the items that may be considered for funding:

Cost of Living Allowance
Includes accommodation, food and transportation during the industrial training placement period on top of the amount provided by external organizations (if relevant) as categorized as in Schedule 1.

Air Ticket (return)
If the applicant is not fully sponsored by an organization, the University will consider paying up to RM4,000.00 (Ringgit Malaysia Four Thousand only) per applicant or the actual cost of the ticket, whichever is lower according to APEX (international) and economy (national) rate/fare.

Other costs as listed below will not be considered for funding by the University:

I. Passport and travel documents
II. Additional insurance
III. Winter clothing
IV. Registration fee for seminars/courses while undergoing industrial training
## Schedule I

### Cost of Living per Month for Industrial Training Placements Abroad of Undergraduate Students of The University of Malaya

<table>
<thead>
<tr>
<th>Category</th>
<th>Monthly Allowance (RM)</th>
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<tbody>
<tr>
<td>I</td>
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</tr>
<tr>
<td>II</td>
<td>750.00</td>
</tr>
<tr>
<td>III</td>
<td>1,000.00</td>
</tr>
<tr>
<td>IV</td>
<td>1,250.00</td>
</tr>
<tr>
<td>V</td>
<td>1,500.00</td>
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</tbody>
</table>

### Category I
- Afghanistan, Chile, Kiribati, Nepal, Portugal, Tuvalu
- Bangladesh, Colombia, Laos, North Korea, Samoa, Vietnam
- Bolivia, Ecuador, Maldives, Pakistan, Sri Lanka
- Bulgaria, Fiji, Mauritius, Peru, Tanzania
- Cambodia, India, Myanmar, Philippines, Tonga

### Category II
- Angola, Hungary, Morocco, Paraguay, Solomon Island, Vanuatu
- Argentina, Indonesia, Mozambique, Poland, Swaziland, Zimbabwe
- Botswana, Lesotho, Namibia, Czech Republic, Taiwan
- Ethiopia, Madagascar, Nauru, Slovak Republic, Thailand
- Ghana, Malawi, New Zealand, Senegal, Tunisia
- Greece, Mali, Papua New, Seychelles, Uganda
- Guinea, Malta, Guinea, South Africa, Uruguay

### Category III
- Albania, Balarus, Georgia, Kenya, Mongolia, Sudan
- Algeria, Brunei, Gibraltar, Kuwait, Netherland, Tajikistan
- Armenia, Darussalam, Iraq, Kyrgyzstan, Norway, Turkmenistan
- Australia, China, Ireland, Lebanon, Qatar, Ukraine
- Austria, Cuba, Jamaica, Libya, Romania, Uzbekistan
- Azerbaijan, Cyprus, Jordan, Luxembourg, Russia
- Bahrain, Egypt, Kazakhstan, Moldova, Spain

### Category IV
- Belgium, Canada, France, Niger, Singapore, Venezuela
- Bosnia-Herzegovina, Croatia, Gambia, Nigeria, Surinam, Yemen
- Brazil, Dahomey, Germany, Saudi Arabia, Switzerland, Zambia
- Barbados, Hong Kong, Japan, Oman, Sweden, United Arab Emirates
- Dubai, Iran, Macau, South Korea, Trinidad & Tobago, United Kingdom
- Finland, Italy, Mexico, St. Lucia, Turkey, USA
GUIDELINES FOR THE FUNDING OF SUPERVISION OF UM UNDERGRADUATE STUDENTS
UNDERGOING INDUSTRIAL TRAINING ABROAD

1. Aims

These guidelines shall apply to all Centres of Responsibility (CoRs) for the purpose of funding the supervision of undergraduate students of the University of Malaya (UM) who are undergoing their industrial training placements abroad.

2. Definition

The Industrial Training Supervisor must be an academic staff of UM who are employed permanently or on a contract basis (excluding teachers/tutors, visiting lecturers or fellows) and must be formally appointed by the Head of the CoR concerned to carry out the supervision of students for a specific duration as stated in the letter of appointment. The tasks of a Supervisor are as follows:

I. Plan supervision visits to the organization;
II. Evaluate the trainees;
III. Communicate with the supervisor at the organization on the progress and the performance of the trainees;
IV. Ensure that all evaluation marking tasks are completed;
V. Provide feedbacks on the industrial training supervision and visit top the organization to the respective CoR.

3. Procedures

For the supervisions of students undergoing their industrial training abroad approval is given subject to the following:

3.1 Five (5) students (minimum) within a location of not less than 100 km;

*If there are less than five (5) students, the application will only be considered if there is a lecturer who will be in the vicinity on other official business or duty.

3.2 The duration of the visit must comprise at least 2 days of supervision for every five 5 students and 2 days for travelling to and fro;
3.3 The application procedures are subject to the Guidelines for the Application for International Travel for UM Staff (Garis Panduan Mengenai Urusan Permohonan Perjalanan Ke Luar Negara Bagi Staf UM) and must be in accordance with the Government’s Circular No. 3 (2003) (Pekeliling Kerajaan Bil 3 tahun 2003) and other related Circulars and Letters issued by the University and the government.

*Forms A & A1 must be completed and submitted the respective CoRs. Supervisors can only commence their travel upon obtaining written approval for travelling abroad.

4. **Provision of Funding**

4.1 CITRA will consider paying for the cost of travel and related allowances subject to the allocation provided to CITRA in that particular year;

4.2 The Supervisor is responsible for obtaining the required and related travel documents and bearing the expenses related to these documents;

4.3 Applications for winter clothing during the travel period will not be considered for funding.