UNIVERSITI MALAYSIA PERLIS

INDUSTRIAL TRAINING GUIDELINE

ABSTRACT

Industrial training is one of the main components of the academic learning curriculum of Universiti Malaysia Perlis (UniMAP). The purpose of this Industrial Training Guide is to serve as a source of reference and a guide to students who are about to embark on their industrial training. Students are expected to fully utilize the guidelines given to handle situations and problems that may arise during the course of their training.

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CHAPTER 1

INTRODUCTION

1.1   Introduction

Industrial training (InTra) is one of the major courses in the academic curriculum outlined by Universiti Malaysia Perlis (UniMAP). Students are required to pass Industrial Training to be eligible for graduation and to be conferred the Bachelor Degree and Diploma in UniMAP. Students will be placed in a specific organization to enable them to be exposed to the real working environment.

The purpose of this Industrial Training Management Guideline for Bachelor Degree and Diploma is to serve as a source of reference and guide for students who are about to embark on their Industrial Training program. Students are expected to fully utilize this guideline to handle situations and problems that may arise during the training period.

1.2   Industrial Training Outcomes

The course outcomes of Industrial Training are listed in the HEA-01 Forms for DIT 361, BIT 190, BIT 290, BIT 291, EIT 302, KIT 432, PIM 400 and PIT 304 courses**.**

1.3   Definitions

Terms used in this guideline are defined as in Table 1.1 below.

Table 1.1: Terms used in this guideline

Industrial Training	A course which is taken by students to fulfill their programme's requirement where they will be placed in a selected industry/host company for a period of 12 weeks (between semester 6 and 7).
Application for Placement	A process where students apply for Industrial Training placement to Host Companies which have been endorsed by the respective Faculties.
Confirmation of Placement	A process where an official confirmation of placement to

	a specific Host Company to selected student(s) is produced by the staff of the respective Faculties.
Students' Evaluation	A process where students who registered for Industrial Training are evaluated by Supervisors from their respective Faculties and Host Company Supervisors.

1.4   Training Components

The InTra should have the following features:

a) Practical and project based training.

b) Research and development based.

c) Communication and management skills.

d) Costing and safety awareness.

e) Exposure to data collection, troubleshooting, improvement, design and development of system.

f) Understanding on system operation as a whole.

1.5   Roles and Responsibilities

Roles and responsibilities of different parties involved in Industrial Training are elaborated in Table 1.2.

Table 1.2: InTra Roles and Responsibilities

Director of Academic Management Center	Responsible for the overall planning and execution of Industrial Training for UniMAP students at the University level
Deputy Dean (Industrial Collaboration and Quality Management)	Responsible for the overall planning, execution and monitoring of Industrial Training for UniMAP students at the respective faculty level
Program Chairman (Faculty)	Responsible for monitoring activities that are related to Industrial Training for his/her respective program.
Industrial Training Coordinator (Program)	Responsible for managing and monitoring students for Industrial Training in his/her respective program.

Faculty Supervisor	Responsible for the evaluation of selected Industrial Training students who have been assigned to them.
Host Company Supervisor	Responsible for the evaluation of selected Industrial Training students who have been assigned to them at the Host Company.
Assistant Registrar / Administrative Assistant (AMC)	Responsible for the preparation, record and updates of all activities that are related to Industrial Training in UniMAP.
Assistant Registrar / Administrative Assistant (Faculty)	Responsible for the preparation, record and updates of all activities that are related to Industrial Training at his/her respective faculty

1.5.1   Academic Management Center (AMC)

a)   Prepare calendar/timeline of the Industrial Training.

b)   Planning the training scopes and guidelines.

c)   Preparing the evaluation procedures.

1.5.2   Faculties

a)   Coordinating Industrial Training at faculty level.

b)   Coordinating the collaboration between student's faculty supervisor and the host company supervisor.

c)   Briefing students on their roles and responsibilities.

d)   Coordinating the industry visit by the faculty supervisors.

e)   Assessing students' evaluation form.

f)   Reviewing and analyzing the feedback from company, supervisor and students before, during and after Industrial Training.

g)   Responsible for student's welfare during Industrial Training.

1.5.3 Host Company

a)   Planning and scheduling Industrial Training according to the students' program and field.

b)   Selecting and assigning the student's Host Company Supervisor. The Host Company Supervisor should be:

i.   Engineer/executive level or higher for Bachelor of Engineering students

ii. Engineer/technologist/executive level or higher for Bachelor of Engineering Technology students

iii. Technologist/executive level or higher for Bachelor of Technology students

iv. Assistant engineer or higher for diploma students

c) Planning and discussing with students on details of Industrial Training.

d) Liaising with the Faculty Supervisor during visits.

e) Supervising and guiding students during Industrial Training.

f) Assessing students' logbooks and periodically reviewing their report

g) Evaluating student's performance using InTra02 Form for Diploma and InTra03 Form for Bachelor Degree

h) Providing the necessary physical facilities to the students to carry out the tasks assigned to them.

1.5.4 Students

a) Attend the Industrial Training Leadership Workshop.

b) Adhere to the University and Host Company's rules and regulation.

c) Identify the suitable company and apply for placement.

d) Attend Industrial Training at Host Company from start till the end, and not changing Host Company under any circumstances, **unless permitted by the Host Company AND the University** as in **Appendix B(iv).**

e) Maintain good discipline and personal conduct.

f) Adhere to training schedules and complete the assigned duties and tasks on time.

g) Regularly update their report and logbook.

h) Develop and maintain good rapport with company staff.

i) Acquire as much knowledge and skills as possible.

j) Inform Host Company and Faculty Coordinator if problems arise.

k) Upkeep the image of University and Host Company.

l) Submit the logbook and report to the Faculties at the end of Industrial Training.

CHAPTER 2

INDUSTRIAL TRAINING PREPARATION

2.1   Registration

Students are required to register for the Industrial Training as according to the registration instructions. Students who failed to do so will **NOT BE ALLOWED** to undertake the course.

