

INDUSTRIAL TRAINING PROGRAMME (OVERSEAS INDUSTRIAL PLACEMENT)

Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
PRE-INDUSTRIAL TRAINING (TWO SEMESTER BEFORE)																										
Pre-Industrial Training (two semester before Industrial Training commences)	Submit details of three (3) preferred organizations to the Industrial Training Coordinator																									
	Send "Industrial Training Application" letter/form issued by Faculty/Academy/Centre to the respective organizations																									
	To follow-up with organization on the Industrial Training application status																									
	Fill in the "Permission to travel (local/overseas)" form and submit the form to the DVC (Academic & Internalization) office																									
	Fill in the "Overseas Allowances Application form" provided by CITra office through DD (Undergraduate) once you have obtained permission to travel from the DVC (Academic & Internalization) office. Please submit your offer letter together with the application.																									
PRE-INDUSTRIAL TRAINING (ONE SEMESTER BEFORE)																										
Pre-Industrial Training (one semester before Industrial Training commences)	Attend Industrial Training (IT) Briefing organized by Department/Faculty																									
	Attend at least one (1) Pre-Industrial Training Workshop organized by CITra																									
	Key-in organisations' information and upload "Offer Letter/form" issued by the organization at myum.um.edu.my (e-Industrial Training)																									
	Register Industrial Training Course and confirm registration at myum.um.edu.my (e-Industrial Training), once approved by Industrial Training Coordinator																									
	Download the "Confirmation Form (UM-PT01-PK01-BR074-S00)"																									
INDUSTRIAL TRAINING (FOR SEMESTER ONE AND TWO)																										
During Industrial Training	Submit the "Confirmation Form (UM-PT01-PK01-BR074-S00) to Industrial Training Coordinator																									
	Record activities/assignment given in the log book daily and obtain weekly verification from the organization Industrial Training Supervisor																									
	To be present on-site during the supervisor site visit by the university and to complete the relevant documents required																									
Post Industrial Training	To prepare industrial training report and submit to Industrial Training Coordinator																									
INDUSTRIAL TRAINING (FOR SEMESTER THREE)																										
During Industrial Training	Submit the "Confirmation Form (UM-PT01-PK01-BR074-S00) to Industrial Training Coordinator																									
	Record activities/assignment given in the log book daily and obtain weekly verification from the organization Industrial Training Supervisor																									
	To be present on-site during visit from university and to complete the relevant documents required																									
Post Industrial Training	To prepare industrial training report and submit to Industrial Training Coordinator																									