Guidelines on Industrial Training Practices
University of Malaya

Applicable from Semester 3 2011/12 Academic Session
VISION
To be an internationally renowned institution of higher learning in research, innovation, publication and teaching.

MISSION
To advance knowledge and learning through quality research and education for the nation and for humanity.

CORE VALUES
Integrity, Respect, Academic Freedom, Open-mindedness, Accountability, Professionalism, Meritocracy, Teamwork, Creativity, Social Responsibility

VISION
To be the Nation’s Most Respected University-based Centre for Industrial Training and Relations

MISSION
To bridge the gap between realms of academia and industry, while helping to enhance our students’ professional, academic and personal development. By fostering the academia-industry link, we will enable students to make an effective transition from the university to the workplace

QUALITY OBJECTIVES
• 5% increase in the number of organizations offering placements to University of Malaya Students.
• Carry out the Preparatory Programme for Industrial Training at least twice a year.
• Have at least five forms of collaboration with industry in a year.
• Carry out surveys pertaining to the management of industrial training at least once a year
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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 organizations involved in the University of Malaya’s Industrial Training programme.

2. Definition of Industrial Training

Industrial Training refers to a programme which aims to provide supervised practical training within a specified timeframe. This training can be carried out either in government organizations or in the private sector, and includes on the job training, legal attachments, teaching practice, research-based training and clinicals.

3. Aims

The main aim of the Industrial Training programme is to produce graduates who are ready to face the world of work. The programme also aims to produce knowledgeable, skilled and experienced graduates who are able to apply knowledge acquired at university in a work environment. The Industrial Training programme provides opportunities for exposure to the working world, which will make graduates more aware of the expectations that industry has of them. Placing University of Malaya (UM) students in industry is also part of ongoing efforts to close the gap between academia and industry as feedback received from employers who are part of the programme is used to improve the existing curriculum in line with the needs of industry.
4. Objectives

The Industrial Training programme has the following objectives:

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

- To provide students with opportunities for practical, hands-on learning from practitioners in the students’ areas of specialization.

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

- To enhance the employability skills of the students.

- To provide opportunities for students to be offered jobs in the organizations in which they undergo their Industrial Training.

5. Learning Outcomes

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

- improve their knowledge and skills relevant to their areas of specialization.

- relate the knowledge and skills acquired at the workplace to their studies.

- compete in the job market.

6. Scope of Industrial Training

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

Industrial Training can either be (a) a compulsory or (b) an optional component of the degree programme depending on the requirements of the CoR. If it is compulsory, students must
complete the Industrial Training component in order to graduate. The number of credit hours assigned to Industrial Training also differs according to the CoR, varying from 2 to 12 credit hour (see Appendix 1).

7. Duration of Industrial Training

The duration of the Industrial Training programme depends on the requirements of the programme of study. The attached schedule in Appendix 1 sets out the duration and status (compulsory or optional) of the various Industrial Training programmes at UM.

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

Please refer to flowchart on Industrial Training Placement in Appendix 2.

9.1 Roles and Responsibilities

Centre for Industrial Training and Relations (CITRA)

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

- Inviting organizations to offer places for Industrial Training to UM students.
- Announcing to CoR and students that these Industrial Training places are available.
- Providing Industrial Training preparation programmes aimed at strengthening the students’ soft skills and educating them about the needs of the work place.
- Informing the CoR and students about procedures relating to Industrial Training placement.
- Maintaining and updating all data related to Industrial Training at UM
- Providing documents necessary for Industrial Training placements both within the country and abroad.
Dealing with any issues that may arise, with the cooperation of the CoR concerned.

Informing organizations if students reject placement offers from them after having accepted them and/or if students withdraw from the Industrial Training programme (NOTE: this can only be done with the consent of the Dean/Director of the CoR).

Processing feedback from industry and students.

Coordinating reimbursements related to Industrial Training placements.

CoR

Manage all Industrial Training-related matters at the CoR level.

Administer the online industrial training portal for their students.

Channel information on industrial training placements to their students.

Coordinate the appointment of supervisors from the CoR for the students.

Organise visits by supervisors from the CoR to organizations.

Deal with any issues that arise.

Ensure that students do not reject placement offers from organizations after having accepted them and/or withdraw from the Industrial Training programme without the approval of the Dean/Director.

Inform CITRA if a student does the above.

Facilitate the assessment of the industrial training programme according to the assessment methods determined by the CoR.

Inform CITRA of any relevant feedback from the organizations involved.