2.2   Industrial Training Application Briefing

Students are required to attend the briefing, which purpose is to explain about the guidelines of choice and application for Industrial Training. The overall flow for application process is provided in **Appendix A (i).**

2.3   Industrial Training Placement Application Procedures

Application for placement needs a resume (**Appendix A (ii)**), an official application letter that is issued by their respective Faculties (**Appendix A (iii)**), and Acknowledgement of Acceptance Industrial Training Application Form (**Appendix A (v)**). Potential organizations can be identified either by referring to the Database of Companies that is available at the UniMAP website, by contacting the organization directly, or going through online sources.

For organizations that are not listed in the Database of Companies, students are advised to get detailed information before applying for placement at that company. As a guide, details that are required are:

a) Background of the Organization
b) Types of Activities
c) Service that are provided by the company
d) Types of products that are produced by the company

After gathering all information and the organization is deemed suitable, students must get approval from their Faculty Coordinators before applying. Upon approval the next steps are as follow:

a) Students must contact the organization's Human Resource Department

b) Students must introduce themselves, and to let them know about the reasons for contacting them.

c) Students must submit the official application letter, resume and relevant documents to the organization.

d) Students must prepare for an interview (if required) on theoretical knowledge, practical and UniMAP's general information.

e) If the organization could not provide an immediate decision, students are advised to leave the application documents and follow up on the application later.

After the placement has been confirmed, students must present a copy of the Acknowledgement of Acceptance Industrial Training Application Form (**Appendix A (v)**) and/or the Company's Offer Letter (**Appendix B (i)**) as soon as possible to the Faculty Coordinator for record purpose. Students are advised to consult Faculty Coordinator on matters related to the selection and problems that may arise in application for placement.

Upon the confirmation of placement there are several regulations to be followed:

a) Students are **NOT ALLOWED** to accept more than one training place at a time.

b) Students are **NOT ALLOWED** to change training placement venue after the confirmation of placement letter (**Appendix B (iii)**) has been issued by respective Faculties.

c) Once placement is offered by the Host Company, students are required to response to the offer within the stipulated period, or the soonest possible.

d) Students are **NOT ALLOWED** to ask potential companies about allowances.

2.4   Industrial Training Placement

Student placements will be approved once the students have met **ALL** the following criterias:

a) Attended the Industrial Training Leadership Workshop and related briefings.

b) Achieve the 'active' status (with a CGPA of at least 2.0).

c) Completed minimum to start the Industrial Training course is as follows:

    i.   DIT 361 – 92 unit

    ii.   BIT 190 – 30 unit

    iii.   BIT 290 – 60 unit

    iv.   BIT 291 – 60 unit

    v.   EIT 302 – 60 unit

    vi.   KIT 432 – 106 unit

    vii.   PIT 302 – 100 unit

d) Require directives issued by the University.

The Coordinator for Industrial Networking and Quality Management, will issue an Official Application Letter (**Appendix A (iii)**). The letter should contain:

a) The name, address, phone and fax number of the faculty

b) The names of the responsible officer/contact persons

c) The phone and fax number of the University

d) The Industrial Training start-end dates and duration of the attachment

PLI will also send an official Confirmation of Placement Letter (**Appendix B (ii)**) to the organization to inform them of the Trainee's Name, and the date-time that the students are due to report for duty.

CHAPTER 3

GUIDELINES DURING INDUSTRIAL TRAINING

3.1   Reporting for Duty

Students are required to report for duty at their respective organization at the specified time and date students are required to submit InTra Verification Form. They are also required to dress up properly and appropriately, to show a high level of enthusiasm and to protect the image of the University at all times.

3.2   Documents and Submissions

When reporting for duty, students are required to produce the following documents to the Host Company:

a) Host Company Offer Letter (**Appendix B (i)**)
b) Student Matric Card
c) Confirmation of Placement Letter (**Appendix B (ii)**)
d) Industrial Training Log Book

3.3   Change of Address

Any change of training venue (**ONLY** upon instruction by the organization/host company) or house address **MUST** be reported in writing to the University immediately.

3.4   Industrial Training Duration

Students are required to go on the industrial training within the required duration. Students can start their training earlier. However, students are **NOT ALLOWED** to end their training before the date stated in the Letter of Acceptance/Offer Letter. Students who leave their training earlier than the ending date (even with the organization's/host company's approval) shall be required to repeat their training and disciplinary action will be taken against them. However, final decision will be made upon discussion by the Dean of faculty.

3.5   Student Monitoring

The Industrial Training Coordinator shall monitor the students in two stages. The first stage is at the beginning (1st-3rd week) of the industrial training (using Intra-04(A)) and the second stage is in the middle of the industrial training (using Intra-04(B)). The first stage monitoring is important to ensure:

i) The supervisor assigned to the student is relevant: engineer/executive level for Bachelor of Engineering students, engineer/technologist/executive level for Bachelor of Engineering Technology students, technologist/executive level for Bachelor of Technology students and assistant engineer level/higher for Diploma in Engineering students.

ii) The student is placed in related department/section

If (i) and (ii) are not met, students (with the help of the Industrial Training Coordinator) shall apply for change of supervisor and/or department/section from the host company.

3.6   Change of Host Company

Students are **NOT ALLOWED** to change training venue, except for health problem (medical report) and sexual harassment and forced labour (police report & evidence), or if the issue in 3.5 (i) and (ii) could not be solved. Those reasons must have written permission from the Faculty's Dean **AND** approval from the present company.

3.7   Log Book

Students must always keep their log book with them at all times during training for ease of making activity recording and daily updates. The log book must be handed to the Host Company supervisor **AT LEAST** once in every two weeks for review and acknowledge by signature, and must be presented to the Faculty Supervisor during their visit.

