

# BRIEFING 1

## INDUSTRIAL TRAINING

### Semester 2 Session 2017/18



# Industrial Training Committee

## SHAC Coordinator

- Dr. Norhalimah Idris  
(norhalimah@utm.my)



## SHAF Coordinator

- Dr. Grace Thoo  
(acthoo@utm.my)



## SHAC/SHAF Administrative Assistant

- Pn. Isni Edayu Mohd Borhan



# Industrial Training Committee

## SHAD Coordinator

- Dr. Ruzita Selamat  
(ruzita@utm.my)



## SHAY Coordinator

- Dr. Nurul Farhana Mohd Noordin  
(nrfarhana@utm.my)



## SHAD/SHAY Administrative Assistant

- Pn Rohayah Abu



# Industrial Training Committee

## SHAR Coordinator

- Dr. Azra Ayue Abd. Rahman  
(azraayue@utm.my)



## SHAR Administrative Assistant

- Pn. Aishah Noor Hamzah



## Faculty Coordinator

Dr. Tan Owee Kowang  
(oktan@utm.my)



# Industrial Training/Latihan Industri

## Duration

(a) SHAC : 21<sup>st</sup> January 2018 to 7<sup>th</sup> July 2018 **(24 weeks)**

(b) Others : 21<sup>st</sup> January 2018 to 9<sup>th</sup> June 2018 **(20 weeks)**

## CODE (Please verify!)

a) SHAC programme : SHAC 4048

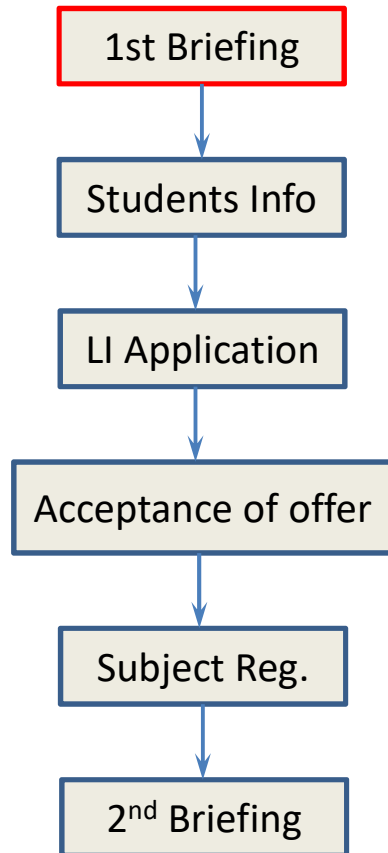
b) SHAD programme: SHAD 4058 (Practical) & SHAD 4064 (Report)

c) SHAF programme: SHAF 4058 (Practical) & SHAF 4044 (Report)

b) SHAR programme: SHAR 4028 (Practical) & SHAR 4034 (Report)

e) SHAY programme: SHAY 4058 (Practical) & SHAY 4064 (Report)

# Industrial Training - 1<sup>st</sup> Briefing

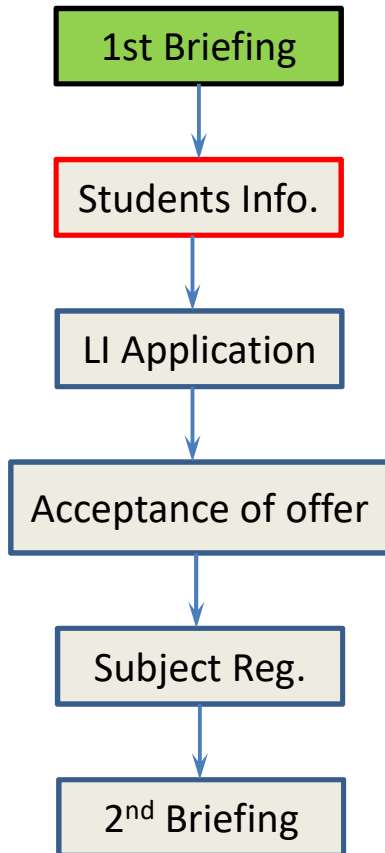


## Briefing objectives:

By the end of this briefing, students should be able to understand:

- The **procedure** of **LI preparation**.
- The **actions** required for LI preparation.
- The **deadline** for each action/activity.

