

Timeline	Description
Week 1-2 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Briefing for Industrial Training Program (ITP) <ul style="list-style-type: none"> • Attendance is compulsory for all students who are eligible to undergo industrial training in coming trimester.
Week 2-3 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ ITP procedures, rules and regulations <ul style="list-style-type: none"> • Visit Faculty's ITP website at http://fes.utar.edu.my/current-students/itp/ • Read and understand all the procedures on website and ITP Manual. • The latest result must fulfill the requirement of GPA, CGPA and minimum credit hours earned. • It is the university policy that the industrial training must be conducted before the final trimester. ➤ Online IT Pre-registration or IT Postponement <ul style="list-style-type: none"> • Students who wish to undergo the industrial training MUST PRE-REGISTER with IT Coordinator and prepare an Electronics Resume (e-resume) (Due date: Friday, Week 3). • Students are reminded that the companies in LKC FES Industrial Training Cooperative Partner list should be arranged by Faculty only. • Students who are eligible but wish to postpone the industrial training as in the course structure MUST submit IT postponement form to IT Coordinator (Due date: Friday, Week 2). • Those are eligible but failed to submit IT pre-registration or postponement form have to meet the IT chairman and DD to explain their problem. Case will be recorded.
Week 3-14 (pre-IT trimester)	<ul style="list-style-type: none"> ➤ Prepare the documents and placement process <ul style="list-style-type: none"> • Search for potential company (from the ITP website, past year list, online, etc.) • Contact the company (or person in charge) to ask (by email, phone call, or in person) for industrial training vacancy and other information such as minimum requirement, allowance etc. • Send the application to company with a) cover letter/email, b) support letter, c) resume/e-resume and d) offer letter template. This process is to be done by students. (If the company requires online application, please do accordingly.) • Wait for the company reply. During the waiting period, please follow up the application closely. • If the reply is not accepted, repeats the application process again. • Do not apply at last minutes. • If accepted by company, fill up the Online IT Placement Confirmation form. (All students must inform the Faculty their industrial training appointment as soon as they receive it.) • Request a confirmation letter (optional) from your IT coordinator if it is needed by the company. • NO CHANGING nor SWAPPING of jobs upon CONFIRMED placement without obtaining approval from the Faculty. Any complain from company might be considered as breach of university rules & regulation, disciplinary action will be taken against the student. <p>The Faculty's Industrial Training Committee reserves the full right to decide on the final placement. The Faculty's decision is final. If the student does not agree to the choice determined by the Committee and the matter cannot be resolved between the student and the Committee, then the student will have to postpone his or her Industrial Training to next year. This may defer your graduation.</p> <p>Please refer to the ITP Handbook and placement SOP. Ask the IT Coordinator if has any problems.</p>

Universiti Tunku Abdul Rahman			
Guideline Title : Roles and Responsibilities of Industrial Training Student			
Guideline Number : GD-FES-ITC-001	Rev No: 2	Effective Date: 28/08/2019	Page No: 2 of 2

<p>Week 13-14 (pre-IT trimester)</p>	<ul style="list-style-type: none"> ➤ Registration of IT Course for coming trimester <ul style="list-style-type: none"> • All students who had submitted pre-registration form must register the IT course. Without course registration, you are not considered taking the IT course during the training period and grade wouldn't be awarded. • You MUST drop the IT course in coming trimester if you are not going for internship.
<p>Week 14 (Monday) (pre-IT trimester)</p> <p>Week 14 (Friday) (pre-IT trimester)</p>	<ul style="list-style-type: none"> ➤ Deadline for placement process <ul style="list-style-type: none"> • In case students fail to secure an industrial training placement by the deadline stipulated by the Faculty, they must inform the Faculty at least three working days before the deadline, so that the Faculty can help them with other arrangements. ➤ Industrial Training Approval List <ul style="list-style-type: none"> • IT Coordinator will announce the approval list one week after the placement process deadline. Those without appropriate placement, complete forms or following the SOP will be restricted from registering the course by Faculty. Even if you are registered, the course will be dropped from the system by Faculty. The student has to postpone the IT to next year. This may defer your graduation. • Those unable to secure placement or without IT placement confirmation form have to meet the IT coordinator, IT chairman and DD to explain their problem. Case will be recorded.
<p>IT-trimester Industrial training</p>	<ul style="list-style-type: none"> ➤ Report to company and undergoes industrial training <ul style="list-style-type: none"> • Oct to Dec (3 months) / June to Nov (6 months for QS) • Discuss and fill up the <u>IT Plan</u> with supervisor. Send a scanned copy through online submission by first week. • Fill up the <u>Report of Training at Research Institute</u> for IT at research institute. ➤ IT Visit by lecturer <ul style="list-style-type: none"> • Normally will be scheduled on 15 Nov to 15 Dec (1 Oct to 15 Nov for QS). • Lecturer will contact you via phone or email for the visitation arrangement. Make sure you are contactable. (Please update with IT Coordinator if you have changed your contact number or email.) • Follow the instructions given by lecturer during the IT visit. • Inform IT Coordinator if no visit is arranged two (2) weeks before the IT end. ➤ Advisor-Advisee Consultation <ul style="list-style-type: none"> • The advisor-advisee consultation for student undergoing industrial training still must be conducted via email, or telephone to find out the current situation and/or issues encountered. Please take initiative to contact your advisor to complete the academic consultation. ➤ Prepare your log book and final IT report <ul style="list-style-type: none"> • Prepare the log record. Your company supervisor must sign the log record monthly. Refer to <u>ITP Handbook</u> for more details. • You must prepare a final IT report during the internship. Please refer to the <u>Industrial Report Guidelines</u> and <u>Industrial Report Template</u> ➤ Student Appraisal & Survey by Company <ul style="list-style-type: none"> • Remind the company supervisor to complete the Online Student Appraisal & Survey two weeks before end of the industrial training. Send the sealed appraisal form validation hard copy to moderator via the student.
<p>1 week before (Post Trimester)</p>	<ul style="list-style-type: none"> ➤ Submit the IT report & Student Survey <ul style="list-style-type: none"> • Carry out the online IT report submission and student survey. ➤ Submit the Sealed Student Appraisal by Company to Moderator. ➤ Perform oral presentation. <ul style="list-style-type: none"> • Please check the schedule with IT Coordinator. Re-schedule the time with academic supervisor if necessary.