



# **Guideline on Industrial Training Practices**



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Centre for Internship Training and Academic enrichment (CITrA)**

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## **1. INTRODUCTION**

The guidelines have been prepared as a general reference for all the Faculties/Academies/Centres, students and organisations involved with the Universiti Malaya Industrial Training Programme.

Universiti Malaya Industrial Training Programme aims to produce graduates who are ready to face the world of work. The programme also aims to produce knowledgeable, skilled and experienced graduates who are able to apply knowledge acquired at university in a work environment.

The Industrial Training Programme provides opportunities for exposure to the working world, which will make graduates more aware of the real working environment and industries expectations of them. Placing Universiti Malaya students in industry is also part of on-going efforts to close the gap between academia and industry as the feedbacks received from employers participated in the programme are used to improve the existing curriculum in line with the needs of industry.

At the end of the Industrial Training Programme, students should be able to improve their knowledge and skills relevant to their areas of specialisation and at the same time able to relate, apply and adapt relevant knowledge, concepts and theories within an industrial organisation, practice and ethics. With this experience and exposure the students should be able to acquire knowledge and skills to compete in the job market.

## **2. OBJECTIVES OF INDUSTRIAL TRAINING PROGRAMME**

The Industrial Training component of the undergraduate programme constitutes a vital component in the drive to strengthen the key job-related competencies required to improve the graduates' marketability thus their employability role. The objectives of the Industrial Training Programme include:

- (1) To give students the opportunity to apply the knowledge and skills they have acquired on campus in a real-life work situation.

- (2) To provide students with opportunities for practical, hands-on learning from practitioners in the students' areas of specialisation.
- (3) To expose students to a work environment, common practices, employment opportunities and work ethics in their relevant field.
- (4) To enhance the employability skills of the students.
- (5) To provide opportunities for students to be offered jobs in the organisations in which they undergo their Industrial Training.

### **3. UNIVERSITI MALAYA GRADUATES ATTRIBUTES\***

Upon completion of these programmes, Universiti Malaya students are expected to demonstrate the following graduates attributes:

- Inter-personal and Communication Skills
- Critical Thinking and Problem Solving Skills
- Teamwork
- Lifelong Learning and Information Management
- Entrepreneurial Skills
- Professional Ethics and Moral
- Leadership Skills
- Business Acumen and Financial Literacy

**\*Please refer to each Academic Programme Industrial Training Course Pro Forma – Transferable Skills.**

### **4. DELIVERY MODE: CONTACT HOURS\***

Pre-Industrial Training workshops: Organised briefing and various soft skill-related workshops conducted in the semester prior to placement of students.

**\*Please refer to each Academic Programme Industrial Training Course Pro Forma – Students Learning Time.**

### **5. ASSESSMENTS COMPONENTS\***

Assessment within the Industrial Training context aims to evaluate the student's work quality and appropriateness to the field of study with reference to the learning outcomes of

the Industrial Training Programme. Students should be evaluated by both the industry and faculty supervisors. Evaluation methods used may consist of the following:

- Evaluation report from industry supervisor
- Evaluation report from faculty supervisor
- Industrial Training report
- Log book/Attendance record
- Observation at the work place
- Presentation by the student

The student must fulfil all forms of assessments set by the Faculty/Academy/Centre. Depending on the programme of studies, students will be given a grade within the range of A to F.

**\*Please refer to each Academic Programme of Industrial Training Course Pro Forma – Assessment Methods.**

## **6. DURATION OF INDUSTRIAL TRAINING\***

The duration of the Industrial Training Programme depends on the requirements of the programme of study.

**\*Please refer to each Academic Programme of Industrial Training Course Pro Forma – Assessment Methods.**

## **7. ROLES AND RESPONSIBILITIES**

### **(1) Centre for Internship Training and Academic enrichment (CITrA)**

Is responsible for the co-ordination of processes and procedures related to Industrial Training Programme. These include:

- (i) As one-stop centre between the university and industry for the industrial training program and industry

- (ii) To monitor all matters related to Industrial Training placement registrations and verification of student placements through the e-Industrial Training System
- (iii) To organise meetings and briefings sessions related to Industrial Training Programme with related parties such as Deputy Dean (Undergraduate), Assistant Registrar (Undergraduate) and Industrial Training co-ordinator once every quarterly or whenever necessary.
- (iv) To organise meetings and dialogue programs with industries
- (v) As one-stop centre for compilation of data related to industrial training program

