

# First Briefing for **INDUSTRIAL TRAINING**

**BY TS. AZLINA ZAINUDDIN**  
**29 MARCH 2024**

**For Students Internship in  
Semester I 2024/2025**



**Briefing Attendance**

**29th MARCH 2024**

**Time: 10AM**



# AGENDA BRIEF

01

## Intro

Industrial Training  
Objectives, CLOs, Roles &  
Responsibilities by  
organization from faculty,  
universities and industries.

02

## Procedure

Eligible status, Programs  
Requirements, Listing  
Companies, Placement  
Hunting, Placement  
Application, Placement  
Confirmation, Changing  
Placement or Withdraw.

03

## Timeline

Important Dates & Action to  
be taken.

04

## Do & Don't

Conduct, Attitude, Ethics.





# Industrial Training

- To give **experience** for the student to **apply their knowledge and skills** that they have learned.
- Student must **write and record all activities** given by industrial supervisor using log book.
- Student should be able to demonstrate effectively **interpersonal skills and act professionally** in working environment.
- Student must provide **final report** by the end of the internship.



# Course Learning Outcome (CLO)



## CL01

Summarize the industrial training knowledge, experience and skills into appropriate report. (First Report, Log Book, Work Performance (WP))

## CL02

Construct solution by applying appropriate techniques, skill and tools to solve tasks given by industry. (Log Book & WP)

## CL03

Demonstrate effective interpersonal skills throughout industrial training. (Work Performance (WP))

## CL04

Demonstrate student ethics and professional values throughout the industrial training duration. (Work Performance (WP))

## CL05

Communicate effectively to convey ideas in written form using appropriate context and language (WP & Final Report)

## CL06

Communicate effectively to convey ideas in oral using appropriate context and language (WP & Final Report)

# OVERVIEWS

Industrial Training Related Department in UMPSA, Faculty & Industries



اوتیورسیتی ملیسیا فهغ السلطان عبدالله  
UNIVERSITI MALAYSIA PAHANG  
AL-SULTAN ABDULLAH

**UMPSA Career Centre  
(UMPSACC) / Pusat  
Kerjaya UMPSA**

Bursary Office (Pejabat Bendahari)

Students Affairs & Alumni Department (SAFFAD) /  
Jabatan Hal Ehwal Pelajar Akademik JHEPA

Centre for Academic Management /  
Pusat Pengurusan Akademik

Center for International  
Relations, UMP



اوتیورسیتی ملیسیا فهغ السلطان عبدالله  
UNIVERSITI MALAYSIA PAHANG  
AL-SULTAN ABDULLAH

**Faculty of Computing**  
Fakulti Komputeran



**Academic Advisor**

**Internship Unit (Unit FK LI)  
Committee  
Coordinator**



**Faculty's Supervisor**



Students  
(Potential Intern Students)



Students  
(Confirmed Intern Students)

**Industries**



**Human Resource /  
Internship Talent  
Acquisition**



**Industry's Supervisor**



# Potential Intern Students

## Degree & Diploma

- BCC4012 INDUSTRIAL TRAINING (6 MONTHS = 24 WEEKS)
- DCC3112 INDUSTRIAL TRAINING (6 MONTHS = 24 WEEKS)
- DRC2910 INDUSTRIAL TRAINING (6 MONTHS = 24 WEEKS)

## Eligible Students

- Taken all courses except Industrial Training
- Verified by Academic Advisor



01



# Confirmed Interns Students

- 1 Passed all courses taken from previous semester.
- 2 Get offered from company for industrial training attachment. Received Offer Letter.
- 3 Reviewed & Approved by Committee for suitable company with the right job scope based on the program.
- 4 Reviewed & Approved by Coordinator for correct & updated information.
- 5 Received Student Confirmation Letter.





# UMPSA CAREER CENTRE

*"Vision Become Reality"*



**1. DIRECTOR**

Associate Professor Dr. Izwan Bin Ismail

**2. SENIOR EXECUTIVE**

Puan Aminatul Nor Binti Mohamed Said

**3. SENIOR CAREER COUNSELOR**

Cik Nurul Arina Raihan Binti Che Azmi

**4. CAREER COUNSELOR**

Cik Syahida Adila Binti Ismail

**5. SENIOR ADMIN ASSISTANT**

Puan Siti Masliza Binti Abd Azis

**6. ADMIN ASSISTANT**

Puan Nur Ainabalqis Binti Ab Kadir @ Sahibullah

# UMPSACC RESPONSIBILITIES

## CAREER DEVELOPMENT

*Career Grooming by Design*

Improving graduates' employability skills

Career development programs and activities for students

Career Fair, Employment Fair, Career Talk

## INDUSTRIAL TRAINING

Policy and Guidelines

Industrial Training Application and Placements

Industrial Training Coordination

## GRADUATE EMPLOYABILITY

Internal Tracking Report

Management and reporting of SKPG activities

Secretariat of the GE UMPSA Steering Committee Meeting

Professional Certification Programmes



# UNIT FK LI

Faculty's Industrial Training Unit who responsible to advice and assist students for internship application, placement and evaluation.



**Mr. Wan Muhammad Syahrir  
Wan Hussin**

Committee Diploma  
(DRC/DCC)



**Ts Siti Normaziah Ihsan**

Committee Graphic  
& Multimedia (GMM)



**Ts Azlina Zainuddin**

Coordinator



**Ts Dr Rozlina Mohamed**

Committee Software  
Engineering (SE)



**Ts Dr Syafiq Fauzi  
Kamarulzaman**

Committee Network  
Engineering (SN)



# INDUSTRIES

Knowing the company by organization chart

## High-level Project Organization Chart

### Executive Leadership

Champion for the project. Provides high-level direction, authority, and resources. Removes roadblocks.

**Sponsor**

### Advisory or Steering Team

Supports the Sponsor & Project Leader. Provides high-level direction and input.

### Project Leadership

Provides day-to-day leadership for planning, implementation, and closing. Resolves issues and escalates when needed.

**Project Leader**

### Project Manager

Provides process expertise, tracking and reporting.

### Project Work Teams

**Core Team**

Provides leadership of the day-to-day activities of the project in support of the planning and implementation of the project plan.

**Functional Team**

Provides subject matter expertise and functional/subject matter expertise, ownership, leadership, and accountability for assigned project results.

**Functional Team**

**Functional Team**

**Change and/or Communications Team**

Consider the impact on people as a result of the project or project results to determine need for this team.

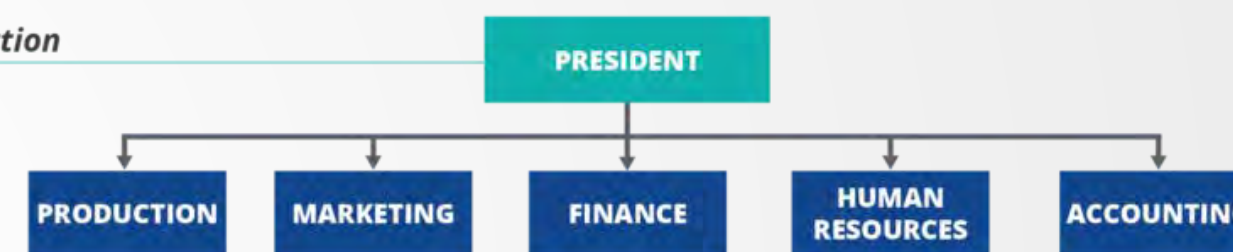
**Project Resources**

Critical resources that can be brought in as subject matter experts as needed.

