



**UNIVERSITI
MALAYA**

INDUSTRIAL TRAINING BRIEFING

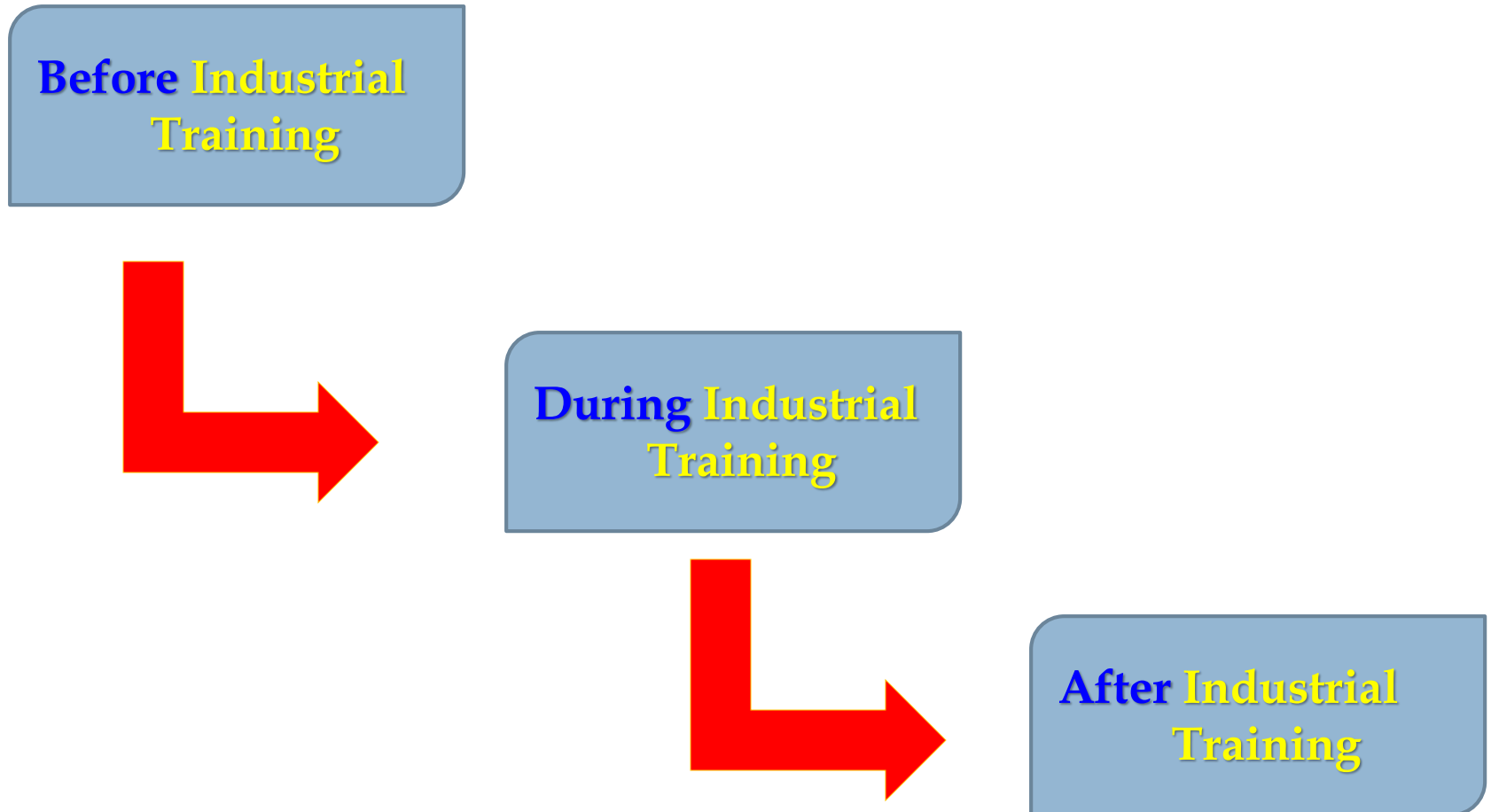


Introduction

Centre for Internship Training and Academic enrichment (CITrA) is responsible for the co-ordination of processes and procedures related to Industrial Training programmes. These include:

- To gather information on organisations offering Industrial Training placements to students.
- To inform the faculty and students about processes and procedures relating to Industrial Training programme.
- To provide Industrial Training Preparatory Workshops and briefing for students.
- To co-ordinate all required documents for Industrial Training Programme purposes.
- To monitor all matters related to Industrial Training placement registration and verification of student placements.

