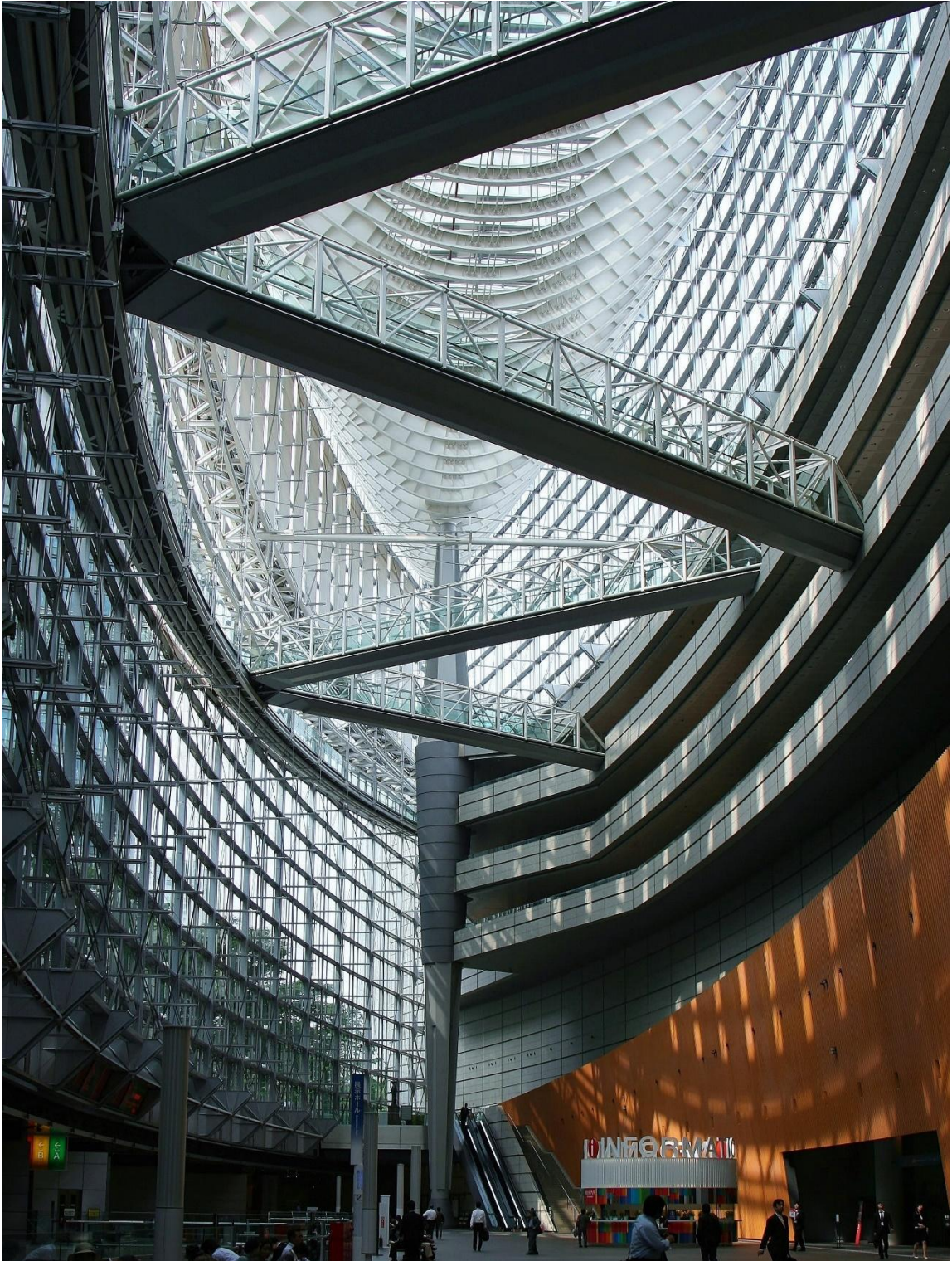


INDUSTRIAL TRAINING HANDBOOK



FACULTY OF BUSINESS, ECONOMICS AND SOCIAL DEVELOPMENT
UNIVERSITI MALAYSIA TERENGGANU
(Version 6 | Effective January 2024)

© 2024, Faculty of Business, Economics and Social Development,
Universiti Malaysia Terengganu.

All rights reserved. This book or parts thereof may not be reproduced in any form, stored in any retrieval system, or transmitted in any form by any means—electronic, mechanical, photocopy, recording, or otherwise—without prior written permission from the Faculty of Business, Economics and Social Development, Universiti Malaysia Terengganu.

.....