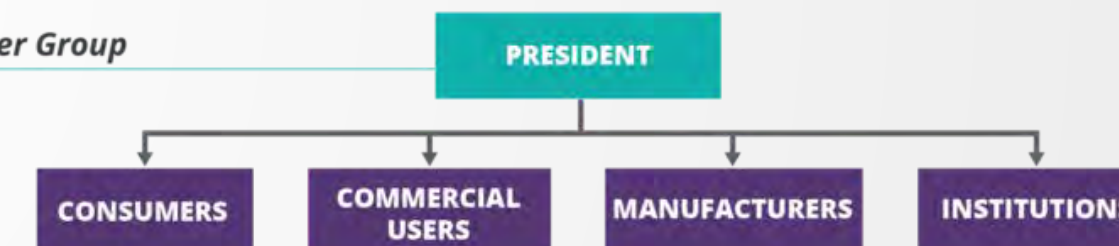
*By Product*



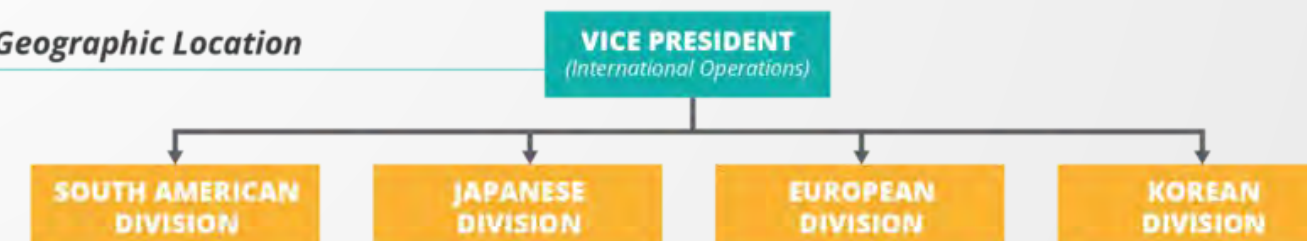
*By Function*



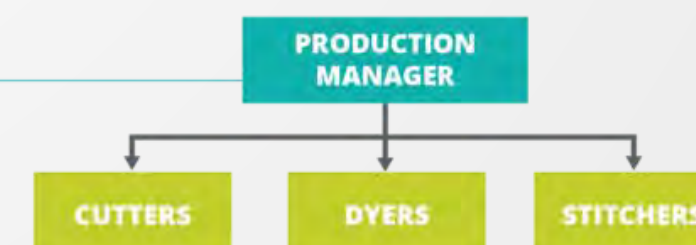
*By Customer Group*



*By Geographic Location*

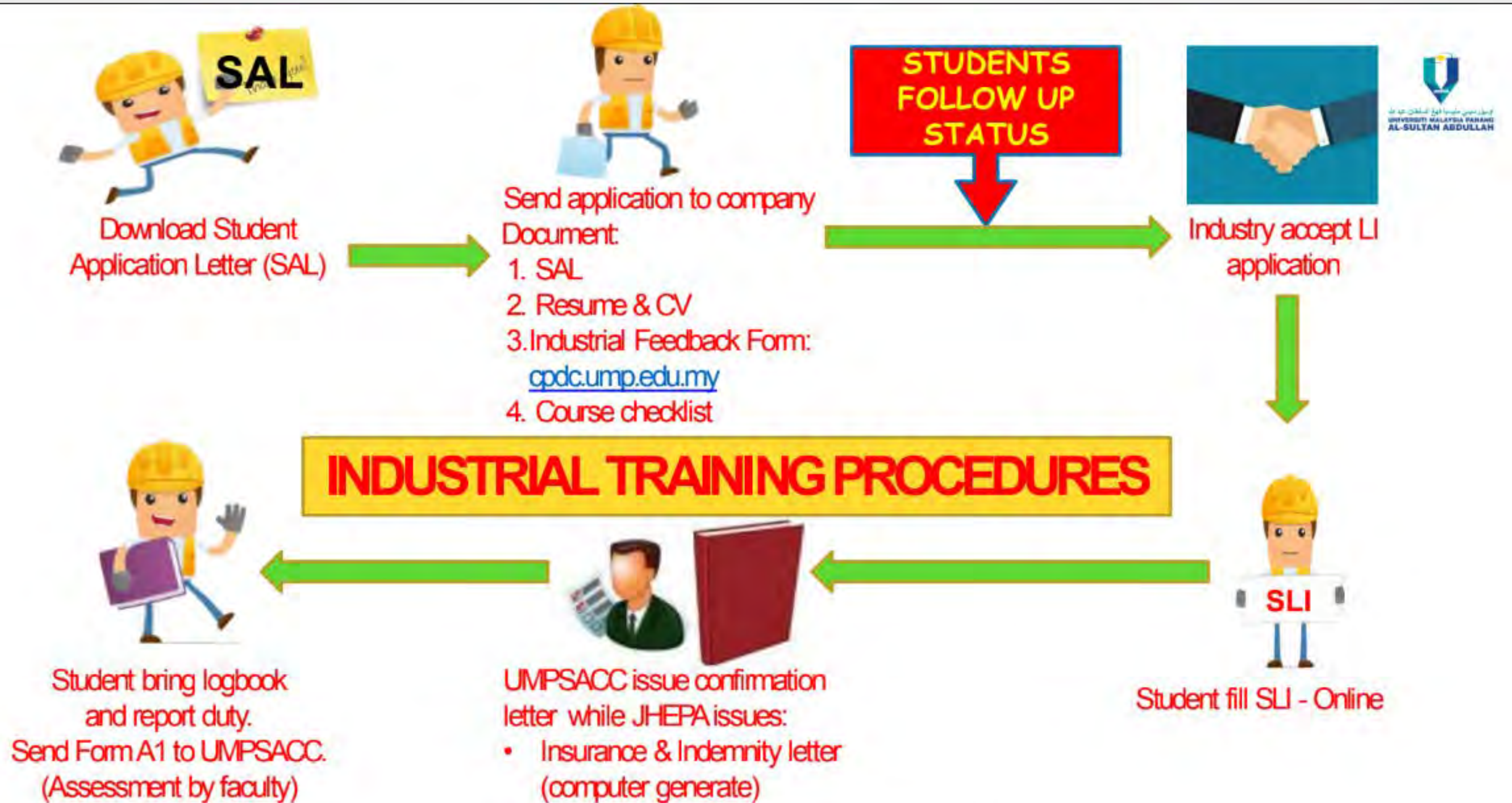


*By Process*





# PROCEDURES



# PROCEDURES



**Faculty of Computing**  
Fakulti Komputeran

**Industries**

## Before Industrial Training Starts

### myGading

- Key-in the confirmed placement
- Generate SAL & SCL

### Manual process (GDrive & GForm)

- Eligible Internship (Course List Verification)
- Duration Internship
- Prepare Resume
- Download Student Application Letter (SAL)
- Placement Hunting (any sources)
- Attend Interviews Sessions
- Review and Approval
- Download Student Confirmation Letter (SCL) & eCoverage
- Register OR

### Manual process Interviews Sessions

- Reply Form
- Offer Letter
- Insurance
- Indemnity Letter
- Security Letter

## After Industrial Training Starts

### KALAM

- Submit Form A1 Report Duty
- Submit Log Book & Final Report



## Eligible Internship

# Course List Verification

Provide List Taken/Untaken, Course Result and Course List Verification Form show to your Academic Advisor & Get Verification signed. Zip the files then submit in GForm.



