Lee Kong Chian
Faculty of Engineering and Science
Industrial Training Handbook

Version May 2018
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Notes
Part 1: General Information

1.0 Industrial Training Programme
It is compulsory for all UTAR LKC FES students to complete industrial training for 3 months (all programmes except QS) or 6 months (for QS only). Industrial training provides exposure of students to the real-life working environment. Students gain experiences valuable for their personal and career developments; they observe, learn and develop their interpersonal and communication skills. Besides, the industrial attachment provides students the opportunity to meet and network with people of various occupations.

1.1 Objectives of Industrial Training
The objectives of industrial training are to:
- expose students to professional practices in the industrial sector under supervision of experienced staff,
- provide an opportunity for students to observe real-life industrial practices and implementation of theoretical lessons and principles learnt in the programme,
- provide an opportunity for students to acquire interpersonal skills through meeting and working with professionals in the industrial sector.

1.2 Course Outcomes
On completion of industrial training, a student shall be able to:
1. apply knowledge of mathematics/sciences/engineering fundamentals
2. apply technical skills and modern tools in the workplace
3. comply with the relevant rules and guidelines to professional practice
4. follow code of ethics and standards of professional conduct
5. demonstrate written and oral communication skills
6. demonstrate the ability to work independently and as part of a team
7. demonstrate life-long learning and self-improvement
PART 2: Guidelines for Student

2.0 INDUSTRIAL TRAINING GUIDELINES

Students are required to participate and work as industrial trainees in the industry of their academic discipline. Industrial training is a credited course programme, and thus is compulsory in order to fulfill the degree coursework requirements for graduation. The whole industrial training process takes two (2) trimesters:

- One trimester for conducting pre-registration and placement process.
- One trimester for conducting the actual industrial training and oral presentation.

2.0.1 Pre-Requisites

Students must satisfy all the requirements stipulated by the course syllabus of industrial training.

To all QUALIFIED STUDENTS who wish to undergo industrial training (IT):

- Please read, understand and comply with the GD001: Roles and Responsibilities of IT Student.
- Attend the departmental and Faculty IT briefing.

2.0.2 Procedure

Please refer to GD003 Flowchart of Industrial Training Placement (Standard Operation Procedure)

2.0.3 Placement of Industrial training

- Students will be given a choice to approach companies that they are keen to work with.
- Work conducted in the selected company should be related to the enrolled academic programme.
- Final placements will be decided by the Industrial Training Committee

2.0.4 Industrial training/placement outside Malaysia

- Students are allowed to undergo the industrial training abroad.
- It is compulsory for student to purchase international medical and hospitalization insurance.
- Students must fulfill the immigration requirements of the designated country of the industrial training/placement.
- DCInterNet and DISS will be informed to assist the student in applying for the necessary (e.g. application of visa, purchase of insurance, letters of indemnity, etc.).
- Kindly contact the International Division of the University for any assistance or clarifications on immigration matters.
2.1 Before the Industrial Training

2.1.1 Industrial Training Procedure & Information
   o Students are required to read and be familiar with all procedures, rules and regulations. It is the students' responsibility to understand them. Please refer to the GD001: Roles and Responsibilities of IT Student for more details.

2.1.2 Pre-registration
   The students who wish to undergo the industrial training in coming trimester MUST PRE-REGISTER with IT Coordinator and prepares an Electronics Resume (e-resume) (Due date: Week 3, Friday).

2.1.3 Placement process
   o The discretion of whether or not to accept a student as an industrial trainee lies entirely with the company and not with the University. A student should prepare him/herself conversantly for the job interview, e.g. the company may test the student on his/her technical skills and knowledge of the relevant course domains.
   o NO CHANGING nor SWAPPING of jobs upon CONFIRMED placement without obtaining approval from their Faculty. Any complain from company might be considered as breach of university rules & regulation, disciplinary action will be taken against the student.
   o All placements must be conducted for FULL TIME basis. Subject to express instruction by the Supervisor-in-charge, students are not allowed to complete their assignment in places, times and tasks of high risk other than mutually and officially agreed and specified in advance by both the University and the Company.
   o NO job hopping. If a student wants to leave his/her current placement, he/she must provide justification to the Faculty and his/her Company, and receive the approval from the Faculty BEFORE he/she can leave his/her current placement.
   o No working in close relative’s company to avoid conflict of interest.
   o Payment by the Company as the allowance for industrial trainees is encouraged, but not a requirement. Should there be any allowance or any form of payment involved, it shall be the student’s responsibility, and not the University, to take all necessary measure to secure such allowance or payment.