3.8   Attendance

Students are required to be present for work daily throughout the period of the Industrial Training and to obey all work and organizational rules and regulations set by the Host Company.

3.9   Leaves of Absence

Students are ineligible for any leaves of absence and annual leaves. However, students may seek for approval from the Host Company **AND** Coordinator for Industrial Networking and Quality Management approval for any pre-planned leaves of absence. In the case of an emergency, students are required to inform their Host Company supervisors **AND** Coordinator for Industrial Networking and Quality Management immediately and to apply for official leave once they are back from the emergency leave.

The University will only recognize medical certificates from government hospital or UniMAP panel clinics. A copy of the medical certificate **MUST** be pasted in the Industrial Training Log Book on the day of leave, and another copy **MUST** be submitted to Coordinator for Industrial Networking and Quality Management.

Student who is absent from work without valid reason prior to the approval of Host Company will have to face the disciplinary action by the university or be disqualified from their Industrial Training course.

4.0   Insurance

The University will provide group insurance coverage for all students who are will perform their Industrial Training. In the event of any accidents during training, the student or their representative is required to contact the Faculty's Coordinator, Faculty and Students Affair Department (HEPA) immediately. Students are advised to be extra cautious about their safety throughout their training.

4.1   Organizational Secrecy and Non-Disclosure

Students are strictly prohibited to expose any information to any third parties without a proper written permission from the organization. Students are also strictly prohibited to produce their own copies and pictures of any documents and equipments which are confidential and deemed as the trade secret of the organization without written permission.

4.2   Termination, Dismissal and Fail

Students who failed to obey their respective organizational rules and regulations will be

disqualified from their Industrial Training course. Major disciplinary problem (e.g: complaints from Host Company (HC), failure to submit logbook, report and required documents on time, and involvement/accusation of crimes) will be liable for disciplinary action according to UniMAP's Industrial Training Guidelines (as stated in Chapter 5).

4.3   InTra Report

Students are expected to submit their full Industrial Training Report by the end of the training. Thus, they are advised to update their reports in stages throughout the training period. The University will not entertain any kind of appeal for late submission of report.

4.4   Completion of Training

At the end of the training period, students are required to obtain a **SIGNED VERIFICATION OF COMPLETION** from respective Host Company Supervisors. Students who are unable to produce this form to the Faculty Coordinators will be considered to have not completed or attended the Industrial Training, and will be asked to repeat.

4.5 Performance Evaluation Forms

Students are required to submit their Performance Evaluation Forms (InTra02 Form for Diploma and InTra03 Form for Bachelor Degree) to their Host Company Supervisors a month prior to the completion of training for evaluation purposes. Completed forms must be submitted to the Faculty Supervisors during their visit to the company **OR** as per Faculty Coordinators' instructions.

CHAPTER 4

INDUSTRIAL TRAINING EVALUATION

4.1   Confirmation of Training Completion

Students who have completed their training are required to submit the following documents:

1. Log Book

2. Industrial Training Report

3. Acknowledgement Letter of training completion from host company

4.2   Industrial Training Pre-requisites

Before starting their training, students need to fulfil the following criteria:

a) Must be in the 'active' status (with a CGPA of at least 2.0).

e) Completed minimum to start the Industrial Training course is as follows:

      i.   DIT 361 – 92 unit

      ii.   BIT 190 – 30 unit

      iii.   BIT 290 – 60 unit

      iv.   BIT 291 – 60 unit

      v.   EIT 302 – 60 unit

      vi.   KIT 432 – 106 unit

      vii.   PIT 302 – 100 unit

b) Other directives issued by the University.

c) Subjected to Dean's approval if students do not fullfil the criteria mentioned above

Students will be disqualified from attending their Industrial Training if he/she does not meet **ALL** the requirements stated above.

4.3   Industrial Training Assessment

The **Diploma assessment** breakdowns are as follow:

a) Performance Evaluation by Host Company Supervisor   - 30%

b) Monitoring Evaluation   - 10%

c) Log Book   - 20%

d) Presentation after Completion   - 20%

e) Industrial Training Report   - 20%

    TOTAL   **100%**

The **Degree assessment** breakdowns are as follow:

a) Performance Evaluation by Host Company Supervisor   - 30%

b) Log Book   - 20%

c) Monitoring Evaluation   - 20%

d) Industrial Training Report   - 30%

    TOTAL   **100%**

Students **MUST** submit all the required materials and documents for the assessment above.

4.4   Industrial Training Grades

Degree students will be given Pass or Fail according to the University's Examination Evaluation System. Meanwhile, Grades will be given to Diploma student based on UniMAP examination grading system.

4.5   Industrial Training Results

Result Slip will be issued by the University after approval by the University's Examination Board. Students who failed **MUST** repeat the training.

For any appeal for re-assessment of the results, terms and conditions in Chapter 3 shall be observed.

CHAPTER 5

INDUSTRIAL TRAINING RULES & REGULATIONS

5.1   Discipline and Conduct

Students are responsible to show a high level of discipline and conduct worthy of a University student both within and away from the Host Company/organization.

5.2   Pre-InTra Rules and Regulation

Students need to make ample preparation prior to their Industrial Training. Items that need to be taken into careful consideration are as follows:

a) To register the course (Industrial Training) within the stipulated registration period.
b) To attend InTra Leadership Workshop.
c) To attend any briefing related to Industrial Training at the specified time and date.
d) To apply for placement according to the regulations determined.
e) To accept only **ONE** offer during Industrial Training Placement.
f) Not to reject/change verbally/written accepted offers without the consent of the Faculty's Coordinators.
g) Not to falsify any documents that is being submitted to the Host Company, Faculty and/or CIGC.

Students may refer to the Flowchart for InTra Application Procedure as in **Appendix A (i).**

5.3   Rules and Regulation During InTra

Students who have satisfied all requirements in **paragraph 5.2** will be eligible to go on an Industrial Training within the stipulated period.

