

Universiti Tunku Abdul Rahman			
Form Title : Industrial Training Visitation Form			
Form Number : FM-FES-ITC-005	Rev No: 3	Effective Date: 28/08/2019	Page No: 1 of 2



UNIVERSITI TUNKU ABDUL RAHMAN

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Lee Kong Chian Faculty of Engineering and Science

Industrial Training Visitation Form

(Fill by student)

Student Name : _____ Student ID: _____

Programme : _____

Training Period : _____

Company Name : _____

Industrial supervisor Name: _____ Position: _____

Supervisor Email : _____ Contact no.: _____

Date of Visit : _____ Time of Visit: _____

Check List before the visit:

- Fill up and sign the visitation form.
- Get ready the IT plan for visiting lecturer.
- Update the contact number and company address/site with IT coordinator & visiting lecturer if there is any changes.
- Make sure the IT visitation is arranged properly between the visiting lecturer and company before the visit.

Student Signature : _____

(Check and sign by Industrial Supervisor)

- Meet up with the visiting lecturer.
- Discussion of student performance during the industrial training.

Industrial Supervisor: Signature

Company Stamp

(Check and sign by Visiting Lecturer)

- Meet up with the student, check and sign the IT plan. **(Collect and pass the IT plan to IT coordinator after the visit)**
- Meet up with the industrial supervisor/company's representative.
- Visit the work place and understand the job scope carried out by the student.
- Complete the **Visitation Form**. **(Keep a photocopy of Visitation Form for mileage claim and pass The Original Visitation Form to IT coordinator after the visit)**

Lecturer: Name & Signature

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(For virtual visitation only)

IT Virtual Visitation Checklist:

Form of Communication (specify): _____

- Communicate with the student and understand the job scope carried out by the student.
- Check and sign the IT plan. (***Student shall send the IT Plan prior to the IT virtual visitation. Complete and pass the IT plan to IT coordinator after the visit***)
- Communicate with the industrial supervisor/company's representative.
- Request company to complete the industrial supervisor's section and send you a scan copy.
- Print out and complete the **Visitation Form**.

Lecturer: Name & Signature