

Guidelines for Industrial Training Programme



**Faculty of Engineering and Science
2008**

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Industrial Training Programme Guidelines – 2008

1. General

- i. The list of companies will be available from the Web Based Learning Environment (WBLE) or the notice board.
- ii. By “the Committee”, we mean the Industrial Training Committee (ITC) for Faculty of Engineering and Science, Setapak Campus, UTAR.
- iii. By “students”, we mean the student who is registered for an undergraduate programme in Faculty of Engineering and Science (FES), Universiti Tunku Abdul Rahman (UTAR).
- iv. A Programme Coordinator (PC) will handle the placement of each degree programme. All the official matters related to the ITP can only be handled by the faculty staff members, who are also the ITC 2008 committee members. The following member of staff will be handle the student placement for each courses:

Programme	Programme Coordinator
Biochemistry/Biomedical Sc./Biotechnology	Dr. Hii Siew Ling
Chemistry	Dr. Ha Sie Tiong
Electrical/Electronic/Communications Eng/Physics	Mr. Francis Lau/Ng Choon Boon/Thompson Wu
Mechanical/Civil/Materials Engineering	Dr. Rajkumar Durairaj

- v. The industrial training programme for the Faculty of Engineering and Science takes place between the following dates:

Biochemistry/Biomedical Sc./Biotechnology/ Chemistry	6 October to 20 December 2008 (minimum period)
Electrical/Electronic/Communications Engineering Mechanical/Civil/Materials Engineering	6 October to 29 December 2008

2. Prerequisite

- i. Students registered for a four years degree programme, will undergo their industrial training in Year 3. Students registered in a three years degree programme, will start their industrial training in Year 2.
- ii. In addition students are required to attend briefing/talk/seminar before going for industrial training.

3. General Regulations

- i. The discretion of employment lies entirely with the company and not with the University.
- ii. Where a contract of employment is applicable, in no way should students breach the contract entered by yourself and the company.
- iii. Students are required to observe and follow the corporate culture of the industry and that of the company. Students should always present themselves at all times as a respectable employee of the company.
- iv. Students must abide at all times by the common laws of Malaysia, and will be responsible for any trespass against any law in force, e.g. Student cannot take out from the company anything at all that is not expressively permitted.
- v. Students should seek assistance if they encounter any problem relating to the training by contacting industrial training coordinator.
- vi. Students should inform the company and the Faculty as soon as possible should any sickness or accident occurs during the industrial training period.

4. Procedure of Student Placements

Students are given the following option to apply for Industrial Training Placement:

4.1 Option 1: Own Application

- i. For students who intend to arrange their own industrial placement, they must inform the respective Programme Coordinator (PC). The PC will provide a support letter to the student for the application. The student needs to follow up and the new support letter will be given only if the student can prove the failure of the previous application to PC.
- ii. Students must provide a copy of the offer letter to the PC.
- iii. Those who have secured a placement and have informed their placement to the relevant PCs members are strictly prohibited to change the offer.

4.2 Option 2: Application through the Industrial Training Committee (ITC)

- i. The PC handles the industrial placement of students in each degree programme.
- ii. The choice of company and location preferences indicated in the online form in Web Based Learning Environment (WBLE) will only serve as a reference for the Committee. The Committee will not guarantee to place the students to their choice of company or location as indicated in the online form.
- iii. If the students strongly feel about doing their industrial placement at the location of their preference, for example, hometown, the student is advised to go for Option 1. But the student must comply with regulation in section 4.1.

- iv. If the PC of a degree programme successfully places a student in a company, and the placement has been confirmed, then the placement is considered final. However, students are allowed to appeal to the industrial training committee.
- v. Students are not allowed swap or exchange industrial training placements between students
- vi. The Industrial Training Committee (ITC) will not be responsible in negotiation any subsistence such as allowance indicated in her/his curriculum vitae with the company.
- vii. Any decision taken by the Industrial Training Committee on student placement is final.

5. Online Curriculum Vitae

- i. All students who will be undergoing industrial training must submitted their CV's online through WBLE between 1st January 2008 and 31st March 2008. Students are allowed to make changes during this period.

6. Academic Visits

- i. A member of the academic staff will visit the student during the period of their industrial training.

7. Allowances

- i. The provision of allowance, accommodation and transportation is within the discretion of company.
- ii. If the company has decided to give the students a fixed allowance or none, no further negotiation on allowance with the company is allowed. If a student is found to have demanded extra allowance after he /she has been placed at the company, it may result in him/her failing the Industrial Training.

8. Code of Conduct

- i. The rules and regulations of the University govern the student conduct during the industrial training period.
- ii. The employment contract with the company governs the time that student will spend with the company.
- iii. Students are reminded to obey the Rules and Regulations/Code of Conduct of UTAR and the terms of your employment with the company.

Checklist for submission of documents

Date

Dean

Faculty (to state faculty concerned)

Universiti Tunku Abdul Rahman

Address

Dear Sir

SUBMISSION OF DOCUMENTS FOR INDUSTRIAL TRAINING

I

(to state student's name)

NRIC No.