# 1.0 Students Information Update

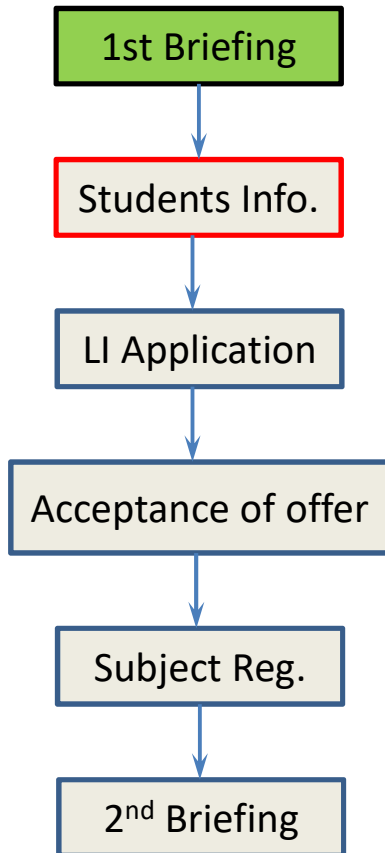


1.1 Student's Detail Form (SDF)

1.2 Mailing List Registration

1.3 ITS Registration

# 1.1 Student's Detail Form



Students to submit  
**“Student’s Detail Form”** to the Faculty office  
**before 30/09/2017**

UTM-FM-LI-SDF-REV01

FACULTY OF MANAGEMENT  
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING: STUDENT'S DETAIL FORM

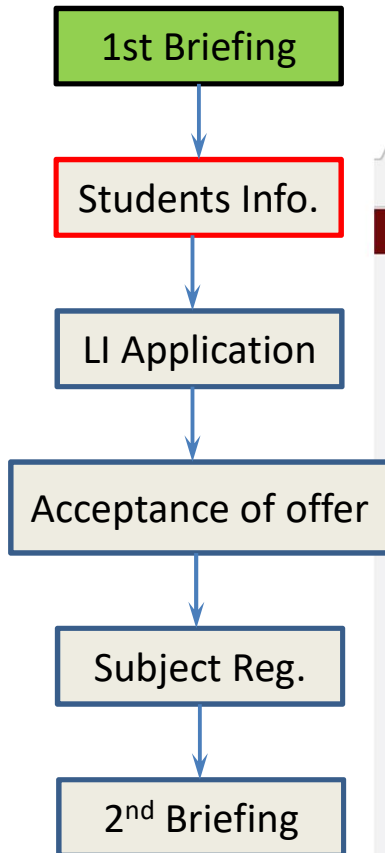
Name of Student :	
Metric Number :	
IC Number :	
Programme	SHAC / SHAD / SHAF / SHAR / SHAY
Internship on:	Semester : 1 / 2    Session: 20__ / __
Permanent Address:	
Correspondence Address:	
E-mail address:	
Mobile phone number:	

