

(1) Letter to seek Industrial Placement (sample a)

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Mr./Miss Contact Person
«CompanyName»
«Address»

Dear Mr./Miss Contact Person:

RE: Industrial Training for Undergraduates of <Name of Faculty>

Universiti Tunku Abdul Rahman (UTAR) is a private non-profit-making institution of higher learning.

We are seeking industrial placements for our undergraduate students who are presently enrolled in one of the following programmes:

- <Name of course 1>
- <Name of course 2>
- <Name of course 3>
- <Name of course 4>
- etc.

We would be glad if your company would be able to assist us by providing places or temporary employment for our students to learn and experience firsthand your industry. The students are required to work full time with your company and observe all working and employment condition and conduct of your company.

We hope to secure placement for our students for a minimum duration of 3 months from <Date> to <Date>

Kindly reply us soonest by using the Reply Slip attached.

If you have further questions, please contact the following members of our staff at 03 4107 9802.

| | |
|--------------|---|
| <Course 1> - | <Name of Coordinator and email address> |
| <Course 2> - | <Name of Coordinator and email address> |
| <Course 3> - | <Name of Coordinator and email address> |
| <Course 4> - | <Name of Coordinator and email address> |
| etc. | |

Thank you in anticipation.

Yours faithfully,

Deputy Dean, Student Development
<Name of Faculty>

(1) Letter to seek Industrial Placement (sample b)

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Mr. Contact Person
« Name of Company »
«Address»

Dear Mr./Miss Contact Person:

RE: Industrial Training for Undergraduates of <Name of Faculty>

Universiti Tunku Abdul Rahman (UTAR) is a private non-profit-making institution of higher learning.

We would like to express our sincere gratitude to your company for the support of our Industrial Training Programme, and we look forward to a meaningful development of the University-Industry relationship between your company and UTAR.

We are pleased to inform you the schedule of the coming batches of students <Name of course 1>, <Name of course 2>, <Name of course 3>, who will undergo their industrial training. The tentative schedule for the industrial training periods will be from:

<Date> to <Date> (<Name of course 1>),
<Date> to <Date> (<Name of course 2>),
<Date> to <Date> (<Name of course 3>),

Industrial Training is part of the curriculum at the <Name of Faculty>, this is to instil in students the right kind of work attitudes and professionalism through interaction with people in the organisations, and observation of their future roles in industry.

The success of the industrial training depends very much on the willingness of the industries to accept the students in their folds. We therefore sincerely urge your company to support our Industrial Training programme.

Please help us to complete the reply form (as attached) and e-mail/fax back to us if you intend to take our students for the coming industrial training period. The students could apply to your company on their own or through the industrial training committees.

If you have further questions, please contact the following members of our staff at <Phone # of <Name of Faculty>.

| | |
|--------------|---|
| <Course 1> - | <Name of Coordinator and email address> |
| <Course 2> - | <Name of Coordinator and email address> |
| <Course 3> - | <Name of Coordinator and email address> |

Thank you in anticipation.

Yours faithfully,

Deputy Dean, Student Development

<Name of Faculty>

(2) Company reply slip of the letter in (1) – (sample a)

<Date>

<Name of Deputy Dean, Student Development>

Student Development

<Name of Faculty>

<Address of Faculty>

Universiti Tunku Abdul Rahman

Dear Sir/Madam,

Re: Our support for Your Industrial Training Program.

With reference to your letter requesting our support for your Industrial Training Program from <Duration of Training>, we wish to inform you (please ☐):

☐ We have places for the following:

| Bachelor Degree Program | Number of placement available | Allowance (if any) (RM) |
|--------------------------------|--------------------------------------|------------------------------------|
|--------------------------------|--------------------------------------|------------------------------------|

<Course 1>

<Course 2>

<Course 3>

<Course 4> etc

☐ We are unable to accept any student at the present time.

Thank you.

