



UNIVERSITI TUNKU ABDUL RAHMAN

Faculty of Science
(Perak Campus)

Industrial Training

**Student
Handbook**

Version 1.0
Oct 2009

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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.

Students will not be graded if their 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.

Following Utar policy, the Faculty has adopted the pass/fail grading for industrial training units starting from January 2009 intake.

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.

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, fostering good relationship with seniors and subordinates
 - ❖ Communication skills and contribution to company

1.3 Pre-Requisites

Students must satisfy all the pre-requisite/requirements stipulated by the Industrial Training course syllabus. Usually students are required to have earned 50 credit hours or more before they can go for industrial training. For overseas placement, CGPA of eligible candidate should be 3.0 and above.

1.4 Procedures

A briefing on Industrial Training will be conducted by the Faculty or by respective departments. Students are required to attend.

Students may apply for positions advertised by the University, or apply for industrial training placement to companies of their choice by themselves. Student may apply to companies they are familiar or keen to work with, in their resolve to achieve their ambition. The Faculty will inform students when it is time to apply for vacancies arranged by the University. Students may apply for vacancies posted on notice boards through the Faculty Office (or online notice).

The Faculty will notify short-listed applicants. The companies may interview the students or may just accept the students sent by the University.

Students may apply in private for vacancies through personal relations. However students must obtain approval of the Faculty before they proceed to the company concerned before the Faculty's stipulated deadline. In such case, the Faculty might not be able to assist with any official correspondence.

Upon receiving the industrial training appointment, students should inform the Faculty as soon as possible.

Students must inform the Faculty if they failed to secure any placement.

2 Rules and Regulations

- 2.1** The discretion of whether or not to accept any student as an industrial trainee lies entirely with the company and not with the University. Students should prepare themselves conversantly for the job interview, e.g. the company may test them on their skills and their knowledge of the relevant subject domains.
- 2.2** Students are required to comply with the contract of industrial training that stipulates the terms and conditions of industrial training between them and the company. In no way should students breach the contract entered into by them and the company.
- 2.3** Students are required to observe and follow the prevailing corporate practice of the industry and that of the company. They should present themselves at all times as a respectable industrial trainee of the company and practitioner of the chosen discipline.
- 2.4** Students must at all times abide by the laws of Malaysia and/or the laws of the designated country of their industrial training, rules and regulations of the University, the Company and the industry.
- 2.5** Students should contact their industrial training supervisor or the Faculty Industrial Training Committee if they encounter any personal problem whatsoever. They should contact the company first if their problems concern the company.
- 2.6** Students should seek assistance if they encounter any problem relating to their training. They may contact their industrial training supervisor or the Faculty. Document completely and clearly the technical problem or problem, and its resolution.
- 2.7** Students should inform the company and the Faculty as soon as possible should any sickness or accident occurs during the industrial training period that requires medical care. They should endeavour to take care of their health and well being at all times. Most companies would not provide medical

care to industrial trainees and would require them to obtain medical, hospitalisation and surgical insurance policies.

- 2.8** Students must document their working experience, log their activity daily, summarise it weekly and record their progress monthly. On completion of their training programme, students must submit a written report. Their company supervisor will submit a report on their performance at the end of the industrial training.
- 2.9** In order to comply with the requirements of industrial training students and/or their parents/guardian are required to:
- a. Give an undertaking that students and/or their parents/guardian will not hold the University responsible for any misfortune or accidents and/or personal injuries involving them (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 their part, they and/or their 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 students, they and/or their 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 them and/or to anybody and/or property damage arising out of or caused by any negligent act or omission on their part during the course of industrial training in the company.
 - e. Prior to the commencement of the industrial training, students and/or their 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 students could start their industrial training with the company.
 - g. In the event that the industrial training is outside Malaysia, students are required to obtain additional insurance coverage including but not limited to personal accident policy, personal liability policy, medical, hospitalization and surgical policy and travel insurance; and to keep these insurance policies valid throughout the period of their stay/industrial training within and outside Malaysia.
- 2.10** The Rules and Regulations of the University govern students conduct during the industrial training period. The industrial training contract with the company governs students' time and effort that they will spend with the company.

