



LKC FES INTERN RECRUITMENT & UITCPs REGISTRATION FORM

Company Name	
Type of Field	
Company Address	
	Postcode: City: State:
Website (if any)	
Remark (if any)	
Contact Person	
Position	
Tel (& Fax)	
Email	
Training Period (Start & End Date)	

Details of the internship recruitment:

Please note that the internship offered must be related to the student programme and the job scopes must be able to fulfil all the course outcomes.

<u>No. of interns</u>	<u>Related programme</u>	<u>Location (Specify if is site)</u>	<u>Working hours</u>	<u>Allowance (others)</u>	<u>Other requirements (please specific)</u>

Please state the details such as interview (required or not), description of duties, required or preferred qualifications (such as CGPA), subjects studied etc. Attach additional paper if the space is insufficient.

*Note: Company that wishes to be University Industrial Training Cooperative Partners (UITCPs) must be a **MoU partner, IAP Company and/or UTAR REGISTERED Company**. And the company **MUST INFORM** the Faculty for UITCPs. The due date is 15 May for Engineering and Science programme and 07 Jan for QS.*

Declaration for UITCPs:

- All the information provided in this form is accurate.
- The Faculty will select a list of suitable students for company consideration (including interview if any) in 3 weeks. We will work closely with the IT coordinator/lecturer-in-charge and follow all the deadline and placement process SOP.

Contact person's Name, Signature, Date & Company stamp

UTAR Industrial Training Cooperative Partners (UITCPs)

A list of companies which is classified as UTAR Industrial Training Cooperative Partners (UITCPs) will be posted on Faculty notice boards or UTAR website through the Faculty General Office. In principle, the University will assist student to arrange an industrial training placement in a UITCP company. The student must apply for the positions advertised by the University at least 3 months before the training commences. The company may interview, or may just accept the student sent by the University. However, once the arrangement is done, the student must accept the offer unless he/she drops the subject.

Benefits of being a UITCP

- UITCPs will give priority in selection of potential students.
- The UITCPs 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.

The UITCPs are reminded that NO individual student application should be accepted from the Faculty.