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# 1.1 Student's Detail Form

- Download all forms from FM website  
→ DOWNLOAD section → INDUSTRIAL TRAINING



Industrial Training | Facul: x

www.management.utm.my/download/industrial-training.html?limit=10&limitstart=0

Sunday, 17 September 2017

Jurnal Kemanusiaan (In-House Journal) Staff Login

**UTM** Faculty of Management  
UNIVERSITI TEKNOLOGI MALAYSIA

innovative • entrepreneurial • global

HOME STUDENTS ▾ STAFF ANNOUNCEMENT ▾ VISITOR CONTACT US

Home | Download Section

**INDUSTRIAL TRAINING**

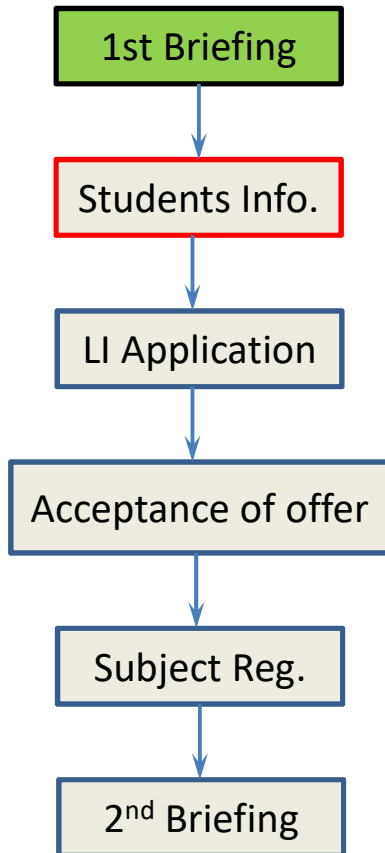
**CATEGORIES**

LI Assessment Forms

**DOCUMENTS** Order by: Most Recent First ▾

Document Name	Downloads	Date	Action
Confirmation of Acceptance	4 downloads	10 Sep 2017	Download (pdf, 522 KB)
Rejected Offer Form	2 downloads	10 Sep 2017	Download (pdf, 524 KB)
<b>Student Detail Form</b>	<b>3 downloads</b>	10 Sep 2017	Download (pdf, 450 KB)
Briefing 2 - Semester 1 Session 2017/2018	49 downloads	06 Jun 2017	Download (pdf, 2.28 MB)

# 1.0 Students Information Update



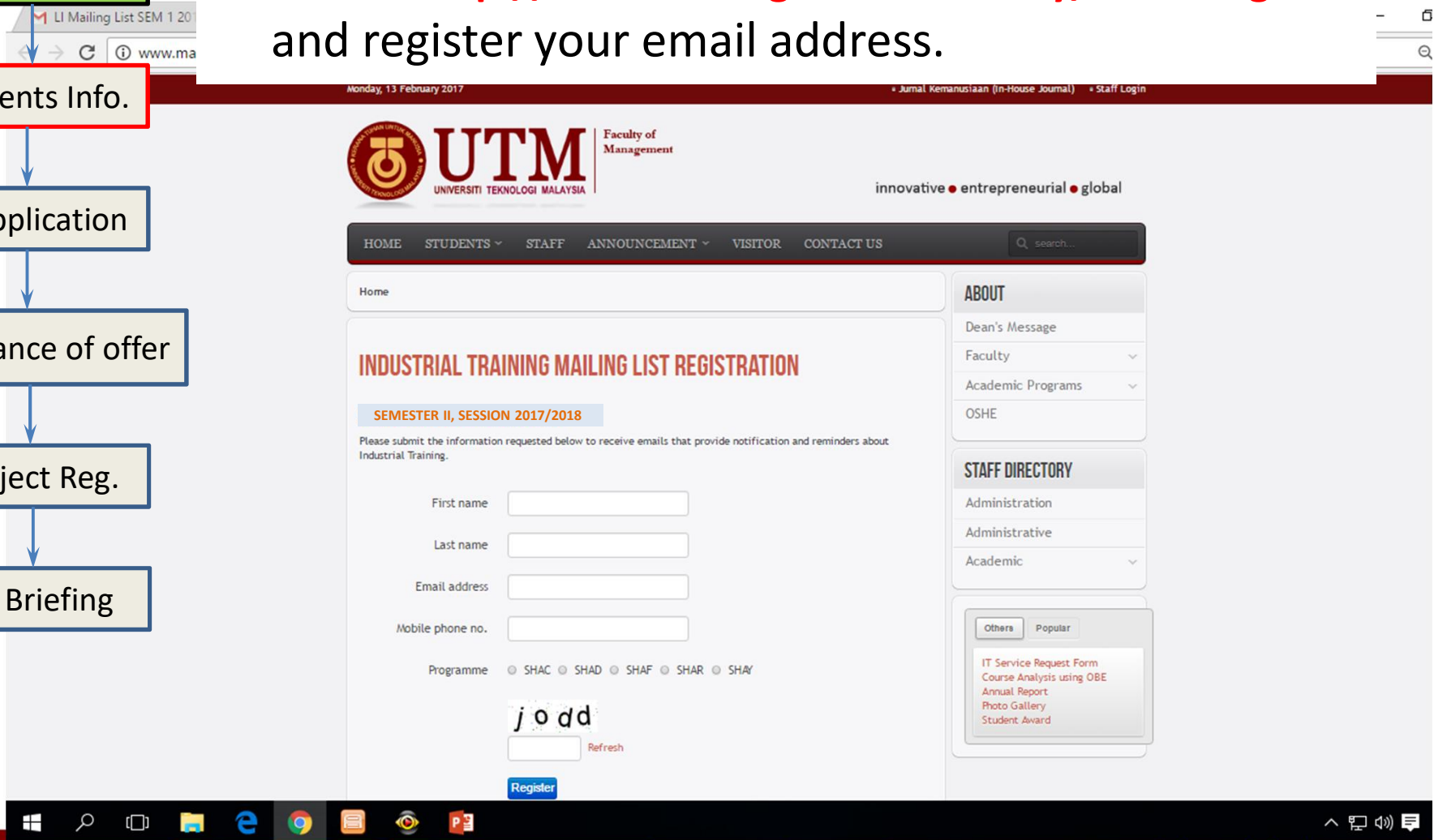
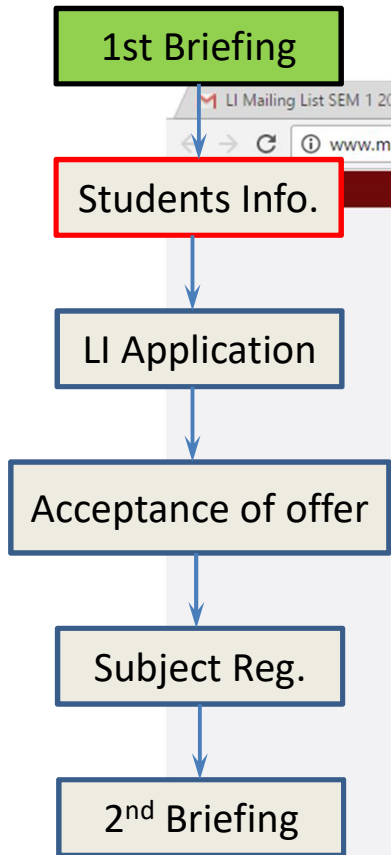
1.1 Student's Detail Form (SDF)

