

Faculty of Management
Industrial Training Programme
Guidelines for Final Report Preparation and Submission

1. Introduction

These guidelines relate to the preparation and submission of the industrial training final report. Any matters not mentioned herewith may be referred to the respective Industrial Training Coordinators (ITCs) in the Faculty of Management.

2. Specifications and Instructions

2.1 Number of copies and cover

One (1) copy of the final report must be submitted, bound in black comb binding.

2.2 Title Page

This page must contain the name of the organization approved by the respective Industrial Training Coordinators (ITCs). Please refer to the sample at the end of this Section.

2.3 Paper

The Industrial Training report paper must be printed on A4 size paper of 80 grams in weight.

2.4 Corrections

Any corrections must be made carefully. Any pages that contain untidy corrections will be rejected and students will have to replace those pages.

2.5 Page Margins

To facilitate binding, the minimum page margins shall be as follows:

Left margin	:	40mm
Top margin	:	40mm
Right and bottom margin	:	25mm

2.6 Spacing

Single spacing should be used.

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2.7 Font

Font size 12, font type Times New Roman. The font type for chart, graph, diagram etc can be different according to the format and space.

2.8 Illustrations

The original illustration is preferred. If the size is larger than A4 size, a reduced copy is acceptable. Black and white or colored photographs or photocopies on the illustration are also acceptable.

Materials that are small in size should be pasted on the normal page. Softcopy materials should be put into an envelope before it is pasted on the page.

Computer printouts should be submitted in their original form. If the original is too large, the size can be reduced up to 50%.

For all materials attached, the minimum, left margin is 40mm.

3. Format

Each report must have the following:

- a) Title page
- b) Table of Contents
- c) Lists of tables
- d) List of diagrams
- e) List of Appendices
- f) Main content

Part (a) to (e) should be numbered with small Roman numerals (i, ii and iii) at the bottom, right-hand side of the page, 25mm from the bottom edge of the paper.

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The main content pages should be numbered with Arabic numerals (1, 2 and 3) and should be divided into different topics as listed below:

1. Introduction of the company
2. Organisational Structure of the company
3. Detailed description of the work in which students were engaged
4. Discussion, analysis and findings on the usefulness of the industrial training experience
5. Conclusion and Recommendation on:
 - Student's future development needs
 - Ways to improve the industrial training programme

4. Binding

For soft cover binding purposes, the title page should be placed immediately after the front cover followed by a blank sheet. Another blank sheet should be placed immediately before the back cover.

5. Submission of the Industrial Training Final Report

The report must be submitted latest by the end of second week of examinations.

**Faculty of Management
Industrial Training Programme**



Faculty of Management

<Programme Name>

Industrial Training Final Report

In ABC Company

From <day/month/year> to <day/month/year>

By

<Student Name>

<Student ID>

**Supervisor Name:
<Lecturer's Name>**