Ensure that all claims for payments (if an allocation is approved) are submitted to CITRA together with letters of appointment, original receipts and other relevant documents within the timeframe set by CITRA.
**Students**

**Before Industrial Training begins**
- Obtain Industrial Training placements via online at [myum.um.edu.my](http://myum.um.edu.my).
- Register and confirm registration for their Industrial Training programme at [myum.edu.my](http://myum.edu.my).
- Attend Industrial Training briefings and be familiar with the guidelines Refer to [http://citra.um.edu.my](http://citra.um.edu.my) and CoR requirements for Industrial Training.
- Get written permission from the Dean/Director to withdraw from the Industrial Training program or to reject an offer you have previously accepted.

**During Industrial Training**
- Send the **Confirmation of Industrial Training Placement** form (UM-PT01-PK01-BR074-S00) to CITRA and your CoR within the first two weeks of the Industrial Training period.
- Complete your Log Book/Attendance, if required by your CoR.
- Carry out your Industrial Training in an ethical and professional manner uphold the reputation of the UM at all time.
- Inform your faculty supervisor/CoR/CITRA of any problems or issues arising in relation to the Industrial Training experience

**After Industrial Training**
- Submit your **feedback form**, at the latest within two weeks of the end of the Industrial Training, via online at [myum.um.edu.my](http://myum.um.edu.my).
- Submit your **Industrial Training report, log book** and any other document required by your CoR within the deadline set by your CoR.
- Ensure that you have completed all forms of assessment required by your CoR.
**Organization** *(Please refer to Appendix 3)*
- Appoint an industry supervisor for the students.
- Place the students in a unit or department appropriate to their field of study.
- Provide the students with appropriate and adequate opportunities to acquire knowledge and skills relevant to their field of study.
- Monitor the students’ progress, and providing guidance and constructive feedback.
- Evaluate the students and submit the information to the CoR within the specified deadline.
- Provide feedback to CITRA.

10. Assessment

Assessment within the Industrial Training context aims to evaluate the student’s work quality and appropriate to the field of study and the learning outcomes of the Industrial Training programme. Ideally, the student should be evaluated by both the industry and faculty supervisors. Among the evaluation methods used may be:

- 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 fulfil all forms of assessment set by the CoR (see Appendix 1). Depending on the programme of studies, students will be given a grade within the range of A to F, or a Pass/Fail grade (see Appendix 1).
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 organization 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 organization, just like the other staff within the organization, during the entire training period.

- **Leave**
  Students are not allowed to take leave while undergoing training, except with the approval of the organization.

- **Other Regulations**
  1. Students are prohibited from sharing or providing any information related to the business of the organization 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 organization.
  2. Students are prohibited from destroying or misusing any property belonging to the organization.
  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 by UM.

12. Funding for Student Industrial Training Placements Abroad of Undergraduate Students

Depending on the availability of funds and subject to terms and conditions. Please refer to CITRA for more information.

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 4.
14. Conclusion
The Industrial Training component can add value to all degree programmes; specifically, it improves graduates’ work skills and prepares them to face the challenges of the working world. Thus, the Industrial Training programme 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.
Acknowledgments

The Centre for Industrial Training and Relations, University of Malaya, would like to thank all the CoR involved in Industrial Training placements at UM for their cooperation in the preparation of these guidelines.

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# Industrial Training Programs by Faculty/Department
## 2011/2012 Academic Session

