

INDUSTRIAL TRAINING



Prepared by:
SURAYA ABU BAKAR



SEM II 2021 2022



FK INDUSTRIAL TRAINING COMMITTEE

FK INDUSTRIAL TRAINING COMMITTEE



COORDINATOR

DR. SURAYA BINTI ABU BAKAR

suravaab@ump.edu.my

09-424 4716



BCS COURSE

MISS AZLINA BINTI ZAINUDDIN

azlinaz@ump.edu.my

09-424 4639



BCN COURSE

DR. AZAMUDDIN BIN AB RAHMAN

azamuddinrahman@ump.edu.my

09-424 4



BCG COURSE

DR. RAHMAH BINTI MOKHTAR

drrahmah@ump.edu.my

09-424 4706



DCS COURSE

DR. AHMAD FAKHRI BIN AB NASIR

afakhri@ump.edu.my

09-424 4738

Why doing internship?

Graduate?

Close to family?

Experience?

Getting job?

Empower students' competencies and job skills

Opportunity of learning in the working environment

Placement of students in a selected industries

Enhance the marketability of students

Why doing internship?



Who?

Students Final Year / Final Semester

Must finish all subject (enough for graduate)

BCS = 115/127

BCN = 115/127

BCG = 115/127

Diploma = 78/90

What you need to do this semester?

DOWNLOAD COURSE CHECKLIST

DOWNLOAD COURSE CHECKLIST



CourseChecklist.xls

Spreadsheet



[Course Checklist Form](#)

FILL COURSE CHECKLIST AND GET APPROVAL BY ACADEMIC ADVISOR

Name :					ID :		
Program: Bachelor of /Diploma in.....					Universiti Malaysia Pahang		
Course/Subject Check List							
Sem	Code	Course	Cr	Pre-requisite	Grade obtained	Repeat Grade	Remarks (PASS/FAIL)
I							
			Total	0			
				GPA:		CPA:	
II							
			Total	0			
				GPA:		CPA:	



INTERNSHIP = GAIN A JOB

WHEN FIND COMPANY, SET

PRIORITY:

1. JOB SCOPE

2. EXPERIENCE

3. LOCATION

4. ALLOWANCE (advantages/not compulsory)

FIND COMPANY BASED ON :

- 1.MNCs (MultiNasional Corporation)
- 2.GLCs (Government Linked Companies)
- 3.SME (Small Medium Enterprise)
- 4.International Company
- 5.Government Agency
- 6.Statutory Body
- 7.NGO

MNCs (MultiNasional Corporation)



Example: MNCs (MultiNasional Corporation)

ACCOUNTSTAFF (MALAYSIA) SDN. BHD.

AKE GLOBAL

ASEAN BINTULU FERTILIZER SDN BHD

DELL GLOBAL BUSINESS CENTER

HITACHI SYSTEMS DIGITAL SERVICES (M)

HOKENSO SDN BHD (HITACHI)

INTEL MICROELECTRONIC (M) SDN. BHD

MESINIAGA BERHAD

MOTOROLA SOLUTIONS (M) SDN BHD

PETROLIAM NASIONAL BERHAD (TWIN T)

PETRONAS CHEMICALS ETHYLENE SDN

PETRONAS ICT

RUBY SOFT SOLUTION

SYSARMY SDN BHD

TOP GLOVE CORPORATION BHD



GLCs (Government Linked Companies)



Example: GLCs (Government Linked Companies)



Company for Industrial Training

TYPE OF COMPANY	EXAMPLE
MNCs (MultiNasional Corporation)	Sime Darby Berhad; Petroliam Nasional Berhad; Proton Holdings Berhad; DRB-Hicom Berhad; Intel Corporation, Intel Microelectronics Sdn Bhd
GLCs (Government Linked Companies)	Hei Tech Padu Berhad ; Khazanah Nasional Berhad; Mimos Berhad; Proton Berhad; Bank
SME (Small Medium Enterprise)	Bike Bear Sdn Bhd; Epnex Technologies Sdn Bhd; It Tech Computer
Government Agency	UMP Advanced; Politeknik, IPTA.