Valid job placements
   o Able to fulfill all the course outcomes
   o Jobs must be related to their enrolled academic programme
**Interview & acceptance of job placement**

- Be professional during the interview.
- Accept the offer that has promised to the company. Any complaint from company will result in suspension of industrial training course, and the students are required to repeat this course in the following year.
- PLEASE read the offer letter carefully (especially working hours and job scope which must be relevant to their academic discipline). If there is any dispute with the company, the offer letter will be treated as the main source of reference.

Students are required to work out their own placement with the assistance of the Faculty’s Industrial Training Committee according to the procedures that have been set by the Faculty.

All students must inform the Faculty their industrial training appointment as soon as they receive the offer. Students are required to submit the IT Confirmation Form (company REPLY SLIP/OFFER LETTER and LETTER OF UNDERTAKING AND INDEMNITY by student and parents/guardian) to their IT Coordinator before conducting their industrial training.

**Deadline for placement process**

- In the case of any student failing to secure an industrial training placement by the deadline stipulated by the Faculty, they will have to inform the Faculty within three (3) working days from the deadline, so that the Faculty can help them with other arrangements. Those without placement will have to postpone his or her industrial training to the following year. (This might delay the graduation)

**Intern approval list**

- 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.

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 chosen placement 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 course to the following year.

**2.1.4 Before go for industrial training**

- Prepare all the required documents requested by the employer.
- Download a copy of IT manual and report guidelines as reference.
- Update the contact method (e.g: e-mail/ phone number/ emergency contact) with IT Coordinator.
2.2 During the Industrial Training

2.2.1 Code of Conduct
All students on Industrial Attachment must abide by the following:
  o the laws of Malaysia and/or the laws of the designated country of the industrial training
  o the University’s Student Code of Conduct governs the conduct of students during the industrial training period,
  o the terms of the employment contract with the company, and the Universities Act

2.2.2 Professional Issues & Leave Application:
  o Be punctual to work.
  o No annual leave (under MOHE directives, only emergency leave)
  o Emergency leave to be less than 6 days
  o Carry out the assigned duties and responsibilities responsibly and professionally.
  o Discipline issues will result in fail grade (grade F) in industrial training course. (e.g. not showing up at work, damage properties of company, stealing, cheating, etc)

2.2.3 Safety Precaution:
  o Students are strictly required to observe SAFETY FIRST in all compliance of the assignments at the Industrial Training Company. Pursuant to Regulations 5.2.2.5 & 5.2.9 (IT manual), the students are to approach the Supervisor-in-charge immediately when there are any concerns on safety issues arises and/or foresee.
  o Female students are highly encouraged to take extra precaution and extra reasonable care for themselves to ensure a safer environment.

2.2.4 Problems
  o Seek assistance if the students encounter any problem relating to the training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) communicate directly as soon as possible with:
    o The Industry Supervisor/inform the company, AND ;
    o UTAR Academic Supervisor/Head of Department/Deputy Dean–in-charge of Industrial Training/Dean
Please refer to IT Emergency/Special Cases SOP for more details.
2.2.5 Breach of Terms and Conditions of Industrial Training
- Students are reminded to obey the Rules and Regulations of UTAR, the terms of the industrial training contract with the company, and the Universities Act at all times. Students should also keep abreast with developments on campus.
- Disciplinary action will be taken against students who do not follow the rules and regulations for Industrial Training and may lead to a Fail grade in industrial training course.

2.2.6 Advisor-Advisee Consultation
- As students are taking a course and considered as active student in Faculty, the advisor-advisee consultation for advisee undergoing industrial training still must be conducted. It can be via email, or telephone to report the current situation and/or issues encountered.
- Please take initiative to contact the advisor to complete the academic consultation.

2.2.7 Industrial Training Visitation:
Before IT Visitation
- Before the visit, the visiting lecturer will contact students. So, please update the latest contact number if students have changed it during the IT.
- Please inform the IT Coordinator if the visiting lecturer did not contact the student two (2) weeks before the IT end.
- Make sure the Industry Supervisor is informed and agreed with the visitation time. If he/she unable to make it, make sure there is a representative from the company during the visit.
- Print out and fill up the visitation report before the visitation.