Publishing Committee

Professor Dr Suriyani Muhamad (Advisor)

Associate Professor Dr Azwadi Ali (Chairperson)

Associate Professor Dr Hayatul Safrah Salleh

Dr Zaleha Mohamad

Dr Noor Afzalina Mohamad

Dr Farizah Sulong

Dr Jasmi Abu Talib

Dr Siti Hajar Kamaruddin

Dr Nizam Bin Ahmat

Cik Wan Zawati Wan Jaafar

Puan Wan Rosnaini Wan Razak

Encik Ahmad Nizammudin Mohd

Puan Noor Shazleen Zuraimi

Puan Norashikin Mohd Yusof

The Publishing Committee extends its appreciation to all parties directly or indirectly involved in the publication of this handbook.

All information contained in this book are accurate at the time of printing.

Contents		Page
	Dean's Welcome Note	1
1.0	Introduction	2
2.0	Objectives and Learning Outcomes	3
3.0	Industrial Training Administration	
	3.1 Faculty Industrial Training Committee	3
	3.2 Responsibilities of the Faculty Industrial Training Committee	3
	3.3 Responsibilities of the Industrial Training Coordinators	4
	3.4 Responsibilities of Academic Supervisors	4
	3.5 Responsibilities of Organization Supervisors	4
4.0	Policies and Procedures for Students	
	4.1 Student Responsibilities, Scope of Duties and Code of Conduct	5
	4.1.1 Student Responsibilities	5
	4.1.2 Student Scope of Duties	5
	4.1.3 Code of Conduct	5
	4.2 Industrial Training Course Registration	6
	4.2.1 Industrial Training Course Registration Period	6
	4.2.2 Industrial Training Eligibility Conditions	6
	4.2.3 Industrial Training Duration and Credit Hours	6
	4.3 Industrial Training Preparation	7
	4.3.1 Industrial Training Preliminary Briefing	7
	4.3.2 Application for Placement with Selected Organizations	7
	4.3.3 Industrial Training Final Briefing	9
	4.3.4 e-Learning Platform for Industrial Training	10
	4.4 Requirements While Undergoing the Industrial Training	10
	4.4.1 Reporting for Duty at the Organization	10
	4.4.2 Industrial Training Change of Organization	11
	4.4.3 Leave	12
	4.4.4 UMT Student Protection Scheme	13
	4.5 Industrial Training Student Monitoring and Assessment	13
	4.5.1 Industrial Training Monitoring Procedures	13
	4.5.2 Industrial Training Assessment Procedures and Verification	14
	4.5.3 Industrial Training Effectiveness Feedback	14
	References	14

List of Tables		Page
Table 1	Duration and Credit Hours by Program	7
Table 2	Summary of Industrial Training Organization Selection Process and Briefing	10

List of Figures		Page
Figure 1	Flowchart of Industrial Training Placement Process	15
Figure 2	Flowchart of Student Supervision and Assessment Process	16

DEFINITIONS

Academic Supervisor – Faculty’s lecturer appointed as supervisor to the assigned students

Organization Supervisor – Organization’s appointed staff to supervise students

Industrial Training Secretariat – Program’s secretary

Head of Program – The head of undergraduate academic programs at the Faculty

Organization – Any entity (profit or non-profit) with a minimum of five staff

Dean's Welcome Note

Faculty of Business, Economics and Social Development



Assalamualaikum W.B.T and Greetings.

Industrial Training stands as a pivotal and mandatory core course across all undergraduate programs within the Faculty of Business, Economics, and Social Development (FBESD). Its primary objective is to offer students their initial encounter with real-world working experiences within a defined timeframe. Moreover, this platform provides students with invaluable opportunities to put their knowledge and management skills into action while immersing themselves in industry environments. In the culmination of their academic journey, our final-year students are strategically placed within diverse organizations in both the public and private sectors, aligning with their respective program specializations. Throughout this placement, students benefit from a close-knit collaboration between their UMT lecturers and dedicated industrial supervisors as they engage in practical fieldwork.

The Industrial Training Handbook serves as a comprehensive guide to enrich students' comprehension as they embark on their 12 to 24-week Industrial Training journey. This detailed handbook meticulously outlines the course prerequisites, policies, and procedural guidelines pertaining to Industrial Training across all undergraduate programs within the FBESD. Furthermore, it serves as an invaluable reference source for all stakeholders, offering insights into the program's practices and procedures at the faculty level, ensuring a smooth and informed experience for everyone involved.

In closing, I extend warm wishes and heartfelt support to our final-year students of the Faculty of Business, Economics, and Social Development on their forthcoming journeys. I encourage you to seize every opportunity that comes your way, ensuring not only the successful completion of your studies but also the illumination of your path to a prosperous future. The road ahead will demand diligence, patience, and an unwavering commitment to continuous learning and professional growth within the industry. As you move forward, set your sights on excellence and strive to outshine your peers, for success awaits those who pursue it with dedication and determination.