Yours truly,

Name:

Position:

Company:

Address:

Tel:

Fax:

Email:

(2) Company reply slip of the letter in (1) - (Sample b -consent – no interviews yet)

<Date>

<Name of Deputy Dean, Student Development>

Student Development

<Name of Faculty>

<Address of Faculty>

Universiti Tunku Abdul Rahman

Dear Sir/Madam,

Re: Our Support For Your Industrial Training Programme

With reference to your letter requesting our support of your Industrial Training Programme, we wish to inform you:

☐

We are unable to accept any student at the present time.

We are able to accept, <Please indicate the number of students.>

☐

Students from to (<Course 1>)

☐

Students from to (<Course 2>)

☐

Students from to (<Course 3>)

☐

Allowance will be paid. Amount: RM _____

Special requirements: _____

We have the following tasks for your student/s:

Please contact our designated staff

(Name/Contact/E-mail particulars)

Thank You.

Yours truly,

Name:

Position:

Company:

Address:

Tel:

Fax:

Email:

(3) Letter from the Faculty supporting student's own initiative to seek industrial placement

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>
<Date>

To whom it may concern

«Address»

Fax:

Dear Sir/Madam:

RE: 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 a <No. of month> industrial training beginning from <Period/duration>.

Name :
NRIC :
Student Reg. No: :
Programme :
Year & Semester :

The industrial training is compulsory in our curriculum and plays an important role in educating our engineering students.

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

Please reply using the Reply Slip attached and return to us via the student. If you have further questions, kindly contact "[Click and type name of contact person]" or Tel: 03 4107 9802.

Thank you in anticipation.

Yours faithfully,

Deputy Dean, Student Development

P.S. If you have no objections, we would add your company in our contact list for future Industrial Training.

(4) Company reply slip of the letter in (3) - (After interviews/Selection by the company)

<Date>

<Name of Deputy Dean, Student Development>

Student Development

<Name of Faculty>

<Address of Faculty>

Universiti Tunku Abdul Rahman

Dear Sir/Madam,

Our support for Your Industrial Training Program.

With reference to your letter requesting our support for your Industrial Training Program from <Date> to <Date>, we wish to inform you: (please ☐)

☐ We are unable to accept the the following student(s) at the present time.

☐ We are able to accept the following student(s):

| Student Name | ID Number | Course | Allowance (if any) (RM) |
|--------------|-----------|--------|----------------------------|
|--------------|-----------|--------|----------------------------|

Thank you.

Yours truly,

Name:

Position:

Company:

Address:

Tel:

Fax:

Email:

(5) (a) Sample Cover Letter for Student reference (to seek industrial placement)

<Date>

<Name of Company>

<Address of Company>

To Whom It May Concern:

Dear Sir/Madam,

Ref: To Apply for Industrial Training Attachment

I am a *year # student pursuing the (Name of Course>* at Universiti Tunku Abdul Rahman, and wish to apply as a trainee for Industrial Training in your company.

Your company is very suitable to me in terms of my area of interest and your location.

It is a requirement that I spend three months in an industry prior to the final year programme.

As your company is not among those contacted by the University, I have obtained permission from the Dean to submit my application to you directly.

I enclose herewith the letters from the University and my particulars.
I shall be most grateful if my application is considered favourably.

Thank you.

.Yours faithfully,

Student's name

(5) (b) Letter from UTAR informing for students sent for interview

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

<name of executive>

<corporate title>

<name of division/department/unit>

<name of company>

<address of company>

Dear <Sir/Madam>,

Re: Our Candidate for the Industrial Training Programme

We are pleased to introduce the following student candidates for interview by your company for selection to undergo the Industrial Training Programme.

| Name of Student | ID No. | Course | Year/Semester |
|------------------------|---------------|---------------|----------------------|
|------------------------|---------------|---------------|----------------------|

| | | | |
|----------------|--|--|--|
| 1. <full name> | | | |
|----------------|--|--|--|

| | | | |
|----|--|--|--|
| 2. | | | |
|----|--|--|--|

| | | | |
|----|--|--|--|
| 3. | | | |
|----|--|--|--|

Please let us know when your company would be able to interview the students.