Industrial Training Process and Procedures

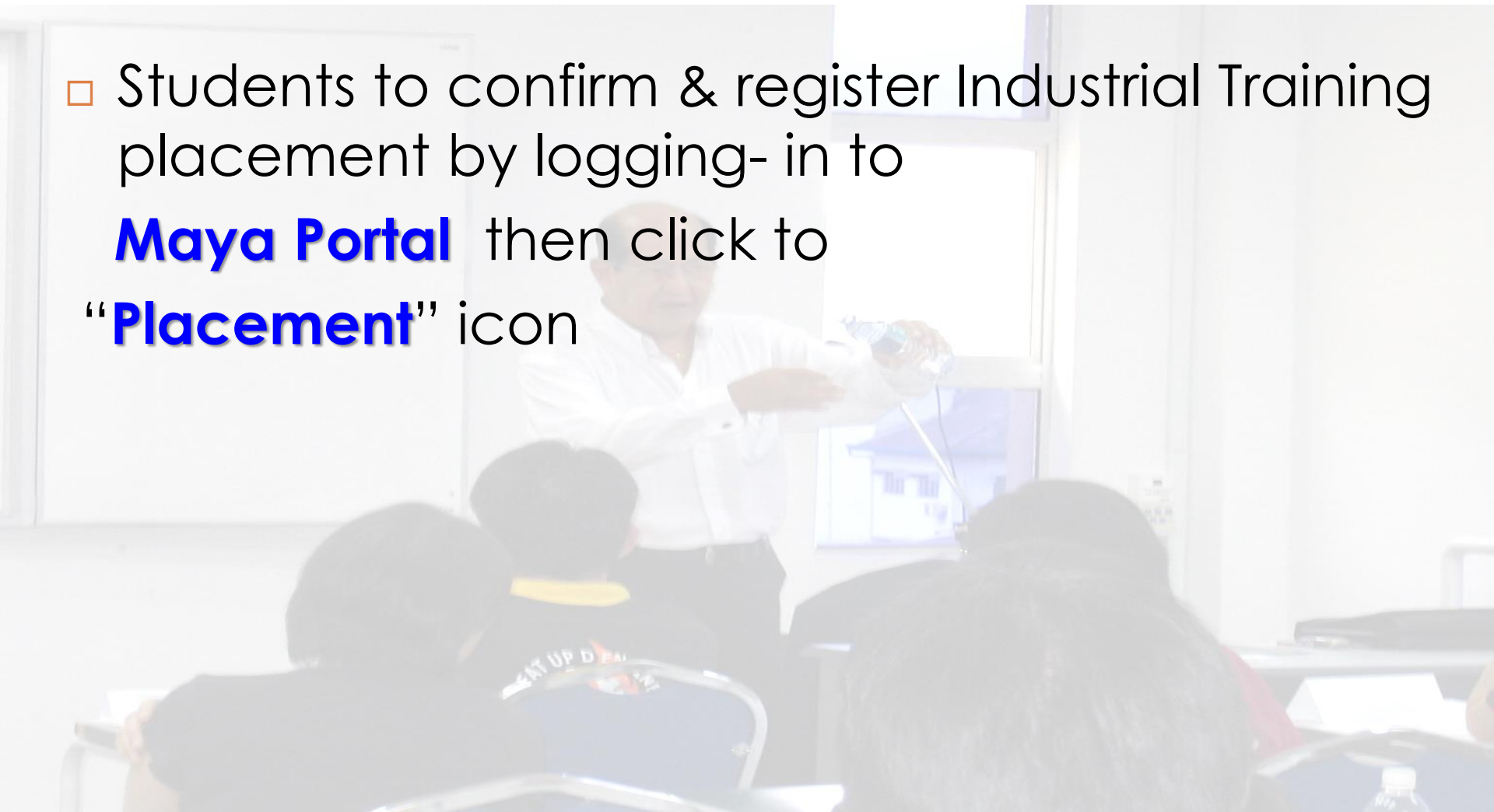




BEFORE
INDUSTRIAL TRAINING

Before Industrial Training begins

- Students to confirm & register Industrial Training placement by logging- in to **Maya Portal** then click to **“Placement”** icon



Student Placement Dashboard

1 <https://maya.um.edu.my>

2 Enter Username and Password.

2 Click 'Log in'.

Log in to the portal

UNIVERSITY OF MALAYA Academic Portal - MAYA

Log in to MAYA

Username

Password

Forgotten your password?