Items that need to be taken into careful consideration are as follow:

a) To obey all University and Host Company's Rules and Regulations.

b) To report in for duty at the Host Company at the specified date and time.

c) To complete the Industrial Training at the specific Host Company until the completion date. Any applications and appeals for shortening the duration of training will not be entertained.

d) Not to change the Host Company without any written permission from the Deputy Dean (Industrial Collaboration and Quality Management) **AND** respective Faculty's Dean.

e) To fill-up and submit all related forms and documents within the stipulated submission period without forgery.

f) To observe organizational secrecy with care.

g) Not to take any leave of absence without prior approval from Host Company or University or both.

5.4 Post-InTra Rules and Regulation

Students who have completed the Industrial Training course successfully, without any disciplinary problems will pass the course. However, the official results for the training will be issued after the endorsement made at Faculty and University levels.

Items that need to be taken into careful consideration after completion of the training are as follow:

a) To submit the following documents on the completion of InTra at the **stipulated date and time**:
   i. Log Book
   ii. Industrial Training Report
   iii. Acknowledgement Letter of training completion from host company

b) To submit the Industrial Training Report and Log Book without any falsification and forgery.

5.5   Disciplinary Actions

Student who failed to obey the rules in **paragraph 5.2, 5.3** and **5.4** will be punished with the following actions:

a) **Official Warning Letter** OR

b) **Cancellation of Industrial Training Registration** OR

c) **Mark deduction not more than 50%** OR

d) **Fail and liable to repeat the InTra Programme in next session** OR

e) Others decision(s) decided by University.

Notes: Official Warning Letter must be Carbon Copied to Dean, Deputy Dean of HEPA, RPS, InTra Coordinator and CIGC.

5.6   Appeals

Students have the right to submit an appeal letter upon the disciplinary actions taken on them. The appeal letter must be submitted to the respective Dean of the Faculties, and carbon copied (cc) to the Deputy Dean (Industrial Collaboration and Quality Management) within 14 days from the date stated on the disciplinary action letter that is issued to them.

CHAPTER 6

GUIDELINES FOR INDUSTRIAL TRAINING REPORT WRITING

6.1   Introduction

This chapter will explain the guidelines in writing and formatting an Industrial Training Report. This report is part of the assessment requirement and the following guidelines are set out to ensure the format and final form of the report will meet the minimum requirements in order to complete the Industrial Training. **Students MUST follow these guidelines when preparing the report.**

6.2   Purpose

All details stated in this document are intended to guide students in preparing a high-quality official report of their Industrial Training.

6.3   Industrial Training Report

6.3.1   General Guidelines

a) Report should be typewritten on white papers and placed in a proper order.

b) Paper used must be of A4 size (210 x 297mm), and the minimum weight of the paper is 80 grams.

c) Capital letters must be used at the start of every sentence and noun. After comas and full stops, ONE blank space must be provided prior to the next word.

6.3.2   Binding

The final report must be **stapled-bind** with black tape at the side. Transparent Plastic covers should be used for the front and the back of the report.

6.3.3 Cover Page

The **student's name** and **Programme**, the **Faculty**, the **University**, and **the year of submission** should be typed on the front cover and printed out in block letters of **18 point size (Times New Roman).**

6.3.4 Language

Reports must be fully written in English.

6.3.5 Submissions

Students are required to submit **ONE** hardcopy of stapled bound report and **ONE** softcopies in CDs, to their respective Faculties.

6.3.6 Length of the report

The final report should not exceed 60 pages (excluding appendices).

6.3.7 Typing Format and Spacing

Report should be typed, one and half-spaced, on one side of the paper using Word-processed. The acceptable font and font size format are Times New Roman and font size 12 pt, justified. Single spacing is used for Table, Figure, notes, footnotes and references.

6.3.8 Margin

Top Edge	: 2.5 cm or 1 inch
Bottom Edge	: 2.5 cm or 1 inch
Right Side	: 2.5 cm or 1 inch
Left Side	: 3.5 cm or 1.35 inch

6.3.9 Pagination

All the pages are numbered consecutively at the centre bottom of each page. The Preliminaries are numbered in consecutive lower case Roman numerals (i, ii, iii, etc). The title page at the front of the report is considered to be page i, but the number is not typed. Roman numeral ii, appears on the next page after the title page. The text and all References and Appendices pages are numbered consecutively in Arabic numerals (1, 2, 3, 4, etc) beginning with 1 on the first page of the text.

6.3.10 Subdivision

The internal organization of the text should be used consistently throughout the report. It is recommended that the text should be divided into chapters. Text in each chapter should be organized based on chapter numbers and content numbers in sequence. For example are Chapter 1, Chapter 2, Chapter 3 and Chapter 4. Sub-divisions are also permitted.

Content of each chapter may be divided under headings and sub-headings such as 1.1, 1.2, 1.3, and so on.

6.3.11 Tables and Figure

Tables must be properly centered on the page within the prescribed margin. Each table must bear a reference number (in Arabic numeral) and a caption. The number must correspond to a similar number in the text. It may be useful to place tables in each chapter very close after to the discussion related to the table and number them in sequence, i.e; table found in Chapter 3 should be numbered Table 3.1, Table 3.2, and so on.

The word 'Table', its number and its caption appear above the table (font 12, single-spaced). If any table continued onto the following or subsequent pages, the top line of the pages reads: Table 1.2 continued. The caption is not repeated. If the table is reproduced, the reference must be cited.

The word 'Figure' or 'Fig.' is numbered in Arabic numeral, and its caption is placed below the figure (font 12, single-spaced).

6.4   Layout of Contents

Final Report Project is composed of four parts, which are explained below:

6.4.1   Preliminaries

The Preliminaries are made up of a number of sections such as title page, acknowledgement, Company Verification Statement, table of contents and abstract.

