

Faculty of Business and Finance

Briefing on Industrial Training (Long) Portal registration and Placement – 1

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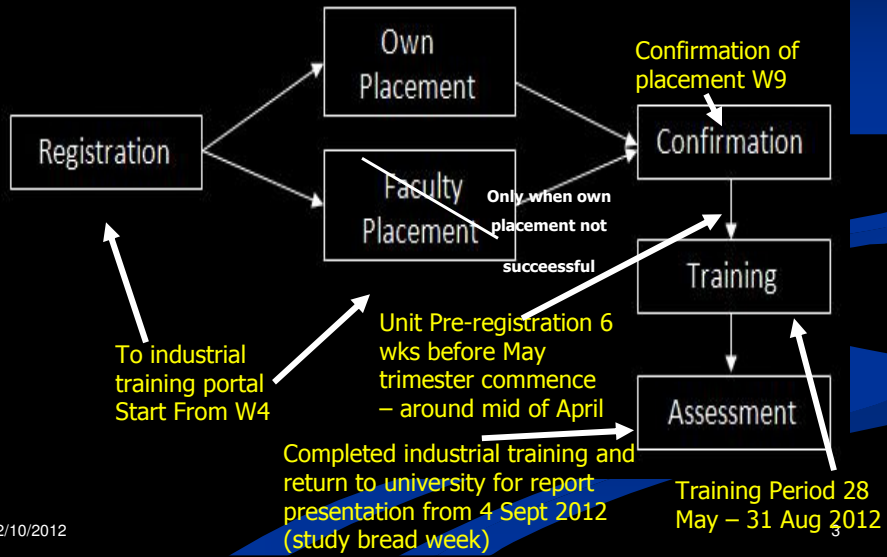
Briefing Agenda

- Industrial training portal, faculty website, UTAR portal – unit registration - differentiation
- Registration in Industrial Training portal
- Pre-registration
- Documents for placement
- Industrial training Briefing W4, W6, W10, W16

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Placement Process in January Trimester



Industrial Training Portal - internship placement - indtrng.utar.edu.my/login.aspx



Faculty Website – announcement – presentation schedule- www.utar.edu.my/fbf

Faculty of Business and Finance (Perak Campus)

Attention To All Students (updated as at Tuesday, 31.01.2012).
Please click on Faculty Announcement For The Latest Updates
Welcome Message from the Faculty Dean

A very warm welcome to Faculty of Business and Finance UTAR!

Though UTAR is still considered a relatively young university by any standard, we would like to emphasize that we do not compromise on both research and educational quality. We are committed to provide a university education that is at the cutting edge of knowledge, and has contemporary and professional relevance. As of today, FBF provides seven degree programmes as follow:

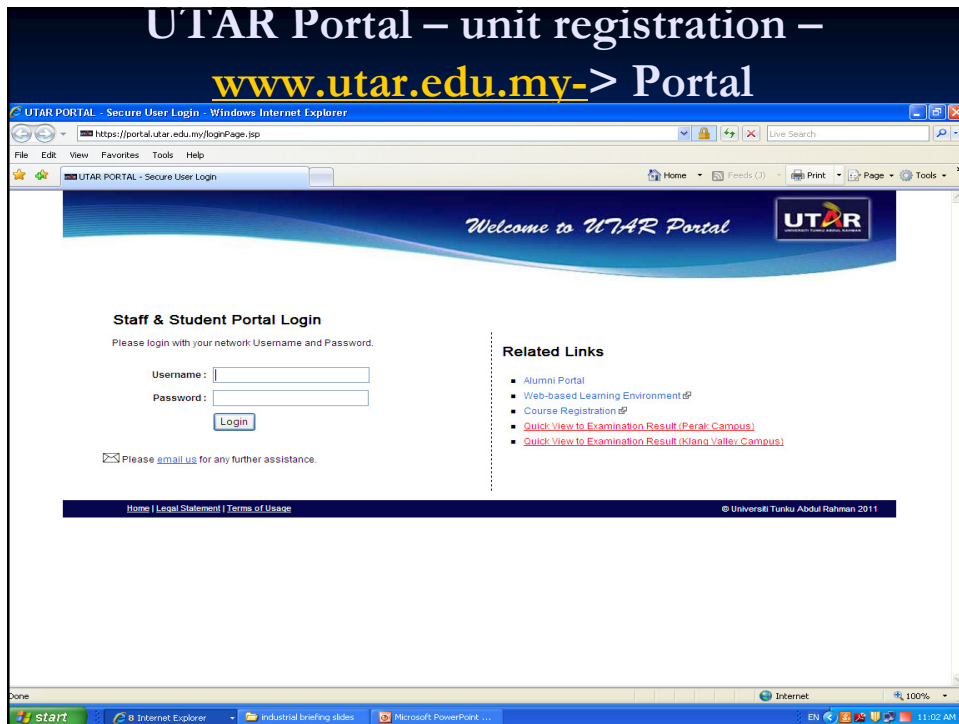
- Bachelor of Business Administration (Hons)
- Bachelor of Commerce (Hons) Accounting
- Bachelor of Business Administration (Hons) Banking & Finance
- Bachelor of Marketing (Hons)
- Bachelor of Business Administration (Hons) Entrepreneurship
- Bachelor of Economics (Hons) Financial Economics
- Bachelor of Finance (Hons)

Faculty Website – announcement – presentation schedule- www.utar.edu.my/fbf

Industrial Training for FBF

FBF Industrial Training Programme for Flexi Structure students
Our Faculty First batch of Industrial training placement will be on Oct trimester 2011. All students who are required to do this industrial training subject (after fulfill the required pre-requisite for this unit) will need to register with their respective programme Industrial Training Coordinator (ITC) for their placement. Students are allowed to look for their own industrial training placement company. More information shall be coming up soon in this faculty website. Industrial training handbook, etc.