### Appendix 1

<table>
<thead>
<tr>
<th>No.</th>
<th>Faculty//Centre/ Academy</th>
<th>Department</th>
<th>Program</th>
<th>Industrial Training Status</th>
<th>Code</th>
<th>Name</th>
<th>Credit hours</th>
<th>Duration</th>
<th>Month</th>
<th>Type of evaluation</th>
<th>Grade</th>
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<td>Department of Syariah and Management</td>
<td>Maamalat Management</td>
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<td>IPEM3180</td>
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<td>June – Sept</td>
<td>Coursework (100%)</td>
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<td>June – Sept</td>
<td>Evaluation by faculty supervisor</td>
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<td>Sep-Nov</td>
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<td>100% progress report</td>
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<td>June – Sept</td>
<td>100% (Employer report 40%, Final Report 40% &amp; Daily Report 20%)</td>
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<td>June - Sept</td>
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<td>23 June-31 August</td>
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<td>8</td>
<td>Faculty of Science</td>
<td>Chemistry</td>
<td>Compulsory</td>
<td>SCES3190</td>
<td>Industrial Training</td>
<td>6</td>
<td>8 weeks</td>
<td>June-August</td>
<td>Evaluation by Department supervisor (40%), internal examiner (40%), Industry supervisor (20%)</td>
<td>A-F</td>
<td></td>
</tr>
<tr>
<td>Department of Science and Technology Studies</td>
<td>Science and Technology</td>
<td>Compulsory</td>
<td>SFES2171</td>
<td>Industrial Training</td>
<td>4</td>
<td>8-10 weeks</td>
<td>June-August</td>
<td>Agencies Evaluation: 60% Presentation: 20% Report: 20%</td>
<td>A-D</td>
<td></td>
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<td>Policies and Management of Science and Technology</td>
<td>Optional</td>
<td>SFES2311</td>
<td>Industrial Training</td>
<td>3</td>
<td>8-10 weeks</td>
<td>June-August</td>
<td>Agencies Evaluation: 60% Presentation: 20% Report: 20%</td>
<td>A-D</td>
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<tr>
<td>Institute of Biological Sciences</td>
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<td>Compulsory</td>
<td>SFES3192</td>
<td>Biotechnology</td>
<td>3</td>
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<td>SFES3393</td>
<td>Biohealth</td>
<td>3</td>
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<td></td>
<td>SFES3396</td>
<td>Bioinformatics</td>
<td>3</td>
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<td>Elective</td>
<td>SHES3394</td>
<td>Genetics and Molecular Biology</td>
<td>3</td>
<td>8 weeks</td>
<td>June-August</td>
<td>Industrial Training report Report by organization</td>
<td>A-F</td>
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<td>SHES3395</td>
<td>Microbiology</td>
<td>3</td>
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<td></td>
<td></td>
<td>SHES3397</td>
<td>Biochemistry</td>
<td>3</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>SHES3398</td>
<td>Biodiversity</td>
<td>3</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>SHES3399</td>
<td>Environmental Science and Management</td>
<td>3</td>
<td></td>
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<td>Institute of Mathematical Sciences</td>
<td>Statistical Sciences, Computer Mathematic &amp; Industry Sciences &amp; Mathematical Sciences</td>
<td>Elective</td>
<td>SJES3491</td>
<td>Industrial Training</td>
<td>4</td>
<td>8 weeks</td>
<td>July – August</td>
<td>Evaluation by faculty supervisor and presentation (30%) Industrial Training Report (70%)</td>
<td>A-F</td>
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<tr>
<td>Actuary and Finance</td>
<td>Compulsory</td>
<td>SJES3492</td>
<td></td>
<td></td>
<td>8</td>
<td>17 weeks</td>
<td>April - July</td>
<td>Evaluation by faculty supervisor and presentation (30%) Industrial Training Report (70%)</td>
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<td>Compulsory</td>
<td>SMES3391</td>
<td>Industrial Training</td>
<td>12 weeks</td>
<td>June-August</td>
<td>Evaluation by faculty supervisor and presentation (30%) Industrial Training Report (70%)</td>
<td>A-F</td>
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<td>Compulsory</td>
<td>WXES2193</td>
<td>Industrial Training</td>
<td>12</td>
<td>24 weeks</td>
<td>Sept – Feb</td>
<td>Feb - July</td>
<td>Evaluation by Faculty supervisor (30%)</td>
<td>Evaluation by Training Supervisor (30%)</td>
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<td>Faculty of Arts and Social Sciences</td>
<td>Media Studies</td>
<td>Compulsory</td>
<td>AKEA3190</td>
<td>Practicum</td>
<td>6</td>
<td>12 weeks</td>
<td>Sept - Nov</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td></td>
<td>Social Administration and Justice</td>
<td>Compulsory</td>
<td>AKEA3190</td>
<td>Practicum</td>
<td>9</td>
<td>18 weeks</td>
<td>June – August and February - April</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Anthropology and Sociology</td>
<td>Compulsory</td>
<td>ALEA3190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Geography</td>
<td>Compulsory</td>
<td>ADEA3190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>English</td>
<td>Compulsory</td>
<td>ACEA2190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Compulsory</td>
<td>AUEA2190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>East Asian Studies</td>
<td>Compulsory</td>
<td>AYEA2190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Indian Studies</td>
<td>Compulsory</td>
<td>AFEA2190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Tionghoa Studies</td>
<td>Compulsory</td>
<td>AAEA3190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>History</td>
<td>Compulsory</td>
<td>AEEA3190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>Environmental Studies Program</td>
<td>Compulsory</td>
<td>ANEA3190</td>
<td>Practicum</td>
<td>4</td>
<td>8 weeks</td>
<td>June - August</td>
<td>Continuous Assessment: 100%</td>
<td>Pass/Fail</td>
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<td>11</td>
<td>Faculty of Law</td>
<td>LLB</td>
<td>Compulsory</td>
<td>LXEB3171</td>
<td>Legal Attachment</td>
<td>3</td>
<td>6 weeks</td>
<td>June-August</td>
<td>1. Report by Industrial Training Supervisor 2. Log Book 3. Report by Faculty Supervisor (Random) 4. Self-reflectively daily journal</td>
<td>Pass/Fail</td>
<td></td>
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<td>12</td>
<td>Cultural Centre</td>
<td>Optional</td>
<td>RDEB2390</td>
<td>Industrial Training</td>
<td>3</td>
<td>10 weeks</td>
<td>June-August</td>
<td>Report by industry supervisor</td>
<td>Industrial Training report</td>
<td>Pass/Fail</td>
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<td>Performing Arts (Drama)</td>
<td>Compulsory</td>
<td>RDEA3190</td>
<td>Creative Industrial Training</td>
<td>12</td>
<td>3 Months</td>
<td>Feb – May</td>
<td>Report from Host Supervisor</td>
<td>Report by Lecturer</td>
<td>Pass/Fail</td>
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<tr>
<td>13</td>
<td>Sports Centre</td>
<td>Optional</td>
<td>VMES3100/VMES3900</td>
<td>Internship</td>
<td>6</td>
<td>12 weeks</td>
<td>June – Sept</td>
<td>Evaluation by supervisor and Industrial Training Report</td>
<td>Pass/Fail</td>
<td></td>
<td></td>
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<td>Sports Management</td>
<td>Compulsory</td>
<td>VMES3100/VMES3900</td>
<td>Internship</td>
<td>6</td>
<td>12 weeks</td>
<td>June – Sept</td>
<td>Evaluation by supervisor and Industrial Training Report</td>
<td>Pass/Fail</td>
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<td>Science of Coaching</td>
<td>Compulsory</td>
<td>VPES3100/VMES3900</td>
<td>Internship</td>
<td>6</td>
<td>12 weeks</td>
<td>June – Sept</td>
<td>Evaluation by supervisor and Industrial Training Report</td>
<td>Pass/Fail</td>
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<td>Exercise Physiology</td>
<td>Compulsory</td>
<td>VPES3100/VMES3900</td>
<td>Internship</td>
<td>6</td>
<td>12 weeks</td>
<td>June – Sept</td>
<td>Evaluation by supervisor and Industrial Training Report</td>
<td>Pass/Fail</td>
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</tbody>
</table>

