

Faculty of Science

Industrial Training/ Professional Training Briefing (May 2022 Trimester)



Wholly owned by UTAR Education Foundation
(Co. No. 570227-M)



Date: 19 February 2022 (Saturday)

Time: 10:00 am

Platform: Microsoft Teams

(Team Code: [zhdfybo](#))

**Dr. Sit Nam Weng
Deputy Dean (SD&IT)**

Industrial Training (3 months)

- a 6-credit course, requirements for graduation
- Pre-requisites:
 - Earned at least 44 credit hours,
 - CGPA of 2.00 or above, and
 - GPA of 2.00 or above

The above pre-requisites shall apply to the students upon the pre-registration of internship (one trimester before internship trimester).



Pre-registration: January Trimester

Eligibility: based on December Examination results

Industrial Training (18 weeks)

- a 9-credit course, requirements for graduation
- Pre-requisites:
 - Earned at least **60** credit hours,
 - CGPA of 2.00 or above, and
 - GPA of 2.00 or above

The above pre-requisites shall apply to the students upon the pre-registration of internship (one trimester before internship trimester).



Pre-registration: January Trimester

Eligibility: based on December Examination results

Professional Training

UDDN4106 Clinical Nutrition (Special Units)

UDDN4104 Institutional Food Service Management

- For Dietetics (DT) students only
- Pre-requisites:
 - 100 credit hours earned
 - UDDN3304 Medical Nutrition Therapy I
 - UDDN3404 Medical Nutrition Therapy II
- Total duration: 14 weeks
- Contact the coordinator of DT programme for application details and arrangements.

Period of Training

Programme	Duration	Date
AG, BE, BT, CE, FD, LI, MB, SC	3 months	13 June 2022 – 12 September 2022
BM	18 weeks	13 June 2022 – 14 October 2022
DT	14 weeks	13 June 2022 – 5 August 2022 (8 weeks) 15 August 2022 – 23 September 2022 (6 weeks)

Industrial Training (3 months) Action Plan

No.	Action Required	Deadline/Date/Duration
1.	Online submission of personal particulars for verification letter	18 January 2022 – 18 February 2022
2.	Sending out of verification letter by FGO	8 February 2022 onwards
3.	Briefing on IT (Microsoft Teams) <ul style="list-style-type: none"> • Pre-registration using ITMP • Indemnity letters • Assessments • Company appraisal form • IT visitation 	19 February 2022
4.	Confirmation of IT placement <ul style="list-style-type: none"> • Submission of indemnity letters & offer/acceptance letter to faculty (online) 	4 June 2022

Industrial Training (3 months) Action Plan

No.	Action Required	Deadline/Date/Duration
5.	Release of IT university supervisor list	10 June 2022 (tentative)
6.	IT period	13 June 2022 – 12 September 2022
7.	Release of IT visitation list	Week 6/7 (May 2022 trimester)
8.	IT visitation by visiting academic staff	1 August 2022 – 31 August 2022
9.	Submission of final report, company appraisal form & survey on student interns form to university supervisor	19 September 2022
10.	Oral presentation	19 September 2022

Industrial Training (18 weeks) Action Plan

No.	Action Required	Deadline/Date/Duration
1.	Online submission of personal particulars for verification letter	18 January 2022 – 18 February 2022
2.	Sending out of verification letter by FGO	8 February 2022 onwards
3.	Briefing on IT (Microsoft Teams) <ul style="list-style-type: none"> • Pre-registration using ITMP • Indemnity letters • Assessments • Company appraisal form • IT visitation 	19 February 2022
4.	Confirmation of IT placement <ul style="list-style-type: none"> • Submission of indemnity letters & offer/acceptance letter to faculty (online) 	4 June 2022

Industrial Training (18 weeks) Action Plan

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8.	IT visitation by visiting academic staff	1 August 2022 – 31 August 2022
9.	Submission of final report, company appraisal form & survey on student interns form to university supervisor	20 October 2022
10.	Oral presentation	20 October 2022

IT/PT Coordinators - 2022



**Pn. Azida Illyani
(Agricultural
Science)**



**Dr. Chai Tsun Thai
(Biochemistry)**



**Dr. Yap Moh Lan
(Biotechnology)**



**Dr. Annaletchumy
(Biomedical
Science)**



**Dr. Lim Chaw Jiang
(Chemistry)**



**Encik Muhammad
Zulhusni
(Dietetics)**

IT/PT Coordinators - 2022



**Dr. Ee Kah Yaw
(Food Science)**



**Ts. D Karunanithy
(Logistics &
International
Shipping)**



**Dr. Shit Chong Seng
(Microbiology)**




**Mr. Looi Sing Yan
(Statistical
Computing &
Operations
Research)**

Before Industrial/ Professional Training

Industrial/Professional Training Verification Letter

- Submit your particulars online latest by **18 February 2022**.
- Google form at <https://forms.gle/hDCDhdtKdDVnCGa96>



FSc Industrial Training/Professional Training May 2022 Trimester - Request for Verification Letter

Note:
For 5 credit hours of industrial training course, the duration is 3 months while for 9 credit hours of industrial training course, the duration is 18 weeks.
Period for 3 months: 13 June 2022 (Monday) - 12 September 2022 (Monday).
Period for 18 weeks: 13 June 2022 (Monday) - 14 October 2022 (Friday).

