



**Universiti Tunku Abdul Rahman
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 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 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) Recommended period for visitation is end of November to early of December (October to November for QS).
- 3) During the visit, lecturer shall:
 - a. Visit the work place and understand the job scope carried out by the student.
 - b. Meet up with the student.
 - c. Meet up with the company's representative or student's supervisor.
 - d. Complete the **Visitation Report** [Must be signed by the student, visiting lecturer and the company, AND stamped by the company].

After the Visit

- 1) Pass the original copy of **Visitation Report** and feedback to IT coordinator on any special cases after the visit.
- 2) Submit photocopied version of **Visitation Report** together with the claim form [**Local Business Trip Claims Statement (Including East and West Malaysia) Form**] for *claiming purposes.

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