The 14th ULITC proposed the following amendments:

(I) INDUSTRIAL TRAINING STUDENT HANDBOOK (Amendment in red font)

1. Enhance Regulation 5.2.1.5 by adding new sentence after the original sentence:-

   **5.2.1.5 All placements must be for FULL TIME work.** Subject to expressed instruction by the Supervisor in Charge, students are not allowed to complete their assignment in places, times and tasks of high risk other than mutually and officially agreed and specified in advance by the University and the Company.

2. Enhance Regulation 5.2.9 by adding new word:-

   “existing version”
   “Seek assistance if you encounter any problems relating to your training e.g. sickness or accident occurs during the industrial training period that requires intensive medical care…”

   “proposed version”
   “Seek assistance if you encounter any problems relating to your training e.g. sickness or accident occurs during the industrial training period that requires intensive medical care or conduct of the Company…”

5.2.9 Problems

Seek assistance if you encounter any problem relating to your training e.g. conduct of staff in the company, sickness or accident occurs during the industrial training period that requires intensive medical care, and communicate directly as soon as possible with

- Your in-house supervisor OR inform the company AND
- Your UTAR supervisor OR Head of Department OR Deputy Dean – in-charge of Industrial Training/Dean

**EXAMPLES OF PROBLEMS**

<table>
<thead>
<tr>
<th>Governing law</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Penal Code</strong></td>
<td></td>
</tr>
<tr>
<td>Occupational Safety and Health Act</td>
<td>1. Not provided with safety gadgets at places with high risk</td>
</tr>
<tr>
<td></td>
<td>2. Any risk that may endanger interns while carrying out duties assigned by the company.</td>
</tr>
<tr>
<td></td>
<td>3. Not provided with adequate information and briefing on high risk job functions</td>
</tr>
<tr>
<td><strong>Contract Act</strong> [specifically refers to terms and conditions in an Agreement/Understanding agreed by UTAR and the Company]</td>
<td>1. Abusive assignment</td>
</tr>
<tr>
<td></td>
<td>2. Other work place which differs from the official/original address agreed by UTAR and the Company</td>
</tr>
<tr>
<td></td>
<td>3. working hours apart from normal working hours, especially night time</td>
</tr>
<tr>
<td></td>
<td>4. Duties that involve driving imposed on UTAR interns</td>
</tr>
<tr>
<td></td>
<td>a. during non-working hours, especially after mid-night</td>
</tr>
<tr>
<td></td>
<td>b. who are inexperience driver</td>
</tr>
</tbody>
</table>

P/S: the proposed version is in particular to tackle problems of harassment faced by female students
(II) INDEMNITY LETTERS (amended in red fonts) – Attachment 1
Indemnity Letters

(1) Sample Letter of Indemnity & Undertaking for the Company Given By Student

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 confirm that I am currently a UTAR registered student, who is covered by Group Personal
Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, I shall obtain and keep valid the necessary additional
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
LETTER OF INDEMNITY FOR INDUSTRIAL TRAINING

We, .................................................................................................................................

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 confirm that our son/daughter, being a registered student, is currently covered by Group Personal Accident (for students) Insurance, as stipulated in the insurance policy.

Upon notification by the Company, we, the undersigned parents/guardian shall obtain and keep valid the necessary additional 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
(3) Sample Letter of Indemnity for GITI TIRE (CHINA) INVESTMENT COMPANY LTD Given By UTAR for GITI to Act As Local Sponsor & Sign On Training Visit Pass Application Form Part IX & Part X

Date:

GITI TIRE (CHINA) INVESTMENT COMPANY LTD.
No.280-2,linhong Road,Changning District
Shanghai 200335,P.R.China

Name of Department concerned
Address

Attention: <to state name and designation of Contact Person of GITI>

Dear Sir/Madam,

Re: Malaysian Candidate for Industrial Training in P.R. China

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 Universiti Tunku Abdul Rahman. 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 GITI’s name, Department concerned and address> from <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 <P.R. China 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 <e.g. Ministry of Foreign Affairs of the People’s Republic of China>, 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: (Director, Division Of Community and International Networking)

Enclosure: (      )

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