Log in

Universiti Malaysia
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The image shows a browser window with the URL <https://maya.um.edu.my>. The page title is "UNIVERSITY OF MALAYA Academic Portal - MAYA". The main content area contains a "Log in to MAYA" form with fields for "Username" and "Password", a "Forgotten your password?" link, and a "Log in" button. A callout box labeled "1" points to the URL. A callout box labeled "2" points to the "Log in" button. Another callout box labeled "2" points to the "Username" and "Password" fields with the text "Enter Username and Password." The footer of the page includes "Universiti Malaysia" and "© 2019 Pusat Teknologi Maklumat. All Rights Reserved. (Go to top)".

Student Placement Dashboard

The screenshot shows the University of Malaya Student Placement Dashboard. The navigation bar at the top includes links for Home, Admission, Enrolment, Finance, Research, Placements (highlighted with a red circle), and Career Development. A 'Student Placement' user profile is visible in the top right. The main content area features three large action cards: a red card for 'Placement Applications' with a checkmark icon, a yellow card for 'Update Your Student CV & Cover Letter' with a list icon, and a dark blue card for 'Student Assessment (Document Download)' with a downward arrow icon. A table on the right side of the dashboard has columns for Document Name, Document Size, Document File, Status, and Action, with a 'Submit New Assessment' button below it. Annotations include a yellow circle with the number '1' and a callout box pointing to the 'Placement Applications' card with the text 'Click 'Placement Application' Tab'. Another callout box points to the 'Placements' menu item with the text 'Click 'Student Placements' tab.' A 'Debug info' button is located at the bottom left of the dashboard content area.

UNIVERSITY OF MALAYA

Home Admission Enrolment Finance Research **Placements** Career Development

Student Placement

Get Help

Placements

Placement Applications

Update Your Student CV & Cover Letter

Student Assessment (Document Download)

Document Name	Document Size	Document File	Status	Action
Submit New Assessment				

Debug info

Universiti Malaya

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Student Placement Application

The screenshot shows the 'Placement applications' page on the University of Malaya website. The navigation bar includes 'Home', 'Admission', 'Enrolment', 'Finance', 'Research', 'Student Placements', 'Graduation', and 'In Development'. A 'Placement, Amad' profile icon is in the top right. The main heading is 'Placement applications' with a 'Contact Us' button. An 'Instructions' section explains that users should click 'Submit New Placement Application' for existing providers or 'Submit New Placement Provider' for new ones. A note states that industrial courses can be resistered after completion. The 'Placement Application Options' section contains three buttons: 'Submit New Placement Application' (dark blue), 'Submit New Placement Provider' (yellow), and 'Exit' (white). Callout boxes highlight each button with instructions: 'Click on 'Submit New Placement Application'', 'Click on Submit 'New Placement Provider'', and 'Exit to Placement Main Page'.

UNIVERSITY OF MALAYA

Home Admission Enrolment Finance Research Student Placements Graduation In Development

Placement, Amad

Placement applications

Contact Us

Instructions

If you wish to apply for an available Placement from an approved Placement Provider with University Malaya, then you should click on the **Submit New Placement Application** button.

If however, you wish to nominate a Placement Provider you have agreed a placement with or are currently working with them, and wish to add them to the University, then you should click on the **Submit New Placement Provider** button.

Please take note that you just can resister your industrial courses after completed this placement application.

Placement Application Options

Submit New Placement Application

Submit New Placement Provider

Exit

Click on 'Submit New Placement Application'

Click on Submit 'New Placement Provider'

Exit to Placement Main Page

Important Note:
For the 1st step, please click the "New Placement Provider"

Student Placement Application: Self-Identified

1

UNIVERSITY OF MALAYA

Home Admission Enrolment Finance Research Student Placements Graduation In Development Placement Aroad

Organisation Name

Please input the name of the organisation or company offering you the placement opportunity. If the provider is not already in the system please enter the providers name and click the Next button.