During IT Visitation
- Please brief the company background and intern job scope to visiting lecturer. Feedback to the lecturer if any special cases.
- Please follow all instructions given by visiting lecturer.
- The visiting lecturer should conduct: i) meet up with the student, ii) meet up with the Industry Supervisor, iii) complete the visitation report.
- Please feedback to IT Coordinator if the IT visitation did not carry out accordingly.

Visitation List (Please request for IT coordinator)

2.2.8 IT plan & Log records
- Students must discuss and fill up the IT Plan with company supervisor. Send a scanned copy to IT Coordinator by FIRST TWO WEEKS.
- Students must record their work performed throughout their appointment with the company. Write down all the assigned tasks for the week. Summarise all the assigned and completed tasks for the month. Printout the month summary, discuss and verify it with the immediate supervisor (i.e. the supervisor must sign the monthly summary).
- Attach the IT plan, weekly and monthly log report in the IT report at the end of the IT period.
PART 3: Industrial Training Assessment

- IT Report & Logbook (45%)
- IT Student Appraisal by Company (45%)
- Oral Presentation (10%)
(Please refer to marking scheme for more details)

3.1 IT Report
Students must document their working experience, log the activity. On completion of their training programme, Students must submit a written report. It is compulsory for students to follow the Industrial Report Guidelines and Template when writing their report. Report that does not follow the guideline will be rejected.

3.2 Company supervisor appraisal
The supervisor needs to complete the student appraisal form at the end of industrial training and the form must be SEALED and send to respective academic Supervisor.

3.3 Oral Presentation
All students are required to give a 15 minutes presentation upon completing their training.
Please refer to the marking scheme and rubric in preparing the presentation slides.
Part 4: Guidelines for Lecturer

Industrial training is one of the core courses in all degree courses set by Malaysia Qualifications Agency (MQA) and/or Engineering Accreditation Council (EAC). Due to nature of the course, all students must attach to a company related to their academic programme. During the internship, the students are considered as an active student in university under close monitoring from Faculty. Lecturers shall maintain good rapport between the university and the company. The lecturers in Faculty will be assigned to monitor the industrial training through the role of:

**Lecturer-in-charge for Industrial Training Cooperative Partner**
- to help IT Coordinator to maintain the list of IT Cooperative Partner,
- to help in the placement process for IT Cooperative Partner,
- to follow up on IT Cooperative Partner.

**Academic Supervisor**
- to monitor performance of the student trainee,
- to assess the industrial report and oral presentation,
- to record the appraisal evaluated by company supervisor.

**Visiting Lecturer**
- to visit the company based in Malaysia at least once during the period of industrial training,
- to liaise with the overseas counterpart via skype or other forms of communication.
  (Please refer to the IT Visitation Guidelines)

Before visiting the student trainee based in Malaysia, lecturers must strictly follow the UTAR Human Resource Policies and rules set by the Faculty:
- No annual leaves shall be applied as the visiting will be treated as working away from office. Lecturers must submit working away form to seek approval from both HoD and Dean before visiting the company.
- For companies located out of Klang Valley, lecturers must submit Outstation/Overseas Business Travel Application Form to seek approval from both HoD and Dean at least two weeks before visiting the company. Please attach the form with supporting documents.
- Within two weeks after returning from the visiting, lecturers must submit Local Business Trip Claim Form for making the claims. Claims are to be supported by documented evidence where applicable such as receipts, approved working away form and proofs of visiting.

For more details, please kindly refer to the SOP and forms stored in z drive.

Due to the nature of outcome based education, lecturers shall obtain the feedback from company on student’s performance regarding the course outcomes. Besides, feedback needs to be obtained from the company on the suitability of programme outcomes and programme educational objectives.