### List Taken/Untaken from Academic Advisor

LIST OF TAKEN/UNTAKEN COURSE				
Faculty	FK	FAKULTI KOMPUTERAN		
Programme	BCS	SARJANA MUDA SAINS KOMPUTER (KEJURUTERAAN PERISIAN) DENGAN KEPUJIAN		
Student	CB20036	NUR RAFHANAH BINTI YAFIS NAWAWI		
Course Code	Course Structure	Course Code Taken	Course Taken	Semester Taken
BCC3012	UNDERGRADUATE PROJECT I	BCC3012	UNDERGRADUATE PROJECT I	22232/IJA
BCC3024	UNDERGRADUATE PROJECT II			
BCC4012	INDUSTRIAL TRAINING			
BCI1023	PROGRAMMING TECHNIQUES	BCI1023	PROGRAMMING TECHNIQUES	20212/IJA
BCI1093	DATA STRUCTURE & ALGORITHMS	BCI1093	DATA STRUCTURE & ALGORITHMS	21221/IJA
BCI1143	PROBLEM SOLVING	BCI1143	PROBLEM SOLVING	20211/IJA
BCI2023	DATABASE SYSTEMS	BCI2023	DATABASE SYSTEMS	20212/IJA
BCI2313	ALGORITHM & COMPLEXITY	BCI2313	ALGORITHM & COMPLEXITY	22231/IJA
BCN1043	COMPUTER ARCHITECTURE & ORGANIZATION	BCN1043	COMPUTER ARCHITECTURE & ORGANIZATION	20211/IJA
BCN1053	DATA COMMUNICATION & NETWORKING	BCN1053	DATA COMMUNICATION & NETWORKING	20212/IJA
BCN2023	DATA & NETWORK SECURITY	BCN2023	DATA & NETWORK SECURITY	22231/IJA
BCN2053	OPERATING SYSTEMS	BCN2053	OPERATING SYSTEMS	21222/IJA
BCS1113	ELECTIVE BCS 1	BCS3423	INTEGRATED BUSINESS PROCESSING USING SAP	22232/IJA
BCS1123	ELECTIVE BCS 2	BCM3253	DATA ANALYTICS AND VISUALIZATION	22232/IJA
BCS1133	ELECTIVE BCS 3	BCI3293	EMERGING TECHNOLOGY	22231/IJA
BCS1033	SOFTWARE ENGINEERING	BCS1033	SOFTWARE ENGINEERING	20211/IJA
BCS1133	SYSTEMS ANALYSIS & DESIGN	BCS1133	SYSTEMS ANALYSIS & DESIGN	20212/IJA
BCS2143	OBJECT ORIENTED PROGRAMMING	BCS2143	OBJECT ORIENTED PROGRAMMING	21221/IJA
BCS1173	HUMAN COMPUTER INTERACTION	BCS1173	HUMAN COMPUTER INTERACTION	21221/IJA



### Course Result from Student ecComm

Course Results					
REGISTERED COURSES					
SEMESTER I ACADEMIC SESSION 2020/2021					
CODE	COURSE	GRADE	POINTS	CREDIT HOURS	STATUS
BCI1143	PROBLEM SOLVING	A	4	3	PASS
BCN1543	COMPUTER ARCHITECTURE & ORGANIZATION	A	4	3	PASS
BCS1933	SOFTWARE ENGINEERING	A	4	3	PASS
BUM1433	DISCRETE STRUCTURE & APPLICATIONS	A	4	3	PASS
UNC1932	FALSAFAH DAN ISU SEMASA	A	4	2	PASS
UNS1932	SOFT SKILLS	A	4	2	PASS
SEMESTER II ACADEMIC SESSION 2020/2021					
CODE	COURSE	GRADE	POINTS	CREDIT HOURS	STATUS
BCI1023	PROGRAMMING TECHNIQUES	A	4	3	PASS
BCI2023	DATABASE SYSTEMS	A	4	3	PASS
BCN1953	DATA COMMUNICATION & NETWORKING	A	4	3	PASS
BCS1133	SYSTEMS ANALYSIS & DESIGN	A	4	3	PASS
BUM1233	DISCRETE MATHEMATICS AND APPLICATIONS	A	4	3	PASS
UNH2412	ENGLISH FOR ACADEMIC COMMUNICATION	A	4	2	PASS
SEMESTER I ACADEMIC SESSION 2021/2022					
CODE	COURSE	GRADE	POINTS	CREDIT HOURS	STATUS
BCI1093	DATA STRUCTURE & ALGORITHMS	A	4	3	PASS
BCS2143	OBJECT ORIENTED PROGRAMMING	A	4	3	PASS
BCS2173	HUMAN COMPUTER INTERACTION	A	4	3	PASS
BCS2233	SOFTWARE REQUIREMENT WORKSHOP	A	3.67	3	PASS
BUM2413	APPLIED STATISTICS	A	4	3	PASS
UGE2002	TECHNOPRENEURSHIP	A	4	2	PASS
UNC2022	PENGHAAYATAN ETIKA DAN PERADABAN	B+	3.33	2	PASS
SEMESTER II ACADEMIC SESSION 2021/2022					
CODE	COURSE	GRADE	POINTS	CREDIT HOURS	STATUS
BCM3183	COMPUTER GAME PROGRAMMING I	B+	3.33	3	PASS
BCN2053	OPERATING SYSTEMS	A	4	3	PASS



### Course List Verification Form

#### BORANG PENGESAHAN LATIHAN INDUSTRI

KEPADA :  
Unit LI,  
Fakulti Komputeran,

#### SEMAKAN DAN PENGESAHAN KELAYAKAN LATIHAN INDUSTRI

Saya \_\_\_\_\_ dengan ini telah menyemak dan mengesahkan bahawa pelajar telah selesai mengikuti kursus di Fakulti Komputeran sebanyak \_\_\_\_\_ kredit termasuk kursus latihan industri. Senarai semak kursus yang diambil seperti pada lampiran.

Maklumat pelajar tahun akhir seperti berikut :-

Matrik ID :  
Nama :  
Program :

Pelajar LAYAK / TIDAK LAYAK menjalani Latihan Industri pada Semester \_\_\_\_\_ Sesi \_\_\_\_\_.

Disemak dan disahkan oleh,

Nama Penasihat Akademik :  
Tarikh :

## Eligible Internship

# Course List Verification

**yellow - fill in by students**  
**red - fill in by academic advisor**

INDUSTRIAL TRAINING VERIFICATION FORM

TO :  
 Unit LI,  
 Faculty of Computing,


REVIEW AND VERIFICATION OF INDUSTRIAL TRAINING QUALIFICATIONS

I \_\_\_\_\_ have hereby checked and confirmed that the student has completed the course at the Faculty of Computing for \_\_\_\_\_ credits including the industrial training course. Checklist of courses taken as in the attachment.

