1. General

i. By “student”, we mean the student who is registered for an undergraduate programme in Faculty of Engineering and Science (FES), Universiti Tunku Abdul Rahman (UTAR).

ii. By “the Committee”, we mean the Industrial Training Sub Committee (ITSC) for Faculty of Engineering and Science, Kuala Lumpur Campus, UTAR.

iii. A Programme Industrial Coordinator (PIC) will handle the placement of each degree programme. All the official matters related to the Industrial Training can only be handled by the faculty staff members, who are also the ITSC members.

2. Procedure of Industrial Placement Application

PIC shall facilitate the students’ Industrial Training Placement. The Industrial Company List will be displayed on the Department Industrial Training’s website for students to refer.

i. Students have the option to apply for placement with a company in the list or with a company not listed in the list of his/her own choice.

ii. Students are required to submit their Resume and Industrial Placement Form (in both hard and softcopy) to their Course Representative. Course Representative will submit all the documents collected to their respective PIC.

iii. Students can fill up to three (3) companies in the Industrial Placement Form.

iv. Students shall provide the company’s detail and contact person to their PIC if the company is not in the Industrial Company List provided.

v. The respective PIC will apply placement on behalf of students according to their preference.

vi. The student may be contacted by the company for an interview.

vii. The company which hires the student will be made known to the student on the website. The placement is considered final and no changes are allowed. Students are advised visit the Department Industrial Training’s website regularly for their application’s status and updates.
viii. Students are required to sign and submit the Letter of Undertaking and Indemnity after their placements are confirmed.

ix. If the student’s application to all the three (3) companies chosen is unsuccessful, he/she will be allowed to repeat the procedure again.

Any decision taken by the Industrial Training Committee on student placement is final.

3. General Regulations

i. The discretion of employment lies entirely with the company and not with the University.

ii. Where a contract of employment is applicable, in no way should students breach the contract entered by yourself and the company.

iii. Students are required to observe and follow the corporate culture of the industry and that of the company. Students should always present themselves at all times as a respectable employee of the company.

iv. You must at all times abide by the laws of Malaysia and/or the laws of the designated country of your industrial training, rules and regulations of the University, the Company and the industry.

v. You should contact your industrial training supervisor or the PIC if you encounter any personal problem whatsoever. You should contact the company first if your problem concerns the company.

vi. You should seek assistance if you encounter any problem relating to your training. You may contact your industrial training supervisor or the PIC.

vii. Students should inform the company and the PIC as soon as possible should any sickness or accident occurs during the industrial training period.

(Please refer to the Student Handbook for more details)
4. Code of Conduct
   i. The rules and regulations of the University govern the student conduct during the industrial training period.
   ii. The employment contract with the company governs the time that student will spend with the company.
   iii. Students are reminded to obey the Rules and Regulations/Code of Conduct of UTAR and the terms of your employment with the company.
   iv. Students who do not follow the Code of Conduct above may fail the Industrial Training.

   *(Please refer to Student Handbook for more details)*

5. Allowances
   i. The provision of allowance, accommodation and transportation is within the discretion of company.
   ii. If the company has decided to give the students a fixed allowance or none, no further negotiation on allowance with the company is allowed. If a student is found to have demanded extra allowance after he/she has been placed at the company, it may result in him/her failing the Industrial Training.

6. Assessment
   i. Students are required to document his/her working experience in the Daily Records.
   ii. The student’s academic supervisor or another member of the academic staff may visit the student during the period of industrial training.
   iii. On completion of the training programme, students must submit a written Industrial Training Report to their academic supervisor. Students are required to follow the Industrial Report Writing Guidelines when writing their report.
   iv. Students should also ensure that his/her company supervisor submit the Industrial Training Student Appraisal Form at the end of the industrial training, to be forwarded to the academic supervisor.
   v. Assessment will be graded pass or fail only and will NOT contribute to the students’ CGPA.