List of Companies

STEP TO APPLY COMPANY INTERNSHIP

LIST DOWN COMPANY THAT YOU PLAN TO APPLY IN "COMPANY CHECKLIST"



SEARCH COMPANY WEBSITE



STUDY ABOUT THE COMPANY



SEND EMAIL AND ATTACH YOUR SAL, REPLY FORM,
RESUME (IN PDF) & RESULT



FOLLOW UP AFTER 5 DAYS

Industrial Training Abroad

APPLICATION FOR INTERNSHIP ABROAD



جامعة Malaysia Pahang
UNIVERSITI MALAYSIA PAHANG



LET'S FLY HIGH

Dear UMP students,
The UMP Career Placement & Development Centre (CPDC) office is pleased to open the internship abroad program for application. We will provide successful applicants with student insurance, visa, flight ticket (depart & return once) and passport fees. Monetary support with the maximum of RM5000 and incentive of RM100

Eligibility for Students:

- UMP student (Malaysian citizen only) with minimum CGPA 3.0 and above (Diploma and Degree).
- Applicant must be still in active student status.
- Active in extracurricular.
- Not charge in any discipline action with University.
- Doing internship abroad.







How to apply:

- Download and complete the application form.
- Offer letter from industries abroad.
- Approved internship abroad paper work from faculty.
- Email all documents to li@ump.edu.my or send hardcopy to:

Career Placement & Development Centre
Universiti Malaysia Pahang
Lebuhraya Tun Razak
26300 Gambang, Kuantan Pahang
09-5492750 / 2756

Deadline for the application submission to CPDC Office is on
31 DECEMBER 2021

How to apply?

- 
1
EXPLORE
Search the company of overseas
- 
2
APPLY
 1. Completed application form
 2. Paper work
 3. Offer letter before 31 Dec 2021
- 
3
STAY TUNED
CPDC office processes the application
- 
4
RESULT
 1. Approval letter to student, faculty and UMP International Office
 2. Internship confirmation letter to student
- 
5
PREPARE
Traveling document (passport, visa, work permit, flight ticket)
- 
6
REFUND
Flight/ticket evidences, passport & visa receipt

Abroad



HOW TO ...

APPLY FOR A JOB

SEND APPLICATION

1. Title of Email
2. Introduce self
3. Mention purpose
4. Attachment
(clear & alignment)
5. Time (follow up in a week)

1. Call at right time (office hour)
2. Ask either they can talk or not



- 1. Good Appearance**
- 2. Important Document**

Frequently Asked Question

Can I change my internship company?

Depends on the reason with faculty's approval

Can I do my internship earlier?

Yes, provided:
1. Official exam result
2. Faculty's approval

Can I do my internship in Sabah, Sarawak or other country?

Yes

Does JJIM provide insurance?

Yes

Where can I get indemnity letter?

Contact JJIM to get the letter

I involved in accident during LI term. What should I do?

Contact JJIM then contact JHEPA for claim (if any)

How we need to present our work during internship?

Faculty will conduct a programme for the presentation session

I failed 1 subject. I am final year . Can I do LI?

No. It is compulsory to pass all subject prior internship

Instead of receive reply form, I got an offer letter. Can I use this document to verify my LI?

Yes, you can use either one for verification

Does our faculty supervisor come and visit us?

Yes but selected

How to choose the company?

**Lodging /
Accommodation**

**Related to course
taken**

**Approve by LI
committee**

Transportation

Allowance

Working Hours

INTERNSHIP DURATION

6 MONTHS = 24 WEEKS

Action

**Already have
company?**

**Already have
accommodation
(house) during
internship?**

**Already think
about
transportation
during internship?**

**If don't have
company 2 weeks
after internship
date, you need to
extend**

**Enough
allowance?**

**Register internship
subject?**

Internship Info

**All students must
have LOGBOOK**

**Internship visit =
10% random
students**

**Report duty: Submit the first
page in Logbook to CPDC
through fax/email. Upload in
KALAM**

**Internship report: Format in
KALAM. Submit during GET-IT
carnival.**

**After finish: Submit
LOGBOOK to INTERNSHIP
coordinator (only selected
student)**

Carnival GET-IT

All students COMPULSORY to attend - end of semester

Students need to come to faculty to present their job / task during the internship

Bring logbook, slides and report

Exception letter for the carnival will upload in KALAM

If students want to stay at collage, must booking by their own

Leave

Good students with 100% attendance

24 weeks * 5 days = 120 days

Leave = Approve by Industry Supervisor

REMINDER!!!