Final year student information as follows:-  
 ID Matrix : \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Program: \_\_\_\_\_

ELIGIBLE / NOT ELIGIBLE Students undergo Industrial Training in Semester \_\_\_\_\_ Session \_\_\_\_\_

Reviewed and verified by,

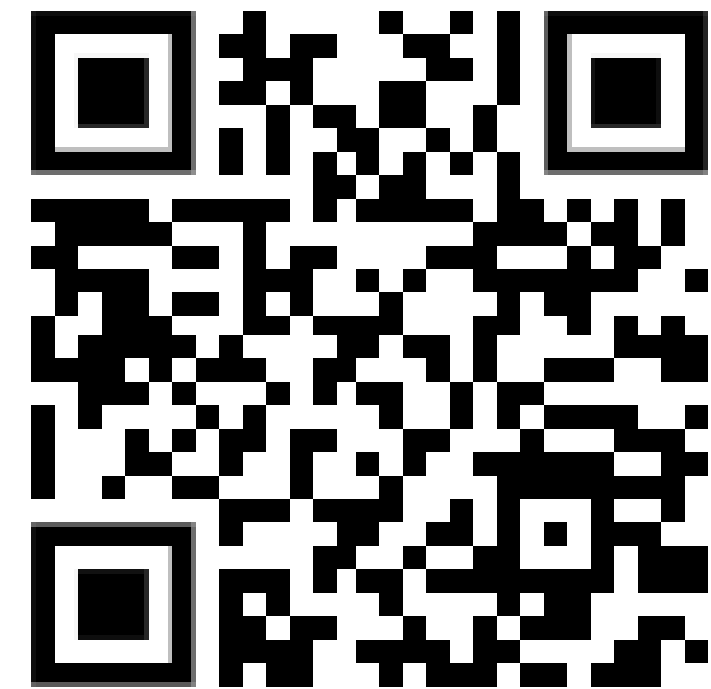


Name of Academic Advisor:  
 Date : \_\_\_\_\_

Download Form Course Verification  
<https://tinyurl.com/5n6zfth6>



SUBMISSION OF COURSE VERIFICATION FORM LI SEM I 2425  
 Rename File CA14530\_CCList.zip / pdf  
 Please fill up all details before 30 April 2024  
<https://forms.gle/oKTms5xt3ZXhx8kM8>





# Student Application Letter

UPDATE BRIEFING ATTENDANCE  
List Student LI Sem I 2425  
<https://tinyurl.com/mrx5xmcj>

myGADING

Home

My Profile

Academic Management

Industrial Training & WBL

Dashboard

Application

User Manual

Student Life

Welfare

University Services

Helpdesk

CB21133

Login Gading

<https://gading.ump.edu.my/ump/f?p=116:99999:9172929701144>

➔Academic Management➔Industrial Training & WBL➔Dashboard➔Scroll Down➔Print SAL

Check Status

Check Status

Student ID: CB21133 (CHONG XUE LIANG)

Faculty : FK (FAKULTI KOMPUTERAN)

Program : BCS (SARJANA MUDA SAINS KOMPUTER (KEJURUTERAAN PERISIAN) DENGAN KEPUJIAN)

Status	Date Submit	Level	Form	Print SAL
Approve	29-MAR-24			<div>Print SAL</div>

Actions

Reset

Company Name	Supervisor	Contact	Address 1	Address 2	Email	Start D
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# Student Application Letter

## SAMPLE STUDENT APPLICATION LETTER (SAL)

Duration &  
Date Start and End  
Industrial Training

**UMP**  
UNIVERSITI MALAYSIA PERANG  
AL-SULTAN ABDULLAH

**Prosal Kerjaya UMPSA**  
UMP/SA Career Centre

Universiti Malaysia Perlis (UMP) adalah  
universiti awam yang terletak di Perlis.  
10000 Seremban, Negeri  
Selangor Darul Ehsan

Tel: +604-911 1000  
www.ump.edu.my  
e-mail: info@ump.edu.my

OUR REF: UMP/08/05/2023-P40 (AS201402)  
DATE: 17 JANUARY 2024

TO WHOM IT MAY CONCERN  
APPLICATION FOR INDUSTRIAL TRAINING PLACEMENT

NAME: AHMAD FADRI BIN MOHD ALWI  
STUDENT ID: A000147  
FACULTY: FAKULTI TEKNOLOGI KEJURUTERAAN AWAM  
PROGRAMME: DIPLOMA IN CIVIL ENGINEERING

Dear Sir / Madam,

Regarding the matter mentioned above, we would like to hereby confirm that the student(s) mentioned in the aforementioned communication are affiliated with Universiti Malaysia Perlis (UMP) Al-Sultan Abdullah (UMP/SA).

The student(s) will be commencing their industrial training programme, which is scheduled to run from 14/08/2023 TO 20/01/2024. It is important to note that this training is an integral component of our curriculum and is essential for the student's progress towards graduation.

Enclosed with this letter, you will find a set of response forms and the respective student(s)' resumes for your review. We kindly request that you respond to the student(s) within a period of two weeks upon receipt of this communication. In the event that your esteemed company is willing to provide placement opportunities for our student(s), a formal acceptance letter will be dispatched to you by the student(s) themselves. It is worth mentioning that the University will only send a Confirmation for Placement Letter to the selected company for the purpose of facilitating the industrial training.

Should you require any additional information or have any inquiries, please do not hesitate to reach out to us via email at [info@ump.edu.my](mailto:info@ump.edu.my) or by calling our general number at 09-4315023. We greatly appreciate your support and look forward to the possibility of collaborating with you in the future.

Thank You.

"MALAYSIA MADANI"  
DOKUMENT UNTUK NEGARA  
"Teknologi Untuk Masyarakat"

Associate Professor Dr. Izwan Bin Ismail  
Director  
UMP/SA Career Centre

KEJURUTERAAN TEKNOLOGI INOVATIF

UMP  
UNIVERSITI MALAYSIA PERANG  
AL-SULTAN ABDULLAH



## Placement Hunting

# Placement Types

Local Private, Multinational , Statutory Body, Government Agency (Central @ State), Government Link Companies(GLC), & Non-Profit Organization (NGO). Accreditation by MBOT/MQA.



### Placement in Malaysia

- Work from office/site
- Work from home
- Hybrid



### Placement Abroad

- **Local Students**
  - 3 months before apply
  - Require paperwork
- **International Students**
  - Online meetings with company representatives



### Placement by Industries Grant / Student Start-up Companies

- To be announced after approved guidelines



# Placement Hunting

## Placement Job Scope

- Scope of work in the field of **computer science and information technology**.
- The scope of work is **compatible** with the **program at the Faculty of Computing**.
  - Work related to **software development and software maintenance**.
  - **All phases of software development** at LI company are according to the scope of work of the student program.
- Work related to **IT development and maintenance**.

### List of Companies

<https://tinyurl.com/3wnanest>

### Latest Offer Internship

<https://tinyurl.com/3tjzcnrc>

**mynext.my**

mynext

mynext by TalentCorp is an all-in-one talent solution and analytics platform for students, universities, companies, and the workforce. The tools in mynext help talents understand and improve their employability and career paths, for university administrators to add value to their offerings, and for employers to source the right talents for their companies.

