



Universiti Tunku Abdul Rahman
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 academic supervisor) and get back to IT coordinator if have 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 *Industrial Training Visitation Report* and send a scanned copy for visiting lecturer before the 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) Recommended period for visitation is end of November to early of December (October to November for QS).
- 3) During the visit, lecturer shall:
 - a. Communicate with the student and understand the job scope carried out by the student.
 - b. Communicate with the company's representative or student's supervisor.
 - c. Complete the **Visitation Report** and send a copy for company verification. [Must be signed by the student, visiting lecturer].

After the Visit

- 1) Company return the verified **Visitation Report** (with signature & company stamp).
- 2) Pass the **Visitation Report** and feedback to IT coordinator on any special cases after the visit.