### 58 Programmes

- **48 compulsory**
- **10 Optional**
APPENDIX 2

Industrial Training Placement Programme Flow Chart with effect from Industrial Training Course in Sem 3 2011/2012

START

CITRA’s AA
Send invitation emails to the organisations (continuously the whole year) and received replies from the organisations

NO

ACCEPT?

ORGANISATIONS
Update information using the link given and by clicking the confirmation button

CITRA’s AA
Usernames and passwords will be given to the organisations’ representatives. Internship placement details will appear on myum.um.edu.my

INDUSTRIAL TRAINING STUDENTS
Search and select organisations for internship placement at myum.um.edu.my

INDUSTRIAL TRAINING STUDENTS
Enter organisations information and send to CITRA

CITRA’s AA
Check the suitability of the organisations and then approve

NO

APPROVE?

YES

NO

APPROVE?

NO

APPROVE?

YES

A

INDUSTRIAL TRAINING COORDINATORS
Approve students’ placement applications
INDUSTRIAL TRAINING COORDINATORS
Send students’ applications to organisations

ORGANISATIONS
Receive and check students’ applications

ACCEPT?

NO

YES

INDUSTRIAL TRAINING STUDENTS
- Students receive email on the internship placement offers
- Confirm the acceptance of the industrial training placements

Rejection email sent to the organisation

ACCEPT?

NO

ACCEPT?

