



# **Guideline on Industrial Training Practices University of Malaya**

**Prepared by Student Empowerment & Research Unit (SERU)**



## CONTENTS

1.	Introduction .....	1
2.	Objectives of Industrial Training Programme .....	1
3.	University of Malaya Graduates Attributes .....	2
4.	Delivery Mode: Contact Hours .....	3
5.	Assessments Components .....	3
6.	Duration of Industrial Training Programme .....	3
7.	Implementation and Operation .....	3
8.	Roles & Responsibilities .....	4
	(1) Industrial Liaison & Training @ SERU.....	4
	(2) Academic Centre of Responsibility (CoR).....	5
	(3) Organisation (Industrial Training site).....	7
	(4) Student.....	8
9.	Industrial Training Programme Timeline Work Process .....	10
10.	University's Insurance Coverage for Students Undergoing Industrial Training Programme.....	10
11.	Disciplinary Procedures During Industrial Training Programme.....	10
12.	Funding for Student Undergoing Industrial Training Placement Abroad.....	11
13.	Funding for Supervision of Student Undergoing Industrial Training Placement.....	11
	Appendix	

## **1. INTRODUCTION**

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

University of 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 University of 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. UNIVERSITY OF MALAYA GRADUATES ATTRIBUTES\***

Upon completion of these programmes, University of 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, or a Pass/Fail grade.

**\*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. The attached schedule in **Appendix 1** sets out the duration and status (compulsory or optional) of the various Industrial Training Programmes at University of Malaya.

## **7. IMPLEMENTATION AND OPERATION**

Please refer to flowchart on Industrial Training Placement work process in **Appendix 2**.

## **8. ROLES AND RESPONSIBILITIES**

**(1) INDUSTRIAL LIAISON & TRAINING @ SERU**

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

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

- (i) To assist in establishing 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 gather information on organisations offering Industrial Training placements to students.
- (iii) To ensure all information on the organisation offering Industrial Training placements such as name, address and status are correct and updated.
- (iv) To key-in and update information on new organisation that offers Industrial Training placements to students and to inform the CoR for verification approval.
- (v) To inform the CoR and students about processes and procedures relating to Industrial Training Programme.
- (vi) To provide Industrial Training Preparatory Workshops and briefing for students at least one (1) semester before their Industrial Training commences.
- (vii) To co-ordinate all required documents for Industrial Training purposes.
- (viii) To monitor all matters related to Industrial Training placement registrations and verification of student placements.
- (ix) 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.
- (x) To manage matters relating to student insurance and safety during the Industrial Training Programme.
- (xi) To prepare a checklist on the Industrial Training Programme requirements to be forwarded to organisations that offer Industrial Training placements.

***(B) After Industrial Training***

- (i) To co-ordinate and process claims for the Industrial Training supervisory visits.
- (ii) To co-ordinate and process supervision claim by the co-ordinator / supervisor/ lecturer appointed by the University of Malaya.
- (iii) To collect the Executive Summary from the Faculty/Academy/Centre after the end of each Industrial Training session.
- (iv) To act as University of Malaya clearing house for information related to Industrial Training Programme.

## **(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 prepare work schedule on managing Industrial Training Programme and to disseminate this information to students and the Industrial Liaison & Training @ SERU.
- (iii) 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 ensure that students have attended one (1) preparatory workshop and one (1) briefing session organised by Industrial Liaison & Training @ SERU prior to attending the Industrial Training Programme.

- (e) To approve and confirm students' Industrial Training placement through the Industrial Training on-line application system within 48 hours of successful acceptance.
- (f) To ensure that all relevant documents relating to Industrial Training Programme have been received and appropriate actions taken within the specified time.
- (g) To approve new organisations that offer Industrial Training placements.
- (h) To upload the feedback form, evaluation form (by subject code) and confirmation form onto 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 provide a complete list of Industrial Training placements and submit a copy to the Industrial Liaison & Training @ SERU and programme Head of Department.
- (iii) 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 provide the Executive Summary of Industrial Training Programme using the format/ template provided and submit a copy to the Industrial Liaison & Training @ SERU within one month after the Industrial Training Programme ends.
- (iv) 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 University of Malaya.