Get In Touch With Us

[hello@mynext.my](mailto:hello@mynext.my)



**TalentCorp**  
GROUP OF COMPANIES





## Placement Hunting



# Placement Job Scope NOT RECOMMENDED

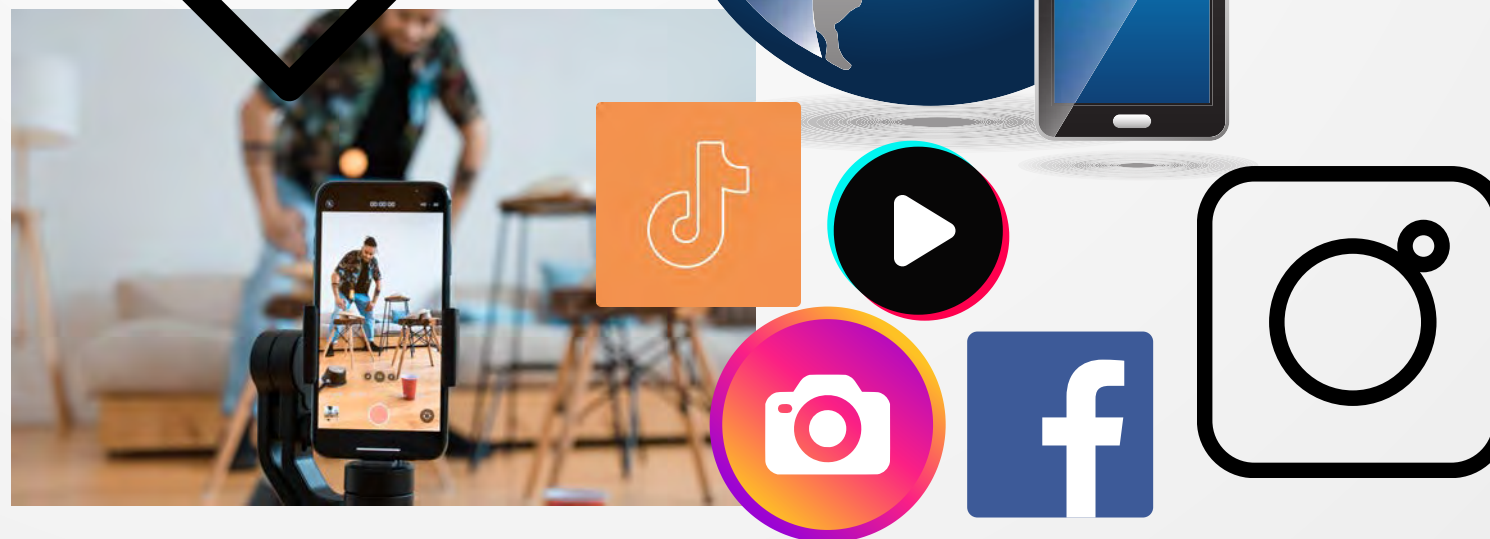


24/7  
SERVICE



Example:

- Wrapping order from Shopee
- Web posting (Facebook, Shopee, Tiktok, Instagram)
- Poster design using Canva for product sales



COD





# Placement Hunting

## Placement Decision Consideration

Shared with me > ... > 2. Application Process > FORM ▾

Type ▾ People ▾ Modified ▾

Name ↑


- Cancellation Letter.docx
- CompanyCheckList ←
- REPLY FORM.docx

CompanyCheckList ☆

File Edit View Insert Format Data Tools Extensions Help

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S11

 <b>Faculty of Computing</b> Fakulti Komputeran		NAME: ID: PROGRAM: DURATION INTERNSHIP:			
<b>INDUSTRIAL TRAINING UNIT</b> <b>INDUSTRIAL TRAINING STUDENT PLACEMENT CHECKLIST APPLICATION</b>					
No.	COMPANIES / INSTITUTION	(1) SENT Date	(2) REPLY Yes No *Nothing	(3) FOLLOW-UP Yes No	(4) CANCEL Yes No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

<https://tinyurl.com/2ch73jzn>



# Placement Hunting

## Placement Decision Consideration

### CHOOSING YOUR COMPANY



Working Hours

Related to course taken

Transportation

Approved by faculty

Allowance

Lodging



# Attend Interviews

Practice  
+  
Repeat



Get ready ahead  
of time



Try to stay  
calm.

## Top Interview Tips

Research the  
company.



Be on time-  
that means  
early!



Follow up  
after the  
interview.





# Attend Interviews



## 5 TOP ONLINE INTERVIEW TIPS

Make an Impression from a Distance



★  
Look directly into the camera and not at the screen or monitor to make good eye contact

★  
Don't be afraid to ask for a question to be repeated if you have not heard it properly. It is better to clarify

★  
The sound system can be less than perfect so speak clearly and avoid mumbling or rushing your words

★  
Be aware of your facial expressions and posture - they are a large part of your message online

★  
Pause before answering a question to be sure the interviewer has finished speaking



## Placement Review & Approval

# Placement Approval



SAL - STUDENT  
APPLICATION LETTER



RF - REPLY FORM



RESUME

**STUDENT**



RF - REPLY FORM



OF - OFFER LETTER

**COMPANY**



SAL - STUDENT  
APPLICATION LETTER



CL - CONFIRMATION  
LETTER

**UNIVERSITY**

**Before accept the offer,  
please ask committee to review  
and approve.  
Committee will checked based  
on company background  
(legit/scam), and suitable job  
scope.**

**But if you firm with the  
company and job scope,  
then the approval process  
will be easy.**




# Placement Review & Approval

## Placement Approval

LIST OF POSSIBLE STUDENT\_INTERNSHIP  
AUG2024-JAN2025, SEM I 2024/2025

Submit RF & OL SEM I 2024/2025  
<https://forms.gle/HWDyk3HLxNro1E3C9>

<https://tinyurl.com/4ytu9hvb>



### Industrial Attachment

This form is to collect the student's offer letter and Reply Form as record of evidence.

Template Reply Form - <https://tinyurl.com/2d2szb3e>

Example of letter - <https://tinyurl.com/yc6cjr79>

azlinaz@umpsa.edu.my [Switch account](#)

The name, email, and photo associated with your Google account will be recorded when you upload files and submit this form

\* Indicates required question

Email \*

Your email

Name \*

LIST OF POSSIBLE STUDENT\_INTERNSHIP AUG2024-JAN2025, SEM I 2024/2025

File Edit View Insert Format Data Tools Extensions Help

75% 123 Calibri 11 B I A

LIST OF POSSIBLE STUDENT INTERNSHIP AUG2024-JAN2025, SEM I 2024/2025							GROUP CHAT BCN Internship Sem1- <a href="https://chat.whatsapp.com/FifbW">https://chat.whatsapp.com/FifbW</a>	
ATTENTION: Please get the approval from the LI Committee on the job scope & company first before fill up all the details of the placement							Coordinator - Ts Azlina Zainuddin (0164485398) BCN LI Committee - Ts Dr Syafiq Fauzi (0192699805)	
* PLEASE WRITE IN CAPITAL LETTERS (except company name, company address, job scope & email)							ONLY FOR LI COMMITTEE	
NO	ACADEMIC ADVISOR NAME	STUDENT ID	STUDENT NAME	EMAIL	CONTACT NO	LI COMMITTEE APPROVAL	LI COORDINATOR APPROVAL	JOB SCOPE
1						<input type="checkbox"/>	<input type="checkbox"/>	
2						<input type="checkbox"/>	<input type="checkbox"/>	
3						<input type="checkbox"/>	<input type="checkbox"/>	
4						<input type="checkbox"/>	<input type="checkbox"/>	
5						<input type="checkbox"/>	<input type="checkbox"/>	
6						<input type="checkbox"/>	<input type="checkbox"/>	
7						<input type="checkbox"/>	<input type="checkbox"/>	
8						<input type="checkbox"/>	<input type="checkbox"/>	
9						<input type="checkbox"/>	<input type="checkbox"/>	

Fill in here if you are eligible for intern next semester

BCN BCS BCG DCC DRC ACADEMIC ADVISOR NAME STATUS Differ Change Company





3. Then fill in the first approval information in SLI and click SUBMIT.

4. The coordinator will cross check your data in SLI with the list in excel. If ok, then the checkbox for approval will be ticked by the coordinator for second approval.

myGADING

Home

My Profile

Academic Management

Industrial Training & WBL

Dashboard

Application

List Of Company

Apply SLI

e-Coverage

User Manual

Student Life

Welfare

University Services

Helpdesk

# Apply SLI

Industry/ Company Information

Company name

Select Company

Other Company

☐

Company License

Company address

Contact person name

Other Supervisor

☐

Contact person position

Contact person email

Tel. No.