**PLEASE REGISTER INTERNSHIP
SUBJECT AT THE END OF THIS
SEMESTER / EARLY SEMESTER**

DEGREE

- 1) BCC4018 (INDUSTRIAL TRAINING)
- 2) BCC4024 (INDUSTRIAL TRAINING REPORT)
- 3) BCC4012 (INDUSTRIAL TRAINING) **NEW CODE**

DIPLOMA

- 1) DCC3112

IF FAIL SUBJECT IN SEM 1 2021/2022

Inform your PA / Academic Advisor

Need to repeat the subject until PASS

Can't do internship, need to extend semester

IF ACCIDENT / CRITICAL ILLNESSESS DURING INTERNSHIP?

Inform INTERNSHIP COORDINATOR

If leave > 14 days, need consideration from company to extend internship period

Task during Sem I 2021/2022

Download SLI from E-comm

List down all company that you apply in the Company Checklist form

If get more than one offer, please send cancellation letter for company that you want to reject

Verify job scope with LI Committee (reply form/offer letter)

Approve? Submit softcopy of reply form/offer letter to Internship Coordinator at email: surayaab@ump.edu.my

Fill up SLI online

Buy internship Logbook at CPDC (shopee)

Submit the SLI, company checklist and reply form/offer letter to CPDC

Register internship subject

JOB SCOPE – DIPLOMA SCIENCE COMPUTER

Develop and design web-based application, graphic and multimedia application and data management system

Involve in database or any type of application / system maintenance

JOB SCOPE – BCN

Configure and maintenance switches / router / server / PC / mainframe, IP address (IPV4 @ IPV6) or any cabling issues for fast convergence.

Do the installation and update such as server, switches and routers, cabling, LAN, WAN, hardware or software and operating system especially related to network eg: protocol version or any changes in routing.

Plan, construct, configure, monitor and managing LAN/WAN especially when the network is down and or network traffic issues and activity for integrity and optimum performance.

Analyse conceptual and develop computing system for organization and business. Can provide specific network programming for individual companies.

Manage security maintenance using encryption, firewalls, IDS, anti-virus, anti-spam etc.

Involved in application security tester / developer or can conduct as network security administrator.

JOB SCOPE – BCG

Develop software or application such as web-based, courseware, computer game, mobile application, Image processing that involve graphic and multimedia.

Develop graphics and multimedia content such as digital designs, video and audio, 3D animation, visual effects, simulation, virtual reality, computer-aided design and geographical information systems.

Involve in research that include computer vision, visual data analysis, data visualization, image processing, simulation and virtual reality

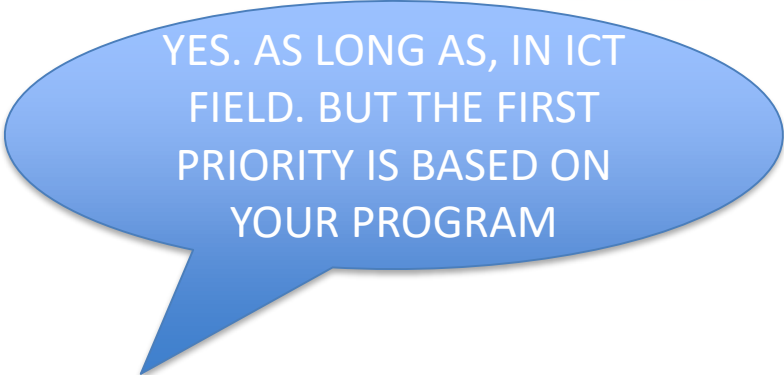
JOB SCOPE – BCS

Involve in any phase of software development life cycle such as planning, requirement, analysis, design, implementation, testing and maintenance.