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

- (i) To inform / advertise to the Industrial Liaison & Training @SERU 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 form provided by the university and return it to the Industrial Training co-ordinator and the Industrial Liaison & Training @ SERU

**(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 Industrial Liaison & Training @ SERU.
- (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 process within the specified time based on the Industrial Training Programme schedule set by the Faculty/Academy/Centre.
- (v) To ensure that there is no other subjects/courses/events such as accreditation for SUKISIS/PALAPES occur during the Industrial Training Programme period.
- (vi) To register for the Industrial Training course within the specified time.
- (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 co-ordinator within two (2) weeks of the date of report for 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 University of 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 one (1) week 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.

## **9. Industrial Training Programme Timeline Work Process**

Please refer to the work schedule on managing Industrial Training Programme prepared by each Academic CoR.

## **10. University's Insurance Coverage for Students Undergoing Industrial Training**

Please refer to the insurance coverage under Group Family Takaful plan at [http://hep.um.edu.my/?modul=Student\\_Support&pilihan=Student%E2%80%99s\\_Insurance](http://hep.um.edu.my/?modul=Student_Support&pilihan=Student%E2%80%99s_Insurance)

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

University of 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 University of Malaya.

## **12. FUNDINGS FOR STUDENT INDUSTRIAL TRAINING PLACEMENTS ABROAD**

Funding for such a purpose depending on the availability of funds and subject to terms and conditions. Please refer to **Appendix 3** for the Industrial Training placement abroad funding. Not applicable to international students returning to their home countries for their Industrial Training placements.

## **13. FUNDING FOR THE INDUSTRIAL TRAINING SUPERVISION VISIT**

Please refer to **Appendix 4** for the Industrial Training Supervision visit funding.

## *Acknowledgments*

**Industrial Liaison & Training @ SERU**, would like to thank all the Centre's of Responsibility involved in the Industrial Training Programme at University of Malaya for their co-operation in the preparation of this guidelines

# Appendix





**Industrial Training Programmes Duration by Academy / Centre / Faculty for Academic Session 2015/2016 (Non-science)\*\***