6.4.1.1 Title Page

Important information to be included at the front page – University, course name and code, name of the student, matric no, programme, academic year of submission, Host Company's name and address. Reports must be entitled "Industrial Training Report".

6.4.1.2 Host Company Verification Statement

Refer Acknowledgement Letter of training completion from Host Company.

6.4.1.3 Acknowledgement

Acknowledge any help you received throughout your project. These include helps from staff personnel as well as the facility provided for the project.

6.4.1.4 Abstract

Abstract is short, information packed summary of the activities throughout the training/project. In one or two paragraphs, students should state the purpose of the project, the essentials of the project or the outcomes of the project in brief. Abstract should be informative, as it should serve as a substitute for the whole report. Abstract must **concretely summarized** and shall be written in one page.

6.4.1.5 Table of Contents

The titles of parts, sections or chapters and their principal subdivisions should be listed in the Table of Contents and must be worded exactly as they appear in the body of the report.

6.4.2 Main body (Text)

6.4.2.1 Introduction

In introduction, the host company's background should be highlighted. This includes its organizational structure, top management team, corporate profile and etc. It is also desirable to include an organizational chart of the management/departmental hierarchy. This section should include the scope of work of the department where the student is attached, the tasks (e.g main activities), and the projects involved.

(Students are advised to discuss with their Host Company's management/supervisors before writing and reporting on confidential matters so that it may not go against the policy of the organization)

6.4.2.2 Industrial Training Project and Main Activities

A detailed description of the methodology and materials used (inclusive design and testing phases) should be given. Any interesting and important steps taken in solving/troubleshooting problems should be included.

Then, the obtained results from daily/periodic duty and tasks must be presented in the report. Students must give specific explanation about the topics, and be creative in presenting their results. Every detail of duties and task must be supported by tabulated data, graphs, diagrams, charts or pictures and theoretical knowledge learned during study.

These contents must also be factual and accurate, based on references from magazines, books, journals, manuals, work instructions etc. Students are also required to relate their practical experience to their theoretical knowledge learnt in the course of their study.

6.4.2.3 Discussion and Recommendation

Students should emphasize evaluation on the subject/material/process/problem faced. The significance of challenges and limitations of findings/solutions should be discussed.

6.4.2.4 Conclusion

This is usually treated as the last major division of the text. Students are to conclude their work and findings in this section. Further improvements or suggestions for future work should also be mentioned. The text should not be more than one page.

6.4.3   References

References must be presented according to the number system.

6.4.4   Appendices

Each part has several sections which may be arranged in a numerical sequence of chapters.

CHAPTER 7

GUIDELINES FOR INDUSTRIAL TRAINING LOG BOOK WRITING

7.1   Introduction

The Log Book is an important assessment component in the Industrial Training course. A Log Book is usually used to record ideas, engineering processes, experimental tests, results and observations. If properly organized and maintained, it can help to recall important information that might be useful in report writing. It is a good practice for the students to update their Log Book on a daily basis and to get their Host Company's supervisors verification on a fortnightly basis.

7.2   Items to be reported in the Log Book

Entries that are written in the Log Book are usually short and precise. Information that is usually entered into a Log Book is as follows:

7.2.1   Works carried out by the student

Work and duties that are carried out personally should be detailed out from the start to the end. All explanations and reporting are best supplemented by sketches of diagrams, pictures or calculations.

7.2.2   Works that are observed

The organization usually does not allow students to carry out dangerous and highly specialized job. In these situations, students are allowed to observe and note down in details every step that is taken in carrying out the job by the co-worker or authorized personnel. Learning through observation is also an essential part of the training.

7.2.3   Work/Duties that are heard

In established organizations, some of the settings of important equipments that are the backbone of the company's operation are too critical to be risked for demonstration purposes. Thus, it is also important for the student to learn and report about duties and operations of certain equipments/systems through listening.

7.3   Example of Log Book Writing

a) Record down the instructions given by the Host Company's Supervisor

b) List down all equipments/documents that are required to carry out the task

c) List down each detailed step one-by-one from the start until the end

d) Relate the activities with theoretical knowledge

e) Sketch all equipments and components that are involved, and calculations done

f) Details of the task conducted and results gathered

g) References

h) Make a conclusion, summary, comments and perhaps suggestions on how the task may be improved.

CHAPTER 8

CONCLUSION

8.1   Conclusion

Students are always advised to contact the University in the event of any problem that arises during the course of their Industrial Training. The contact person could be the Faculty's Coordinators, or Faculty personnel through the addresses, e-mail addresses and telephone numbers that are listed in the Industrial Training Log Book.

The University wishes all students the best in their Industrial Training and hopes that all students will be able to benefit greatly from this experience. The exposure and knowledge that will be acquired throughout this duration will surely help the students in their future undertakings.

Students need to show a high level of commitment and discipline during their training as they will reflect on the University's image to the industry and community.