Analyze system specifications and translate system requirements to task specifications.

Produce well-organized, optimized, and documented source code.

Debug existing source code and polish feature sets.



YES. AS LONG AS, IN ICT
FIELD. BUT THE FIRST
PRIORITY IS BASED ON
YOUR PROGRAM

CAN I APPLY INTERNSHIP WITH DIFFERENT JOB SCOPE FROM MY PROGRAM?




DOCUMENT

TO FIND COMPANY APPLY USING EMAIL. ATTACH YOUR:

- 1. SAL**
- 2. REPLY FORM**
- 3. RESUME**
- 4. RESULT**

HOW TO DOWNLOAD SAL?

E-COMM > INDUSTRIAL TRAINING ONLINE SYSTEM > DASHBOARD / DOWNLOAD SAL

Student ID:	
Faculty :	FSKPP (FAKULTI SISTEM KOMPUTER & KEJURUTERAAN PERISIAN)
Program :	DCS (DIPLOMA SAINS KOMPUTER)

Status PLI

Session	Status	Date Submit	Level	Form	Print SVL
19203	Approve	04-MAR-19	-	DOWNLOAD HERE	Print SVL

Status SLI

Status PLI – IF NOT SUBMIT COURSE CHECKLIST

The screenshot shows a web browser window with the URL <https://std-comm.ump.edu.my/ecomstudent/cms/li/li.jsp?action=status>. The page title is "UMP LI Online". The user is logged in as a student. The "Check Status" section displays the following information:

Student ID:	[Redacted]
Faculty :	FKEE (FAKULTI KEJURUTERAAN ELEKTRIK & ELEKTRONIK)
Program :	BEE (SARJANA MUDA (KEPUJIAN) KEJURUTERAAN ELEKTRIK (ELEKTRONIK))
Status PLI	No Application
Status SLI	No Application

The "Status PLI" and "Status SLI" rows are highlighted with a red box. The system tray at the bottom shows the date and time as 1/31/2018, 7:13 PM.

Company Checklist



NAMA:

ID:

PROGRAM:

TEMPOH LI:

UNIT LATIHAN INDUSTRI

SENARAI SEMAK PERMOHONAN TEMPAT LI PELAJAR (perlu dihantar bersama Borang SLI)

No.	SYARIKAT/INSTITUSI	(1) HANTAR		(2) JAWAPAN		(3) FOLLOW-UP		(4) BATAL	
		Tarik	Ya	Tidak	Ya	Tidak	Ya	Tidak	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

LIST DOWN OF ALL COMPANY THAT YOU APPLY

Reply Form

Human Resource Department,
<company address>
(Att.: Human Resource Manager)

Dear Sir/ Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

Name :
Student ID :
Program :
Faculty :

As a part of graduation requirements, the Final Semester Students/Year 3 students of **Universiti Malaysia Pahang** will have to undergo an industrial training program for a duration of maximum of one (1) semester. Training will tentatively commence on _____ to _____.

2. I have finished theoretical and hands on education and this practical training will be my compulsory subject before entering the work market. Therefore I seek your support and cooperation by considering me to be attached to your company.

3. Enclosed herewith, please find a set of reply form, my resume and resume for your perusal. Kindly please reply within 2 weeks upon receiving this letter or not later than <last date before SLI, please check LI schedule >. Should you have any inquiries, please don't hesitate to contact me.

Look forward for a positive reply from you as soon as possible.

Thank you.
Yours sincerely,

Name:
H.P no:
E-mail :

Enc. i. Curriculum Check List/Partial Transcript
ii. Resume
iii. Industrial Training Reply Form

Industrial Training Student
Universiti Malaysia Pahang



Reply to:
INDUSTRIAL TRAINING UNIT & GRADUATE EMPLOYABILITY
INDUSTRIAL PARTNERSHIP & COMMUNITY RELATION DIVISION
UNIVERSITI MALAYSIA PAHANG (UMP)
LEBUHRAYA TUN RAZAK,
28500 GAMBANG, KUANTAN, PAHANG, MALAYSIA.