Last updated: 05 Jan 2010 by FBF © 2003 - 2012 Universiti Tunku Abdul Rahman Email: info@utar.edu.my
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Industrial training Pre-Requisites

- **At least 56 credit hours earned for unit Industrial Training.**
 - Excluding Compulsory units :
 - UBMM1011 Sun Zi's (1 credit)
 - Co-Curriculum (2 credits)
 - MQA Subjects – 3 units (9 credits)
- **Total 12 credits**
- Must not be in probation ($GPA \geq 2.0000$) and $CGPA \geq 2.0000$ during placement period. (Jan Trimester)

Registration in Industrial Training Portal

- <http://indtrng.utar.edu.my/login.aspx>
- [Sample of Trainee Resume](#)
- Students are required to complete their placement registration in the portal as following diagram:
 - eg: Personal Identification
 - Detail resume
 - Emergence Contact

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The screenshot shows a web browser window displaying the 'Industrial Training Portal - internship placement' page. The URL in the address bar is <http://indtrng.utar.edu.my/login.aspx>. The page header includes the UTAR logo and the text 'UNIVERSITI TUNKU ABDUL RAHMAN Industrial Training Management Portal'. A navigation menu contains links for Home, Participating Companies, Our Coordinators, Projections, Login, and Register. The main content area features a 'Log In' form with fields for 'Username' and 'Password', a 'Remember me next time' checkbox, and a 'Log In' button. At the bottom, there is a footer with links for 'UTAR Website', 'UTAR Industrial Training Management Portal', 'Contact Us', 'Legal Statement', and 'Terms of Usage', along with a copyright notice for 2003-2010.

Fastmail member ngsn@utar... UTAR Industrial Training ... X

88 090 Student ID : Username :
89 090 Student Name : Password :
90 090 Gender : Male Female Confirm Password :
91 090 IC Number : Email Address :
92 090 Contact Number :
93 090 Faculty : FBF - Faculty of Business and Finance
94 090 Programme : AC - Bachelor of Commerce (Hons) Accounting
95 090
96 090
97 090
98 090
99 090
100 090

Permanent Residence
Address : City :
 State : Johor
 Country : Malaysia
Postcode : Contact Number :

Correspondence Residence
Address : City :
 State : Johor
 Country : Malaysia
Postcode : Contact Number :

- Extracurricular Activities
- Professional Qualification / Certification
- Work Experience
- Language Proficiency
- Skills
- Referee

22	2009 May	UBEA1063	PRINCIPLES OF MICROECONOMICS	A
23	2009 May	UBEQ1013	QUANTITATIVE TECHNIQUES I	B-

Extracurricular Activities

None

Professional Qualification/Certification

None

Work Experience

None

Language Proficiency

None

Skills

None

Referee

None



- Method of placement
- Preferred location

Edit Semester Profile

Semester : May 2011 | 2011-05-30 to 2011-10-16 | 2011-01-01 to 2011-04-30 ▼

Registration Start : ✘ Registration End : ✘

Credit Hours : CGPA :

Conduct Placement : No ▼ Status : EC

Preferred Locations

Option 1 - State : Perak ▼ Option 1 - Area :

Option 2 - State : Perak ▼ Option 2 - Area :

Option 3 - State : WP Kuala Lumpur ▼ Option 3 - Area :

Requisition of supporting letter

Obtain application form from Faculty Website

Complete form and submit to Industrial training Programme Coordinator (ITPC) for approval.

Submit the ITPC's approved form to Faculty Office For further process

Come back to Faculty Office in 2 working days (Subject to trimester) later or time and day given by FGO for obtaining the application outcome

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Requisition of approval of internship offered

receive offer letter from company

submit offer letter to Industrial training Programme Coordinator (ITPC) for approval.

Come back to Faculty Office in 3 working days (Subject to trimester) later or time and date inform by FGO for the offer letter's approval outcome

submit Indemnity letters to FGO.

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Internships Offer letter minimum Information

- Internship Duration 28 May 2012 to 31 August 2012
- Allowance given – financial, accommodation, transport.
- Working days
- Working Hours
- Job Scope

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Internships Offer letter Received

- **Submit** your photocopy of the offer letter to respective ITPC
- **Highlight** the deadline of accepting the offer to your ITPC
- **DO NOT** accept the internship offer **BEFORE** you obtain approval from Industrial training Committee
- If your internship decline by Committee, please write/inform the company nicely, look for a new company subsequently.

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Documents For Placement

- Letter (with Checklist) for submission of documents
 - *Sample of letter*
- A copy of Company's offer letter
- Letter of Undertaking and Indemnity for the University given by the student
 - *Sample of letter*
- Letter of Undertaking and Indemnity for the University given by the student's parents / guardian.

- Letter of Indemnity for the company given by the student
 - *Sample of letter*
- Letter of Indemnity for the Company given by the student's parents / guardian.
 - *Sample of letter*
- A copy of insurance cover notes or policies.
 - ❑ *Personal Accident Policy*
 - ❑ *Personal Liability Policy*
 - ❑ *Medical, Hospitalisation and Surgical Policy*
 - ❑ **Travel Insurance Policy*
 - [*Industrial training outside Malaysia]
 - *Insurans cover notes or policy*
 - *Insurans Renewal*

Pre-registration

- To register industrial training unit during the pre-registration period in Jan trimester.
- If you fail to register, you will not be able to go for your internship as scheduled.
- Even you have not receive offer letter from company or not place, please pre-registered your industrial training unit.

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Q & A

Thank you

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