1.2 Mailing List Registration

1.3 ITS Registration

# 1.2 Mailing List Registration

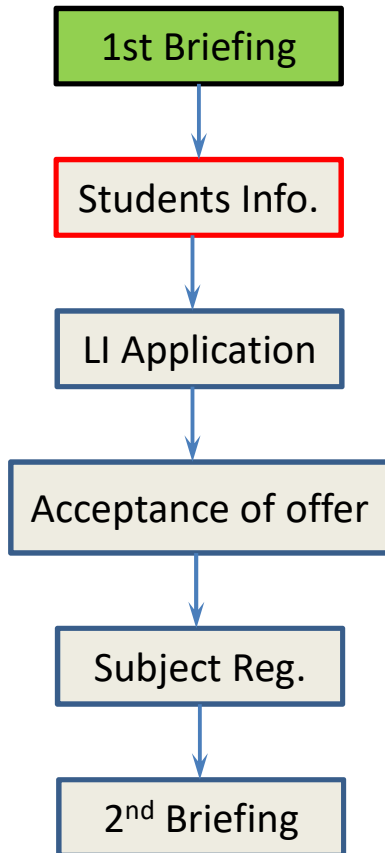
- Important - Future communication.
- Go to “<http://www.management.utm.my/it-mailinglist>” and register your email address.



The screenshot shows the 'INDUSTRIAL TRAINING MAILING LIST REGISTRATION' page for Semester II, Session 2017/2018. The page includes a navigation menu with 'HOME', 'STUDENTS', 'STAFF', 'ANNOUNCEMENT', 'VISITOR', and 'CONTACT US'. The main content area contains a registration form with fields for 'First name', 'Last name', 'Email address', and 'Mobile phone no.'. Below these fields are radio buttons for 'Programme' with options: SHAC, SHAD, SHAF, SHAR, and SHAY. A CAPTCHA 'j o d d' is displayed with a 'Refresh' button. A 'Register' button is at the bottom of the form. The right sidebar contains sections for 'ABOUT' (Dean's Message, Faculty, Academic Programs, OSHE) and 'STAFF DIRECTORY' (Administration, Administrative, Academic). A 'Popular' section lists links like 'IT Service Request Form', 'Course Analysis using OBE', 'Annual Report', 'Photo Gallery', and 'Student Award'.

# 1.2 Mailing List Registration

- Email from Admin.

