



INDUSTRIAL TRAINING LOGBOOK

BACHELOR OF ENGINEERING

Student's Name : _____
Matric Number : _____
Program : _____
Faculty : _____
Company Address : _____

THE INTERNSHIP ACTIVITIES MUST BE WEEKLY UPDATED IN THE LOGBOOK

FACULTY OF ELECTRONIC ENGINEERING TECHNOLOGY

UPDATED: SEPTEMBER 2021

INDUSTRIAL TRAINING RULES AND REGULATIONS

Students are responsible to show a high level of discipline and conduct themselves in a manner worthy of a UniMAP student during the industrial training. Therefore, the students MUST,

1. Obey all the university and host company's rules and regulation.
2. Report duty at the host company on the arranged date and time.
3. Complete the industrial training at the host company within the prescribed period.
Any application and appeal for shortening the industrial training duration will not be entertained.
4. Not change the host company without any written permission from the Faculty's Dean.
5. Fill up and submit all the related forms and documents within the stipulated submission period.
6. Preserve the host company/organizational secrecy with care.
7. Not take any leave of absence without the approval from the host company.

SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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SUMMARY OF THE WEEKLY REPORT

Week	Date	Assignment	Page	Supervisor's Stamp
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