Best Wishes,

PROFESSOR DR SURIYANI MUHAMAD

Dean

Faculty of Business, Economics and Social Development
Universiti Malaysia Terengganu

Industrial Training is a specialized program designed to offer final-year students invaluable real-world experience within a defined time frame. By engaging in Industrial Training, students have the opportunity to acquire practical work experience, enhancing a diverse range of essential soft skills, including communication, critical thinking, and problem-solving. This exposure enables them to further cultivate their career readiness and personal attributes, ensuring they meet the expectations of employers and align with the evolving demands of the labour market.

Successful completion of Industrial Training is a mandatory requirement for all final-year students within the Faculty of Business, Economics, and Social Development to qualify for graduation. The process of securing an appropriate industrial training placement and choosing the industry is subject to the approval of the Industrial Training Committee or Coordinator. Under the vigilant guidance and continuous oversight of both the faculty and industry partners, Industrial Training provides a unique opportunity for our final-year students to translate theoretical classroom knowledge into practical, real-world application. Moreover, it empowers students to actively contribute their innovative ideas and dedicated efforts towards enhancing various facets within the organizations they join. Consequently, fostering a culture of regular, constructive feedback from both the industry partners and our students is essential in bridging the university-industry gap, thus equipping our nation's workforce with the necessary skills and experiences. We are immensely grateful for the unwavering commitment and support extended by every participating organization.

This handbook is applicable for FBESD Industrial Training students, effective from January 2024.

2.0 OBJECTIVES AND LEARNING OUTCOMES

The core objective of the Industrial Training is to offer students practical exposure that enables them to apply classroom-acquired skills in genuine work settings. Furthermore, it is designed to nurture the development of career-oriented individuals with a strong emphasis on professionalism. Moreover, its implementation seeks to forge meaningful and productive collaborations between the university and a spectrum of sectors, including the public, private, and community domains. Upon completion, students will be able to:

1. Apply acquired knowledge and skills proficiently while executing assigned tasks.
2. Critically evaluate pertinent issues and propose solutions within real work settings.
3. Communicate with effectiveness, both orally and in writing, on relevant matters.
4. Display adept interpersonal skills and the capability to collaborate within diverse team dynamics.
5. Adhere to established work protocols and ethical guidelines when performing assigned responsibilities.
6. Exhibit adept information management skills for lifelong learning goals.

3.0 INDUSTRIAL TRAINING ADMINISTRATION

3.1 Faculty Industrial Training Committee

The coordination of Industrial Training (IT) at Faculty level will be as follows:

Advisor	:	Dean
Chairperson	:	Deputy Dean (Academic and Student Affairs)
Secretary	:	Assistant Registrar
Members	:	Industrial Training Coordinators Undergraduate Administrative Assistants

3.2 Responsibilities of the Faculty Industrial Training Committee

1. Ensuring that the execution of the Industrial Training aligns seamlessly with the university's Industrial Training guidelines or complies with any stipulations set forth by the program's respective professional body (if applicable).
2. Coordinating Industrial Training correspondence between the faculty, students and organizations.
3. Coordinating any potential collaboration with organizations.
4. Supervising and addressing Industrial Training related concerns.

5. Managing the collection of organization feedback for any enhancements.

3.3 Responsibilities of the Industrial Training Coordinators

1. Ensuring that the execution of the Industrial Training aligns with the university's curriculum and regulations or complies with the directives provided by the professional bodies (if applicable).
2. Obtaining updates on the selection and assessment process from participating organizations.
3. Overseeing the placement, supervision, and monitoring of Industrial Training students.
4. Managing all aspects related to the Industrial Training assessment.
5. Providing Industrial Training briefings to students.
6. Assisting with the Head of the Program in meeting organizational requirements pertinent to the Industrial Training.
7. Providing advice for student welfare, when necessary.
8. Overseeing the faculty's relationship with organizations.

3.4 Responsibilities of Academic Supervisors

1. Conducting supervisory visits and monitoring assigned students. If physical visits are not feasible, students may conduct presentations at the university or through other suitable methods.
2. Collaborating with the Organization Supervisor.
3. Compile assessments forms on students under supervision from the Organization Supervisor.
4. Reviewing, overseeing and evaluating student reports.
5. Evaluating the student presentation and completing the assessment form.
6. Delivering supervisory files, including the students' comprehensive marks, to the Industrial Training Coordinator.

3.5 Responsibilities of Organization Supervisors

1. Establishing placement arrangements and specifying the details of student job scope.
2. Providing instruction and guidance to students.
3. Supervising the tasks completed by students.
4. Evaluating students' performance using the assessment form.
5. Submitting the assessment form to the Academic Supervisor.
6. Reporting any challenges encountered by students during their Industrial Training to the Academic Supervisor.