No	Fac.	Programmes	Kod Kursus	Penyelaras Fakulti	Penyelaras Program/ AIK II	Semester of Internship																											
						Sem 1												Sem 2												Sem 3			
						Sept '15	Sept '15	Oct '15	Oct '15	Nov '15	Nov '15	Dec '15	Dec '15	Jan '16	Jan '16	Feb '16	Feb '16	Mar '16	Mar '16	Apr '16	Apr '16	May '16	May '16	June '16	June '16	July '16	July '16	Aug '16	Aug '16	Sept '16	Sept '16	Oct '16	Oct '16
Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26	Week 27	Week 28	Week 29	Week 30					
1	API	Mislumat Management	IPEM1191	Nama Dr Azlan Muzin No. Tel: 29676012 email: azlanm@fhum.edu.my	Nama Dr Azlan Muzin No. Tel: 29676012 email: azlanm@fhum.edu.my	[Compulsory, 12 Weeks]																											
		Syariah and Law (1 <sup>st</sup> Year)	EJEL1191			[Compulsory, 8 weeks]																											
		Syariah and Law (2 <sup>nd</sup> Year)	EJEL1192			[Compulsory, 8 weeks]																											
		Al-Quran and Islamic Thoughts	IAU11391			[Optional, 8 weeks]																											
		Gakwah and Human Development	IDHU1191			[Compulsory, 8 weeks]																											
		Syariah and Economy	EJEL1391			[Optional, 8 weeks]																											
		Fiqh and Usul	EJEL1391			[Optional, 8 weeks]																											
		Islamic Political Science	IHDH1391			[Optional, 8 weeks]																											
2	APM	Malay Literature	IBEA1390	Dr. Ahmad Ramliu Abdulah No. Tel: 7238/0126752191 Tempoh latihan :	Dr. Mohd Taufik Anisrid Mohd Bahi No. Tel: 7240/01332325316 Email : taufik@fhum.edu.my Tempoh latihan :	[Optional, 10 weeks]																											
		Malay Language	IBEA1390			[Optional, 8 weeks]																											
		Malay Sosis-Culture	UCEA1390			[Optional, 8 weeks]																											
		Malay Arts	IBEA1390			[Optional, 10 weeks]																											
		Malay Linguistic	IDEA1390			[Optional, 8 weeks]																											
3	FEP	Economics		En. Saad Mohd Saif	Dr. Muhammad Aslan Gulam Hassan	[Compulsory, 14 weeks]																											
		Administrative Studies & Politics				[Compulsory, 14 weeks]																											
		Development Studies				[Compulsory, 14 weeks]																											
		Applied Statistic				[Compulsory, 14 weeks]																											
4	F. Pm.	Counseling		Dr. Adeline Asnawi	1) Pn. Husaina Abdul Halim (Ketua) 2) Dr. Chew Fong Peng 3) Dr. Mohd Samani 4) Dr. Mohd Nazri Abdul Rahman	[Compulsory, 14 weeks] Semester 2, 3, 4, 2015/2016 (1 Feb 2016 - 1 Jun 2016) Semester 1, 2015/2016 (7 Sept 2016 - 11 Dis 2016)																											
5	FPP	Accounting		Dr. Rosawati Che Hashim	En. Kamarul Fikraz Bin Hashim	[Compulsory, 24 weeks]																											
		Business Administration				[Compulsory, 24 weeks]																											
6	FSSS	Media Studies		Prof. Madya Dr. Haniff Hussin	Dr. Shafiqas Mut Nazan Dr. Hani Abd Wahab Dr. Hafina Muhammad Dr. Mikatiza Mohd Noor Dr. Agnes Yew Swee Kim Dr. Muhammad Daniel Asman Dr. Asnadi Hassan	[Compulsory, 12 weeks]																											
		Social Administration and Justice				[Compulsory, 24 weeks]																											
		Anthropology and Sociology				[Compulsory, 8 weeks]																											
		Geography				[Compulsory, 8 weeks]																											
		English				[Compulsory, 8 weeks]																											
		International and Strategic Studies				[Compulsory, 8 weeks]																											