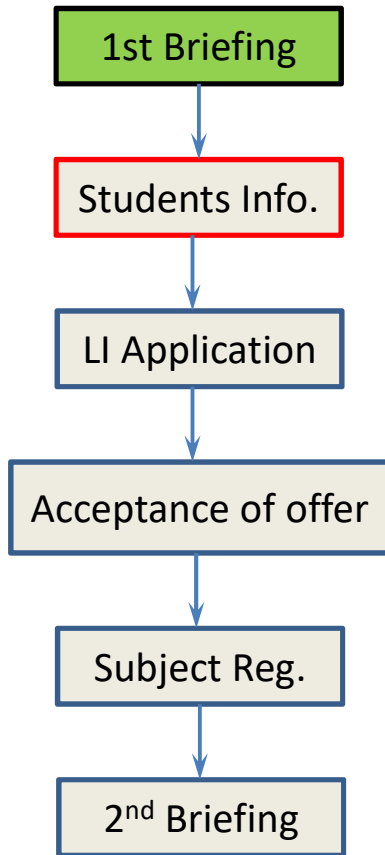


The screenshot shows an email interface with the following details:

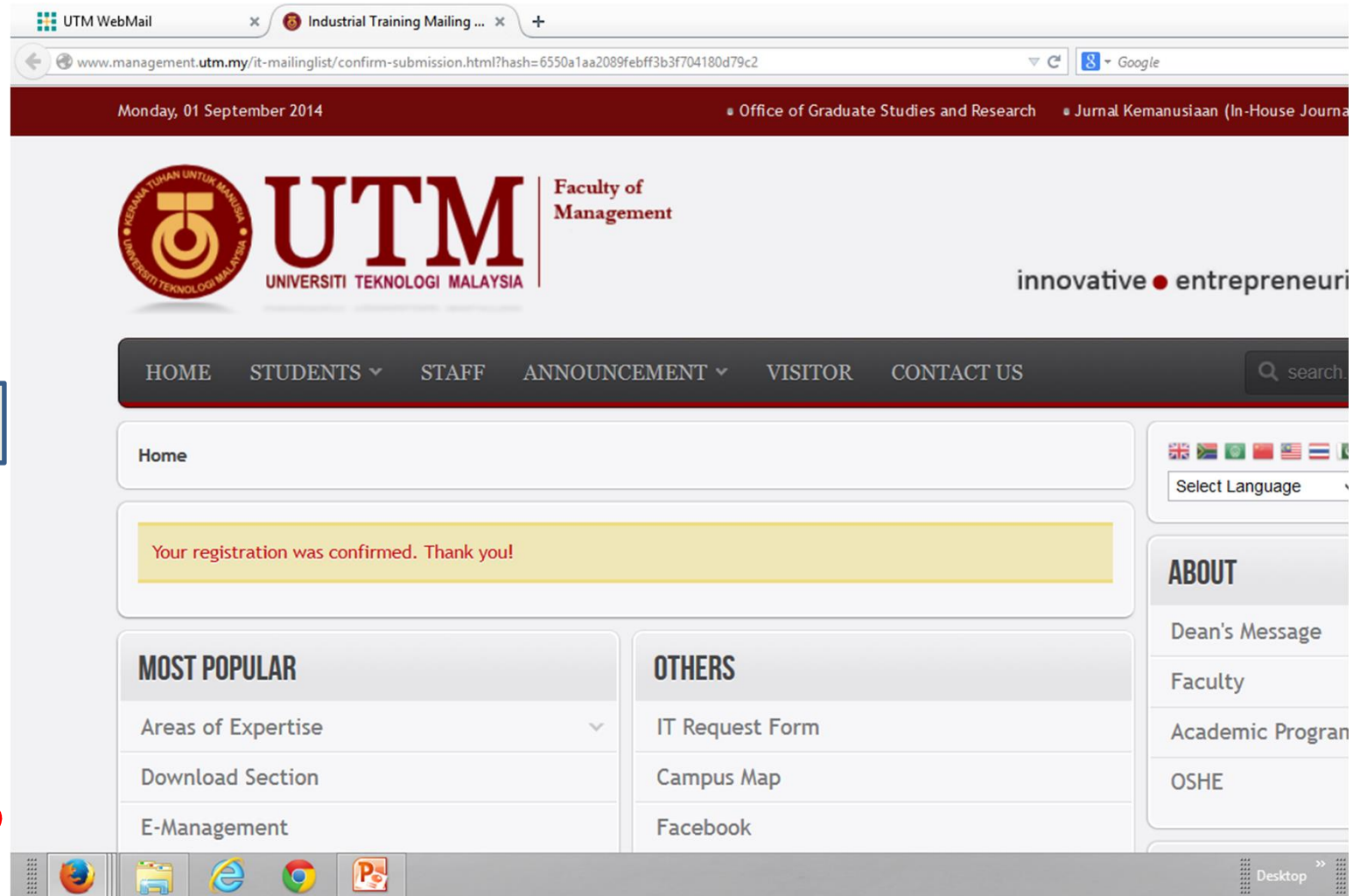
- Sender:** Faculty of Management <noreply@management.utm.my>
- Time:** 11:30 AM (0 minutes ago)
- Content:** Dear Tan Owee Kowang, We have received your Industrial Training Mailing List Registration request and we will process it as soon as you confirm your email address by clicking on the following hyperlink:  
<http://www.management.utm.my/it-mailinglist/confirm-submission.html?hash=05bb2af85b1dbd1447834ee36990c745>
- Reply/Forward:** Click here to Reply or Forward
- Footer:** Using 7.58 GB Manage, Program Policies, Powered by Google™, Last account activity: 1 minute ago Details