Feedbacks received from the company will be tabled at ADCC and for noting at Senate.
PART 5: Guidelines for Company

5.1 Current Schedule of Industrial Training

LKC FES students will undergo their industrial training every year. The tentative schedule for the industrial training will be:

**Quantity Surveying**
- **Training period:** June to November (Annual Basis)
- **Duration:** 6 months
- **Programme:** Bachelor of Science (Hons) Quantity Surveying (QS)

**Engineering and Science**
- **Training period:** October to December (Annual Basis)
- **Duration:** 3 months
- **Programme(s):**
  - Bachelor of Engineering (Hons) Chemical Engineering (CL)
  - Bachelor of Engineering (Hons) Civil Engineering (CI)
  - Bachelor of Engineering (Hons) Electrical and Electronic Engineering (3E)
  - Bachelor of Engineering (Hons) Electronic and Communications Engineering (EC)
  - Bachelor of Engineering (Hons) Electronics (Computer Networking) (ET)
  - Bachelor of Engineering (Hons) Mechanical Engineering (ME)
  - Bachelor of Engineering (Hons) Materials and Manufacturing Engineering (MM)
  - Bachelor of Engineering (Hons) Biomedical Engineering (BI)
  - Bachelor of Engineering (Hons) Mechatronics Engineering (MH)
  - Bachelor of Science (Hons) Architecture (AR)
  - Bachelor of Science (Hons) Physics (PH)
  - Bachelor of Science (Hons) Software Engineering (SE)
  - Bachelor of Science (Hons) Actuarial Science (AS)
  - Bachelor of Science (Hons) Applied Mathematics with Computing (AM)
  - Bachelor of Science (Hons) Financial Mathematics (FM)

Industrial training is part of the curriculum at UTAR to instill in students the right kind of work attitudes and professionalism through interaction with people in the organisations, and exploration of their future roles in industry. The success of the industrial training depends very much on the willingness of the industries to accept the students in their folds. We therefore sincerely urge the company to support our industrial training programme. Besides, employers can utilise the industrial training programme to recruit/assess future potential employees.

We would be glad if your company is interested to offer internship opportunities to our student. The company can express the willingness by sending the information of intern vacancies to Faculty. Please feel free to fill up Online Internship Recruitment Form or approach our IT Coordinator if more information is needed.
5.2 The Roles and Responsibilities of Company
During the industrial training, a site (industrial) supervisor from the company shall be assigned. The industrial supervisor should have the necessary qualifications or work experiences in the related area. The supervisor needs to coordinate, guide and advise student based on the course outcomes specified by the Faculty. At the end of industrial training, the supervisor needs to evaluate the student’s performance by completing the IT Student Appraisal Form. The student appraisal form must be SEALED and returned to respective academic Supervisor via the student. The company needs to ensure the safety and welfare of the students throughout the industrial training period. In the event of student misconduct, the company shall feedback to Faculty immediately. Should the company needs any further information, the company shall approach our IT Coordinator throughout the industrial training period.

5.3 LKC FES Industrial Training Cooperative Partner (ITCP)
A list of companies which are classified as Lee Kong Chian Industrial Training Cooperative Partners (LKC FES ITCP) will be posted on Faculty notice boards and UTAR website through the Faculty General Office. In principle, the University will assist student to arrange an industrial training placement in an ITCP listed company. The student must apply for the positions advertised by the University through Faculty. The company may interview, or may just accept the student recommended by the Faculty via lecturer-in-charge. However, once the arrangement is done, the student must accept the offer; otherwise, the student will need to withdraw the registration of industrial training.

Benefits of becoming a LKC FES ITCP listed company include:
- Company will give priority in selection of potential students.
- The Company do not need to consider individual student application during the placement process.
- More systematic placement process that will be arranged by Faculty in batch.
- The placement process will be closely monitored by Faculty and validation of intern is guaranteed.

UTAR MoU partners, IAP companies, Anchored Companies and Selected companies will be invited to express their willingness to be included in the list of ITCP on annual basis. The detailed of vacancies must be stated clearly in the form. The submission deadline is one week before the pre-trimester is started (i.e. 15 May for Non-QS programmes and 07 Jan for QS programme). To ensure the effectiveness of the industrial training placement process, the ITCP are reminded that NO individual student application should be accepted from the Faculty.
Part 6: FAQ

6.1 Before Conducting IT

Q1. What I should do if I wish to go for IT next trimester?
- Check the Faculty website on industrial training
- Follow all the SOP
- Attend the departmental IT briefing during the first two weeks as the attendance is compulsory
- Submit the pre-registration form by Friday of Week 3

Q2. What if I have class/unable/missed the IT briefing?
- Inform the IT Coordinator ASAP
- Check the Faculty website on industrial training
- Follow all the SOP (It is student responsible to make sure he/she adhere all the rules & regulations and SOP of industrial training)
- Read thoroughly the IT briefing slides that will be uploaded in website
- Ask IT Coordinator if have any doubts

Q3. What if I did not/forgot/unable to submit the Pre-registration form by Friday of Week 3?
- You are not allowed to conduct the placement
- You have to postpone the IT to next year. This might defer your graduation.
- If the student conducts the placement without noticing the Faculty (pre-registration), the placement is considered invalid.
- Any complain from company will be considered as breach of university rules & regulation.