Fax No.

Company website

Training Information

\* Allowance (RM)

☐ No ☐ Yes

\* Accommodation

☐ No ☐ Yes

\* Training Address

\*

LIST OF POSSIBLE STUDENT INTERNSHIP

File Edit View Insert Format Data Tools

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GROUP CHAT BCN  
<https://chat.whatsapp.com/...>

the details of the placement

		ONLY FOR LI COMMITTEE		Coordinator - Ts Azlini
		LI COMMITTEE APPROVAL	LI COORDINATOR APPROVAL	BCN LI Committee - T
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+ BCN BCS BCG DCC

Industrial Training & WBL

Setup (LI)

Calendar

Company Management

Administration

Download SAL Letter

Verified By Coordinator

User Manual

# Verified by Coordinator

FacultyFK - FAKULTI KOMPUTERAN

Semester24252 - SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)

Search: All Text Columns

Go

Actions

Reset

Faculty	Semester	Program	Student ID	Student Name	Company	LI Date	Coordinator
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20043	ALIZA BINTI ROSLAN	cresent engineerng ( m) sdn bhd	11/03/2024 - 23/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20044	EDY SYAZANI BIN AHMAD	MAJLIS BANDARAYA ISKANDAR...	17/03/2024 - 29/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20045	ABDUL AZIZ BIN ABDUL RAZAK	Petronas Chemical Olefins Sdn....	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20048	PUTERI NUR SABRINA BINTI ABDUL...	cybertronium sdn bhd	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20049	SHALINI A/P DORAIRAJAN	ATD SOLUTION (M) SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20050	NORAINI BINTI NORHALIM	Pusat Asasi UIAM Gambang	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20051	RAUDHAH NAJWA BINTI MOHAMA...	FORTE SOLUTIONS SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20052	ABDUL KADIR BIN ABDUL KADIR	SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20053	ABDUL KADIR BIN ABDUL KADIR	SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20054	ABDUL KADIR BIN ABDUL KADIR	SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN
FK	SESI 04 MAC 2024 - 16 AUG 2024 (24 WEEKS)	BCN	CA20055	ABDUL KADIR BIN ABDUL KADIR	SDN BHD	04/03/2024 - 16/08/2...	TS. AZLINA BIN

5. The coordinator approval will be done Weekend start Week10.

6. After the approval, student able to download Student Confirmation Letter (SCL).



## Student Confirmation Letter

# Student Confirmation Letter

### **SAMPLE** **CONFIRMATION OF PLACEMENT LETTER**

**Pusat Karjaya UMPSA**  
UMPSA Career Centre

Universiti Malaysia Pahang  
Jalan Tunas Teras, 26100 Kuantan, Pahang  
Tel: 09399 1000  
Fax: 09399 1001  
Email: [career@ump.edu.my](mailto:career@ump.edu.my)

Date: - UMPSA 600-7443 (PA20074)  
Our Reference: 04 March 2023

**FARM FRESH MILK SDN BHD**  
11-1, JALAN PETALING  
KAWASAN PERINDUSTRIAN LARKIN  
80300, JOHOR BAHRU, JOHOR

ATTN: - MS. HURWUHAH MANSOR

Dear Madam,

**CONFIRMATION OF STUDENT PLACEMENT FOR INDUSTRIAL TRAINING**

On behalf of University Malaysia Pahang Al-Sultan Abdullah, I would like to convey our deepest gratitude for your assistance and collaboration in ensuring the success of our Industrial Training Programme.

We appreciate your cooperation in admitting our students for training in your company beginning from 4<sup>th</sup> March 2024 until 16<sup>th</sup> August 2024. As part of their graduation requirements, our students are required to complete their industrial training.

The student that will be assigned to your organization is/are listed as below:

Name	:	HUR ALWATHIRAH BINTI AHMAD JOHARI
Student ID	:	PA20074

We hope our student will gain a lot of benefit and work exposure while training in your organization and keep continue our cooperation in the future.

Thank you

"MALAYSIA MADANI"  
"BERKHIDMAT UNTUK NEGARA"  
"Teknologi Untuk Masyarakat"

Yours sincerely,

  
(AMRIATUL NOR BINTI MOHAMMED SAID)  
Senior Executive  
UMPSA Career Centre  
Universiti Malaysia Pahang Al-Sultan Abdullah

KEJURUTERAAN TEKNOLOGI - KREATIVITI

UMP 2023

**Duration &  
Date Start and End  
Industrial Training**

**Company name &  
Company address  
& Attention name (SV Industry/ HR)**

# Placement Review & Approval

## Placement Change (After Approval)

### CHECKLIST

1. Attend industrial training briefing (Faculty/UMPSACC)
2. Download "Student Application Letter" (SAL) through MyGading Pelajar > LI Online > Status
3. Student need to submit application to company together with the following documents:
  - 1) SAL Letter
  - 2) Download [Industrial feedback form/reply form](http://cpdc.umpsa.edu.my) (Portal: ) at <http://cpdc.umpsa.edu.my> Documents section
  - 3) CV/Resume
  - 4) Course Checklist (Get Academic Advisor verification, if necessary)

Note: Student need to follow up.
4.
  - Student need to do placement verification in the LI Online System
  - (not allowed to change placement after verification is done in the system)
  - If need to change placement due to unforeseen circumstances, please refer to your faculty's advisor
5.
  - **Original Confirmation letter** will be sent by UMPSACC to the company by mail once student **completed verification** in **LI Online System (SLI)** in E-Comm. Students can download a copy of the placement letter for personal & employer reference purposes via UMPSACC portal/UMPSA LI Facebook
  - **Forgot to complete SLI** – student will not be visited. Faculty will give a fail mark & need to **repeat LI**.
6. Student **MUST reject other offers if received more than one (1) offer**. Sample of rejection letter can be downloaded from the UMPSA Career Centre website ([cpdc.umpsa.edu.my](http://cpdc.umpsa.edu.my)). Student also need to **give a feedback/reply (written via email)** to company if **agree to accept the offer** from the respective company
7. Student send **Report Duty Form (A1)** to UMPSACC through email or courier that made available inside Log Book (Page 1) on first day at the company
8. Student will be **visited by Faculty's Supervisor** during industrial training and required to complete forms of visit/assessment whichever related
9. Student send **Final Year Report/Thesis** together with verified industrial training completion letter to faculty

If you insist to change the approved company, please email to [fkli@umpsu.edu.my](mailto:fkli@umpsu.edu.my)  
cc: coordinator, committee, academic advisor

This will take time for investigation. Reason must be acceptable.