Student ID No.

and pursuing a Course of Study:

Year & Semester:

refer to the industrial training from _____ to _____
state the company name, company number and address)

given to me by the Company (to

I hereby submit the following documents:

Put a ✓ tick in the appropriate boxes

- ☐ A copy of the Company's letter of offer for industrial training
- ☐ Letter of Indemnity for the Company given by the student
- ☐ Letter of Indemnity for the Company given by the student's parents/guardian
- ☐ Letter of Undertaking and Indemnity for the University given by the student
- ☐ Letter of Undertaking and Indemnity for the University given by the student's parents/guardian
- A Cover Note or Duplicate Copy of Insurance Policy for:
 - ☐ Additional insurance coverage of Group Personal Accident Insurance
 - ☐ Death [please specify limit of coverage RM _____]
 - ☐ Permanent Total Disablement [please specify limit of coverage RM _____]
 - ☐ Personal Liability Insurance [please specify limit of coverage RM _____]
 - ☐ Medical Insurance [please specify limit of coverage RM _____]
 - ☐ Hospitalization & Surgical Insurance [please specify limit of coverage RM _____]
 - ☐ Any other insurance policies as advised by the University
[please specify type(s) and limit(s) of coverage RM _____]
 - ☐ Any other insurance policies as stipulated by the Company
[please specify type(s) and limit(s) of coverage RM _____]

Thank you.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosures: ()

ACKNOWLEDGEMENT

I,hereby acknowledge receipt of the above documents from the above named student
(to state Faculty Officer's Name)

Signature:

Date:

Letter of Undertaking & Indemnity for UTAR Given By Student

Date:

Dean
Faculty of (to state faculty concerned)
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

I, NRIC No
(to state student's name) Student ID No
and pursuing a Course of Study Year & Semester

[hereinafter referred to as "T"] refer to the industrial training from to given to me by
the Company (to state the company name, company number and address)
[hereinafter referred to as "the Company"]

I, hereby declare and agree to abide by the University's terms and conditions for industrial training.

I further declare and confirm that the University shall not be held responsible in the event of any
misfortune or accidents and/or personal injuries whether fatal or otherwise involving me.

I shall 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.

I shall 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.

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.

*Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies
(please specify insurance policies and limits of coverage) as stipulated by the Company throughout
the period of industrial training. (optional paragraph)*

I shall 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 further undertake not to breach the terms and conditions of the contract for industrial training between myself and the Company.

I enclose a copy of the Company's letter of offer for industrial training.

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Email:

Enclosure: ()

Letter of Undertaking & Indemnity for UTAR Given By Parents/ Guardian

Date:

Dean
Faculty of (to state faculty concerned)
Universiti Tunku Abdul Rahman
Address

Dear Sir

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

We, NRIC No

..... NRIC No

(to state parents/guardian names and NRIC Nos.)

the parents/guardian of (to state student's name, NRIC No, Student ID No. Course of Study, Year & Semester)

[hereinafter referred to as "the undersigned parents/guardian"] refer to the industrial training from
to given to our son/daughter by the Company (to state the company name, company number and
address) [hereinafter referred to as "the Company"]

We, the undersigned parents/guardian shall ensure that our son/daughter shall abide by the University's
terms and conditions for industrial training.

We, the undersigned parents/guardian hereby declare and confirm that the University shall not be held
responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise
involving our son/daughter.

We, the undersigned parents/guardian shall 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 our son/daughter's negligent act or omission during the course of industrial
training.

We, the undersigned parents/guardian shall indemnify and keep indemnified the University against
any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or
to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or
omission during the course of industrial training.

We, the undersigned parents/guardian hereby acknowledge and confirm that we 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.

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

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

We, the undersigned parents/guardian shall ensure that our 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.

We, the undersigned parents/guardian shall ensure that our son/daughter shall not breach the terms and conditions of the contract for industrial training.

We enclose a copy of the Company's letter of offer for industrial training.

.

Yours sincerely

Parents'/Guardian's Signature:

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

Letter of Indemnity & Undertaking for the Company Given By Student

Date

Name of the Company

Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

I,
(to state student's name)

NRIC No.

Student ID No.

Course of Study:

Year & Semester:

Period of Industrial Training: From to

[hereinafter referred to as "I"] refer to the above industrial training given to me by your Company.

In consideration of your Company affording the above industrial training, 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.

I enclose a letter from the University stating that registered students are currently covered by Group Personal Accident (for students) Insurance which has a maximum compensation sum insured of RM35,000-00.