Organisation or Company Name

Organisation Name*

- 131 University
- 134 University Malaya
- 135 university of Malaya
- 1620 university of washington
- 28 University Malaya Holdings

Contact Us

Insert name of organisation or choose the existing if related

2

Confirm Organisation Details

Please confirm whether or not the screen details represent the organisation or company for your self-identified placement opportunity. Clicking the Next button will request further details from you dependent on your response.

Confirm Organisation Details

Organisation Name: UNIVERSITY MALAYA

Placement Type:

Country: MALAYSIA

No of Building: SALAN UNIVERSITY

Street: SUKLA LUMPUR

District: SUKSES

State: SARAWAK

Postcode: 84000

Fax Number:

Mobile Number:

Web Address:

Confirm Identified Organisation/Company Details

Current Organisation? No, another organisation No, confirm and continue

Back Next

3

Placement Opportunity Details

Please input details of the placement opportunity you have self-identified. Click Update and Continue to confirm and complete your submission.

Placement Opportunity Details

Your Placement Name* Department of IT Italiano Pizza

Expected Start Date* 02/04/2019

Expected End Date* 31/Dec/2019

Working Day Start Time (08:00AM)

Working Day Finish Time (04:00PM)

Placement Note* Welcome to Italiano Pizza

Placement Contact's Name* No Pizza

Placement Contact's Job* IT Manager

Placement Contact's Email

Placement Contact's Tel Number

Update and Continue

Student Placement Application


Submission of Confirmation Letter

Please upload your Confirmation Letter.

Submission of Confirmation Letter

Please click the 'Upload' files' button to open the file upload popup. Click browse to select the document(s) that you wish to upload then click 'Upload'. Once you have uploaded your files, click 'Next' to continue.

Upload Your Confirmation Letter*

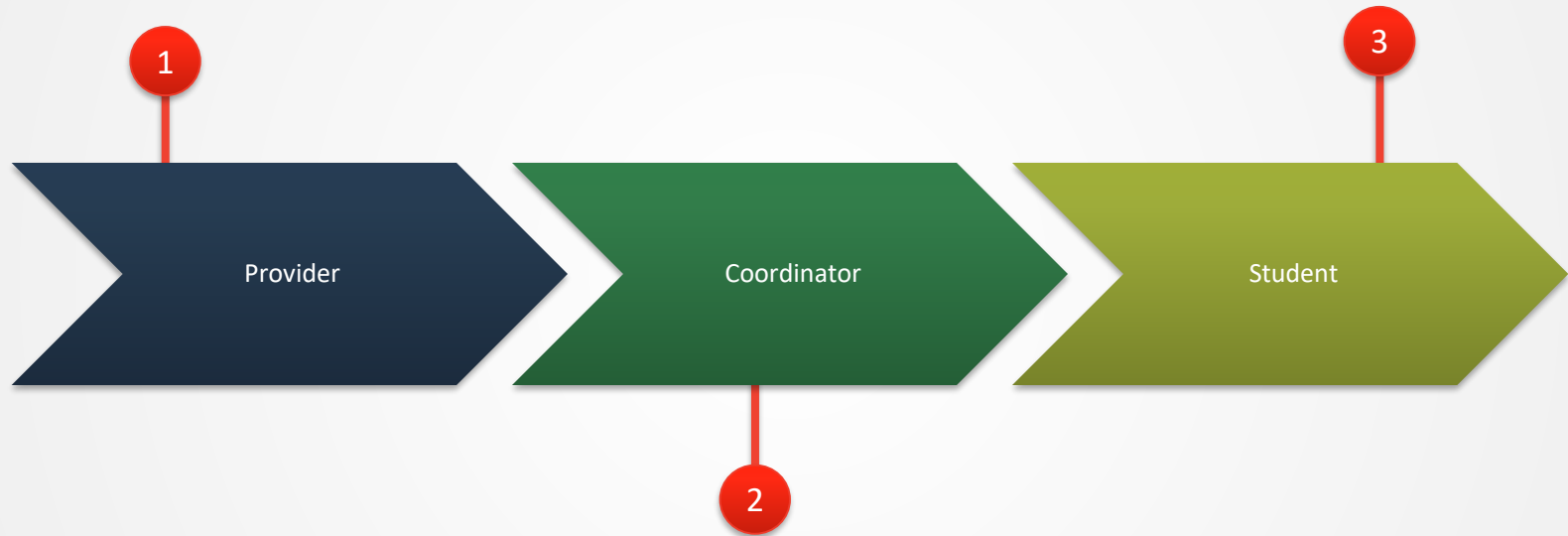
Upload files 

Back

Submit

Important Note:
Please fill in information required

Student Placement Application: Approval Flow



Student Placement Application: Approval

My Placement Details

Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Waiting for Provider Approval