To change, student should aware with the company policies for penalties. All risks are under student consequences.





# IMPORTANT REMINDERS

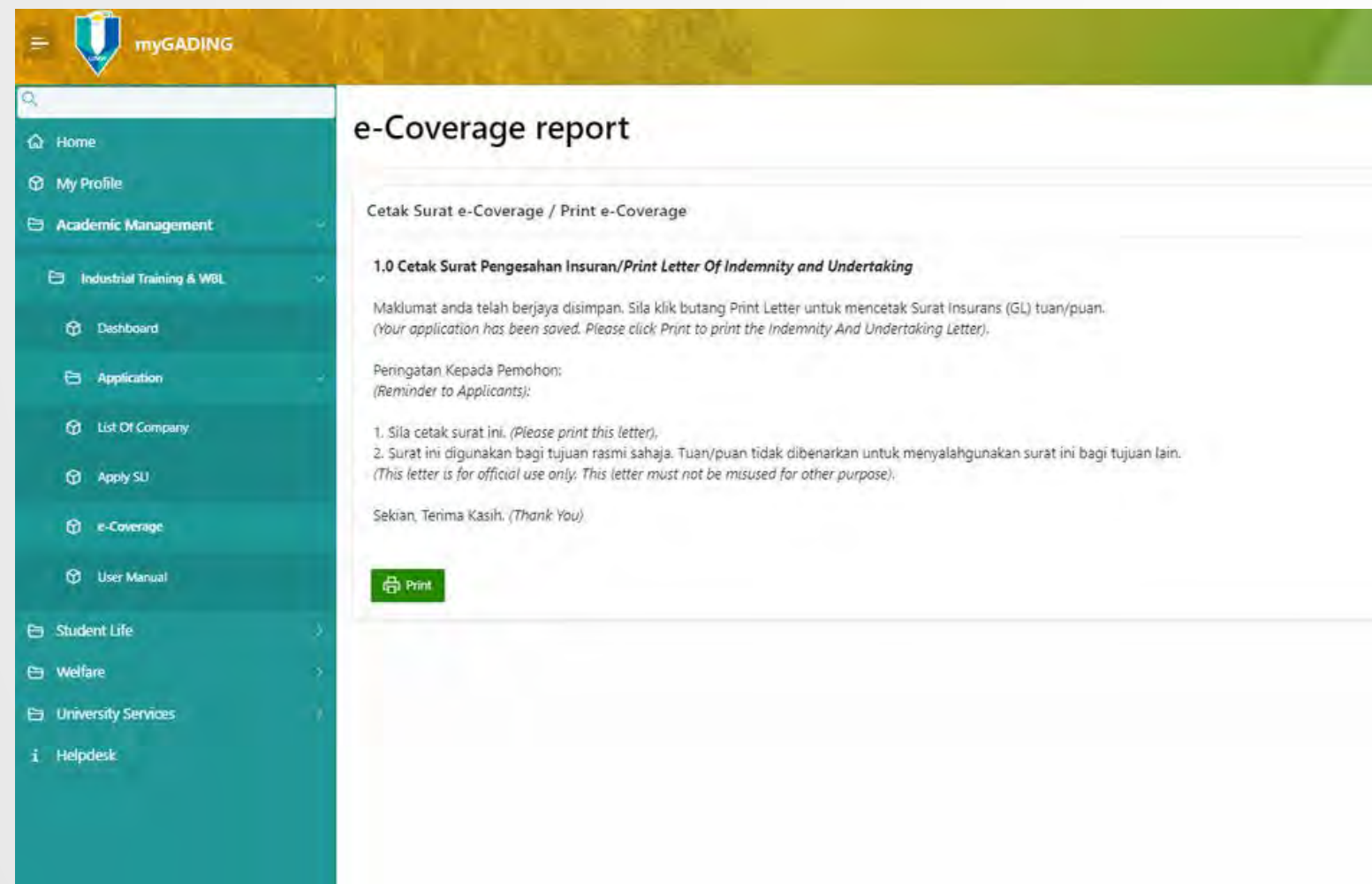


- 🏠 **Students** should submit the Rejection Letter to **ALL** other companies which they have applied if received more than one offer
  - ❑ reject company offering more than one placement
- 🏠 Letter template can be downloaded from UMPSACC Portal
  - ❑ no need for UMP's letterhead
- 🏠 The letter signed by the student
- 🏠 Follow up with other companies which have not respond
  - ❑ make sure to reject the company if you want to complete the SLI
- 🏠 Any **NEGATIVE** comments from the company supervisor will effect LI marks
  - ❑ **1 report = minus 10 marks**

**DON'T  
FORGET!**

## eCoverage & Other Letters

# Insurance / Indemnity / Security Letter



If you required to get signature for any letter from the company, please email to  
**to: [li@umpsa.edu.my](mailto:li@umpsa.edu.my)**  
**cc : [fkli@umpsa.edu.my](mailto:fkli@umpsa.edu.my), coordinator, & committee**

**Please do early before due date.**



# TIMELINE BEFORE INTERN STARTS

03

## INDUSTRIAL TRAINING APPLICATION

SEM 1 24/25


BCC4012 | DCC3112 | DRC2910

START DATE

12 AUG 2024

END DATE

24 JAN 2025

	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6
Weeks in a month	MAC 2024	APR 2024	MAY 2024	JUN 2024	JULY 2024	AUGUST 2024
WEEK 1	W1	W5	W9	W13	W17	 <b>START</b> Report Duty
WEEK 2	W2	W6	W10	W14	W18	
WEEK 3	W3	W7	W11	W15	W19	
WEEK 4	Briefing by Faculty Coordinator 29/3/2024 W4	W8	W12	W16	W20	

\*Process application (29/3/24 - 30/6/24) (Week 1-16)

\*\*Report Duty 12/8/24

# IMPORTANT DATES

- **Course List Verification** 29/3/24 - 30/4/2024
- **Briefing FK LI** 29/3/24 
- **Generate SAL** 1/4/24 - 5/4/24
- **Placement Hunting** 1/4/24 - 30/6/24
  - Approval by Committee
  - Approval by Coordinator
  - Generate SCL
- **Extension Placement Hunting** 1/7/24 - 31/7/24
- **Result Released** 2/8/24
- **Arrange accommodation** 2/8/24 - 11/8/24
- **Report Duty** 12/8/24



# TIMELINE AFTER INTERN STARTS

## INDUSTRIAL TRAINING DURATION

SEM 1 24/25		BCC4012   DCC3112   DRC2910		(NORMAL TIMELINE)			6 MONTHS 24 WEEKS
START DATE	12 AUG 2024	END DATE	24 JAN 2025				
Weeks in a month	MONTH 1	MONTH 2	MONTH 3	MONTH 4	MONTH 5	MONTH 6	
	AUG 2024	SEP 2024	OCT 2024	NOV 2024	DEC 2024	JAN 2025	
WEEK 1	<div>1</div> <div>12/8/24</div> <div>W1</div> <div>Report Duty</div>	W5	W9	W13	<div>2nd Evaluation</div> <div>W17</div> <div>2nd Evaluation</div>	W21	
WEEK 2	W2	W6	W10	W14	<div>2nd Evaluation</div> <div>W18</div> <div>2nd Evaluation</div>	W22	
WEEK 3	W3	<div>1st Evaluation</div> <div>W7</div> <div>1st Evaluation</div>	W11	W15	W19	W23	
WEEK 4	W4	<div>1st Evaluation</div> <div>W8</div> <div>1st Evaluation</div>	W12	W16	W20	<div>24/1/25</div> <div>SUBMIT</div> <div>W24</div> <div>Final Report</div>	

\*Industrial Visit (Selected Only) (Week 9-16)

\*\*Program Graduate Employability & Industrial Training (GET-IT)

# IMPORTANT DATES

- **Assigned SV Faculty** **3 weeks after LI Starts**
  - **Received Appointment Letter**
- **First Evaluation** **Week 7-8**
- **LI Visit (Peninsular Malaysia only)** **Week 9-16**
- **Second Evaluation** **Week 17-18**
- **GET-IT** **Week 18**
- **Final Report & Log Book Submission** **Week 24-25**



# Do & Donts



## Ethics & Manners

- When writing an emails @ asking help.
- Please do not text message after office hour or during holiday.