Upon notification by the Company, I shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

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

Yours sincerely

Student's Signature

Name:

Contact Address:

Contact Phone Nos:

Enclosure: ()

cc: Dean

Faculty of (to state faculty concerned)

Universiti Tunku Abdul Rahman

Address

Letter of Indemnity & Undertaking for the Company Given By Parents/Guardian

Date

Name of the Company

Address

Attention: (to state name and designation of Contact Person of the Company)

Dear Sir

LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We,

NRIC No

NRIC No

(to state parents/guardian names and NRIC Nos.)

the parents/guardian of (to state student's name, NRIC No, Student ID No. Course of Study, Year & Semester)

[hereinafter referred to as "the undersigned parents/guardian"] refer to the industrial training from to

given to our son/daughter by the Company (to state the company name, company number and address)
[hereinafter referred to as "the Company"]

In consideration of your Company affording the above industrial training, we, the undersigned parents/guardian shall be liable for and indemnify your Company against any liability, demand, claim, loss or lawsuit in respect of personal injuries to our son/daughter and/or to anybody and/or property damage arising out of or caused by our son/daughter's negligent act or omission during the course of industrial training.

We enclose a letter from the University stating that our son/daughter being a registered student is currently covered by Group Personal Accident (for students) Insurance which has a maximum compensation sum insured of RM35,000-00.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary insurance policies (please specify insurance policies and limits of coverage) as stipulated by the Company throughout the period of industrial training. (optional paragraph)

Yours sincerely

Parents'/Guardian's Signatures

Name of Father:

Name of Mother:

Name of Guardian:

Contact/House Address:

Contact Phone Nos:

Enclosure: ()

cc: Dean

Faculty of (to state faculty concerned)

Universiti Tunku Abdul Rahman, Address



UNIVERSITI TUNKU ABDUL RAHMAN

The Faculty of Engineering and Science

Jalan Genting Kelang, Setapak 53300 Kuala Lumpur. Tel: 03-41079802 Fax: 03-41079803

(Appendix 6)

CONFIDENTIAL

Department of Engineering

UTAR Industrial Training: Visitation Report - STUDENT

What is your current role in the organisation?		
<input type="checkbox"/> General Role	<input type="checkbox"/> Health and Safety	<input type="checkbox"/> Research & Development
<input type="checkbox"/> Operations	<input type="checkbox"/> Production	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Maintenance	<input type="checkbox"/> Design	<input type="checkbox"/> Manufacturing
<input type="checkbox"/> Others, Please Comment:		

What kind of skills did you acquire from your industrial training?		
<input type="checkbox"/> Communication	<input type="checkbox"/> Team working	<input type="checkbox"/> Planning
<input type="checkbox"/> Presentation	<input type="checkbox"/> Interpersonal	<input type="checkbox"/> Computer Skills
<input type="checkbox"/> Problem Solving	<input type="checkbox"/> Report Writting	<input type="checkbox"/> Leadership
<input type="checkbox"/> Others, Please Comment:		

Comments

Name of Student and Signature: _____	
Name of Visiting Academic Staff and Signature: _____	
Date of Visit:	Time of Visit:



UNIVERSITI TUNKU ABDUL RAHMAN

The Faculty of Engineering and Science

Jalan Genting Kelang, Setapak 53300 Kuala Lumpur. Tel: 03-41079802 Fax: 03-41079803

(Appendix 7)

CONFIDENTIAL

Department of Engineering

UTAR Industrial Training: Student Evaluation Form

Instructions:

- This form should be completed by the industrial supervisor.
- Please complete the questionnaire for each student.
- Please choose one response for each question and circle the appropriate number.
- Please return the completed questionnaire to the visiting academic.

1 – Unsatisfactory

2 – Satisfactory

3 – Good

4 – Very Good

5 – Excellent

How do rate the student performance on the following factors?

	1	2	3	4	5
1. Communicates in English with others at all levels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Teamwork/collaboration skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Self-motivation/initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Work ethic/dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Critical thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Flexibility/adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Interpersonal skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Working under pressure	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Questioning skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Organisation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Problem-solving skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Awareness of quality issues and their application to continuous improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Understanding of appropriate codes of practice and industry standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Awareness of intellectual property and contractual issues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CONFIDENTIAL

Department of Engineering

UTAR Industrial Training: Student Evaluation Form

Other comments/suggestions:

Name of Supervisor and Signature: _____

Name of Student: _____

Company Stamp:

Date and Time of Visit: _____



UNIVERSITI TUNKU ABDUL RAHMAN

The Faculty of Engineering and Science

Jalan Genting Kelang, Setapak 53300 Kuala Lumpur. Tel: 03-41079802 Fax: 03-41079803

(Appendix 8)

CONFIDENTIAL

UTAR Industrial Training: Report on the Student

Department of Engineering

Name of Student: _____

Company Address:

Comments on the Student:

Name of Visiting Academic: _____

Signature: _____

Date of Visit: _____



UNIVERSITI TUNKU ABDUL RAHMAN

The Faculty of Engineering and Science

Jalan Genting Kelang, Setapak 53300 Kuala Lumpur. Tel: 03-41079802 Fax: 03-41079803

(Appendix 9)

CONFIDENTIAL

UTAR Industrial Training: Report on the Company

Department of Engineering

Name of Company: _____

Address:

Comments on the Company:

Name of Visiting Academic: _____

Signature: _____

Date of Visit: _____