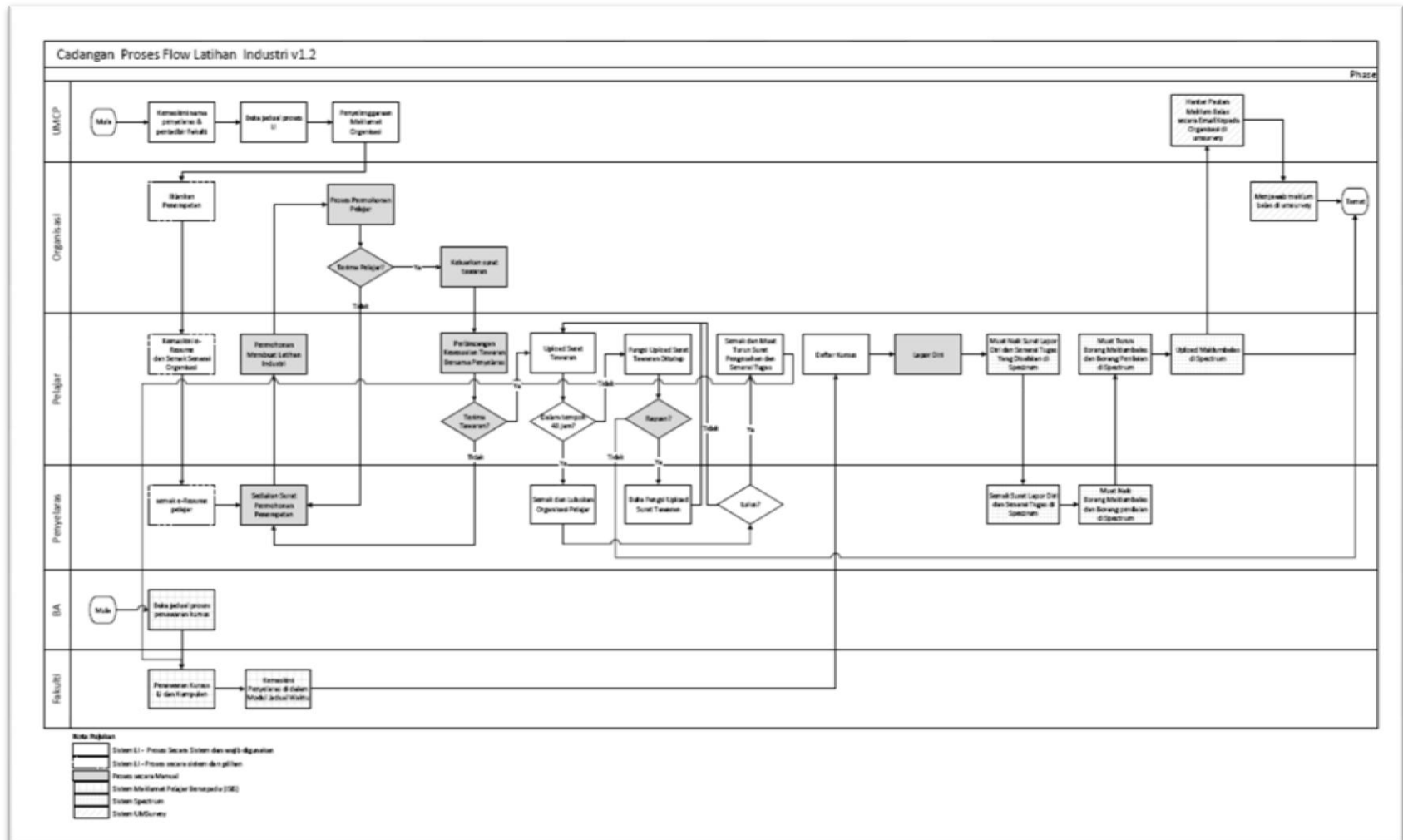
**Industrial Training Programmes Duration by Academy / Centre / Faculty for Academic Session 2015/2016 (Non-science)\*\***

No	Fac.	Programmes	Kod Kursus	Penyelaras Fakulti	Penyelaras Program/ AJK LI	Semester of Internship																									
						Sem 1												Sem 2						Sem 3							
						Sept'15	Sept'15	Oct'15	Nov'15	Nov'15	Dec'15	Dec'15	Jan'16	Feb'16	Feb'16	Mar'16	Mar'16	Apr'16	Apr'16	May'16	May'16	June'16	June'16	July'16	July'16	Aug'16	Aug'16	Sept'16	Sept'16	Oct'16	Oct'16
						Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14	Week 15	Week 16	Week 17	Week 18	Week 19	Week 20	Week 21	Week 22	Week 23	Week 24	Week 25	Week 26
		Indian Studies			Dr. Sivapalan Govindasamy																										
		Chinese Studies			Dr. Yim Kah Kuan																										
		History			Dr. Abu Haniffah Hanis																										
		Environmental Studies Programme																													
		South East Asian Studies			Dr. Mazlan Majid																										
7	FUU	Singkatan Undang-Undang	UXEB317L		Dr. Nadhratul Wardah Bt Salimon																										
		Performing Arts (Drama)		Rina Tung	Dr. Rosdeen Subah																										
		Performing Arts (Dance)			Dr. Premolatha Thiagarajan																										
		Performing Arts (Music)			Dr. Yap Iin Hin																										
		Bachelor of Languages and Linguistics (English Language)			Siti Zaidah Zahrudin																										
		Bachelor of Languages and Linguistics (Chinese Language)			Dr. Wang Naomei																										
		Bachelor of Languages and Linguistics (Tamil Language)			Supramani Shoniah																										
8	Fac. Medicine	Farmasi		Profesor Hamimah Haji Hassan (TDIO)	Dr. Loong Kok Hoang, Penyelaras LI																										
		Sains Bioperubatan			Dr. Ong Kien Chai, Penyelaras LI																										
		Pengajian Bioperubatan	MPEP3170		Dr. Tanik Kripa Devi Pillay																										
			MPEP3170		Dr. Khadijah Ramli, Penyelaras LI																										
					Dr. Khadijah Ramli, Penyelaras LI																										