4.1 STUDENT RESPONSIBILITIES, SCOPE OF DUTIES AND CODE OF CONDUCT

4.1.1 Student Responsibilities

1. Registering for the Industrial Training course.
2. Participating in briefings, workshops, and related events organized by the faculty.
3. Reporting for duty and commencing the Industrial Training at the agreed-upon location within the specified time frame.
4. Adhering to the rules and regulations established by both UMT and the organization.
5. Performing the assigned responsibilities with full dedication.
6. Notifying the Academic Supervisor of any issues or challenges encountered.
7. Completing all program-related forms and delivering them to the Academic Supervisor within the designated time frame.
8. Participating in the Industrial Training with enthusiasm, genuine interest, and integrity.
9. Adhering to all directives and regulations established by the organization.
10. Upholding the reputation of both UMT and the organization.
11. Preserving the confidentiality of information for both UMT and the organization.

4.1.2 Student Scope of Duties

1. The scope of the assigned tasks should offer students opportunities to apply the knowledge and skills they have acquired while gaining exposure to industry-relevant work practices in their respective fields.
2. In the context of the Industrial Training, the main task's scope should align with the student's study program. In cases where the field is less related, students may seek advice from the Academic Supervisor.

4.1.3 Code of Conduct

Throughout the Industrial Training, students are expected to comply with the Universities and University Colleges Act 1971 (Amendment 2009) and the Education Act 1996 (Act 550). Additionally, students are obliged to observe the following rules during their Industrial Training:

1. Maintaining the same working hours and adhering to all organizational regulations, similar to regular staff members.
2. Refraining from leave application during the Industrial Training and ensuring that the training period aligns with the respective program requirements. However, any special leave provided by the organization is permissible.
3. Promptly informing the organization of any unplanned absence due to emergencies or

sick leave.

4. Notifying the organization of any late clocking in, due to unavoidable circumstances.
5. Refraining from violating confidentiality agreements or disclosing confidential information to any party during or after the duration of the Industrial Training.
6. Appropriately utilizing any assets owned by the organization.
7. Adhering to the appropriate attire as per the occasion and dress code specified by the organization.

REMINDER: Any disciplinary violation will result in students being subjected to commensurate disciplinary action including termination from the Industrial Training and failing to graduate on time.

4.2 INDUSTRIAL TRAINING COURSE REGISTRATION

4.2.1 Industrial Training Course Registration Period

1. Students must complete their registration for the Industrial Training no later than the fourth week of the relevant semester.
2. All registrations must be completed online through students' MyNemo platform.
3. Industrial Training registration should adhere to the guidelines specified in the UMT Academic Rules and Regulations.

4.2.2 Industrial Training Eligibility Conditions

Final year students who meet the requirements stipulated in their respective Program Schemes, in accordance with the FBESD Undergraduate Handbook.

4.2.3 Industrial Training Duration and Credit Hours

1. The duration of Industrial Training is contingent on the respective Program, as sanctioned by the UMT Senate.
2. The number of credit hours allocated for Industrial Training in FBESD Programs typically falls within the range of 8–12 credit hours.
3. The duration of Industrial Training for FBESD Programs typically falls within the range of 16–24 weeks.
4. The calculation of credit hours adheres to the Ministry of Higher Education Malaysia guidelines, wherein 1 credit hour is equivalent to 2 weeks of industrial training.

Table 1: Duration and Credit Hours by Program

No	Programme	Credit Hours	Duration
1.	Bachelor of Accounting with honours	12	24 weeks
2.	Bachelor of Tourism Management with honours	12	24 weeks
3.	Bachelor of Counselling with honours	9	18 weeks
4.	Bachelor of Management (Marketing) with honours	12	24 weeks
5.	Bachelor of Management (Policy Studies) with honours	8	16 weeks
6.	Bachelor of Economics (Natural Resource) with honours	8	16 weeks
7.	Bachelor of Finance with honours	12	24 weeks

4.3 INDUSTRIAL TRAINING PREPARATION

4.3.1 Industrial Training Preliminary Briefing

1. The preliminary briefing is mandatory for all eligible students and will be scheduled at specified times as follows:
 - a) Week 4 semester 6 for Bachelor of Accounting
 - b) Week 4 semester 6 for Bachelor of Tourism Management
 - c) Week 4 semester 7 for Bachelor of Counselling
 - d) Week 4 semester 6 for Bachelor of Management (Marketing)
 - e) Week 13 semester 5 for Bachelor of Economics (Natural Resources)
 - f) Week 13 semester 5 for Bachelor of Management (Policy Studies)
2. Students must attend the preliminary briefing, which will provide guidance on the following:
 - a) Industrial Training course syllabus.
 - b) Selecting and applying for Industrial Training organization.
 - c) Suitability of placement based on the Programs.
 - d) Relevant forms to complete for application purposes and the process involved.

4.3.2 Application for Placement with Selected Organizations

1. Students can find any suitable organizations through any sources.
2. Students should gather relevant information about the organization as a reference before applying. The key information to obtain includes:
 - a) Organization's background.
 - b) Organization's types of activities.
2. Students can apply by submitting Form LI-00 through email to the Industrial Training Secretariat. The Industrial Training Secretariat will prepare and email to

the student an official application letter signed by the Industrial Training Coordinator, and Form LI-01.

