

FACULTY OF MANAGEMENT
INDUSTRIAL TRAINING PROGRAMME: GUIDELINES FOR STUDENTS

1. INTRODUCTION

- a. Outlined below are policies and procedures with regards to the Student Industrial Training Programme to be adhered to by all students in the Faculty of Management, *excluding* students from the Accounting Unit, which is subjected to different requirements by the Malaysian Institute of Accountants (MIA).

2. PROGRAMME SUPERVISION

- a. There will be one Industrial Training Coordinator (ITC) appointed for each of the respective units by the respective Unit Heads:

Unit	Undergraduate Academic Programme
Economics	Bachelor of Economics – Analytical Economics
Information Technology/ E-Commerce	Bachelor of Electronic Commerce
Finance	Bachelor of Business Administration – Finance with Multimedia Bachelor of Financial Engineering
Management	Bachelor of Business Administration – Management with Multimedia
Marketing	Bachelor of Business Administration – Marketing with Multimedia
Accounting	Bachelor of Accounting

3. REQUIREMENTS FOR STUDENT ELIGIBILITY

- a. The minimum requirements for the number of credit hours to be completed by students prior to their industrial training would be dependant on the course structure of the respective academic programmes.

4. TIME, DURATION, AND NUMBER OF CREDIT HOURS

- a. The industrial training programme should be held in either trimester 1 or 3 in the students' final year of study. Students are required to follow the course structure to register the programme.

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- b. The required duration of training is at minimum 14 weeks.
- c. The total credit hours for the industrial training programme should be between 2 to 6 hours, depending on the course structure of the respective academic programmes.
- d. There are different subject codes allocated for the respective units to enable the ITCs to upload materials and make announcements on the MMLS, and to key-in student final grades into ICEMS:

Undergraduate Academic Programme	Subject Code
Bachelor of Economics – Analytical Economics	BCE 3014
Bachelor of Electronic Commerce	BEO 3014
Bachelor of Business Administration – Finance with Multimedia Bachelor of Financial Engineering	BFN 3014 BFE 3014
Bachelor of Business Administration – Management with Multimedia	BBM 3014
Bachelor of Business Administration – Marketing with Multimedia	BMK 3014
Bachelor of Accounting	BAC 4614

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5. REQUIREMENTS FOR SELECTION OF EMPLOYING ORGANIZATION

- a. Even though ITCs are responsible for providing the list of companies and their contact information to students, students need to apply to companies directly and are therefore fully responsible for their placements. However, they must notify ITCs on the final company chosen.
- b. Students' training area must be relevant to their fields of study, and this criterion is worth 10% of students' grade.
- c. Change of company after registration is not permitted under any circumstances. Otherwise, students will risk failing the subject. Students are thus strongly advised to select their host company with due diligence.
- d. In the event where Company's offer had been accepted by the student, i.e. contract has been signed, it is deemed that the placement had been confirmed and finalized. No changes of Host Company will be allowed thereafter. Students are fully responsible for the terms and conditions imposed by the Company. The University is not liable for any breach of contract between the Student and the Company.

6. DOCUMENTATION

- a. The complete Student Assessment Portfolio should be comprised of the following documents:
 1. Student & Training Details
 2. Job Log (verified weekly by the supervisor)
 3. Site visit/presentation Evaluation Form (does not apply to students attached to companies outside Malaysia)
 4. Company Evaluation Form
 5. Final written report

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7. STUDENT ASSESSMENT METHODS

- a. The university grading system is to be used in grading students' work, and the grade obtained for industrial training will be factored into students' CGPA.
- b. Student assessment should be made according to the following breakdown:
 - Employer = 40% (*based on the Company Evaluation Form*)
 - Lecturer = 60%, comprising the following:
 1. Job Log= 10% (25% for attachments outside Malaysia)
 2. Final Report= 20%* (35%* for attachments outside Malaysia)
**5% of the final report marks will be determined by the job's relevance to a student's field of study.*

Site visit/ presentation evaluation = 30% (not applicable to attachments outside Malaysia)
**5% of the site visit marks will be determined by the job's relevance to a student's field of study.*

8. WORK PROCESS FLOW

a. Before the Industrial Training

1. Look out for the announcement on the briefing session for students due for industrial training, to be made by the ITC.
2. Attend the briefing session, which should be conducted by the ITC early in the trimester that precedes the trimester of industrial training. For example, if the industrial training programme were to be held in Trimester 1, the student briefing should be conducted in the trimester before that, which is in early Trimester 3.
3. Submit applications to companies, enclosing a cover letter, your curriculum vitae (CV), and the standard letter issued by the ITC.

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4. Upon receiving a company's offer of employment as an Industrial Trainee, obtain the approval of the ITC by submitting the following documents, in person, at the ITC's office:
 - a. Curriculum vitae (CV)
 - b. The company's Offer of Employment letter
 - c. Student and Training Details
 - d. Company location map
 - e. Company organisation chart
5. Register manually for the course by visiting the Faculty of Management administration office, and obtaining the signature of the Assistant Director.

b. During the Industrial Training

1. Adhere to all company rules and regulations.
2. Perform all required job tasks as efficiently as possible.
3. Complete the 'Job Log' on a daily basis, and at the end of every week, obtain your supervisors' signature to verify the contents of the 'Job Log'. Keep the duly completed and signed 'Job Log' in a safe place for future submission to the Academic Supervisor.
4. Liaise with both your work supervisor and your Academic Supervisor to set a suitable time for the site visit and presentation activity, which should be held at the end of the industrial training attachment.
5. Refer to the 'Site Visit/Presentation Evaluation' form to understand how your presentation will be evaluated by the Academic Supervisor, and prepare your presentation materials and yourself to conduct the presentation.
6. Give the 'Company Evaluation' form to your work supervisor and inform him/her to fill up the form.
7. Meet up with your Academic Supervisor during the site visit together with your work supervisor, and conduct your presentation to the best of your ability. Your Academic Supervisor will collect the duly completed 'Company Evaluation' form from your work supervisor.

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c. After the Industrial Training

1. Refer to your 'Job Log' and the 'Guidelines for final report preparation and submission', and prepare your final report.
2. Latest by the end of the university's final examination period, submit to your Academic Supervisor the following documents:
 - a. Job Log
 - b. Final written report
3. Your Academic Supervisor will grade your performance using all items in the 'Student Assessment Portfolio'.

END.