

<b>Universiti Tunku Abdul Rahman</b>			
<b>Form Title : Industrial Training Visitation Guidelines</b>			
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# UNIVERSITI TUNKU ABDUL RAHMAN

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**Lee Kong Chian Faculty of Engineering and Science**

## Industrial Training Visitation Guidelines

### Before the Visit

- 1) Read the information available on the Industrial Training (IT) visiting list downloaded from website/email/z drive.
- 2) Check the information (both visiting lecturer and examiner) and get back to IT coordinator if there any mistake or comment.
- 3) Make an appointment with company before the visit. Liaise with the students to set the date of IT visitation. Do not arrange the visitation in last minute (less than one week).
- 4) Re-confirm the working location of student.  
*(If the students work in other location/state during the IT visit, please inform IT coordinator ASAP so that proper arrangement can be made).*
- 5) For visitation that is **OUT OF KLANG VALLEY**, please \*apply for budget approval from the HR using the '**Outstation / Overseas Business Travel Application**' Form. Submit the form at least two weeks in advance for the approval.
- 6) Fill in the '**Working Away from Office**' Form before the IT visit.

### During the Visit

- 1) The visit must be at least 5 weeks after the industrial training started.
- 2) Visitation period is 15 Nov to 20 Dec (1 Oct to 20 Nov for QS). Approval from HoD is required if unable to conduct the visit during the stated period.
- 3) During the visit, lecturer shall follow the instruction and checklist in the Visitation Form.

### After the Visit

- 1) Fill up the IT visitation google from <https://forms.gle/Cvri7MXMrdWz9Mt87>.
- 2) Submit photocopied version of **Visitation Form** together with the claim form [**Local Business Trip Claims Statement (Including East and West Malaysia) Form**] for \*claiming purposes.
- 3) Pass the original copy of **IT Plan** and **Visitation Form** to IT coordinator. Report to faculty if there any “special case” after the visit.

*(\*Please refer to the Flow Chart [**Industrial Visit Application and Claim Procedure**] for clearer picture of IT visit claim)*