## **(2) ACADEMIC CENTRE OF RESPONSIBILITY (CoR)**

Academic CoR is responsible for managing and monitoring matters related to Industrial Training Programme. These include:

### ***(A) Before Industrial Training***

- (i) To establish an Industrial Training Unit at the Faculty/Academy/Centre level to handle related matters to Industrial Training Programmes. The membership shall consist of the Deputy Dean, Industrial Training co-ordinator, Assistant Registrar and Administrative Assistant.
- (ii) To provide Industrial Training Preparatory Workshops and briefing for students at least one (1) semester before their Industrial Training commences.
- (iii) To prepare work schedule on managing Industrial Training Programme and to disseminate this information to students and the Centre for Internship Training and Academic enrichment (CITrA).
- (iv) To appoint Industrial Training co-ordinator for a minimum period of two (2) years with the following responsibilities:
  - (a) To screen and verify students resume before sending to organisation.
  - (b) To ensure that students have met the course requirements before applying for Industrial Training placement.
  - (c) To brief students before they undergo Industrial Training Programme. This is to ensure that the objectives of the programme are achieved.

- (d) To collaborate with relevant industries regarding internship opportunities.
- (e) To provide Industrial Training Preparatory Workshop and briefing for students one (1) semester before their Industrial Training commences. Students are required to attend at least two slots ( each slot between 2 – 4 hours)
- (f) To approve and confirm students' Industrial Training placement through the Industrial Training on-line application system within 48 hours of successful acceptance.
- (g) To ensure that all relevant documents relating to Industrial Training Programme have been received and appropriate actions taken within the specified time.
- (h) To upload the feedback form, evaluation form (by subject code) and confirmation form onto Maya/Spectrum.
- (i) To ensure that all information stated in the Academic checklist\* are complied by the organisation.
- (j) To communicate with students from time to time during Industrial Training Programme i.e. recommended three (3) times throughout the programme.
- (k) To prepare Industrial Training visits schedule and ensure that all students will be visited by the lecturer appointed.

**\*Please refer to each Academic Programme of Industrial Training Course Pro Forma – Assessment Methods**

***(B) During Industrial Training***

The Industrial Training co-ordinator responsibilities:

- (i) To update information in the Industrial Training Course file according to requirement of MQF/ISO.
- (ii) To take appropriate action on complaints and feedbacks received from organisations or students pertaining to problems encountered during the Industrial Training Programme.

### ***(C) After Industrial Training***

The Industrial Training co-ordinator responsibilities:

- (i) To ensure that all relevant documents are completed and returned within the specified time.
- (ii) To ensure that all documents related to Industrial Training Programme are completed and kept in the Course file.
- (iii) To send letter of appreciation to organisations within two (2) weeks after the Industrial Training Programme ends.

### **(3) ORGANISATION (INDUSTRIAL TRAINING SITE)**

The organisation is responsible in offering Industrial Training placements and supervision to the students of Universiti Malaya.

#### ***(A) Before Industrial Training***

- (i) To inform / advertise to the Centre for the Centre for Internship Training and Academic enrichment (CITrA) regarding their intention to offer Industrial Training placements.
- (ii) To ensure that the list of tasks given to the students is suitable to students' fields of specialisation and are included with the offer letter.
- (iii) To appoint a qualified supervisor to supervise the students during the Industrial Training Programme.
- (iv) To place the students in the department/division/unit that is suitable with their field of study.

#### ***(B) During Industrial Training***

- (i) To provide proper disclosure to students whilst introducing the students to the organisational structure, scope of work and the working environment in the early period of the Industrial Training Programme.
- (ii) To provide guidance to students with the values of leadership for the development of their soft skills.
- (iii) To carry out periodic objective assessments of the student during the Industrial Training Programme as specified by the university.

- (iv) To ensure that supervisors receive a supervision visit by the Industrial Training co-ordinator/ lecturer appointed by the university and to provide information and feedbacks as per requirement during the visit.
- (v) To complete and submit the assessment form to the Industrial Training co-ordinator within the specified time.
- (vi) To provide appropriate compensation incentives to the students during the period of Industrial Training Programme.
- (vii) To ensure the safety and welfare of the students are taken care throughout the Industrial Training Programme period.
- (viii) To inform and notify the Industrial Training co-ordinator in any case of disciplinary problems/accidents/emergencies which may arise.

***(C) After Industrial Training***

- (i) To complete the feedback forms provided by the university and return it to the Industrial Training co-ordinator and the Centre for Internship Training and Academic enrichment (CITrA).