YES

Acception email sent to the organisation

ACADEMIC CoR
Enter the start date for the registration of the industrial training programme

CITRA’s AA
Enter the end date for the registration of industrial training programme

INDUSTRIAL TRAINING STUDENTS
- Students register and confirm registration
- Upload/print Industrial Training Confirmation form (UMPT01-PK01-BR074)

STUDENTS UNDERGO INDUSTRIAL TRAINING

INDUSTRIAL TRAINING STUDENTS
Send Industrial Training Confirmation Form to Industrial Training Coordinators

RECEIVED?

NO

YES

INDUSTRIAL TRAINING COORDINATORS
Follow-up with students
**INDUSTRIAL TRAINING COORDINATORS**
- Keep and record the Confirmation Forms
- Send copy of the Confirmation Forms to CITRA
- Assign Industrial Training Supervisors

**ORGANISATIONS**
Send students’ task list to the coordinator online

**NO**

**RECEIVED?**

**YES**

**INDUSTRIAL TRAINING COORDINATORS**
Check and record the students’ task list

**INDUSTRIAL TRAINING COORDINATORS**
Follow-up with the organisations

**INDUSTRIAL TRAINING STUDENTS/ORGANISATIONS**
- Students complete their industrial training survey online
- Organisations complete their industrial training survey online

**CITRA’s AA**
Send online reminder to students and organisations

**NO**

**YES**

**CITRA**
Analyse the feedback and prepare reports. Upload the report at UMPORTAL

**INDUSTRIAL TRAINING STUDENTS**
Prepare industrial training report and submit to Industrial Training Supervisors

**INDUSTRIAL TRAINING SUPERVISORS**
Receive reports for assessment purposes

**RECEIVE?**

**NO**

**YES**

**INDUSTRIAL TRAINING SUPERVISORS**
Submit the Industrial Training Evaluation reports to the Industrial Training Coordinators

**INDUSTRIAL TRAINING SUPERVISORS**
Follow-up with students

**END**

**INDUSTRIAL TRAINING SUPERVISORS**
Carry out Industrial Training visits
Complete all the evaluation forms for assessment purposes

**B**
INDUSTRIAL TRAINING COORDINATORS
Submit the Industrial Training Evaluation reports to CITRA

CITRA
Follow-up with Industrial Training Coordinators

RECEIVE?

CITRA
Collect and record the Industrial Training Evaluation reports

INDUSTRIAL TRAINING COORDINATORS / INDUSTRIAL TRAINING SUPERVISORS
Keep all documents and records related to the industrial training students and on industrial training programme including the programme Pro-Forma, supervisor’s visits, evaluation reports, industrial training reports and other related documents

END

Note:

AA – Administrative Assistant
The Student Industrial Training Programme at the University of Malaya

Introduction

The student Industrial Training Programme involves the placement at UM students in organizations for specified period of time. During their training period, students will be supervised by a lecturer from UM and a representative at the organization.

Objectives

The general objectives of the Industrial training programmes are as follow:

- To provide students with relevant job training, thus enhancing their employability.
- To provide students with the opportunity to apply the knowledge and skills learnt at university to real job situations.
- To provide students with the opportunity to obtain practical knowledge from practitioners in their areas of specialization.
- To expose students to a real-life work environment with its related professional practices, work ethics, and possible job opportunities.
- To enhance relevant soft skills (e.g. communication, interpersonal, teamwork).

General Learning Outcomes

At the end of the industrial training period students will be able to:

- Relate the knowledge and skills obtained at the workplace to their classroom knowledge and vice versa.
- Compete in the job-market having been equipped with the relevant knowledge, skills, attitudes and practical experience.

Expectations

- The organization must assign a supervisor to a student who should provide the necessary job-training, guidance and feedback to the students.
- Students should be assigned tasks that are aimed at achieving the objectives and outcomes of the programme.
- The organization will be expected to assess the performance of the students and provide relevant feedback to the university.

1Document given to organizations with letter of confirmation
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 (CoR) 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 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 CoR. 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.
FLOW CHART FOR THE FUNDING OF SUPERVISION OF UM UNDERGRADUATE STUDENTS UNDERGOING INDUSTRIAL TRAINING ABROAD

START

CoR/CITRA
Students are placed overseas for Industrial Training

Not paid by for CITRA

NO

Minimum of 5 students or Supervisor is at a nearby location for other official business?

YES

HEAD OF DEPARTMENT/DEAN
Prepare official letter of appointment as supervisor to students concerned

Not allowed to supervise students abroad

NO

SUPERVISOR
Apply to Human Resources Department permission to go oversea (Form A & A1)

YES

SUPERVISOR
Contact CITRA for payment

END