- 2.11 Students 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 their industrial training contract, and any other relevant rules and regulations at all times during the course of the industrial training/placement.
- 2.12 Students should also keep abreast with developments on campus.
- 2.13 For industrial training/placement outside Malaysia, in addition to the above requirements, students and/or their parents/guardian are required to bear all the costs and expenses including but not limited to visa fees, medical check-up fees, travelling expenses, their personal maintenance and stay expenses, repatriation expenses and any miscellaneous expenses as stipulated by the relevant authorities or the University or the Company.
- 2.14 Students are required to fulfil the immigration requirements of the designated country of their industrial training/placement; find their own sponsor for the application of training pass or permit; keep the permit valid throughout the course of their industrial training/placement and to undertake to return home upon expiry of the permit. Students are required to contact the International Division of the University should they require any assistance or clarifications on immigration matters.
- 2.15 In exceptional cases subject to conditions, the university may consider acting as sponsor such as application of travel visit pass to Singapore.

3 Breach of Terms and Conditions of Industrial Training

- 3.1 The Rules and Regulations of the University govern all students' conduct during the industrial training period. The industrial training contract with the company governs their time and effort that they will spend with the company.
- 3.2 Students are reminded to obey the Rules and Regulations of UTAR, the terms of their industrial training contract with the company, and the Universities Act at all times. They should also keep abreast with developments on campus.
- 3.3 Students will be served a written warning and/or subject to disciplinary action if they breach any term and condition of the industrial training or any of the University Rules and Regulations.
- 3.4 Students may appeal against any written warning that has been issued to them and/or appeal against any disciplinary action taken against them 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 them of the disciplinary action to be imposed on them.

4 Important Contact Particulars

It is imperative for students to fill up and submit their important contact particulars to the Faculty before they start the industrial training. The Faculty must be informed and kept updated as soon as possible when there are changes in the contact particulars. (Appendix B)

5 Document Submission Letter with Checklist

It is important to fill up and submit the submission letter with checklist and all relevant documents listed therein to the Faculty before student go for the Industrial Training. (Appendix B)

6 Insurance

Students by their own may always have various kind of insurance coverage on their preference.

All UTAR students are covered by a group personal accident (GPA) insurance. A letter of verification from the Faculty will be issued to students going for industrial training if needed. A copy of the GPA insurance policy would be provided by the Faculty upon request.

Students may need to purchase extra insurance coverage when stipulated by the company or when advised by the University considering the risk and the nature of the training.

For overseas placements, student should know about and to be covered by additional insurance and medical coverage for overseas travel (and other insurance as required by the overseas institution/organisation).

7 Assessment of Industrial Training

Starting from Jan 2009 intake, only pass/fail grade will be given for industrial training units. The assessment of the Industrial Training will be based mainly on the evaluation appraisal from the company supervisor and on the student's final report according to the following breakdown:

Student performance/appraisal report from the company (30%)	Student Appraisal report from Company Supervisor	30%
Final report & Oral presentation (70%)	Introduction	5%
	Work-based Learning Experience	5%
	Knowledge and Skills Applied and Gained	25%
	Conclusion	10%
	Presentation and Submission of Report	5%
	Daily logs, Weekly and Monthly Reports	10%
	Oral Presentation	10%
TOTAL		100%

A "Pass" is given to student whose score is 50% or above or otherwise "Fail".

8 Submission of Final Report

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

Important: Students must attach their Weekly and Monthly Report with the Final Report and any other relevant material. The Monthly Report must be signed by the academic supervisor. Students should discuss and verify their Final Report with their academic supervisors before submission.

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Appendices

Appendix-A: sample letters/documents for the references of students

- A1. Sample Cover Letter for Student to seek industrial placement (sample a)
- A2. Sample Cover Letter for Student to seek industrial placement (sample b)
- A3. Sample Cover Letter for Student to seek industrial placement (sample c)
- A4. Sample Resume format (students are advised to use their own format)
- A5. Sample letter for Acceptance of Offer
- A6. Sample letter for Rejection of Offer
- A7. Sample Letter (with Checklist) for submission of documents
- A8. Sample Letter of Undertaking & Indemnity for UTAR Given By Student
- A9. Sample Letter of Undertaking & Indemnity for UTAR Given By Parents/
Guardian
- A10. Sample Letter of Indemnity & Undertaking for the Company Given By
Student
- A11. Sample Letter of Indemnity & Undertaking for the Company Given By
Parents/Guardian

Appendix-B: important contact particulars and submission checklist

- B1. Important contact particulars
- B2. Sample Letter (with Checklist) for submission of documents

Appendix-C: guideline on weekly/monthly logs and final report writing

- C1. Log reports and final report guidelines