TEL: +808 - 648 2750 FAX: +808 - 648 2626
Email: li@ump.edu.my <http://bjlm.ump.edu.my>

Industrial Training Period : _____ to _____

1. Please specify whether your organization is willing to offer industrial training place for:

YES NO

Name : _____ <please fill in>

Student ID _____

Identity Card No. _____

Program _____

List of benefits (if any):

(a) Allowance YES RM\$: _____ NO

(b) Accommodation YES NO

(c) Overtime YES RM\$: _____ NO

(d) Other (please specify): _____

2. Please specify whether your organization is willing to offer industrial training places for **other students**:

Degree YES NO

Diploma YES NO

3. Please specify number of students to be added for industrial training according to course.
(There is no limit for both Bachelor Degree and Diploma.)

3.1 Programs/Courses (by faculty) No. of Student

Faculty of Chemical Engineering & Natural Resources

(a) Bachelor of Chemical Engineering _____

(b) Bachelor of Chemical Engineering (Biotechnological) _____

**AFTER GET OFFER,
VERIFY WITH
LI COMMITTEE, EMAIL TO
LI COORDINATOR**

Cancellation Letter

*Industrial Training Student
Universiti Malaysia Pahang (UMP)*

Human Resource Department,
<company address>
(Att.: Human Resource Manager)

Dear Sir/ Madam,

CANCELLATION OF INDUSTRIAL TRAINING APPLICATION

Name :
Student ID :
Program :
Faculty :
University Malaysia Pahang

Regarding to the above matter, thank you for your offer to undergo industrial training at your department starting from dd/mm/yyyy until dd/mm/yyyy. However, just recently I received an offer from a company. For ease of accommodation and logistic I accepted the offer.

2. Therefore, I would like to cancel my practical training application at your department. I really apologize for the inconvenience.

3. Thank you for your kindness and support. Should you have any inquiries, please do not hesitate to contact me.

Thank you

Student MUST reject other offer if received more than one (1) offer. Sample of rejection letter can be downloaded from Portal: <http://jjim.umh.edu.my>

SUBMIT TO COMPANY

EXAMPLE CASE – NOT SEND Cancellation Letter

Fw: Requesting For Internship Placement Inbox x



ilham@dynac <ilham@dynac.com.my>
[Redacted]

Dec 20, 2018, 6:14 PM (15 hours ago)



Dear UMP,

We are writing to inform you that, there are cases that UMP students decline the offer without any notification or until we call them. This kind off attitude will impact to the others student opportunities because we have allocation quota arrangement.

Our practice is to get confirmation thru phone call, before we process to allocate their Internship Placement.

Email from HR will come only after students agree with our offer.
I should suggest to blacklist any student from UMP for future intake.

Sincerely Yours,

Ilham

IT Department.

FILL SLI ONLINE IN E-COMM AND SLI MANUAL

VERIFY SLI ONLINE

UMP LI Online



Logged in as

Search...

Dashboard

Verification

» Student's Application

» Student's Supervisor

» Approve Paperwork
(International Company)

Verification

Verification / List of LI Students and Company

List of LI Students and Company (Filled SLI Form)

10 records per page

Search:

Semester	Program	Student ID	Student Name	Company	Status	LI Date	Verify
SEMESTER 1 SESSION 2017/18 (FEB 2018)	BUN	CA14027	YONG HALE Student's Info Course Structure	E STREAM SOFTWARE SDN BHD Verify Company	Pending	12 Feb 2018 - 27 Jul 2018	Student LI Verification Reason : -
SEMESTER 2 SESSION 2017/18 (FEB 2018)	BCS	CB14081	NURSYAZWANI BINTI MD SHAFIL Student's Info Course Structure	BRILLIANCE INFORMATION SDN BHD Verify Company	Pending	12 Feb 2018 - 27 Jul 2018	Student LI Verification Reason : -
SEMESTER 2 SESSION 2017/18 (FEB 2018)	BCG	CD14029	LIM JOO HUI Student's Info Course Structure	ideaone system solutions sdn bhd Verify Company	Pending	02 Feb 2018 - 30 Jul 2018	Student LI Verification Reason : -