# 1.2 Mailing List Registration

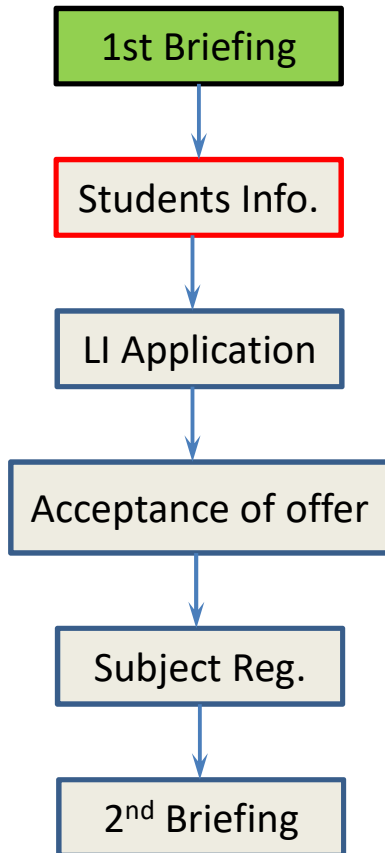
- Confirmation.



By 30/09/2017



# 1.0 Students Information Update

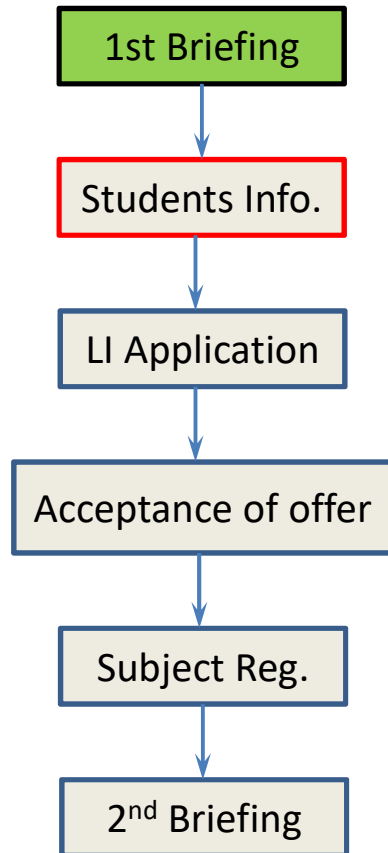


1.1 Student's Detail Form (SDF)

1.2 Mailing List Registration

1.3 ITS Registration

## 1.3 ITS Pre-Registration

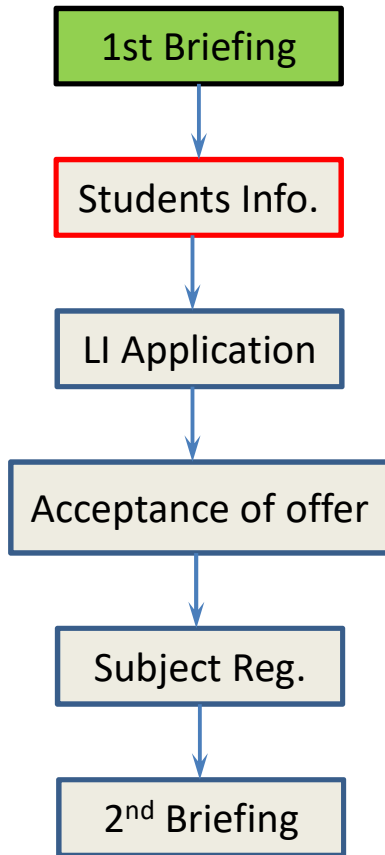


- **Industrial Training System (ITS):** System used to manage students internship placement, supervisor allocation, logbook etc.
- **Two important processes:**
  - (a) ITS Registration
  - (b) Log-in to ITS