Q4. How I know I am qualify or not for IT?
- Check the syllabus of IT. All requirements are stated clearly in the syllabus of IT.
- General rules:
  - CGPA ≥ 2.0
  - GPA ≥ 2.0
  - Earned certain minimum credit hours

Q5. I plan to undergo IT next trimester but I am under probation this trimester. I am confident that I will fulfilled all the requirements by early of next trimester.
- You are not allowed to undergo IT as all requirements must be fulfilled in the pre-trimester.

Q6. Can I conduct my industrial training in the final trimester?
- It is university policy and Engineering Accreditation Council (for engineering students) that the industrial training must be conducted before the final trimester.
- You might have to defer your graduation.

Q7. How I know the company is relevant to my programme?
o You may refer to the previous company list given in the website.
o Seek for assistant from IT Coordinator if you are not sure.
o You must work as a full-time intern in the company.

Q8. What are those jobs that are suitable for industrial training?
o Your assigned tasks should be directly or indirectly related to your programme.
o Your assigned tasks should cover all the course outcomes.

Q9. How I want to conduct IT placement?
o Refer to the policy “Placement SOP” given in the website
o Refer to the “Pre-registration” given in the website

Q10. Can I apply for many companies at a same time?
o You may contact the company to enquire available internship vacancy before applying.
o BUT, you are not encourage to submit many applications at a same time as any complain from company might be considered as breach of university rules & regulation as stated clearly in the policy “Placement SOP”.

Q11. Can I reject Company internship offer?
o It is not encourage.
o If you have strong justifications, you may reject the Company in a polite way.
o Any complain from company might be considered as breach of university rules & regulation as stated clearly in the policy “Placement SOP”, disciplinary action will be taken against the student.

Q12. What if I cannot secure any placement after the deadline?
o Please seek for assistance from IT Coordinator at least three (3) working days before the deadline.
o If still unable to secure any placement, you have to postpone the IT to next year. This might defer your graduation.

Q13. What if I did not receive reply from company by the deadline?
o Please do not do the placement in the last minute.
o The company needs time to consider your application
o Always follow up closely with the Company throughout the placement.
o Inform the IT Coordinator if facing any difficulties.

Q14. What if Company rejects my application in the last minute and I do not have any backup plan?
o Plan early and do not conduct placement in the last minute.
o Seek for assistance from IT Coordinator at least three (3) working days before the deadline. IT Coordinator will try his/her best to assign a placement for you (within Malaysia) regardless of location and allowance. If you do not agree with the assignment, you have to postpone the IT to next year. This might defer your graduation.
Q15. When are the deadlines for submitting all the required forms?
- Please refer to the Faculty IT website.
- All the deadlines are stated clearly there.

Q16. Who should I submit the required forms to?
- Submit all the required forms to the IT Coordinator.

6.2 During Conducting IT

Q17. What if I am under probation during the industrial training trimester?
- As long as you fulfill all the requirements in the pre-trimester, you are allowed to undergo IT in the industrial training trimester.

Q18. Why I need to pay the tuition fees during the Industrial Training even though I am not residing in the campus?
- Due to the nature of industrial training, students are attached to a relevant company.
- During the internship period, you are considered as an active student of university with close monitoring from Faculty while taking the industrial training course.
- The hiring of interns is based on the fact that the intern is a student from a university.
- All the IT assessments (e.g. industrial-university liaising, IT visiting, report grading, oral presentation grading, administration works, etc.) are conducted by Faculty staffs and endorsed by Senate for grade awarding.

Q19. What if I want to apply leave during conducting IT?
- As stated clearly in the rules & regulation, IT students do not have annual leave.
- You are only entitled for emergency leave.
- All leaves must be approved by Company and the IT Coordinator must be informed.

Q20. What if I need to attend university/family/religion/personal related activities that require me to apply more than the leave as stated in rules & regulation?
- As attendance is one of the compulsory requirements during conducting IT, priority should give to the IT.
- You may fail your industrial training if there are any complaints from company or violations of university rules & regulations.
- Students should follow their course structure and shall not plan other activities that may affect their industrial training.