**MUST SAME WITH
REPLY FORM/OFFER LETTER**

VERIFY SLI ONLINE

UMP LI Online



Logged in as

Verification

Verification / List of LI Students and Company

List of LI Students and Company (Filled SLI Form)

10 records per page

Search:

Semester	Program	Student ID	Student Name	Company	Status	LI Date	Verify
SEMESTER SESSION 2017/18 (FEB 2018)	BCG	CD1412	IMMOO HUI Student's Info Course Structure	ideaone system solutions sdn bhd Verify Company	Pending	02 Feb 2018 - 30 Jul 2018	Student LI Verification Reason :-

Showing 1 of 1 entries

← Previous 1 Next →

CAN'T VERIFY IF NOT SUBMIT
REPLY FORM / OFFER LETTER

Reply Form

Human Resource Department,
<company address>
(Att.: Human Resource Manager)

Dear Sir/ Madam,

APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

Name : _____
Student ID : _____
Program : _____
Faculty : _____

As a part of graduation requirements, the Final Semester Students/Year 3 students of **Universiti Malaysia Pahang** will have to undergo an industrial training program for a duration of maximum of one (1) semester. Training will tentatively commence on _____ to _____.

2. I have finished theoretical and hands on education and this practical training will be my compulsory subject before entering the work market. Therefore, seek your kind support and cooperation by considering me to be a trainee in your company.

3. Enclosed herewith, please find a set of reply form, my results and resume for your perusal. Kindly please reply with _____ by receiving this letter or not later than _____ <last date before SLI, please check LI schedule >. Should you have any enquiries, please don't hesitate to contact me.

Look forward for a positive reply from you as soon as possible.

Thank you.
Yours sincerely,

Name: _____
H.P no: _____
E-mail : _____

Enc. i. Curriculum Check List/Partial Transcript
ii. Resume
iii. Industrial Training Reply Form

Industrial Training Student
Universiti Malaysia Pahang



Reply to:
INDUSTRIAL TRAINING UNIT & GRADUATE EMPLOYABILITY
INDUSTRIAL PARTNERSHIP & COMMUNITY RELATION DIVISION
UNIVERSITI MALAYSIA PAHANG (UMP)
LEBUHRAYA TUN RAZAK,
25100 GAMBANG, KUANTAN, PAHANG, MALAYSIA.

TEL: +608 - 648 2750 FAX: +808 - 648 2626
E-mail: li@ump.edu.my <http://bjlm.ump.edu.my>

Industrial Training Period : _____ to _____

1. Please specify whether your organization is willing to offer industrial training place for:

YES NO

Name : _____ <please fill in>

Student ID : _____

Identity Card No. : _____

Program : _____

List of benefits (if any):

(a) Allowance YES RM/\$: NO

(b) Accommodation YES NO

(c) Overtime YES RM/\$: NO

(d) Others (please specify): _____

2. Please specify whether your organization is willing to offer industrial training places for other students.

Degree YES NO

Diploma YES NO

3. Please specify number of students to be added for industrial training according to course.
(There is no limit for both Bachelor Degree and Diploma.)

3.1 Programs/Courses (by faculty) No. of Student

Faculty of Chemical Engineering & Natural Resources

(a) Bachelor of Chemical Engineering

(b) Bachelor of Chemical Engineering (Biotechnological)

SUBMIT TO LIAISON COMMITTEE

Company Checklist



NAMA:

ID:

PROGRAM:

TEMPOH LI:

UNIT LATIHAN INDUSTRI

SENARAI SEMAK PERMOHONAN TEMPAT LI PELAJAR (perlu dihantar bersama Borang LI)

No.	SYARIKAT/INSTITUSI	(1) HANTAR	(2) JAWAPAN			(3) FOLLOW-UP		(4) BATAL	
		Tarikh	Tidak	*Tiada	Ya	Tidak	Ya	Tidak	
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