Appendix A(i) - Flowchart for InTra Application Procedure

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                    ┌─────────────────┐
                    │      Start      │
                    └─────────────────┘
                             │
                             ▼
        ┌────────────────────────────────────────┐
        │  Faculty briefing to the students by    │
        │          InTra Coordinator              │
        └────────────────────────────────────────┘
                             │
                             ▼
        ┌────────────────────────────────────────┐ ◄────────────┐
        │          Resume submission              │              │
        └────────────────────────────────────────┘              │
                             │                                   │
                             ▼                                   │
                    ╱────────────────╲                          │
                  ╱   Resume reviewed   ╲      *Rejected*        │
                 ╱      by InTra          ╲ ───────────────────────┘
                 ╲     Coordinator        ╱
                  ╲                      ╱
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          *Accepted*         │
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        ┌────────────────────────────────┐     ┌──────────────────┐
        │ Application letter uploaded in  │ ◄── │ New application  │
        │          the system            │     └──────────────────┘
        └────────────────────────────────┘              ▲
                             │                           │
                             ▼                           │
    ┌────────────────────────────────────────────┐      │
    │ Documents for submitting application        │      │
    │   1.  Resume (Appendix A(ii))               │      │
    │   2.  Application letter (Appendix A(iii))  │      │
    │   3.  InTra information (Appendix A(iv))    │      │
    │   4.  Feedback Form InTra 01 (Appendix A(v))│      │
    └────────────────────────────────────────────┘      │
                             │                           │
                             ▼                           │
        ┌────────────────────────────────┐              │
        │     **Follow up by students**   │              │
        └────────────────────────────────┘              │
                             │                           │
                             ▼                           │
                    ╱────────────────╲                  │
                  ╱ Result from Industry ╲  *Rejected*   │
                 ╱      in InTra 01        ╲ ──────► ┌─────────┐
                 ╲    (Appendix A(v))      ╱         │ Record  │
                  ╲                       ╱          └─────────┘
                    ╲───────────────────╱
        *Accepted*           │
                             ▼
        ┌────────────────────────────────┐
        │   Inform to InTra Coordinator   │
        └────────────────────────────────┘
                             │
                             ▼
        ┌────────────────────────────────┐
        │            Record               │
        └────────────────────────────────┘
                             │
                             ▼
                    ┌─────────────────┐
                    │       End       │
                    └─────────────────┘
```

Appendix A(ii) – Sample of resume

CURRICULUM VITAE

YOUR PICTURE
HERE

Your Name bin Your Dad
No 10, Jalan Padi Indah,
Taman Suria Petang, Pumpong,
Alor Setar, 02300
Kedah, MALAYSIA.
Tel: XXXXXXXX
Fax   : 604-9885167
Mobile   XXXXXXXX
Email: XXXXX@gmail.com

Personal Perticulars

- Age   : 22
- Date of Birth   : 22 May 1990
- Nationality   : Malaysia
- Gender   : Male
- Marital Status : Single
- IC Number   : 880522265419

Educational Background

July 2009 – present

- Field of Study   : Mechanical Engineering
- Institute/University : Universiti Malaysia Perlis (UniMAP), Perlis,
- CGPA   : 3.45

Higher Secondary/STPM/"A" Level/Pre-U

- Field of Study   : Science & Technology
- Institute/University : Perak Matriculation College, Malaysia
- CGPA   : 3.02
- Graduation Date : May 2009

Professional Qualification / Membership / Affiliation / Experience

1. Member of PI TAU SIGMA (Mechanical Engineering Honor Society, USA)
2. Board of Engineers, Malaysia

Previous Experience

- Kikwood Community College   : Responsible for handling trouble shooting.
  : Students' record was maintained.
  : Helped student in using hardware and software of computer.
  : Done various other duties as assigned.
- Copy Cabbana   : Work as sales promoter
- Sekolah Kebangsaan Tanjung Pulai   : Work as primary school teacher (temporary)

Computer Skills

- Extensive knowledge of Computer hardware support and networking basics
- Proficient with programming in Java, C++, and C sharp
- Proficient in Ms Office applications (Ms Excel, Ms Access, PowerPoint, Ms Outlook)
- Knowledge of mysql database programming language, and design programs (illustrator, Photoshop)
- SolidWork
- LS_DYNA
- EFD LAB
- AutoCAD
- C Programme
- Matlab

Personal strength

- Dynamic team player and flexibility for ad-hoc circumstances in work environment
- Able to work in fast paced environment and work efficiently with self discipline
- Fast learner with passion to keep learning and growing in all undertakings
- Able to speak and write in English, Malay and Chinese

Activity/Co-Curriculum

- Basketball state player of Kedah
- Basketball player of UNIMAP team (Captain)
- Attended BTN (Biro Tatanegara) course organized by UNIMAP
- Involve in community program (Baktisiswa) organized by UNIMAP

Award/Achievement

- Academic Excellence Award (Com Tech Industry)
- Certificate of Credit, Mathematic Competition
- Certificate of Credit, Science Competition

Referees

1. Prof. Madya Dr. Abdul Hamid Adom
   Dean,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: abdhamid@unimap.edu.my
   Phone: 04 – 988 5166

2. Dr. Mohd Afendi bin Rojan
   Programme Chairperson,
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: afendirojan@unimap.edu.my
