Faculty of Science

2nd Briefing on Industrial Training (Oct-Dec 2011)

20 Jun 2011 (Monday)
2.00p.m.-3.00p.m.
EDK4
(for BM & SC)

20 Jun 2011 (Monday)
5.00p.m.-6.00p.m.
IDK8
(for BE, BT, CE & MB)
Industrial Training

- pre-requisite: earned **at least 50** credit hours (including University Wide or LAN subjects) 
  [oversea internship: CGPA $\geq 3.0$]

With effective from May 2011 trimester,

- Students who are “Under Probation” status would not be allowed to pre-register for their Industrial Attachment for the coming trimester

- The students' CGPA must not be below 2.000.
Period of Training

3 Oct 2011 – 23 Dec 2011 (12 weeks)
## IT Action Plan

<table>
<thead>
<tr>
<th>No.</th>
<th>Action Required</th>
<th>Deadline/Date/Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1\textsuperscript{st} briefing of IT to students</td>
<td>11 Apr 2011 – 15 Apr 2011</td>
</tr>
<tr>
<td>2.</td>
<td>Submission of personal particulars for verification letter</td>
<td>18 April 2011</td>
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<tr>
<td>3.</td>
<td>Issuance of verification letter</td>
<td>3 May 2011 onwards</td>
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<td>4.</td>
<td>2\textsuperscript{nd} briefing of IT to students</td>
<td>20 Jun 2011</td>
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<tr>
<td></td>
<td>• New pre-requisites</td>
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<td></td>
<td>• Insurance coverage, indemnity letters</td>
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<tr>
<td></td>
<td>• Industrial Training Management Portal (ITMP), registration</td>
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</table>
# IT Action Plan

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<thead>
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<tr>
<td>6.</td>
<td>IT placement management (follow-up calls, manual matching) &amp; confirmation</td>
<td>27 Jun 2011 – 29 Aug 2011 (10 weeks)</td>
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<td>7.</td>
<td>3\textsuperscript{rd} briefing of IT to students</td>
<td>22 Aug 2011 – 26 Aug 2011</td>
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<td></td>
<td>• Company appraisal form</td>
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<td></td>
<td>• IT visitation</td>
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<td></td>
<td>• Assessments</td>
<td></td>
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<td>8.</td>
<td>Final confirmation of IT placement</td>
<td>2 Sep 2011</td>
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<tr>
<td></td>
<td>• Submission of indemnity letters &amp; offer letter to IT coordinators</td>
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<tr>
<td>9.</td>
<td>Release of IT supervisor list</td>
<td>26 Sep 2011</td>
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<tr>
<td>10.</td>
<td>IT period</td>
<td>3 Oct 2011 – 23 Dec 2011 (12 weeks)</td>
</tr>
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<tr>
<td>11.</td>
<td>Release of IT visitation list</td>
<td>14 Oct 2011</td>
</tr>
<tr>
<td>12.</td>
<td>IT visitation by supervisors</td>
<td>28 Nov 2011 – 9 Dec 2011 (2 weeks)</td>
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<tr>
<td>13.</td>
<td>Oral presentation</td>
<td>11 Jan 2012 – 13 Jan 2012 (3 days)</td>
</tr>
</tbody>
</table>
Insurance Coverage

Appendix 1

Downloadable from faculty’s IT webpage
Indemnity Letters

- fill in after confirmation of placement
- two copies, one signed copy from student and the other signed copy from parents/guardian
- submit to IT coordinators latest by 2 Sep 2011

Appendix 2

Downloadable also from faculty’s IT webpage
Q: If I got an offer from a company for industrial training, what should I do?

- inform the company if you accept the offer
- submit a copy of the offer letter to your respective IT coordinator
Q: If I got more than one offer for industrial training, what should I do?

- decide & inform the company that you accept the offer
- reject the other offers politely
- submit a copy of the offer letter to your respective IT coordinator
<table>
<thead>
<tr>
<th>No.</th>
<th>Hospital Name</th>
<th>Biochemistry</th>
<th>Biomedical Science</th>
<th>Microbiology</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hospital Raja Permaisuri Bainun, Perak</td>
<td>√</td>
<td>√</td>
<td>√</td>
</tr>
<tr>
<td>2.</td>
<td>Hospital Kuala Lumpur, Wilayah Persekutuan</td>
<td>√</td>
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<tr>
<td>3.</td>
<td>Hospital Ampang, Selangor</td>
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<tr>
<td>4.</td>
<td>Hospital Melaka, Melaka</td>
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<tr>
<td>5.</td>
<td>Hospital Tengku Ampuan Afzan, Pahang</td>
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<tr>
<td>6.</td>
<td>Hospital Sultan Ismail, Johor</td>
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<tr>
<td>7.</td>
<td>Hospital Sibu, Sarawak</td>
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<td>8.</td>
<td>Hospital Queen Elizabeth, Kota Kinabalu, Sabah</td>
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</table>