For Dietetics (DT) professional training, the duration is 14 weeks: 13 June 2022 (Monday) - 23 September 2022 (Friday).

sthrw@utar.edu.my **SWITCH account**

* Required

Email *
Your email

NAME (In capital letters, as per your identification card or passport) *
Your answer

IDENTIFICATION CARD NUMBER (e.g. 990122-14-5223) or PASSPORT NUMBER (for International Students) *
Your answer

STUDENT ID (only numerical numbers, e.g. 160211) *
Your answer

PROGRAMME OF STUDY *

- BACHELOR OF SCIENCE (HONOURS) AGRICULTURAL SCIENCE
- BACHELOR OF SCIENCE (HONOURS) BIOCHEMISTRY
- BACHELOR OF SCIENCE (HONOURS) BIOTECHNOLOGY
- BACHELOR OF SCIENCE (HONOURS) BIOMEDICAL SCIENCE
- BACHELOR OF SCIENCE (HONOURS) CHEMISTRY
- BACHELOR OF SCIENCE (HONOURS) DIETETICS
- BACHELOR OF SCIENCE (HONOURS) FOOD SCIENCE
- BACHELOR OF SCIENCE (HONOURS) LOGISTICS AND INTERNATIONAL SHIPPING
- BACHELOR OF SCIENCE (HONOURS) MICROBIOLOGY
- BACHELOR OF SCIENCE (HONOURS) STATISTICAL COMPUTING AND OPERATIONS RESEARCH

INTAKE TRIMESTER (when you join the undergraduates programme) *

- JANUARY
- MAY
- OCTOBER

INTAKE YEAR (when you join the undergraduates programme) *

- 2016
- 2017
- 2018
- 2019
- 2020
- 2021

INDUSTRIAL TRAINING DURATION *

- 3 MONTHS
- 18 WEEKS
- 14 WEEKS (FOR DT PROGRAMME ONLY)

MOBILE PHONE NUMBER (Include a dash between the operator code and number; e.g. 012-1234567 or 011-12345678) *
Your answer

NAME OF EMERGENCY CONTACT PERSON (e.g. Mr Ahmad Tan) *
Your answer

CONTACT NUMBER OF EMERGENCY CONTACT PERSON (Include a dash between the operator code and number; e.g. 012-1234567 or 011-12345678) *
Your answer

A copy of your responses will be emailed to the address you provided.

SUBMIT Clear Form

Never submit passwords through Google Forms.

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Google Forms

Industrial/Professional Training Verification Letter



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5 February 2022

To Whom It May Concern

Dear Sir/Madam,

Industrial Training for Undergraduates

We are pleased to confirm that the following student is taking the initiative to apply for an appropriate company attachment to undergo an industrial training for a period of three months commencing from 13 June 2022 to 12 September 2022.

Name	:	
NRIC No.	:	
Student Reg. No.	:	
Programme	:	BACHELOR OF SCIENCE (HONOURS)
Year	:	

The industrial training is compulsory in our curriculum and plays an important role in educating our students. During the industrial training period, a visitation will be carried out to evaluate the performance of the student.

We would be grateful if you could kindly assist by offering the above student a place in your company.

If you have any further queries, please do not hesitate to contact us.

Thank you in anticipation.

Yours faithfully,

|

Dr. Sit Nam Weng
Deputy Dean (Student Development & Industrial Training)
Faculty of Science,
Universiti Tunku Abdul Rahman (Kampar campus)
Tel: 605-4688888 (ext. 1016)
Fax: 605-4661676
Email: sitnw@utar.edu.my

The FGO officers will email the verification letter to you from **8 February 2022** onwards.

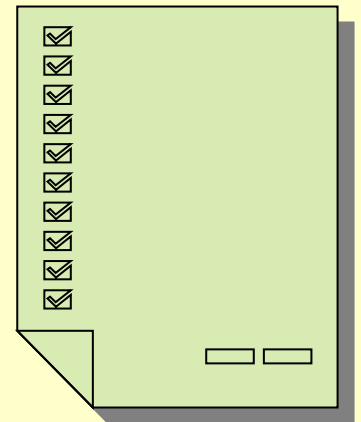
Application for Industrial Training

- Write a formal application letter to company
(except clinical placement at government hospitals and students from DT programme)
- Attach your application with:
 - Curriculum Vitae/Resume
 - Verification letter
- Ask for job scope from the company
- Apply early as some companies may take few months to process your application.

Curriculum Vitae

Prepare your curriculum vitae with information such as:

- Photo
- Personal particulars
 - ❖ use an **appropriate e-mail address** for correspondence
- Academic details
- Subjects taken
- Extracurricular activities
- Professional qualifications/certification
- Work experience
- Language proficiency
- Skills
- Referee(s)



Free Massive Open Online Course



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Strategies for Resume Writing

- CPD (2 hours*)
- USSDC**

*UTAR CPD Activities

**7 Core - 5 points under Communication and Language Skills

**10 Core - 5 points under Communication and Language Skills



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Strategies to Ace a Job Interview

- CPD (2 hours*)
- USSDC**

*UTAR CPD Activities

**7 Core - 5 points under Communication and Language Skills

**10 Core - 5 points under Communication and Language Skills

<https://cee.utar.edu.my/Inspire/Free.php>



List of Companies

- A list of companies accepting FSc students for industrial training is available for reference (**not applicable for DT students**) .
- Check the list at the faculty industrial training website (<https://fsc.utar.edu.my/Industrial-Training.php>)
- The list is sorted according to state/postcode.
- You can also find a company which is not in the list for industrial training.
- Preferably find a company that is relevant to your programme of study