\*\* subject to change base on the current requirement updated on 12.08.2015 - SNM

Status key:  
 Compulsory (< 10 weeks)  
 Compulsory (> 10 weeks)  
 Optional

Flowchart on Industrial Training Placement Work Process \*\*



\*\* Subject to change base on current requirement updated 06.08.15

## **GUIDELINE FOR UNIVERSITY OF MALAYA UNDERGRADUATE STUDENT FUNDING FOR THE PURPOSE OF INDUSTRIAL TRAINING PLACEMENT ABROAD\*\***

---

### **1. Aims**

This guideline shall apply to all Academic Centres of Responsibility (CoRs) for the purpose of funding Industrial Training placements abroad for undergraduate students of the University of Malaya.

### **2. Definition**

Industrial Training refers to the placement of undergraduate students at organisations for a period of between four (4) to twenty-four (24) weeks with the aim of providing supervised practical training for students as required by individual CoRs before students can be conferred their degrees.

### **3. Conditions**

- 3.1 Applicants must be undergraduate students at the University of Malaya for whom Industrial Training is a compulsory component of their degree programme as approved by the University Senate.
- 3.2 Applicants who are recipients of scholarships and are required to undergo their training at the organisation that has awarded them the scholarship are not eligible for funding.
- 3.3 Applicants must obtain at least a CGPA of 3.30 and above.
- 3.4 Applicants must attend at least one (1) preparatory programmes and one (1) Industrial Training Programme briefing organised by the Student Empowerment & Research Unit (SERU).
- 3.5 Applicants must have good communication and social skills and are fluent in English.
- 3.6 Applicants must be free from any disciplinary action.

#### 4. **Procedures**

Applicants are requested to submit a written application to the Head of Student Empowerment & Research Unit (SERU) through the respective Deputy Deans/Directors of their CoRs with the following attachments:

- 4.1 Offer Letter of Industrial Training placement from organisation;
- 4.2 Letter of Recommendation from the Industrial Training programme co-ordinator/supervisor;
- 4.3 Copy of passport (front page) and relevant travel documents (which are valid for the duration of training);
- 4.4 Details of the items for which funding is required.

#### 5. **Funding**

Below are the items that may be considered for funding provided the student does not receive funding from other sources in University of Malaya:

##### 5.1 **Living Allowance**

Students will be given estimated cost of RM15.00/per day (minimum) and RM30.00/ per day (maximum).

##### 5.2 **Travel**

If the applicant is not fully sponsored by an organisation, the University will consider paying up to RM3,000.00 (Ringgit Malaysia Three Thousand only) per applicant or the actual cost of the flight ticket, based on the lowest economy class flight available except for Singapore and Southern Thailand (near the Malaysia – Thailand border) where only land travel (train/bus) will be considered.

If the cost exceeds RM 3,000.00, the student must be willing to bare the different in the cost of the flight ticket.

##### 5.3 Other costs as listed below will not be considered for funding by the University:

- I. Passport and travel documents
- II. Additional insurance\*
- III. Winter clothings
- IV. Registration fee for seminars/courses while undergoing the Industrial Training

*\*Students are encouraged to have additional protection insurance covering personal accident insurance, in-patient and out-patient treatment (in-patient and out-patient services), and repatriation.*

*\*\* Subject to change base on the current requirement*

*Updated 6.08.15*

## GUIDELINES FOR THE INDUSTRIAL TRAINING SUPERVISION VISIT (LOCAL AND ABROAD)\*\*

---

### 1. Aims

This guideline shall apply to all Academic Centres of Responsibility (CoR) for the purpose of funding Industrial Training supervision of undergraduate students of the University of Malaya (UM) who are undergoing their Industrial Training placements.