SUBMIT TO PA

SLI Form – Manual and online

Borang SLI



UNIT LATIHAN INDUSTRI PENGESAHAN PILIHAN TEMPAT LATIHAN INDUSTRI

Bahagian A: Diisi oleh pelajar

1) Nama penuh

2) No. pelajar

 3) No. KP

 4) Tahun Pengajian

5) Kod & nama program

6) Jantina _____ 7) Taraf perkahwinan _____

8) Agama _____ 9) keturunan _____

10) Alamat surat menyurat

11) No. telefon

 12) E-mel _____

Ibubapa/peniaga yang perlu dihubungi sekiranya berlaku kecemasan

13) Nama

14) Hubungan

 15) No. Telefon

16) Alamat

SUBMIT TO CPDC

**BUY LOGBOOK
AT CPDC/SHOPEE**

DURING YOUR REPORT DUTY

CONFIRMATION LETTER



Career Placement Office

26300 Gambang, Kuantan
Pahang, Darul Makmur
609 549 2753
Faks: +609 549 2525

UMP.34/13.16/06 (CC16219) (12) 13/07/2018

MAGNIFIQUE GREAT FORTUNE SDN BHD
D/A REST HOUSE TEMERLOH JALAN LUMZUH
28000 TEMERLOH
PAHANG

ATTN : M. ANGELA FONG

Dear Sir/ Madam,

CONFIRMATION FOR PLACEMENT OF INDUSTRIAL TRAINEE

On behalf of University Malaysia Pahang I would like to express our greatest appreciation for your kind support and cooperation in ensuring the success of our Industrial Training program.

2. We appreciate your cooperation in accepting our students to be trained in your organization starting from **01/08/2018** until **15/01/2019**. The student that will be assigned to your organization is/are listed as below:

**BRING THIS FORM:
REPORT DUTY**

Report Duty Form



Universiti
Malaysia
PAHANG
Engineering • Technology • Creativity

INDUSTRIAL TRAINING UNIT & GRADUATE EMPLOYABILITY CONFIRMATION OF STUDENT REGISTRATION ATTACHMENT FORM

Notes:

- (i) This form is to be completed by student and certified by industrial supervisor upon attachment registration.
- (ii) Kindly fax and post this form to Industrial Training Unit & Graduate Employability, Industrial Partnership & Community Relation Division, Universiti Malaysia Pahang, Lebuhraya Tanjong Razak, 26300 Kuantan Pahang Darul Makmur. Tel : 609 – 549 2750 Fax : 609 – 549 2751
- (iii) Student is required to register Industrial Training Course(s) online within the stipulated duration.

1. Name

2. Student ID / PassportNo.

3. Industrial Training Code(s) Semester Sem..... Session 2.../20...

4. Programme

5. Name & Industrial Training Attachment Address
Tel: Fax:

6. Student address during Industrial Training Attachment
Tel: (HP) (Hse)

7. Date of registration

8. Allowance RM per month

I declare that the above industrial registration information is true.