Silverlake-UTAR Sponsorship for Outbound Student Mobility Programme

B. Quantum of Sponsorship

The quantum of sponsorship is disbursed as follows:

1. For student(s) who apply for:

- 1.1 Student exchange for one semester and above
- 1.2 Internship in overseas Universities

<http://studentmobility.utar.edu.my/Sponsorship.php>

Countries
(a) For students going to USA, Europe and Canada
(b) For students going to Australia, Japan, Korea and New Zealand
(c) For students going to other Asian countries
(d) For students going to other countries not mentioned above

Sponsorship of Cash
For a maximum of RM 4,000
For a maximum of RM 3,000
For a maximum of RM 2,000
To be recommended by the Outbound Student Programmes One Stop Centre and approved by UTAR Vice President of Internationalisation and Academic Development for a maximum of RM 3,000.00

Clinical Placement at Government Hospitals under MoA (2021-2026)

No.	Name	Biochemistry	Biomedical Science
1.	Hospital Pulau Pinang, Pulau Pinang	√	√
2.	Hospital Kuala Lumpur, Wilayah Persekutuan Kuala Lumpur	√	√
3.	Hospital Melaka, Melaka	√	√
4.	Hospital Tengku Ampuan Afzan, Kuantan, Pahang	√	√
5.	Hospital Raja Permaisuri Bainun, Ipoh, Perak	√	X
6.	Hospital Ampang, Selangor	√	X
7.	Hospital Sungai Buloh, Selangor	√	X
8.	Hospital Sultan Ismail, Johor Bahru, Johor	√	X
9.	Hospital Tengku Ampuan Rahimah, Klang, Selangor	X	√

Clinical Placement at Government Hospitals under MoA (2021-2026)

- Please **DO NOT apply** to the hospitals **on your own**. The application process has to go through the faculty.
- For those who are interested, please register with your respective IT coordinators. Only one hospital is allowed for each student.
- No changes are allowed after confirmation from hospitals.
- **Evidence of Hepatitis B vaccination is a must.**

Programme	IT coordinator	E-mail address
Biochemistry	Dr. Chai Tsun Thai	chaitt@utar.edu.my
Biomedical Science	Dr. Annaletchumy	annal@utar.edu.my

Deadline: 28 February 2022

UTAR Industrial Training Management Portal

- pre-registration – **COMPULSORY** for every student going for IT

- at <https://indtrng.utar.edu.my>

- login using:

username: 0912345 (student's ID without alphabets)

password: 880324-14-3668 / Passport number
(IC number with dashes for Malaysian students;
Passport number with capital letters for international
students)

- Open for pre-registration: **21 February 2022**

- Close for pre-registration: **4 June 2022**

<https://indtrng.utar.edu.my>



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Industrial Training Management Portal

Home [Facultes](#) [Login](#) [Register](#)

Faculty Intern Period

Faculty	Contact Person/Details	Programme Name	Internship Period	The month to contact the faculty/institute	Duration
Faculty of Business and Finance	Mr Yew King Tak	Bachelor of Commerce (Hons) Accounting	October to December	June	3 Months
	Deputy Dean (Student Development and Industrial Training)	Bachelor of Commerce (Hons) Accounting	October to January	June	4 Months
	Email: yewkt@utar.edu.my	Bachelor of Business Administration (Hons)	October to December	June	3 Months
	Tel: 05-4688888 Ext 1032	Bachelor of Business Administration (Hons) Banking and Finance	October to December	June	3 Months
		Bachelor of Business Administration (Hons) Entrepreneurship	October to December	June	3 Months
		Bachelor of Marketing (Hons)	October to December	June	3 Months
		Bachelor of Economics (Hons) Financial Economics	October to December	June	3 Months
		Bachelor of Finance (Hons)	October to December	June	3 Months
Faculty of Accountancy and Management	Dr Foo Meow Yee	Bachelor of Accounting (Hons)	October to March & June to November	June & January	6 months
	Deputy Dean (Student Development and Industria	Bachelor of International Business (Hons)	January to April & June to September	September & January	4 months
	Email: foomy@utar.edu.my	Bachelor of Building and Property Management (Hons)	January to April & June to September	September & January	4 months
	03-90860288	Bachelor of Economics (Hons) Global Economics	January to April & June to September	September & January	4 months

Log InUsername : Password : Remember me next time.

1. All LKC FES students please refer to this website for your internship <http://fes.utar.edu.my/current-students/itp/>
 2. For LKC FES Industrial Training Vacancy, please refer: <http://fes.utar.edu.my/current-students/itp/student/links/>
 3. For LKC FES Pre-registration and placement confirmation, please refer: <http://fes.utar.edu.my/current-students/itp/student/forms/>
 4. For Company that wishes to offer industrial training to LKC FES, please fill up the online internship recruitment form [here](#).
- You may refer to our website for more details: <http://fes.utar.edu.my/current-students/itp/company/>

Username :
Name :
Student ID :
Email Address :
Faculty : Faculty of Science (FSC)
Department : Department of Agricultural and Food Science (DAFS)
Programme : Bachelor of Science (Hons) Agricultural Science (AG)
GPA : 3.0000
CGPA : 3.1225

**3 sections
for
browsing**

Select a Semester

Current Semester(s)

May 2022 (From 2022-06-13 To 2022-10-23) Request Application Closing Date : 2022-06-12 00:00

Previous Semester(s)

January 2022 (From 2022-01-24 To 2022-06-12)

**Look for
May
2022**

Username	:	
Name	:	
Student ID	:	
Email Address	:	
Faculty	:	Faculty of Science (FSC)
Department	:	Department of Chemical Science (DCS)
Programme	:	Bachelor of Science (Hons) Chemistry (CE)
GPA	:	3.1980
CGPA	:	3.0776



at Main
section

Agreement

1 Industrial Training Guidelines for Students

Students are required to participate and work as industrial trainees in the industry of their chosen discipline. Industrial training is a credited course programme, and thus is compulsory in order to satisfy the degree coursework requirements for graduation.