Q21. During conducting the IT, what if I found that the assigned job scopes are not related to my programme?
- You must discuss nicely with the company supervisor during first two weeks about your IT plan.
- You must explain to the company supervisor that you must achieve all course outcomes listed in syllabus to pass the course.
- You must report to IT Coordinator if agreement between the company supervisor and you on IT plan cannot be reached.

Q22. What should I do if company is abusing me as an intern?
- You shall check the agreed IT plan and make sure the assigned job tasks are relevant to IT plan.
- You shall discuss with company nicely regarding the disagreed job task.
- You must inform IT Coordinator immediately such that the investigation can be conducted in a proper way.

**Q23. What if accident happened during conducting IT?**
- Immediately seek for medical treatment.
- You must inform IT Coordinator immediately or within 24 hours such that the proper following up actions can be taken.

**Q24. Can I start/end my IT early/late?**
- Please follow strictly the date approved by Faculty, which is stated in the offer letter and letter of undertaking & indemnity.
- Any shortening of internship period might be considered as incompletion of IT.
- Any extension of internship period will not be considered as part of IT and students should bear the full responsibility by himself/herself during the extension of internship period.

**Q25. What should I do before/during the IT visit?**
- Please refer to the procedure on the IT website.

**Q26. When and how should I prepare the IT report?**
- You should prepare the report during the IT as you might miss out some of the important information after the IT. Do not do it last minutes.
- Please follow the guidelines and template of IT report.

**Q27. When and who I have to submit my IT report?**
- You have to submit the IT report during the IT oral presentation to your academic supervisor.

**Q28. When is the IT oral presentation?**
- Tentatively 1 week before the new trimester. The schedule will be available on website 2 weeks before the presentation.

**Q29. What should I present during IT oral presentation?**
- It is 10 minutes of presentation and 5 minutes of Q&A. You should cover the background introduction, working experience, discussions and conclusions. Please refer to marking scheme for more details.

**Q30. What if I unable to attend the scheduled IT oral presentation slot?**
- Please rearrange a suitable time with the academic supervisor ASAP. The time slot should not later than week 1 Monday of the new trimester.

*Please email your IT Coordinator or ITC chairman if you have further enquiries.*
# Part 7: IT Programme Coordinator

<table>
<thead>
<tr>
<th>Department</th>
<th>Programme</th>
<th>Program Coordinator</th>
<th>Email</th>
<th>Room</th>
</tr>
</thead>
<tbody>
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Please refer [Role of IT Coordinator](#) for more details
Part 8: Contact Us

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PART 9: Forms and Documents

9.1 Industrial Training Handbook
The guidelines in this industrial training handbook apply to all degree programmes at LKC FES, UTAR.

9.2 List of ITC Forms and Documents

Before IT (Student)
GD001: Roles & Responsibilities of IT Student
GD003: Flowchart of IT Placement SOP
FM001: IT Pre-registration Form

Oct 2018 Online IT Pre-registration Form (MUST access using UTAR email)
FM002: IT Postponement Form
FM003: IT Placement Confirmation Form
LT001: Support Letter (upon request, please request from IT Coordinator)
LT002: Reply Slip
LT003: Letter of Undertaking and Indemnity (to UTAR by student and parents/guardian)
LT004: Confirmation letter (optional, please request from IT Coordinator)

During IT (Student)
FM004: IT Plan Template

Oct 2018 Online IT Plan Submission (MUST access using UTAR email)
FM005: IT Visitation Report
FM007: IT Student Appraisal Form
FM008: IT Student Survey form

Oct 2018 Online IT Student Survey (MUST access using UTAR email)
FM009: IT Company survey form
FM010: Report of Training at Research Institute

IT Visitation Guidelines
GD004: IT Visitation Guidelines (Physical)
GD005: IT Visitation Guidelines (Virtual)

9.3 IT Report Guidelines & Template
Student are advised to download the following document for the industrial training report writing
GD007: IT Report Guidelines
GD008: IT Report Template
GD009: Marking Scheme

9.4 Insurance Policy
If students need the insurance policy, please download from the ITC website:
Insurance Policy 2018

9.5 IT Emergency/ Special Cases
GD006: IT Emergency & Special Cases SOP
FM006: IT Emergency & Special Cases Form (pdf)
Notes