We would appreciate if you could inform us your staff assigned to supervise the intern. Please return the enclosed letter to us. For further information, please contact our staff: <name of staff> <contact particulars>

Thank You.

Yours truly,

Assoc Prof Dr
Chairman, Industrial Training Programme Committee
or
Deputy Dean, Student Development
<Name of Faculty>

(6) Letter for confirming students to be sent for training

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Name of the Company:

Address:

Tel:

Fax:

Email:

Dear Sir/Madam,

Re: Industrial Training Programme in <Name of Faculty>

With reference to your industrial training offer for our students, we are pleased to send the following student/s. The industrial training is from _____ to _____.

| No | Name of Student | Programme |
|----|-----------------|-----------|
| 1 | | |
| 2 | | |

Attached herewith the following documents for your further action:

Industrial training student appraisal (to be filled by company's supervisor at the end of industrial training and returned to UTAR by post, fax or by hand).

Also, our lecturer may visit your company/site office to evaluate the performance of the students during the training period.

We would like to take this opportunity to express our appreciation for your support in our industrial training scheme.

Thank You,

Yours faithfully,

Assoc Prof Dr
Chairman, Industrial Training Programme Committee
or
Deputy Dean, Student Development
<Name of Faculty>

(7) Letter informing company there is “No students to fill up offers”

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Contact person
Name of the Company:
Address:

Dear Sir/Madam,

RE: Unable To Fill Up The Placements

As above mentioned, we are not able to fill up the placements. This is due to the wide discrepancies in numbers between places offered and trainees eligible for Industrial Training this year. In addition to that, logistical problems such as selection of location, nature of the industry and company etc. prevent us from filling up the placements.

We wish to continue our collaboration and hope that your company would continue to support our programme in future. Sorry for any inconvenience caused.

Yours truly,

Assoc Prof Dr
Chairman, Industrial Training Programme Committee
or
Deputy Dean, Student Development

(8) Letter informing company Student is “Late Reporting to work”

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Contact person
Name of the Company:
Address:

Dear Sir/Madam,

RE: Unable To Report On Time

As above mentioned, our students are not able to report to work on time. The names of the students listed below are taking their supplementary examination.

- 1.
- 2.

The students will report to work on 1st of October 2005. Sorry for any inconvenience caused.

Thank you in anticipation.

Yours truly,

Assoc Prof Dr
Chairman, Industrial Training Programme Committee
or
Deputy Dean, Student Development
<Name of Faculty>

(9) Reminder to Return Company Supervisor's Appraisal

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Contact person
Name of the Company:
Address:

Dear Sir/Madam,

Gentle Reminder for Filling up Appraisal Forms Available from UTAR Trainees

Referring to the subject mentioned above, I would really appreciate if you could fill in the appraisal forms available from UTAR trainees and then return the forms to the respective trainees. After that, the trainees can bring back their forms to us for the purpose of evaluating their performance throughout the past few months of industrial trainings at your kind organizations. The outcomes of the appraisal forms will make a total contribution of 30% to the overall industrial assessment.

Your co-operation is very much appreciated. Please feel free to contact me on 03-41079802 should you have any enquiries regarding the appraisal forms.

Yours faithfully,

.....
"[Click and type name]"
Course Tutor of Programme or Deputy Dean, Student Development
<Name of Faculty>
University Tunku Abdul Rahman
E-mail address

(10) Thank You for Supporting Our Industrial Training Programme

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

Contact person
Name of the Company:
Address:

Dear Sir/Madam,

RE: UTAR Industrial Training Programme

Thank you for affording intern placements to trainees of Universiti Tunku Abdul Rahman in the September/December period of 2005.

We are glad to inform that our trainee student «StudentName» attached to your company have completed and passed his training unit.

We hope you wish to take in trainees from UTAR again and look forward to continue our collaboration.

We wish all celebrating festive seasons according to the Lunar Calendar a Happy and Prosperous Chinese New Year.

A Happy Holiday for all others who share the public holiday.

Thank You.