1.1 Background

Industrial training provides the impetus for students to comprehend and appreciate real-life working experiences. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialise in niche areas.

1.2 Objectives

The objectives of the Industrial Training programme are as follow:

- 1.2.1 To provide an opportunity for students to discover, learn about, and familiarise with the industry of their discipline, and with organisations within the industry. Students will acquire interpersonal skills through meeting with professionals in their field of study.
- 1.2.2 To provide an opportunity for students to observe real-life practices and implementation of theoretical lessons and principles. Students will acquire practical skills and experience working on projects and alongside industry experts.
- 1.2.3 To provide the opportunity for the industry to identify potential employees from among the industrial trainees and to feedback comments on the programme. Students will benefit from coursework tailored to meet training expectations of the industry.

- 8.3.11 Business knowledge.
- 8.3.12 Other skills and knowledge requirements/necessary for work or career.
- 8.3.13 Specific directions of the company (public information).
- 8.3.14 Work Culture of the company and also of the industry.
- 8.3.15 Work Ethics of the company/industry.
- 8.3.16 The industry and its markets.
- 8.3.17 The industry and its governing operation standards (if any)
- 8.3.18 The industry remuneration standards and employment conditions.
- 8.3.19 Expectation of the company/industry in general on employees.
- 8.3.20 Technicalities on the project that you worked on without breaching any term of agreement with the company.
- 8.3.21 Your ambition/career aspiration now - on completion of industrial training.
- 8.3.22 Any information that you consider useful for this report.

8.4 Submission of Final Report

Each student must submit a Final Report and deliver a presentation on industrial training at the end of the industrial training period.

Important: Attach your Weekly and Monthly Report with this Final Report and any other relevant material. The Monthly Report must be signed by your supervisor. Discuss and verify your Final Report with your supervisors.

Final Report must be handed in to the Faculty General Office on the first week of the new semester.

Do you agree to have UTAR to conduct an Industrial Training placement for you for the January 2021 Semester?

YES. I agree to have UTAR to conduct an Industrial Training placement for me.

NO. I will look for a company on my own.

I agree with the Letter of Indemnity (downloadable [here](#)) and the Terms and Conditions above (downloadable [here](#)).

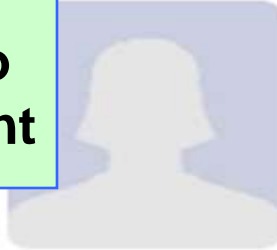
Click

Tick



Info Update (Page 1 of 11) - Personal Particulars

Next, go to
Edit Account



You may omit the Password fields if you do not plan to change your password.

Current Password :
 New Password :
 Confirm Password :

Gender : Female
 IC Number :
 Date of Birth : *
 Nationality : *
 Race : *
 Marital Status : *
 Mobile Phone Number : *
 Email Address : *
 Upload Photo : *

Use appropriate
email address

Preferred Locations for Industrial Training

Option 1 State : *
 Area : *

Option 2 State : *
 Area : *

Option 3 State : *
 Area : *

* Required Fields



Next

Department : Department of Chemical Science (DCS)
Programme : Bachelor of Science (Hons) Biochemistry (BE)
CGPA : 2.2970

Info Update (Page 2 of 11) - Permanent Residence

Address : *
:
:
City :
Postcode : *
Province/State : [Please Select] *
Country : Malaysia *
Contact Number :

* Required Fields



Department : Department of Chemical Science (DCS)
Programme : Bachelor of Science (Hons) Biochemistry (BE)
CGPA : 2.2970

Info Update (Page 3 of 11) - Correspondence Residence

Address : *
:
:
City :
Postcode : *
Province/State : [Please Select] *
Country : Malaysia *
Contact Number :

* Required Fields

 
Back **Next**

Info Update (Page 4 of 11) - Emergency Contact

Contact Name : *

Relationship : *

Address : *

:

:

City :

Postcode : *

Province/State : [Please Select] *

Country : Malaysia *

Contact Number : *

* Required Fields



Back



Next

**Fill in
the first
four
pages,
others
are
optional.**

IT Placement

Q: If I got an offer from a company for industrial training, what should I do?

- ✓ **inform the company if you accept the offer**
- ✓ **submit a copy of the offer letter to faculty (online)**

IT Placement

Q: If I got more than one offer for industrial training, what should I do?

- ✓ **decide & inform the company that you accept the offer**
- ✓ **reject the other offers in a proper manner**
- ✓ **submit a copy of the offer letter to faculty (online)**

IT Placement

Q: I have sent my application for industrial training to a company few weeks ago. Until now, I have not received any reply from the company. What should I do?