My Placement Details

Placement Provider	Placement Name	Site Visit Lecturer	Provider Contact	Start Date	End Date	Status
327	Italiano Pizza			01/Oct/2019	24/Dec/2019	Approved by Coordinator

Accept/Reject

Student Placement Application: Approval

Placement Application Approval

Student Placement Details

Student 18001037 Placement Amad
Academic year 2019
Period slot S1
Placement provider Italiano Pizza
Placement provider contact
Start date 01/Oct/2019
End date 24/Dec/2019
Placement subject area
Confirmation letter DRR_DCTC.DRR=SRS||DRR_ENTC.DRR=SPA||DRR_PKF1.DRR=18001037||DRR_PKF2.DRR=01||DRR_PKF3.DRR=0001||WARNZERO=

Select New Status

Current application status

Accept/Reject*

Reason for rejection

Application
status

Back

Submit

Student Placement Assessment

Placement Document Template

This is the list of document template that you need to download and fill up to be resubmit.

Assessment Document Template

Document Name	Download Your Document Here	Download Your General Document Here
BCWJIAFTCV02	<ul style="list-style-type: none">00 - Proforma - WIF3004-6, UM-PT01-SRS_Placement_v1.docx	<ul style="list-style-type: none">Generic File Test.pdfCOVER LETTER DOCUMENT TEST.pdfFunctional Specification-SITS ContriGeneric File Test.pdf

[Back](#)

Submitted Assessment

Document Name	Document Size	Document File	Status	Action
LOG BOOK DOCUMENTS.pdf	34034	View		Update
SPECIAL ASSESSEMENT DOCUMENTS.pdf	34034	View		Update
FINAL LOG BOOK DOCUMENTS.pdf	34034	View		Update

Industrial Training Abroad

Follow the same procedure

REMINDER :

i) Students are required to obtain approval from Dean/Deputy Dean at Academy/Faculty/Centre

ii) Fill in and Submit the “Permission to Travel Overseas for UM Students – Rev. 4/Jan2021):

<https://myum.um.edu.my/permission-to-travel-overseas-for-um-students>



IMPORTANT (1)...

STUDENTS ARE REQUIRED TO APPLY &
CONFIRM FOR PLACEMENT **ONE SEMESTER
BEFORE THE COMMENCEMENT OF YOUR
INDUSTRIAL TRAINING PROGRAMME**

IMPORTANT (2)...

ONCE ACCEPT(CONFIRMED) PLACEMENT,
STUDENTS ARE REQUIRED TO **PROCEED** TO
THE **COURSE REGISTRATION MODULE** TO
REGISTER THE INDUSTRIAL TRAINING
COURSE AND CONFIRMED REGISTARTION

**[PrInTIS] –
Course
REGISTRATION**



During Industrial Training

- To report duty at the organisation within the specified time
- To send the **Confirmation of Industrial Training Placement** form (**UM-PT01-PK01-BR074-S00**) to the Industrial Training co-ordinator within two (2) weeks of the date of report for duty
- To fill in the Log Book/Attendance
- To maintain discipline and abide by all rules and regulations enforced by the organisation.

During Industrial Training

- To ensure **FULL** attendance during the Industrial Training duration.
- To be present during the supervisor visit by the Industrial Training supervisor/lecturer appointed by the university and to complete the relevant documents required.
- To report immediately to the Industrial Training coordinator in case of any problems pertaining to the Industrial Training Programme such as sexual harassment, bullying, inappropriate scope of work and others

IMPORTANT



- To Inform Industrial Training Co-ordinator/CITrA if you have any problems/issues **IMMEDIATELY!!!!!!**