3. The necessary documents for students to include when submitting the official application to the organization are as follows:
 - a) Official application letter from FBESD.
 - b) Student's resume.
 - c) Form LI-01.
4. Students should be prepared to undergo an interview with the organization if it is deemed necessary.
5. If a student receives Form LI-01 from the organization, it should be submitted by email to the Industrial Training Secretariat promptly, and Carbon Copy (CC) email to the Industrial Training Coordinator.
6. After finalizing the organization for Industrial Training, students are compulsory to fill in the organization information into the spreadsheet (e.g., Excel, Google Sheet) provided by the Industrial Training Coordinator.
7. Students should confirm their final organization selection to the Industrial Training Secretariat and Coordinator by the following deadline:
 - a) Week 12 semester 6 for Bachelor of Accounting
 - b) Week 12 semester 6 for Bachelor of Tourism Management
 - c) Week 12 semester 7 for Bachelor of Counselling
 - d) Week 12 semester 6 for Bachelor of Management (Marketing)
 - e) Week 12 semester 6 for Bachelor of Economics (Natural Resources)
 - f) Week 12 semester 6 for Bachelor of Management (Policy Studies)

REMINDER: Students are strictly limited to applying for a maximum of **TWO** training locations simultaneously. In the event that a student receives offers from multiple organizations, they must promptly **NOTIFY** the Industrial Training Coordinator. Students must make official cancellation directly to the organization via email and CC email to the Industrial Training Secretariat and Coordinator.

4.3.3 Industrial Training Final Briefing

1. Students must attend the final Industrial Training briefing, which will be held by the specified dates at the latest:
 - a) Week 13 semester 6 for Bachelor of Accounting
 - b) Week 13 semester 6 for Bachelor of Tourism Management
 - c) Week 13 semester 7 for Bachelor of Counselling
 - d) Week 13 semester 6 for Bachelor of Management (Marketing)
 - e) Week 13 semester 6 for Bachelor of Economics (Natural Resources)
 - f) Week 13 semester 6 for Bachelor of Management (Policy Studies)
2. Students must attend the preliminary briefing, which will provide guidance on the following:
 - a) Guidance on ethics, regulations, rules (leave, medical leave etc), discipline, and potential disciplinary actions during the course of the Industrial Training.
 - b) Timeline / deadlines for the Industrial Training.
 - c) Relevant forms to be completed by the students.
 - d) Guidelines for composing daily activity reports
 - e) Instructions for preparing the Industrial Training draft/mini proposal/mini report and final report

REMINDER: The procedures for students unable to participate in Industrial Training during the designated period are the same as outlined above. Students are advised to contact the Industrial Training Coordinator for additional guidance and information.

Table 2: Summary of Industrial Training Organization Selection Process and Briefing

No.	Programme	Credit Hours	Duration	Preliminary Briefing	Organization Confirmation	Final Briefing
1.	Bachelor of Accounting	12	24 weeks	Semester 6 (week 4)	Semester 6 (week 12)	Semester 6 (week 13)
2.	Bachelor of Tourism Management	12	24 weeks	Semester 6 (week 4)	Semester 6 (week 12)	Semester 6 (week 13)
3.	Bachelor of Counselling	9	18 weeks	Semester 7 (week 4)	Semester 7 (week 12)	Semester 7 (week 13)
4.	Bachelor of Management (Marketing)	12	24 weeks	Semester 6 (week 4)	Semester 6 (week 12)	Semester 6 (week 13)
5.	Bachelor of Management (Policy Studies)	8	16 weeks	Semester 5 (week 13)	Semester 6 (week 12)	Semester 6 (week 13)
6.	Bachelor of Economics (Natural Resource)	8	16 weeks	Semester 5 (week 13)	Semester 6 (week 12)	Semester 6 (week 13)
7.	Bachelor of Finance	12	24 weeks	Semester 6 (week 4)	Semester 6 (week 12)	Semester 6 (week 13)

4.3.4 e-Learning Platform for Industrial Training

1. The e-Learning system is a vital tool utilized to facilitate communication and collaboration in Industrial Training preparation between students, Academic Supervisors and Industrial Training Coordinator.
2. The e-Learning platform comprises the following information:
 - a) Syllabus.
 - b) Industrial Training Forms.
 - c) Industrial Training Handbook.
 - d) Timeline/Deadline for Industrial Training.
 - e) Format of Industrial Training Report

4.4 REQUIREMENTS WHILE UNDERGOING THE INDUSTRIAL TRAINING

4.4.1 Reporting for Duty at the Organization

1. Students must adhere to the designated location, date and time for reporting to their respective organizations. Additionally, each student is expected to exhibit a positive and professional demeanor befitting a university student.
2. When reporting for duty, students are expected to bring the following documents:
 - a) Reporting for duty declaration form (LI-02).
 - b) Student Matric Card.
3. The Attendance Form (LI-10) and the Daily Activity Report (LI-11) must be updated regularly. Assessments and endorsements by Organization Supervisors should be made periodically.