- ✓ Follow up with the company**
- ✓ Call or email the company to check for the status of your application**

Indemnity Letters

- Fill in after confirmation of placement
- Each set consists of two copies: one copy for student to sign & the other copy for parent/guardian to sign
- Sign in two sets:
 - Appendix 1 → submit to the faculty (online) latest by **4 June 2022**
 - Appendix 2 → pass to the company on the first day of IT

Appendix 1

Appendix 2

Downloadable from
faculty IT webpage

105 Shares

- f
- WhatsApp
- Telegram
- Facebook Messenger
- Twitter
- LinkedIn
- Print
- Share

Thank You

FRONTLINERS

FOR YOUR SERVICE TO THE NATION,
WE SALUTE YOU!

Please Stay Safe, Everyone!

0 Like

Welcome to Faculty of Science



Academic Staff



Administrative Staff



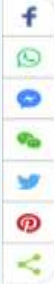
External Examiner



Industrial Advisor



189
Shares



[https://fsc.utar.edu.my/
Industrial-Training.php](https://fsc.utar.edu.my/Industrial-Training.php)

Industrial Training Committee 2022

Chairperson:	Dr Sit Nam Weng Deputy Dean (Student Development and Industrial Training) Email: sitnw@utar.edu.my	
Members:		
Department	Coordinator	Committee
Agricultural and Food Science	Puan Azida Ilyani (Agricultural Science) Email: azida@utar.edu.my	
	Dr Ee Kah Yaw (Food Science) Email: eeky@utar.edu.my	
Biological Science	Dr Yap Moh Lan Email: ymlan@utar.edu.my	Dr Goh Wei Lim (Biotechnology) Email: wlgoh@utar.edu.my
	Dr Shit Chong Seng Email: scseng@utar.edu.my	Dr Wong Hann Ling (Microbiology) Email: hlwong@utar.edu.my
Allied Health Sciences	Dr Annaletchumy Loganathan (Biomedical Science) Email: annal@utar.edu.my	Ms Fiona Lim Wei Ting Email: limwt@utar.edu.my
	Encik Muhammad Zulhusni Bin Suhaimi (Dietetics) Email: zulhusni@utar.edu.my	Ms Saw Seow Hoon Email: sawsh@utar.edu.my
Chemical Science	Dr Chai Tsun Thai (Biochemistry) Email: chaith@utar.edu.my	Dr Anto Cordelia Email: antoc@utar.edu.my
	Dr Lim Chaw Jiang (Chemistry) Email: lmcj@utar.edu.my	Ms Chang Chew Cheen Email: changcc@utar.edu.my
Physical and Mathematical Science	Mr Looi Sing Yan (Statistical Computing and Operations Research) Email: looisyy@utar.edu.my	Dr Lim Hual Tein Email: limhuait@utar.edu.my
	Mr D Karunanithy (Logistics & International Shipping) Email: karunanithy@utar.edu.my	



[https://fsc.utar.edu.my/
Industrial-Training.php](https://fsc.utar.edu.my/Industrial-Training.php)

- Group Personal Accident Insurance Policy 2021(updated 02/04/2021) **(NEW!)**
- List of Companies (FSc) March 2020.pdf (updated 31/1/2021)
- Appendix 5a Agricultural Science PLO Survey V2.pdf
- Appendix 5b Biomedical Science PLO Survey V2.pdf
- Appendix 5c Biotechnology PLO Survey V2.pdf
- Appendix 5d Chemistry PLO Survey V2.pdf
- Appendix 5e Logistics & International Shipping PLO Survey V2.pdf
- Appendix 5f Biochemistry PLO Survey V2.pdf
- Appendix 5g Food Science PLO Survey V2.pdf
- Appendix 5h Microbiology PLO Survey V2.pdf
- Appendix 5i Statistical Computing & Operations Research PLO Survey V2.pdf
- IT visitation report (staff)(updated 08/10/2020)
- IT visitation report (student)(updated 08/10/2020)
- Appendix 1 - IT Indemnity Letters for UTAR (17/11/2020) **(NEW!)**
- Appendix 2 - IT Indemnity Letters for The Company(17/11/2020) **(NEW!)**
- Appendix 3 Important Contact Particulars (UTAR-FSc)(updated 08/10/2020)
- Appendix 4 Company Appraisal on Student (UTAR-FSc)
- UTAR Industrial Training Manual Version 4.0 (Sept 2012)
- MOHE Dasar Latihan Industri

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LETTER OF UNDERTAKING & INDEMNITY FOR UTAR GIVEN BY STUDENT

Date:

Deputy Dean, Student Development & Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat,
31900 Kampar, Perak.

Dear Sir,

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

Referring to the industrial training as stated in the Letter of Offer by the Company, I, NRIC No Student ID No, pursuing a Programme of Study in Year & Semesterhereby declare and agree to abide by the University's terms and conditions for industrial training, including but not limited to:

- 1) further declare and confirm that the University shall not be held responsible in the event of any misfortune including but not limited to accidents, Act of God, pandemic or epidemic which result or causing any loss, damage, personal injuries, and/or death during my industrial training.
- 2) undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my negligent act or omission during the course of industrial training.
- 3) indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.
- 4) undertake to uphold the good name of the University and abide by the code of conduct of the University, the Company, the industry and any other relevant rules and regulations at all times during the course of my industrial training. I shall not hold the University responsible for my misconduct or wrong doing at all times during the course of my industrial training.
- 5) further undertake not to breach the terms and conditions of the contract for industrial training between myself and the Company.

I hereby acknowledge and confirm that I have been cautioned to obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalization and Surgical and Personal Liability Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or property during the period of the industrial training.