During Industrial Training

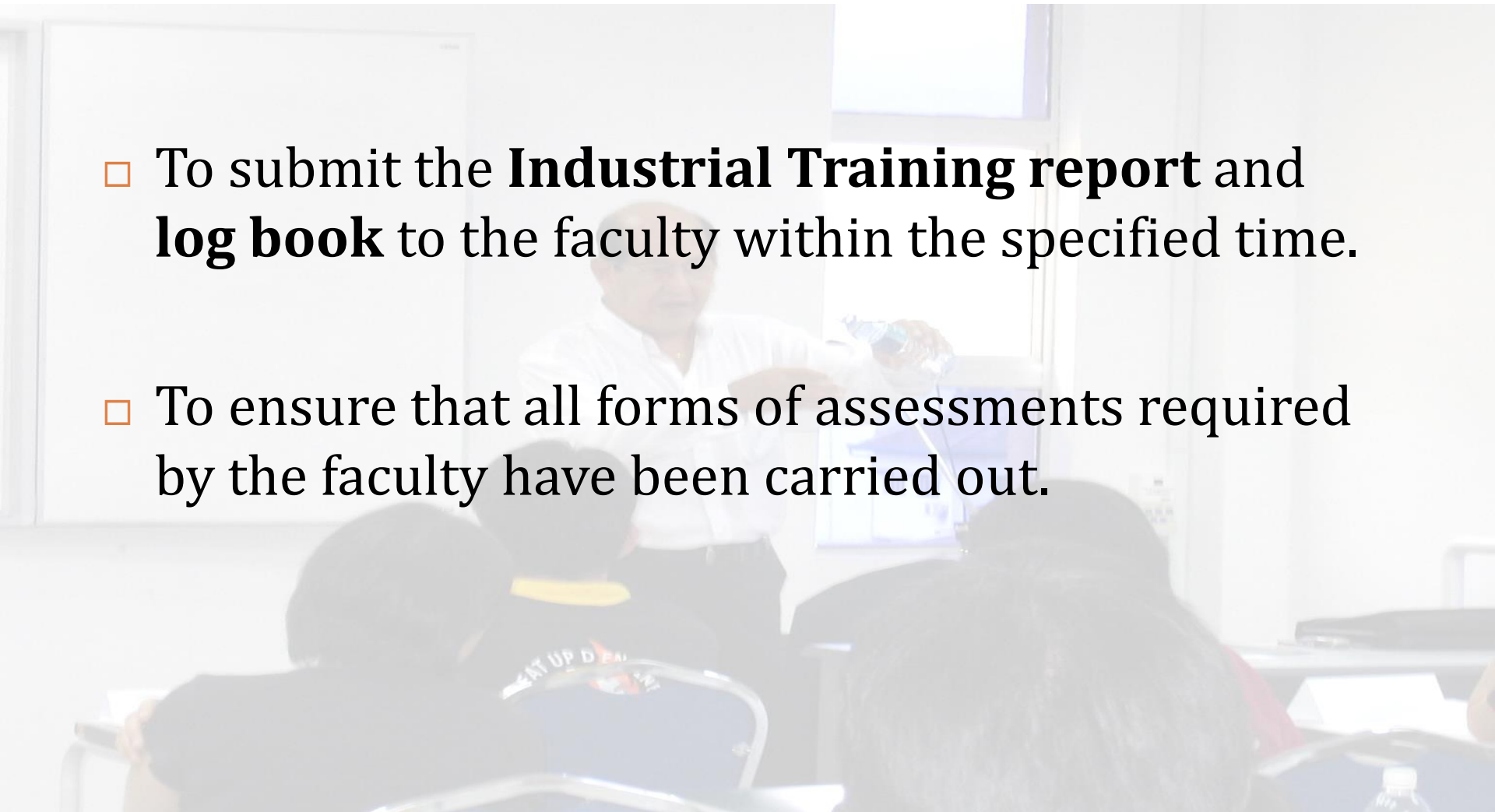
- To carry out the Industrial Training in an ethical and professional manner.
- To uphold the reputation of University of Malaya at all times.
- To maintain confidentiality and to not disseminate/share any information related to the organisation to third parties.
- To be responsible for maintaining the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



AFTER
INDUSTRIAL TRAINING

After Industrial Training

- ❑ To submit the **Industrial Training report** and **log book** to the faculty within the specified time.
- ❑ To ensure that all forms of assessments required by the faculty have been carried out.



Thank You



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University of Malaya

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03- 7967 5427