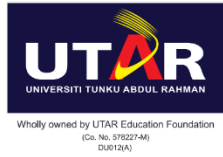


Universiti Tunku Abdul Rahman			
Form Title : Industrial Training Virtual Visitation Guidelines			
Form Number : GD-FES-ITC-005	Rev No: 1	Effective Date: 29/08/2019	Page No: 2 of 2



UNIVERSITI TUNKU ABDUL RAHMAN

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Lee Kong Chian Faculty of Engineering and Science

Industrial Training Virtual Visitation Guidelines

(via Skype or other forms of communication)

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 student and supervisor to set the date of virtual visitation. Do not arrange the visitation in last minute (on the same day).
- 4) Request the student to fill up **IT Visitation Form** and send a scanned copy for visiting lecturer before the virtual visitation.
- 5) Make sure the form of communication is feasible for both sides. (can be skype, whatsapp call, phone call et al)

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, visiting lecturer shall follows the instruction and checklist in the **Visitation Form (IT Virtual Visitation)**.

After the Visit

- 1) Visiting lecturer print out and complete the **Visitation Form**.
- 2) Fill up the IT visitation google from <https://forms.gle/Cvri7MXMrdWz9Mt87>.
- 3) Pass the **IT Plan** and **Visitation Form** to IT coordinator. Report to faculty if there any “special case” after the visit.

Remarks: As most of the virtual visitation involved oversea MoU partner. The recommended virtual visitation lecturer shall be HoD/appointed staff by HoD.