I further declare that I shall obtain, maintain and keep these insurance policies valid throughout the period of the industrial training.

Yours sincerely,

Name:
Date:

Date:

Deputy Dean, Student Development & Industrial Training
Faculty of Science,
Universiti Tunku Abdul Rahman,
Jalan Universiti, Bandar Barat,
31900 Kampar, Perak.

Dear Sir,

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

Referring to the industrial training as stated in the Letter of Offer by the Company to my son/daughter, I,.....the parent/guardian of hereby declare and agree to abide by the University's terms and conditions for industrial training, including but not limited to:

- 1) declare and confirm that the University shall not be held responsible in the event of any misfortune including but not limited to accidents, Act of God, pandemic or epidemic which result or causing any loss, damage, personal injuries, and/or death of our son/daughter during the course of the Industrial Training.
- 2) undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my son/daughter's negligent act or omission during the course of industrial training.
- 3) indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to my son/daughter and/or to anybody and/or property damage arising out of or caused by my son/daughter's negligent act or omission during the course of industrial training.
- 4) ensure that my son/daughter uphold the good name of the University and abide by the code of conduct of the University, the Company, the industry and any other relevant rules and regulations at all times during the course of industrial training.
- 5) further confirm that the University shall not be held responsible for my son/daughter misconduct or wrong doing at all times during the course of industrial training.
- 6) ensure that my son/daughter shall not breach the terms and conditions of the contract for industrial training.

I hereby acknowledge and confirm that I have been cautioned to obtain additional insurance coverage for my son/ daughter for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalization and Surgical, and Personal Liability Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or property during the period of the industrial training.

I, the undersigned parent/guardian further declare that I shall obtain, maintain and keep these insurance policies valid throughout the period of the industrial training.

Yours sincerely,

Name:
Contact Address:
Contact Phone No:

Appendix 1



LETTER OF INDEMNITY & UNDERTAKING FOR THE COMPANY GIVEN BY STUDENT

LETTER OF INDEMNITY & UNDERTAKING FOR THE COMPANY GIVEN BY PARENT/ GUARDIAN

Appendix 2

Date:

Date:

Name
Designation
Name of the Company
Address

Name
Designation
Name of the Company
Address

Dear Sir,

Dear Sir,

LETTER OF INDEMNITY & UNDERTAKING FOR INDUSTRIAL TRAINING

LETTER OF INDEMNITY & UNDERTAKING FOR INDUSTRIAL TRAINING

Referring to the industrial training offered by your Company to me from to I,..... NRIC No. pursuing a Programme of Study: in Year & Semester: hereby declare that I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.

Referring to the industrial training offered by your Company to my son/daughter from to I,..... the parent/guardian of..... hereby declare that I shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to my son/daughter and/or to anybody and/or property damage arising out of or caused by my son/daughter's negligent act or omission during the course of industrial training.

I shall undertake full responsibility of my action and behaviour at all times during the course of industrial training. The University shall not be liable for my misconduct or wrong doing.

I shall undertake full responsibility of my son/daughter's action and behaviour at all times during the course of industrial training. The University shall not be liable for my son/daughter's misconduct or wrong doing.

I confirm that I am currently a UTAR registered student, who is covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

I confirm that my son/daughter, being a registered student, is currently covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

I further undertake not to breach the terms and conditions of the Company's contract for industrial training.

Yours sincerely,

Yours sincerely,

Name:
Contact Address:

.....

Name:
Contact Address:

Contact Phone No:

Contact Phone No:

cc: Deputy Dean, Student Development & Industrial Training, Faculty of Science, Universiti Tunku Abdul Rahman

cc: Deputy Dean, Student Development & Industrial Training, Faculty of Science, Universiti Tunku Abdul Rahman

Enclosure: (UTAR Group Personal Accident Insurance)

Enclosure: (UTAR Group Personal Accident Insurance)

Submission of Company Letter and Indemnity Letters

- Google Form (<https://forms.gle/M3kCPBtKajEaFfw6>) for industrial training placement info and company offer/acceptance letter
- Google Form (<https://forms.gle/NDBNp1pxrQA2rCQ76>) for indemnity letters
- Use UTAR email to access the Google forms.
- Name your file according to the following format:
letter type(CL for company letter; IL for indemnity letter)_Programme code_Student's name (e.g., CL_AG_XXXXXX; IL_BT_XXXXXX01; IL_LI_XXXXXX)
- Upload the files latest by **4 June 2022**.

Insurance Coverage



MPI Generali Insurans Berhad
Reg No : 197301001061 (14730-X)
Head Office: 8th Floor, Menara Multi-Purpose,
Capital Square, 8 Jalan Munshi Abdullah,
50100 Kuala Lumpur, Malaysia.
Postal Address: P.O. Box 10122,
50704 Kuala Lumpur, Malaysia.
P +603 2034 9888
F +603 2694 5758, +603 2694 5759
mpigenerali.com

Downloadable from
faculty IT webpage

SCHEDULE JADUAL

ORIGINAL

Insured's Name / Address Pihak Dinsuranskan / Alamat Surat Menyurat UNIVERSITI TUNKU ABDUL RAHMAN NO 9 JALAN BERSATU 13/4 46200 PETALING JAYA SELANGOR		Class Of Insurance Kelas Insurans	GROUP PERSONAL ACCIDENT		
		Policy No. No. Polisi	PAG-P0265667-BR		
		Trans No. No. Trans	00001		
		Replacing Policy No. Menggantikan Polisi No.	P0231558		
		Cross References No Rujukan			
		Account Code Kod Akaun	BWN00362		
Period of Insurance Tempoh Insurans	From Dari	01/01/2021	To Hingga	31/12/2021	Expiring At Midnight
RISK : 0001 Group Personal Accident OCCUPATION : Education and University					

During Industrial/ Professional Training

Safety Precaution

- Students are extremely required to observe “**SAFETY FIRST**” in all compliance of the assignments at the company.
- Female students are highly encouraged to **take extra precaution** and extra reasonable care for themselves to make sure for safer environment.
- Seek assistance if you encounter any problem relating to your training (e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care) and communicate directly as soon as possible with company supervisor and university supervisor.