   Phone: 04 – 988 5162

3. Mr Anas bin Abdul Rahman
   InTra Coordinator
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: anasrahman@unimap.edu.my
   Phone: 04 – 988 5201

5. Mr Hassrizal bin Hassan Basri
   Academic Advisor
   Mechanical Engineering Programme,
   School of Mechatronic Engineering,
   Universiti Malaysia Perlis,
   Perlis, Malaysia.
   Email: hassrizal@unimap.edu.my
   Phone: 04 – 988 5203

Universiti Malaysia Perlis

Dahulunya dikenali sebagai KUKUM

UniMAP

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK
PROGRAM KEJURUTERAAN MEKANIKAL

"UniMAP DIIKTIRAF MS ISO 9001: 2008"

Reference No : UniMAP/PPKMt/inTra/11/Meka/XXXXXXX(your full matrix number)/1
Date : 6th December 2010

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA
Tel : 604-8885166
Fax : 604-8885167

CENTER FOR INDUSTRIAL
COLLABORATION
Taman Kechor Administration
Complex, No 22 & 24, Taman
Kechor Indah Phase II,
Jalan Abi Tok Hashim,
01000 Kangar,
Perlis, MALAYSIA
Tel : 604-979 8888
Fax : 604-979 8885

The HR Manager,
Celestica (M) Sdn. Bhd.
Phase 1, Kulim Hi-Tech Park,
09000 Kulim,
Kedah Darul Aman.

(Attn :*Name of Contact Person*)

Dear Sir,

APPLICATION FOR INDUSTRIAL TRAINING (InTra)

The above matter is referred.

2. Please be informed that the University Malaysia Perlis (UniMAP) is looking for industrial training places in your esteemed organization for our 3rd year student, **Ahmad bin Ahmed** (I/C: XXXXXX-XX-XXXX, H/P: XXXXXXXXXX) undergoing Bachelor of Engineering (Mechatronic Engineering). The duration of the industrial training is approximately 12 weeks and is scheduled from **2nd April 2011 till 17th July 2011.**

3. The industrial training is a part of the students' academic requirement. Besides that it also aims to strengthen their knowledge in working environment as well as to provide an opportunity for them to have good communication and leadership skills. We will appreciate if you could train our student based on your organizational approach and leadership.

4. Attached are the acknowledgement of acceptance form and basic information about Industrial Training Programme (InTra) for your attention. We would be very grateful if you could consider the application. We look forward to hearing a favorable response from you soon.

Thank you.

Yours faithfully,

_____
Dr. Siti Khadijah binti Za'aba
Programme Chairperson
Mechatronic Engineering,
School of Mechatronic Engineering,
Universiti Malaysia Perlis (UniMAP)

P/s : TULISAN YANG BERWARNA MERAH PERLU DITAIP OLEH PELAJAR DAN WAJIB DITUKAR KEPADA TULISAN BERWARNA HITAM DAN DICETAK – SILA PADAM NOTA INI SEBELUM CETAKAN DIBUAT"

INDUSTRIAL TRAINING PROGRAMME (InTra)

INTRODUCTION

Industrial Training program (InTra) is a program that is much similar to conventional industrial training in renowned universities. In UniMAP, every student has to undergo compulsory practical work in term of industrial training prior to the completion of their studies.

OBJECTIVE

- ➢ To expose the students to Engineering practice and professional work style.
- ➢ To introduce students the relationship between theory and real application.
- ➢ To expose students to the actual working environment.
- ➢ To expose students build and improve creativity.
- ➢ To provide a channel for sharing/exchange of ideas between the students and other staff of the industry.

PROGRAM DETAIL

The details of the Industrial Training (InTra) are as follows:

Tentative Date : 2^{nd} May 2011 – 22^{th} July 2011
Duration   : 12 weeks (However, extension of training period is acceptable through formal notification).
Attendance   : If any attitude problem please contact programme coordinator.
Program   : Bachelor of Engineering (Mechatronic Engineering).
Student   : 3^{rd} year student.
Credit Hour   : 6 credit hours.

QUERY

If you have any doubt, please do not hesitate to contact us at:

Muhamad Khairul Bin Ali Hassan,
Industrial Coordinator,
Mechatronic Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis,
02600 Ulu Pauh, Perlis, MALAYSIA

Tel (O) : 604-9885244 Tel (HP) : 6019-5048644
Fax   : 604-9885167 Email   : khairulhassan@unimap.edu.my

Appendix A(v) – Acknowledgement of Acceptance Industrial Training Application Result (InTra 01)

Universiti Malaysia Perlis
UniMAP

School of Environmental Engineering

Acknowledgement Of Acceptance Industrial Training Application Result

Thank you for supporting our Industrial Training Program. We appreciate if you can complete and return this form to us within 3 weeks upon receiving this application form:

Dr. Irnis Azura Zakarya
Industrial Coordinator,
Environmental Engineering Programme,
School of Environmental Engineering,
Universiti Malaysia Perlis,
02600 Ulu Pauh, Perlis, MALAYSIA

Tel (O) : 604-9885128   **Tel (HP) : 6013-3064928**
Fax   : 604-9885134   **Email   :** azaman@unimap.edu.my

Student Name: **Status**

1) …………………………………   [   ] **Accepted**   [   ] **Rejected**   [   ] **KIV**

2)…………………………………..   [   ] **Accepted**   [   ] **Rejected**   [   ] **KIV**

3) ………………………….…….   [   ] **Accepted**   [   ] **Rejected**   [   ] **KIV**

4) ………………………….…….   [   ] **Accepted**   [   ] **Rejected**   [   ] **KIV**

Training Duration: [   ] **12 Weeks**   [   ] **Others**   **Please state** ...……..…………

Student Reporting Date: **2nd May 2011** or   …..………………………………..…………

Report at :   ...……..…………………………...…………………………………….

Benefit Provided: …………….…………………………………………….…...……

Comments /Suggestions /Remarks:

………………………………………………………………………….…...……....

Confirmed By:

……………………………
Name   :
Designation   :
Company   :
Contact No.   :
Fax   :

Appendix B(i) – Sample of Host Company (HC) Offer Letter

SIRIM

QUALITY SYSTEM
SIRIM
CERTIFIED TO MS ISO 9001:2000
Registration No : AR 3484

10 YEARS OF EXCELLENCE AND STILL MOVING FORWARD

HR 423/13/15

24 Disember 2007

Encik Ahmad Danial bin Saipuddin
8/9218, Kg. Kurnia, Batu 3
Jalan Gambang
25150 Kuantan
Pahang Darul Makmur

Saudara,

PERMOHONAN LATIHAN INDUSTRI PELAJAR

Saya ingin merujuk kepada saudara berhubung perkara di atas.