4. Students are required to complete the following forms:
 - a) Training Information Report Form (LI-03)
 - b) Industrial Training Progress Report Form (LI-04)
5. Change of address:
 - a) If there is a change of address at the Industrial Training location, the student must promptly fill out the Change of Placement Address Form (LI-13) and submit it to the Industrial Training Secretariat.
 - b) The change of address may be due to the organization placing the student in another branch.

4.4.2 Industrial Training Change of Organization

1. Any change of the Industrial Training organization is strictly prohibited once the placement letter has been issued. Only exceptional circumstances with strong reasons will be considered.
2. Students should provide an application letter to the Industrial Training Coordinator, detailing the reasons for the requested change, and a release letter/email from the organization confirming the change.
3. The application will be reviewed and approved by the Industrial Training Coordinator, within seven working days.
4. After approval, students are immediately required to apply for a new Industrial Training organization and repeat the Industrial Training application procedure.
5. Students who change organization without proper authorization will be deemed to have **FAILED** their Industrial Training course.
6. Industrial Training course may only be repeated as early as in the following semester.

REMINDER: Delays in initiating the Industrial Training at the new organization will lead to a deferral of graduation eligibility and participation in the convocation ceremony.

4.4.3 Leave

"Students are not allowed to take leave during industrial training except with the approval of the relevant organization. Students who fail to attend industrial training for a period of more than six (6) days due to emergencies or medical leave are deemed to have not fulfilled the conditions and need to repeat the industrial training programme in its entirety"

Source: Dasar Latihan Industri Institut Pengajian Tinggi, 2010 (Page 34)

1. Students are **NOT** allowed to take leave during the Industrial Training unless granted approval by the organization. However, any leave required for UMT official purposes must receive prior approval from both the organization and the Dean of the faculty.
2. Any period of absence from the Industrial Training due to UMT official purposes must be compensated for or made up, subject to organization discretion.
3. In the event of an emergency, students should promptly notify the organization and obtain a leave of absence from them.
4. Only medical certificates issued by government medical personnel are considered valid by the University. Medical certificates from private clinics exceeding **TWO (2)** days will not be accepted unless they are confirmed by a government hospital.
5. A copy of the leave or medical certificate must be enclosed in the Student Attendance Form (LI-10).
6. If a student encounters health issues during the Industrial Training and acquires a medical certificate for a duration **exceeding SIX (6)** days, the student is required to:
 - a) Obtain a medical status confirmation letter from a government hospital.
 - b) Seek the endorsement of the Head of Program if the student desires to postpone the Industrial Training.
 - c) If the student needs to defer their studies for the semester, he/she will be subject to the UMT Academic Rules and Regulations.
7. Students are required to notify the Academic Supervisor and Industrial Training Secretariat of any medical or emergency leave.

4.4.4 UMT Student Protection Scheme

1. All students have a protection scheme provided by UMT.
2. Students undergoing in the Industrial Training abroad are responsible for procuring suitable insurance coverage to ensure their well-being, particularly covering the costs of medical care.
3. UMT **SHALL NOT** be held responsible for any compensation or damages in the event of accidents, whether they occur at the organization or outside of it.
4. In case of an accident during the Industrial Training, the student or their representative must promptly inform the Industrial Training Secretariat and Academic Supervisor.
5. Before making a claim in the event of an accident resulting in death or permanent disability, a student or their next of kin must furnish the following documents:
 - a) Claim form.
 - b) Police report.
 - c) Medical/post-mortem report.
 - d) Letter confirming their status as a university student.
 - e) A certified true copy of the student's identity card.
 - f) A certified true copy of death certificate (if applicable).

4.5 INDUSTRIAL TRAINING STUDENT MONITORING AND ASSESSMENTS

4.5.1 Industrial Training Monitoring Procedures

1. The Academic Supervisor can monitor students through organization visits, requesting students to make presentations at the University, or using any appropriate means, subject to approval from the Faculty of Business, Economics, and Social Development's Industrial Training Committee (JKLI) during their meetings.
2. The monitoring process will assess the following items:
 - a) The Student Attendance Form verified by the Organization Supervisor.
 - b) The Daily Activity Logs verified by the Organization Supervisor.
 - c) The Organization Supervisor Assessment Form.
 - d) The Academic Supervisor Assessment Forms.
3. If the Academic Supervisor did not visit the organization, they must ensure that all the assessment forms are received within the stipulated time frame.