Yours sincerely

Course Tutor of Programme or Deputy Dean, Student Development
<Name of Faculty>
University Tunku Abdul Rahman

(11) Letter of Warning (Non-compliance)

<Date>

<Name of Student Trainee>
<Address of Student Trainee>
<NRIC, Student ID No>
on attachment at
<Name of Company>
<Address of Company>

Dear <Name of Student Trainee>

LETTER OF WARNING (NON-COMPLIANCE)

I refer to the above matter. The University has been notified that you are not complying with the terms and conditions of the employment contract between you and <Name of Company>:

<reasons for warning the student concerned>

<indicate the consequence of non-compliance to contract – with date of signing of the contract by the student concerned.>

<state whether a reply from the student concerned is required>.

<remind the student not to breach any agreement made with the company>.

Yours truly,

Dean
<Name of Faculty>

(12) Appointment to Visit Industrial Trainees

<UTAR Letter Head with <Name of Faculty> & Address>

Our Ref: UTAR/<Name of Faculty>/<course>/<ID>

<Date>

<name of executive supervising the student>

<corporate title>

<name of division/department/unit>

<name of company>

<address of company>

Dear <Sir/Madam>,

Appointment to Visit Industrial Trainees At <name of company>

Thank you for supporting our industrial training programme. We would like to meet you and visit the worksite to grade the performance of <name of student(s)>.

The Faculty has appointed <name of staff> to supervise <name of student(s)>. <name of staff> will contact you in person to arrange for a suitable date and time.

Once again we thank you for your support of our programme. Please contact us if you need any clarification.

Thank you.

Yours truly,

Course Tutor of Programme or Deputy Dean, Student Development
<Name of Faculty>
University Tunku Abdul Rahman

**(13) Industrial Training Overseas: Sample Letter of Indemnity & Undertaking for the Company
Given By Student (cc to UTAR) e.g. Singapore**

Date

Name & Designation
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, NRIC No. Student ID No.
(to state student's name)

Course of Study:Year & Semester:

Period of Industrial Training: From <date> to<date>

<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 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 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 RM45,000-00.

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: Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman
Address

(14) Industrial Training Overseas: Sample Letter of Undertaking & Indemnity for UTAR given by Parents (cc to UTAR) e.g. Singapore

Date

Name & Designation
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,

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

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 RM45,000-00.

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: Deputy Dean, Student Development
<Name of Faculty>
Universiti Tunku Abdul Rahman, Address

(15) Industrial Training Overseas: Sample Cover Letter e.g. Singapore

Date:

National University of Singapore

Name of Department concerned

Address

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

Dear Sir/Madam,

Re: Malaysian Candidate for Industrial Training in Singapore

The Universiti Tunku Abdul Rahman ("UTAR") wish to inform you that <to state student's name> (Malaysian Passport No. _____ NRIC No. _____) is a student pursuing <to state the course of study, year & semester> programme of the University.

The <to state the course of study> programme of UTAR is a three-year course which includes an industrial training component at the end of the second year.

<to state the name of the student>, the above named student shall commence his/her final year of studies <to state the month & year> and he/she is expected to graduate in <to state month & year>

The above student shall be carrying out his/her industrial training which will be fully conducted by <to state NUS's name, Department concerned and address> from _____ to _____ <to state the duration of industrial training>.

Please find enclosed herewith the UTAR Industrial Training Student Handbook <to state month & year> which provides the necessary details.

Kindly note that UTAR shall act as the sponsor for the above student in the application of the Singapore Training Visit Pass. However, the student will undertake full responsibility for his/her own maintenance and stay throughout the <to state number of months> industrial training period.

Upon the expiry of the Training Visit Pass to be issued by the Ministry of Manpower and Immigration Department of Singapore, UTAR will not seek any extension of the Pass.

Please contact the undersigned should you require any further information.

Thank you.

Yours sincerely,

Signature:

Name:

Designation: *(Senior Manager, Department of International and Institutional Relations, UTAR)*

Enclosure: ()

cc: Dean of faculty concerned (Deputy Dean, Student Development)