Sukacita dimaklumkan bahawa SIRIM Berhad bersetuju menerima saudara untuk menjalani latihan praktikal di SIRIM Berhad mulai <u>02/01/2008 hingga 30/06/2008.</u>

Dengan itu, sukacita sekiranya dapat saudara melengkapkan dan menandatangani dokumen-dokumen yang disertakan seperti berikut:-

1. Surat Perakuan Lepas Tanggungan dan Perakuan Kerahsiaan
2. Butir Peribadi Pelatih dan Permohonan Pas Keselamatan
3. Mengemukakan dua keping gambar berukuran paspot

Sekiranya bersetuju dengan syarat-syarat yang ditetapkan di Lampiran A, saudara adalah diminta untuk melengkapkan dokumen-dokumen tersebut dan dikembalikan beserta perakuan penerimaan tawaran ke Seksyen Pembangunan Sumber Manusia (u.p.: Cik Shaharatul Ima binti Zainuddin) pada atau sebelum 02/01/2008. Sekiranya pihak kami tidak menerima dokumen tersebut pada tarikh yang telah ditetapkan, tawaran ini adalah terbatal dengan sendirinya.

Tarikh melapor diri adalah pada **02/01/2008 jam 8.30 pagi** di Pusat Nasional bagi Teknologi Mesin dan Peralatan, SIRIM Berhad, No. 1, Persiaran Zurah, Kawasan Perindustrian Rasa, 44200 Hulu Selangor, Selangor Darul Ehsan.

Sekian, terima kasih.

Yang benar,

SHAHARATUL IMA BINTI ZAINUDDIN
Eksekutif
Seksyen Pembangunan Sumber Manusia
Jabatan Sumber Manusia dan Pentadbiran Kumpulan

SIRIM Berhad
(No. Syarikat 367474 - V)
1, Persiaran Dato' Menteri
Seksyen 2, Peti Surat 7035
40911 Shah Alam
MALAYSIA
Tel: 60-3-55446000
Hotline: 60-3-55103535
Faks: 60-3-55108095
http://www.sirim.my

s.k.:1. Encik Mohd Akhir bin Yeop Kamaruddin
Ketua Programme
Foundry Technology Programme

2. Prof. Madya Mohd Shuid Salleh
Director
P.O. Box 77, d/a Pejabat Pos Besar
01007 Kangar, Perlis

Appendix B(ii) – Sample of Placement Letter to Host Company (HC)

Universiti Malaysia Perlis

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No.   : UniMAP/PPKMt/InTra/12/Meki/Acp/ 001
Date   : 9 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

Ms. Vaithegiy,
Executive
Human Resources & Administration,
Wong Engineering Corporation Berhad.

Dear Ms,

ACKNOWLEDGEMENT FOR INDUSTRIAL TRAINING PLACEMENT

With regard to the above matter, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our high appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

Below are the details of the student who will be the trainee in your organization for your kind perusal:

Name	:	*HAWA BINTI AHMAD*
I/C No .	:	*900701-07-5202*
Duration	:	*18th June 2012 – 7th September 2012*

We strongly believe that our student could benefit from this internship and gain a myriad of valuable knowledge, technical expertise and extensive experience under the guidance of your assigned staff.

Thanks in advance for your kind assistance and conjunctive support towards our Industrial Training Programme. I believe this program is pivotal in initiating a link between both institutions and thus enhancing the importance of university-industry relationship as encouraged by the government.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.

Appendix B(iii) – Sample of Withdrawal Letter to Host Company (HC)

Universiti Malaysia Perlis

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No.   : UniMAP/PPKMt/InTra/12/Meki/Transfer/ 001
Date   : 9 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

Ms. Vaithegiy,
Executive
Human Resources & Administration,
Wong Engineering Corporation Berhad.

Dear Ms,

REQUESTING TO WITHDRAW STUDENT FROM INDUSTRIAL TRAINING

With regard to the above matter, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our high appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

Below are the details of the student who will be the trainee in your organization for your kind perusal:

> *Name*   :   *HAWA BINTI AHMAD*
> *I/C No .*   :   *900701-07-5202*
> *Duration*   :   *18ᵗʰ June 2012 – 7ᵗʰ September 2012*

However, we are sorry to inform you that the student would like to withdraw from performing training at your organization due to some reasons. Nevertheless, we do hope that your company would still accept our students in the future and strengthen the cooperation between both institutions.

Thanks in advance for your kind assistance and conjunctive support towards our Industrial Training Programme. I believe this program is pivotal in initiating a link between both institutions and thus enhancing the importance of university-industry relationship as encouraged by the government.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.

Appendix B(iv) – Sample of Replacement Letter to Host Company (HC)

Universiti Malaysia Perlis

UniMAP

PUSAT PENGAJIAN KEJURUTERAAN MEKATRONIK

"UniMAP DIIKTIRAF MS ISO 9001:2008"

Reference No. : UniMAP/PPKMt/InTra/11/Meki/Rpl/ 001
Date : 20 January 2012

Alamat surat menyurat :

PUSAT PENGAJIAN
KEJURUTERAAN
MEKATRONIK
Universiti Malaysia Perlis,
Kampus Ulu Pauh,
02600 Arau,
Perlis, MALAYSIA.
Tel : 604-9885166
Fax : 604-9885167

MS. SYAHAFIZA BT ENDUT
Training Coordinator, HR Department
Minebia Electronics Motor (M) Sdn Bhd,

Dear Ms,

APPLICATION FOR INDUSTRIAL TRAINING STUDENT REPLACEMENT

First and foremost, I would like to thank you on behalf of Universiti Malaysia Perlis (UniMAP) and extend our highest appreciation for accepting our student to undergo the Industrial Training in your esteem organization.

With regards to the above matter, kindly be informed that the student below would like to withdraw from performing training at your organization due to some unforeseen circumstances:

No	Name	I/C No.	Course
1	XXXXXXXX	901130-09-5000	Mechanical Engineering

Therefore, I would like to ask for your cooperation to replace her position with another student with the same period of training, i.e. **2nd May 2011 – 22nd July 2011**. Attached herewith is the resume of the student for your kind perusal:

No	Name	I/C No.	Course
1	XXXXXXX	880601-26-5249	Mechanical Engineering

It is hoped that this application would be given a profound consideration. Your cooperation is very much appreciated, and sorry for any inconvenience.

"KNOWLEDGE, SINCERITY, EXCELLENCE"

Yours sincerely,

(Anas bin Abdul Rahman)
Industrial Training Coordinator,
Mechanical Engineering Programme,
School of Mechatronic Engineering,
Universiti Malaysia Perlis.