Pembudayaan Norma Baharu Bagi Mencegah Penularan COVID-19

ELAK 3S/3C

1. **Sesak**
Crowded places



2. **Sempit dan Tertutup**
Confined spaces



3. **Sembang dekat-dekat**
Close conversation



PENJARAKAN FIZIKAL

Jarakkan diri sekurang-kurangnya **1 METER** antara satu sama lain

Membeli barang keperluan
di pasar raya



Menggunakan kemudahan
perkhidmatan awam



Membuat urusan di
ATM/bank



Membeli ubat
di Farmasi



AMALKAN 3W



WASH / CUCI

Kerap cuci tangan
dengan air dan sabun
atau guna pensanitasi
tangan



WEAR / PAKAI

Pakai pelitup muka
apabila pergi ke-
tempat yang **SESAK**
dan
PENJARAKAN FIZIKAL
tidak dapat
dilakukan



Jangan bersalaman
atau bersentuhan



Amalkan etika batuk
dan bersin yang betul



Lakukan disinfeksi

WARN / AMARAN



Dapatkan rawatan jika
bergejala



Feedback from Industries

Essential characteristics of an intern:

- ✓ Good, positive attitude
- ✓ Punctual
- ✓ Hardworking, responsible
- ✓ Complete tasks given, meeting timeline
- ✓ Dedicated and committed
- ✓ Independent, minimal supervision
- ✓ Initiative and eager to learn new things
- ✓ Cooperative, good team player

Feedback from Industries

Improvements needed for interns:

- Communication skills, including expressing opinions
- Critical thinking skill
- Problem-solving skill
- English language
- Self-confidence

Leave Application

- Maximum: **6** days, including sick leave, hospitalisation leave, compassionate leave, emergency leave etc. (Subject to the company policies)
- Annual leave is **NOT** an entitlement during industrial training.
- Students are required to obtain the approval from **company supervisor first** before on leave.
- Students must also inform their university supervisors via e-mail.

Course Fee

May Trimester

WEEK	STUDENT'S DUTY (LONG TRIMESTER)		
1	Add/drop week Request to repeat/offer a course		
2			
3	Student bill week		
4			
5	Online course verification exercise	Late payment week	
6			
7	Meeting with Academic Advisor via email	Reinstatement week	
8			
9			
10			
11			
12			
13	Bar list out	Student's online survey	Course registration
14	Examination authorisation slip		

Important Contact Particulars Form

- Fill in the form (softcopy) when IT starts **(except DT students with clinical instructors)**
- Email to your university supervisor within first week of IT **(latest by 20 June 2022)**
- Submit a copy to your company supervisor
- Students must update the Faculty and the company upon any changes of the contact particulars as soon as possible.

Appendix 3

Also downloadable from
faculty IT webpage

Important Contact Particulars Form

Faculty of Science			
Form Title : Industrial Training – Important Contact Particulars			
Form Number : FM-FSc-010	Rev No: 2	Effective Date: 8-October-2020	Page No: 1 of 1

Name of Trainee: _____ Gender: _____

Student ID: _____ Programme of Study: _____

Year of Study: _____ Trimester: _____

Period of Industrial Training: from _____ to _____

Correspondence Address:

Hand phone No. : _____ Email Address: _____

Name of emergency contact person: _____

Hand phone No. : _____ Relationship : _____

Name of UTAR supervisor: _____

Hand phone No. : _____ Fax No. : 05-4661676 Email Address: _____

Name of Company assigned: _____

Address (where the training is carried out):

Name of Company Supervisor:

Telephone No. : _____ Fax No. : _____ Email Address: _____

Name of Company Manager (or contact person):

Telephone No. : _____ Fax No. : _____ Email Address: _____

Student **must** update the Faculty and the company upon any changes of the contact particulars above as soon as possible.

Appendix 3

Industrial Training Visit

- ❖ An academic staff will be assigned by the faculty to perform **a visit** (site visit/video-conference/phone call) to your company and to get feedback from the company supervisor on your performance.
- ❖ For the government hospitals under the memorandum of agreement (MoA) between UTAR and Malaysia Ministry of Health, the visit will be carried out **4 times for 18 weeks of IT, except for DT programme with clinical instructors.**

Industrial Training Visit

- ❖ The visiting academic staff will make necessary arrangements (date & time) with you and your company supervisor, and fill in the visitation reports during the visit.
- ❖ Please feedback to your respective industrial training coordinators if there are any problems or issues with the IT visit.