## Attitudes

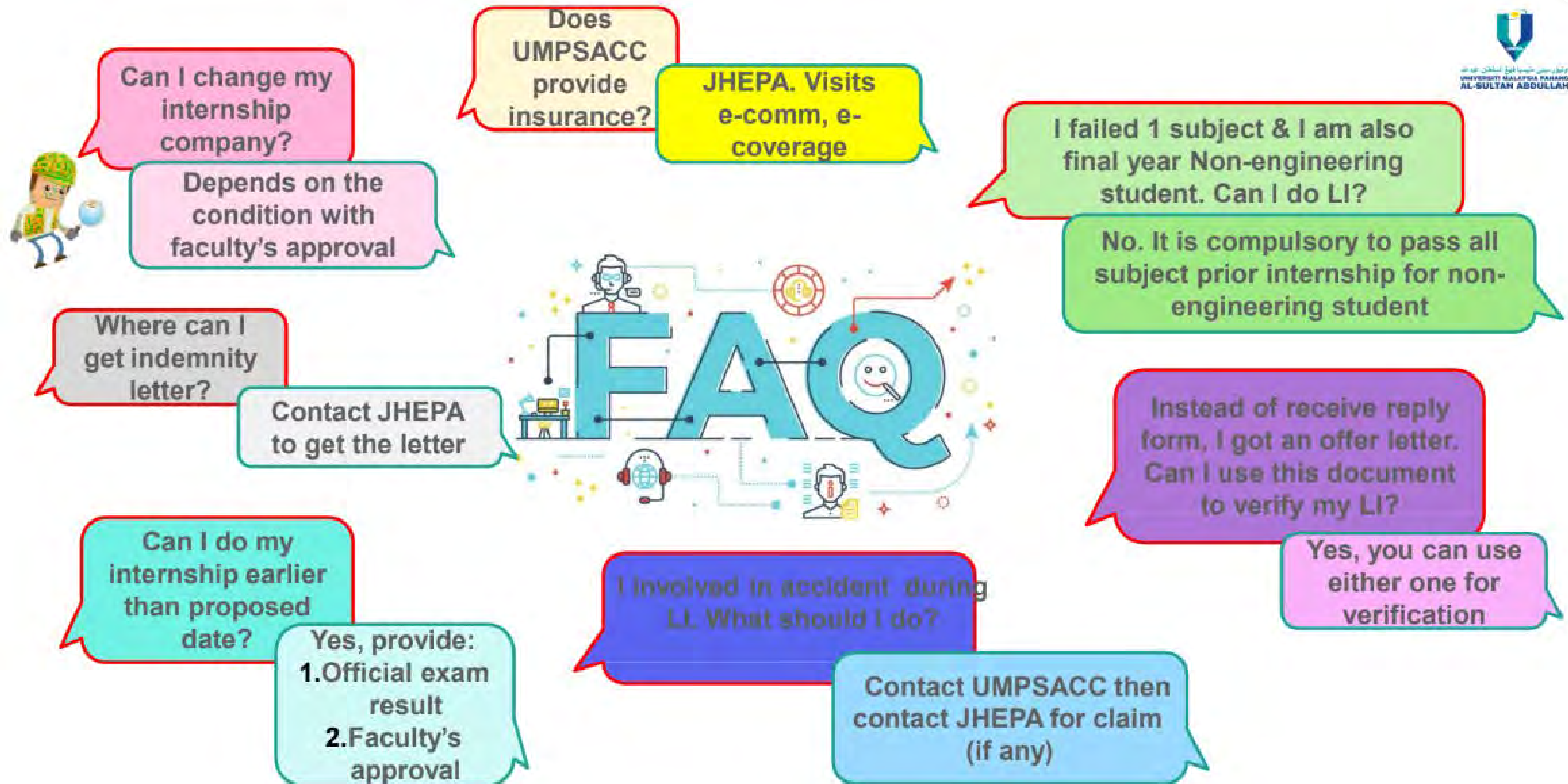
- Level of urgency
- Be patients
- Manage leaves properly
- Alert and proactive



## Changes of placement

- Email to coordinator with valid reasons and cc to Academic Advisor, Committee Program and SV Faculty.
- Valid reasons related to job scope or misconduct in the approved placement.
- Draft a formal reason letter for change request.







# Contact Information



**fkli@umpsa.edu.my**

Names & Roles	Phone Contact & Email
<b>Coordinator</b> Ts Azlina Zainuddin	+6016 4465396 azlinaz@umpsa.edu.my
<b>BCN Committee</b> Ts Dr Syafiq Fauzi Kamarulzaman	+60 19-266 9605 syafiq29@umpsa.edu.my
<b>BCS Committee</b> Ts Dr Rozlina Mohamed	+60 19-942 2871 rozlina@umpsa.edu.my
<b>BCG Committee</b> Ts Siti Normaziah Ihsan	+60 12-521 5995 normaziah@umpsa.edu.my
<b>DRC/DCC Committee</b> Mr. Wan Muhammad Syahrir Wan Hussin	+60 19-208 3063 wmsyahrir@umpsa.edu.my

Department	Phone Contact & Email
<b>UMPCC</b>	09 - 431 5023 li@umpsa.edu.my / cpdc@umpsa.edu.my
<b>JHEPA</b> <b>Unit Kebajikan JHEPA</b>	+60 14-931 3382 094316041 azle@umpsa.edu.my (En Azle)
<b>PPA (Partial Transcript Request)</b>	094315993 uppk@umpsa.edu.my
<b>Center for International Relations, UMP</b>	<u>09-549 2721 / 09-431 5032</u> <u>cir@umpsa.edu.my</u> <u>+60 16-317 2854</u> <u>lieza@ump.edu.my (Puan Nur Zaliza)</u>

# QR Link Information



## FK WEBSITE

<https://fk.umpsa.edu.my/index.php/en/academic/undergraduate/industrial-training>

## UMPCC WEBSITE

<https://cpdc.umpsa.edu.my/index.php/en/>

Join the group:

### Briefing group

<https://tinyurl.com/3sdzpwxxw>



### Network BCN

<https://tinyurl.com/bxt5r7av>



### Software BCS

<https://tinyurl.com/ae5tnxat>



### Graphics BCG

<https://tinyurl.com/73btajyz>



### Diploma DCC/DRC

<https://tinyurl.com/36v8eh5j>





# THANK YOU FOR ATTENDING

If you have any further questions, please don't hesitate to reach out to Unit LI FK.

**Email to us**



**fkli@umpsa.edu.my**