**(4) STUDENT**

The student is responsible to ensure that all matters relating to the Industrial Training Programme are conducted in an ethical, conscientious, trustworthy and committed manner.

***(A) Before Industrial Training***

- (i) To apply for a suitable Industrial Training placement under the supervision and approval of the Industrial Training co-ordinator one (1) semester before the Industrial Training Programme commences
- (ii) To attend at least one (1) workshop and one (1) Industrial Training briefing organised by the Centre for Internship Training and Academic enrichment (CITrA).

- (iii) To obtain approval and confirmation from the Industrial Training co-ordinator and to upload the offer letter onto the Industrial Training on-line application system. Students are not allowed to change their Industrial Training placement after obtaining the approval and confirmation from the Industrial Training co-ordinator.
- (iv) To complete the Industrial Training placement registration and confirmation process within the specified time based on the Industrial Training Programme schedule set by the Faculty/Academy/Centre at Maya Portal (Placement)
- (v) To register Industrial Training Module at Maya Portal (Enrolment) during specified time by University
- (vi) To ensure that there no other subjects/courses/events such as accreditation for SUK SIS/PALAPES occur during the Industrial Training Programme period.
- (vii) To ensure that the Industrial Training placement is not conducted in a family-owned company so as to avoid conflict of interest.

***(B) During Industrial Training***

- (i) To report for duty at the organisation within the specified time.
- (ii) To send confirmation form to the Industrial Training coordinator within two (2) weeks after report duty.
- (iii) To maintain discipline and abide by all rules and regulations enforced by the organisation.
- (iv) To ensure **FULL** attendance during the Industrial Training duration.
- (v) To record activities/assignments given in the log book daily and to obtain weekly verification from the organisation Industrial Training supervisor.
- (vi) To submit a final report to the Industrial Training co-ordinator within the specified time.
- (vii) To be present on-site during the supervisor site visit by the university and to complete the relevant documents required.
- (viii) To report immediately to the Industrial Training co-ordinator in case of any problems pertaining to the Industrial Training Programme such as sexual harassment, bullying, inappropriate scope of work and others.

- (ix) To carry out the Industrial Training in an ethical and professional manner and to uphold the reputation of Universiti Malaya at all times.
- (x) To maintain confidentiality and to not disseminate/share any information related to the organisation to third parties.
- (xi) To be responsible for maintaining the security of properties belonging to the organisation.

**(C) After Industrial Training**

- (i) To complete and submit all relevant documents such as reports of the Industrial Training Programme, log books and feedback forms to the Industrial Training co-ordinator within specified time based on faculties requirement after the end of the Industrial Training based on the checklist provided.
- (ii) To inform and reminding the organisation supervisor to complete and submit the evaluation form and Industrial Training feedback form to the Industrial Training co-ordinator within the specified time.

## **8. STUDENTS WELFARE FUND SCHEME FOR STUDENTS UNDERGOING INDUSTRIAL TRAINING**

All UM students doing internship are covered by insurance. The insurance coverage letter will be provided to the students upon request by the company after the internship has been confirmed by internship hosts.

Please refer to the Student Welfare Fund Scheme under Student Affairs Division (HEP) at <https://hep.um.edu.my/student-welfare>

For further inquiries, please contact Ms. Jasnita Ismail/ Ms. Julianna Ariff at 03-79677750 or via email address: [srw\\_hep@um.edu.my](mailto:srw_hep@um.edu.my)

## **9. DISCIPLINARY PROCEDURES DURING INDUSTRIAL TRAINING PROGRAMME**

Universiti Malaya students undergoing Industrial Training Programme must adhere to the following regulations:

### **(1) Discipline**

Within the training period, the student is wholly responsible to the organisation where he or she has been placed. This means that the student must observe specified office hours, and must adhere to all rules and regulations of the organisation, just like the other staff within the organisation, during the entire training period.

## **(2) Leave**

Students are not allowed to take leave while undergoing Industrial Training, except with the approval of the organisation.

## **(3) Other Regulations**

- (a) Students are prohibited from sharing or providing any information related to the business of the organisation or its clients or any other information acquired during or after the training period, to outside parties unless specifically allowed to do so by the organisation.
- (b) Students are prohibited from destroying or misusing any properties belonging to the organisation.
- (c) If a student is found to have violated these regulations, or to have neglected his or her duties, or to have violated discipline, appropriate action will be taken against him or her by Universiti Malaya.

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