*under MOU between UTAR and Ministry of Health Malaysia, from 2011 onwards*
Placements at Government Hospitals*

<table>
<thead>
<tr>
<th>No.</th>
<th>Hospital Name</th>
<th>Person-in-charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Hospital Raja Permaisuri Bainun, Perak</td>
<td>Ms. Annaletchumy &amp; Ms. Sangeetha</td>
</tr>
<tr>
<td>2.</td>
<td>Hospital Kuala Lumpur, Wilayah Persekutuan</td>
<td>Dr. Chai Tsun Thai &amp; Dr. Michelle Ng</td>
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<td>Mr. Theam Kok Leong</td>
</tr>
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*check announcement regarding the opening for registration
Student login using an assigned username & password

Student fills basic information and upload resume

Student wants to apply to a company not in UTAR company list

Student views UTAR company list

Student wants UTAR to conduct a placement for him/her

Student submits his/her preferred location for industrial training

Coordinator shortlists a number of students for each company and inform the companies to make selection (with an expiry period). Any one student can be shortlisted to only one company at any one time

Company offers a place (system update the student’s status to “hired” and block off any other assignment to the student)

Company rejects the student

Company interviews the respective student (Optional)

Student accepts the offer

Coordinator may view the report of successful/failed placements, the number of students left, etc.

Company interviews the respective student (Optional)

Company rejects the student

Coordinator shortlists this particular student for the company and inform the company to make selection (with an expiry period)

Company offers a place (system update the student’s status to “hired” and block off any other assignment to the student)

Company rejects the student

Company interviews the respective student (Optional)

Student finds company on his/her own and has the company to register OR UTAR Admin helps the company to register and then email the company the username and password to login

Student will be returned back to the pool

Placements of Industrial Training
UTAR Industrial Training Management Portal

- registration – compulsory for every student go for IT
- at [http://indtrng.utar.edu.my](http://indtrng.utar.edu.my)
- login using:
  
  username: 0912345 (student’s ID)
  
  password: 880324-14-3668 (student’s IC number, including dashes)

- for FSc students, open for placements from 20 Jun 2011 (Mon) and close on 27 Jun 2011 (Mon)
- if your name is not in the portal, inform or email us at sitnw@utar.edu.my
Select a Semester

Current Semester
October 2011 (From 2011-10-17 To 2012-01-15) Request Application Closing Date : 2011-06-30 23:59

Previous Semester(s)
None

Select Oct trimester

3 sections for browsing
Agreement

1. Industrial Training Guidelines for Students
   Students are required to participate and work as industrial trainees in the industry of their chosen discipline. Industrial training is a credited course programme, and thus is compulsory in order to satisfy the degree coursework requirements for graduation.

   1.1 Background
   Industrial training provides the impetus for students to comprehend and appreciate real-life working experiences. Students may realise their ambition and ascertain their career path from the experience gained during industrial training. The attachment provides students the opportunity to meet and network with people in the industry, and the industry the opportunity to identify talents and potential skilled workers. Students may also get the opportunity to specialise in niche areas.

   1.2 Objectives
   The objectives of the Industrial Training programme are as follow.
select either one
Next, go to Edit Account

You may omit the Password fields if you do not plan to change your password.

Current Password:
New Password:
Confirm Password:

Gender: Female
IC Number: 222222-N
Date of Birth: 1980-01-01
Nationality: Malaysia
Race: [Please Select]
Marital Status: [Please Select]
Mobile Phone Number:
Email Address:
Upload Photo:

Preferred Locations for Industrial Training:

Option 1: State: [Please Select]
Area:

Option 2: State: [Please Select]
Area:

Option 3: State: [Please Select]
Area:

* Required Fields

can upload your photo

fill in three options, State & Area only!
Info Update (Page 2 of 11) - Permanent Residence

Department: Department of Chemical Science (DCS)
Programme: Bachelor of Science (Hons) Biochemistry (BE)
CGPA: 2.2970

Address: 

City: 

Postcode: *

Province/State: [Please Select] *

Country: Malaysia *

Contact Number: 

* Required Fields

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