### 2. Definition

The Industrial Training Supervisor must be an academic staff of UM who are employed permanently or on a contract basis (excluding teachers/tutors, visiting lecturers or fellows) and must be formally appointed by the Head of the CoR concerned to carry out the supervision of students for a specific duration as stated in the letter of appointment. The tasks of a Supervisor are as follows:

- I. Plan supervision visits to the organisation;
- II. Communicate with the supervisor at the organisation on the progress and the performance of the students;
- III. Evaluate the students;
- IV. Ensure that all evaluation marking tasks are completed;
- V. Provide and acquire feedbacks on the Industrial Training supervision from the organisation to the respective CoR.

3. At the beginning of the semester, the Industrial Training co-ordinator should identify student Industrial Training placements and corresponding supervisory exercise. The criteria for supervisory exercise are based on geographical regions. It is proposed that one supervisor is assigned by student Industrial Training placements within 50 km radius. Maximum number of student is five (5) students per area.

4. For Industrial Training placement **ABROAD**:

- a) Five (5)\* students (minimum) within a location of not less than 100 km; except in the case of Southeast Asian countries [minimum of three (3) students].

\*If there are less than five (5) students, the application will only be considered if there is a lecturer who will be in the vicinity on other official business or duty.

- b) The duration of the visit must comprise at least two (2) days of supervision for every three (3) or five (5) students and two (2) days for travelling to and from;

- c) The application procedures are subjected to the Guideline for the Application for International Travel for UM Staff (*Garis Panduan Mengenai Urusan Permohonan Perjalanan Ke Luar Negara Bagi Staf UM*) and must be in accordance with the Government's Circular No. 3 (2003) (*Pekeliling Kerajaan Bil 3 tahun 2003*) and other related Circulars and Letters issued by the University and the government.

\*Forms A & A1 must be completed together with supporting document and submitted to the respective CoR. Supervisors can only commence their travel upon obtaining written approval for travelling abroad.

5. Industrial Training Supervision claim process and procedures are as follows:

- Supervisor must submit their claims within two (2) weeks after the date of visiting.
- The claims must be processed by Industrial Liaison & Training @ SERU within fourteen (14) working days.
- Supervisor who has been assigned to visit can either :
  - I. Apply to Industrial Liaison & Training @ SERU for arrangement of flight at least two (2) weeks prior to the travelling date; or
  - II. Arrange on their own for the flight ticket and accommodation and to be reimbursed later by Industrial Liaison & Training @ SERU through UMPORTAL.
- Travel Claim Instruction for Industrial Training Supervisor's Visit are as follows:
  - I. Go to UM portal
  - II. Click staff E-service
  - III. Click claim
  - IV. Click travel claim module
  - V. Click application
  - VI. Click claim for others without cash advance (bottom or far right)
  - VII. Fill in the details and click next
  - VIII. Documents should be uploaded\* include:
    - a) Official letter from faculty on official duty as Industrial Training supervisor
    - b) List of students visited (students name and organisation)

**\*IMPORTANT NOTE:** application will be rejected if there are no supporting documents

IX. Budget allocation details :

- a) Allocation categories : **NON-RESEARCH**
- b) Allocation Number:
  - i) **FUND : ADA – KW M'URUS SEDIA ADA**
  - ii) **COSTCENTRE NO.: 0000052040**

For further enquiries please contact Industrial Liaison & Training @ SERU at 03-7967 7794/7044/7057 or email to [info\\_seru@um.edu.my](mailto:info_seru@um.edu.my)

*\*\* Subject to change base on the current requirement  
Updated 6.08.15*