4.5.2 Industrial Training Assessment Procedures and Verification

1. Industrial Training assessment encompasses the completion and verification of the following:
 - a) Organization Supervisor assessment.
 - b) Presentation assessment.
 - c) Assessment of the required reports, activity logs, and relevant forms for the Industrial Training.
2. The required Industrial Training reports must adhere to the format specified by the Program. Students are encouraged to maintain ongoing discussions with their Academic Supervisor and submit draft reports to ensure that the report's content is suitable and aligns with the Program's requirements.
3. Grading is determined using alphabetical grades and grade points in accordance with the UMT Academic Rules and Regulations.
4. Students must submit the following documents to the Academic Supervisor on the date specified by the Industrial Training Coordinator. The required documents include:
 - a) Attendance form
 - b) Daily activity reports
 - c) All the required reports
5. The Industrial Training reports must be in electronic format (PDF or Microsoft Word).

4.5.3 Industrial Training Effectiveness Feedback

Industrial Training effectiveness feedback will be obtained from the Organization Supervisor Assessment Form and Employability Survey Form.

References

- Industrial Training Handbook, Faculty of Business, Economics and Social Development, Version 5 2020.
- Industrial Training Policy for Higher Education Institutes, Ministry of Higher Education, 2010 Edition.
- Industrial Training Handbook, Universiti Malaysia Terengganu, 2011/2012 Edition.
- Skim Perlindungan Pelajar Universiti Malaysia Terengganu, 2024.

Figure 1: Flowchart of Industrial Training Placement Process

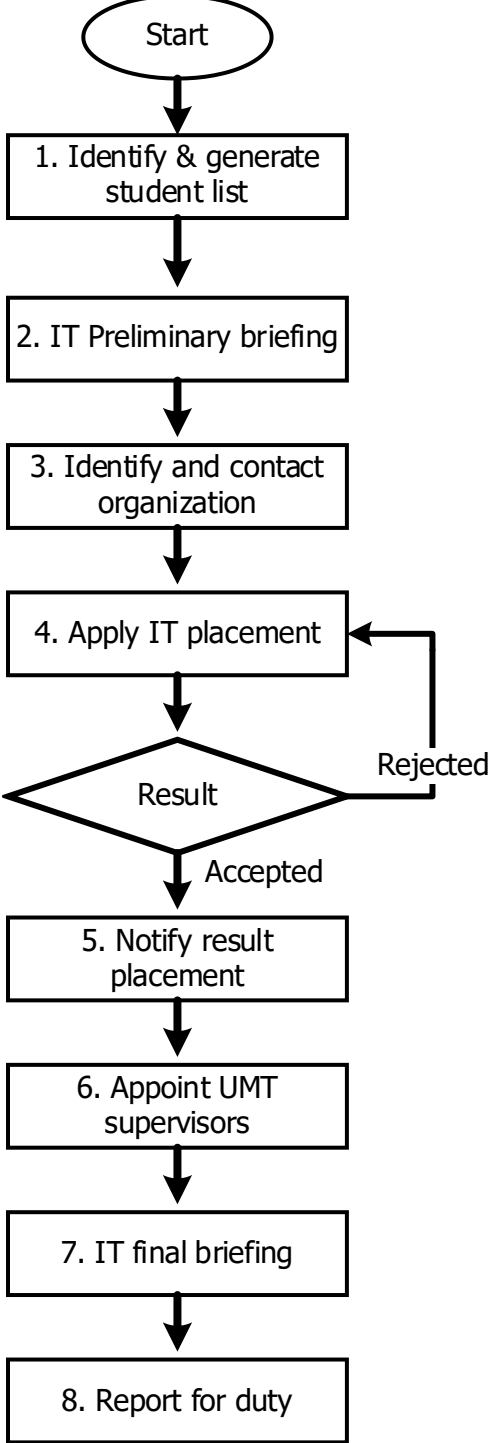
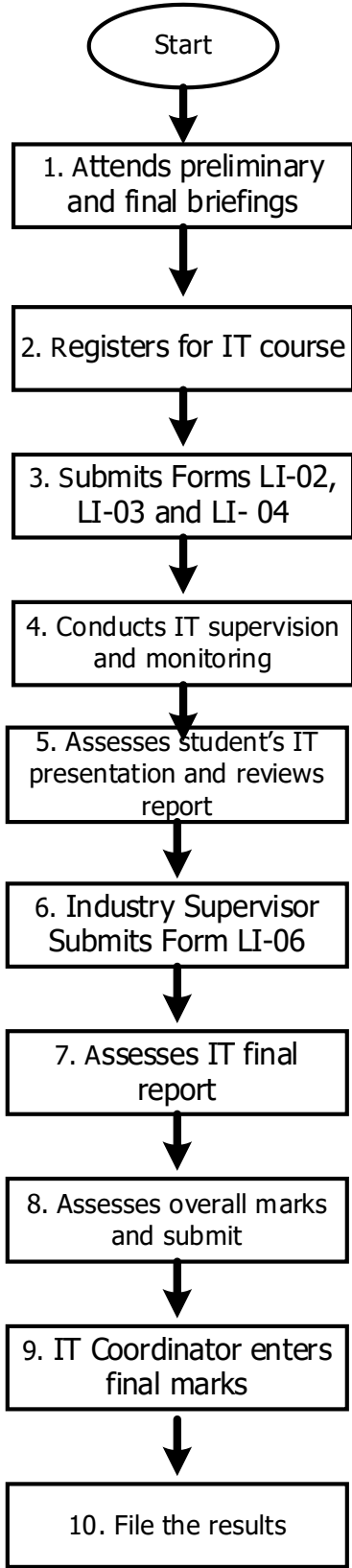
Description/Responsibility	Flowchart
<ol style="list-style-type: none"> 1. The Head of Program identifies and generates the list of students who will be undergoing Industrial Training. 2. Industrial Training preliminary briefing by Industrial Training Coordinator. 3. Student identifies and contacts suitable organizations based on Industrial Training requirements. 4. Student submits Industrial Training application form to the Industrial Training Secretariat via email. <ol style="list-style-type: none"> a) Industrial Training Secretariat informs student of application outcome via email. b) Student send the official application letter, resume and acceptance form to the organization. c) Students who did not get a placement apply to another organization. 5. Students confirm organization to the Industrial Training Secretariat and fill in the spreadsheet. 6. Academic Supervisor appointment. 7. Industrial Training Final Briefing by Industrial Training Coordinator. 8. Student reports for duty at organization. 	 <pre> graph TD Start([Start]) --> Step1[1. Identify & generate student list] Step1 --> Step2[2. IT Preliminary briefing] Step2 --> Step3[3. Identify and contact organization] Step3 --> Step4[4. Apply IT placement] Step4 --> Result{Result} Result -- Rejected --> Step4 Result -- Accepted --> Step5[5. Notify result placement] Step5 --> Step6[6. Appoint UMT supervisors] Step6 --> Step7[7. IT final briefing] Step7 --> Step8[8. Report for duty] </pre> <p>The flowchart illustrates the industrial training placement process. It begins with a 'Start' oval, followed by a series of rectangular process boxes: '1. Identify & generate student list', '2. IT Preliminary briefing', '3. Identify and contact organization', and '4. Apply IT placement'. A diamond-shaped decision box labeled 'Result' follows step 4. An arrow labeled 'Rejected' loops back from the right side of the 'Result' diamond to the right side of the '4. Apply IT placement' box. An arrow labeled 'Accepted' points down from the bottom of the 'Result' diamond to box '5. Notify result placement'. The process continues through '6. Appoint UMT supervisors', '7. IT final briefing', and finally '8. Report for duty'.</p>