Assessment*

Work Performance Appraisal (Graded by placement site supervisor)	30%
Presentation and Attachment Report (Graded by the university course supervisor)	50%
Oral Presentation (Graded by the university course supervisor and a moderator)	20%
Total	100%

Final grading → pass or fail

*different assessment components for DT students
→ refer to syllabi

Biweekly/Triweekly Report

- ❖ Submit a biweekly report for 3 months of IT or a triweekly report for 18 weeks of IT to your **university supervisor** and **company supervisor** via email (**not applicable for DT programme with clinical instructors**)
- ❖ Describe the tasks assigned/works that have been done for the past two/three weeks – – **free format**
- ❖ Compile all the six biweekly/triweekly reports and put into your final report.

Company Appraisal Form

- To be assessed by your company supervisor
- Four components of assessment:
 - (i) Interpersonal & soft skills
 - (ii) Attitude
 - (iii) General knowledge
 - (iv) Contribution to the company
- Constitutes 30% of the overall assessment, students without company appraisal form → **0%**

Company Appraisal Form

- Print out the form from the faculty IT webpage (**Appendix 4**) and pass it to your company supervisor for evaluation.
- Inform the company supervisor to email it back to the university supervisor latest by:
 - 19 September 2022 for 3 months of IT**
 - 20 October 2022 for 18 weeks of IT**

Universiti Tunku Abdul Rahman

Form Title: **Company Appraisal on Student – Faculty of Science**

Form Number: **FM-FSc-009**

Rev No: **3**

Effective Date: **6/8/2019**

Page No: **1 of 1**

INDUSTRIAL TRAINING STUDENT APPRAISAL BY COMPANY

Name of Student: _____ Programme: _____

Company: _____

Please assess the performance of our student trainee with your company.

Appendix 4

	Very Poor	Poor	Fair	Good	Very Good
A. Interpersonal & Soft skill					
Communicates with others at all levels					
Written communication skills					
Teamwork/Collaboration skills					
Interpersonal relations					
General appearance					
B. Attitude					
Timeliness/ Punctuality					
Initiative/ Self-motivation					
Work ethic/ Independence					
Resourcefulness					
Interest in work					
C. General knowledge					
Organizational/Business understanding					
Use of technology					
Problem-solving skill					
Learning and discovery					
D. Contribution to the company					
Completion of assigned tasks					
Quality of work					
Contribution/Work performed					

E. General comments

Please return this appraisal form in a sealed envelope and thank you for your kind cooperation.

Company's Supervisor Name and Signature:

Company Stamp:

Date:

Survey on Student Interns

- ◆ A survey on programme learning outcomes
- ◆ Print out the form from the faculty IT webpage (**Appendix 5**) according to your programme.
- ◆ Pass the survey form to your company supervisor to fill in.
- ◆ Inform the company supervisor to email it back to the university supervisor latest:

19 September 2022 for 3 months of IT

20 October 2022 for 18 weeks of IT

After Industrial/ Professional Training

Final Report

- ❖ Constitutes **50%** of the overall assessment
- ❖ Contains the following sections:

1. Introduction

- Introduction to industrial training experience and company background

2. Work-based Learning Experience

- Overall description of tasks completed and experience gained during industrial training

Final Report

3. Knowledge & Skills Applied & Gained

- Biweekly/triweekly reports 1, 2, 3, 4, 5, and 6

4. Conclusion

- Description of how learning experience at work relates to personal interest/ambition and preparation for career
- Personal shortcomings and mitigation, i.e., personal development

Final Report

- ❖ Assessment on the final report also includes:
 - Correct use of English language
 - References are cited in content or body of report using Harvard Referencing System
 - Report is clearly structured with sections and headings.
 - Report is submitted on time.

Final Report

- ❖ Prepare your report in Words or pdf document.
- ❖ Label the file clearly with your name.
- ❖ Email the final report to your university supervisor for examination.
- ❖ Due date:

19 September 2022 for 3 months of IT

20 October 2022 for 18 weeks of IT

Oral Presentation

- ★ Constitutes **20%** of the overall assessment
- ★ Scheduled on **19 September 2022 for 3 months of IT**, and **20 October 2022 for 18 weeks of IT**.
- ★ Mode of presentation: **To be announced**
- ★ 10 minutes of presentation + 5 minutes for Q&A session
- ★ Assessment on:
 - (a) Power-point presentation
 - (b) Effectiveness in delivering presentation content
 - (c) Presentation question and answer session

Checklist – Before IT/PT

- ☑ Submit company offer/acceptance letter & signed indemnity letters to faculty (online)
- ☑ Bring along the following documents on the first day of IT:
 - offer/acceptance letter
 - industrial training verification letter
 - signed indemnity letter (**Appendix 2**)
 - other documents as required by the company (e.g., student ID card, photo, etc.)
 - clean lab coat, personal protective equipment etc.
- ☑ Take note on the dress code of the company

Checklist – During IT/PT

- ☑ 1st week of IT → send "Important Contact Particulars Form" (**Appendix 3**) to your university supervisor & company supervisor (**except DT students with clinical instructors**)
- ☑ 3rd week of the trimester → pay fees for IT/PT courses
- ☑ For 3 months of IT, send a report to your university supervisor and company supervisor every 2 weeks.
- ☑ For 18 weeks of IT, send a report to your university supervisor and company supervisor every 3 weeks.

Checklist – After IT/PT

- ☑ Prepare for oral presentation
- ☑ Submit the following documents to your university supervisor
 - Final report
 - Company appraisal form (**Appendix 4**)
 - Survey on student interns form (**Appendix 5**)



Questions ?