(Student Signature) _____ (Date) _____

Certified by Industrial Training Supervisor,

Name: _____
Designation: _____
Email: _____

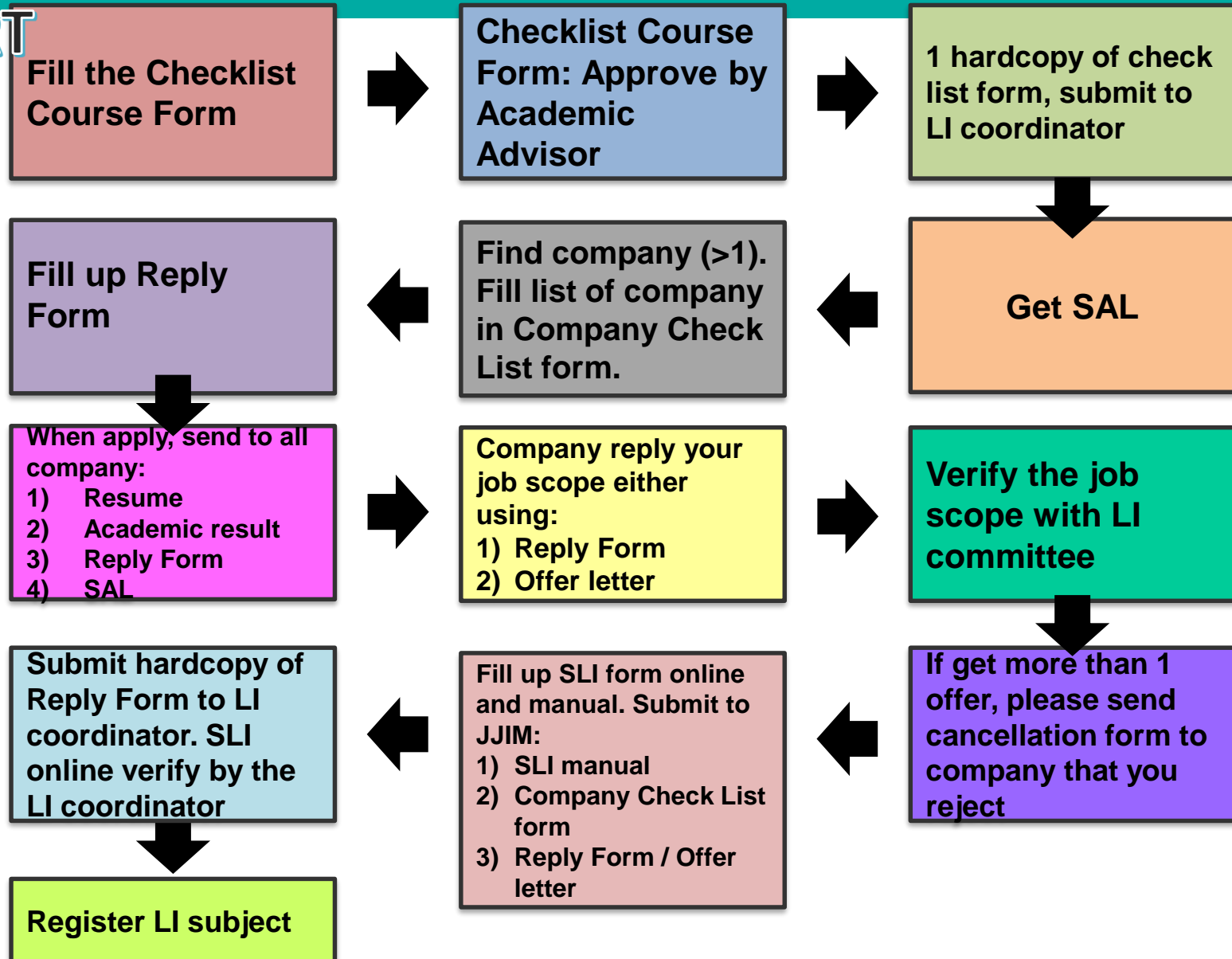
(Signature & Official Stamp) _____
Date: _____ Tel. : _____

**SUBMIT VIA FAX: CPDC
UPLOAD IN KALAM**

Student send Report Duty Form (A1) to CPDC thru Fax, email or courier that made available inside Log Book (Page 1) on first day in industry

Flow before LI

START



FINISH

Who can change company?

Step 1	Write a formal letter to LI Coordinator regarding the issues, make sure PA is up to date on the issues, Email to LI Coordinator and LI Committee
Step 2	LI Committee will verify the issues with industrial supervisor / company
Step 3	After Approval from LI Coordinator, write an official letter to Dean and attach related documents (Health- Letter from Doctor, official letter from company, new offer letter)
Step 4	Approve by Dean Inform LI Coordinator for new SLI Application

REASONS TO BE CONSIDER

SV Industry change the job scope after report duty (not related to IT/CS)

Sexual harassment

Company Bankrupt

REASONS NOT TO BE CONSIDER

Receive new offer

Accommodation / Transportation / money problem

IMPORTANT

**PLEASE FIND COMPANY
BEFORE YOU LEAVE UMP**