Figure 2: Flowchart of Student Supervision and Assessment Process

Description/Responsibility	Flowchart
<ol style="list-style-type: none"> 1. Student attends preliminary and final briefings. 2. Student registers for IT course within prescribed period and reports for duty at training organization. 3. Student submits Forms LI-02, LI-03 and LI- 04 to IT Secretariat. 4. UMT Supervisor conducts IT supervision, monitoring and assessment. 5. UMT Supervisor assesses student’s IT presentation (Form LI-07) and reviews IT final report draft. 6. Industry Supervisor fills in Form LI-06 and submits it to IT Secretariat. 7. UMT Supervisor assesses IT final report using Form LI-08. 8. UMT Supervisor fills in IT assessment overall marks using Form LI-09 and submits it to Programme IT Coordinator. 9. Programme IT Coordinator enters final marks into the Lecturer Integrated System within the prescribed period. 10. Programmer IT Coordinator hands in all IT supervision files to IT Secretariat for storage. 	 <pre> graph TD Start([Start]) --> Step1[1. Attends preliminary and final briefings] Step1 --> Step2[2. Registers for IT course] Step2 --> Step3[3. Submits Forms LI-02, LI-03 and LI- 04] Step3 --> Step4[4. Conducts IT supervision and monitoring] Step4 --> Step5[5. Assesses student's IT presentation and reviews report] Step5 --> Step6[6. Industry Supervisor Submits Form LI-06] Step6 --> Step7[7. Assesses IT final report] Step7 --> Step8[8. Assesses overall marks and submit] Step8 --> Step9[9. IT Coordinator enters final marks] Step9 --> Step10[10. File the results] </pre> <p>The flowchart illustrates a ten-step process starting from 'Start' in an oval. It proceeds through ten rectangular process boxes, each connected to the next by a downward-pointing arrow. The steps are: 1. Attends preliminary and final briefings; 2. Registers for IT course; 3. Submits Forms LI-02, LI-03 and LI- 04; 4. Conducts IT supervision and monitoring; 5. Assesses student's IT presentation and reviews report; 6. Industry Supervisor Submits Form LI-06; 7. Assesses IT final report; 8. Assesses overall marks and submit; 9. IT Coordinator enters final marks; 10. File the results.</p>



FACULTY OF BUSINESS, ECONOMICS AND SOCIAL DEVELOPMENT
UNIVERSITI MALAYSIA TERENGGANU