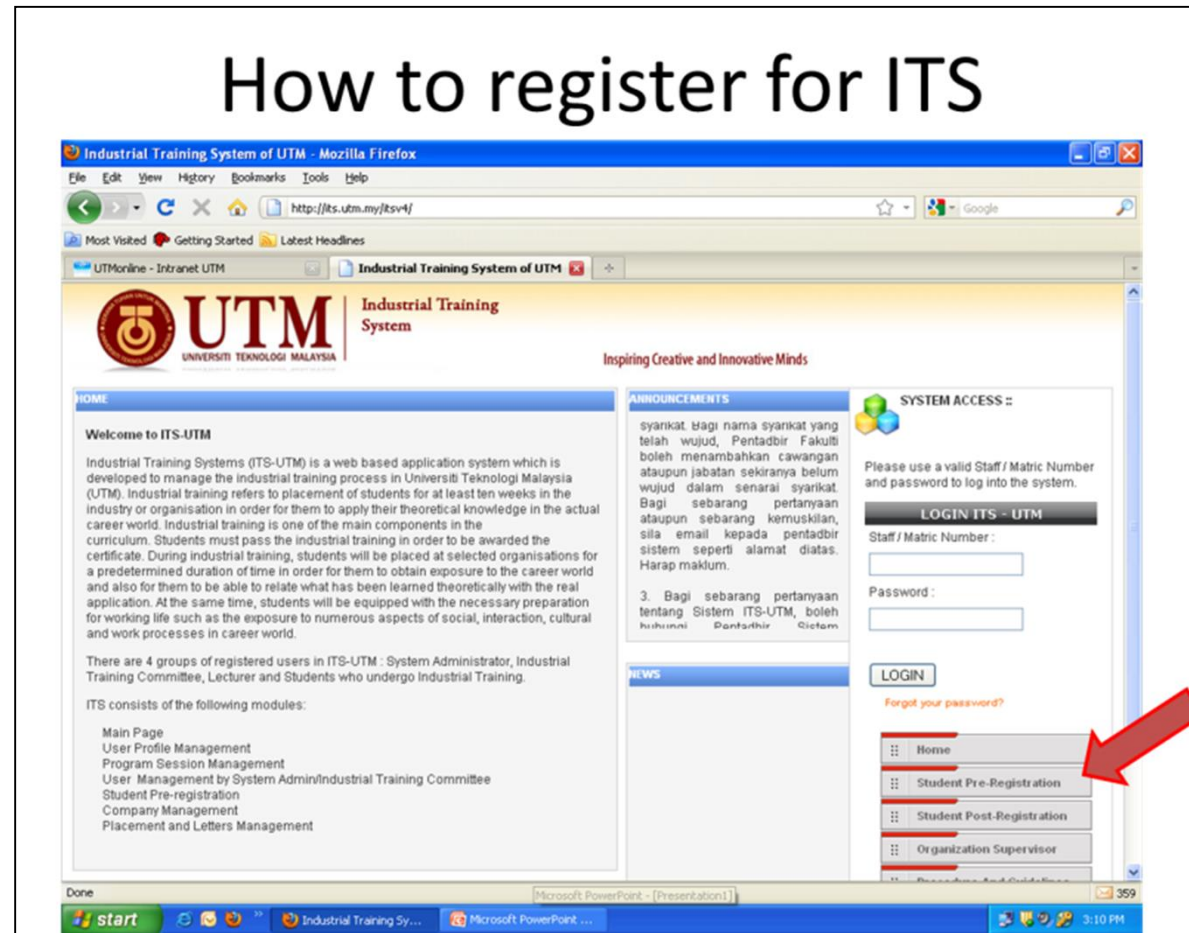


# 1.3 ITS Pre-Registration

(a) ITS Registration at <http://its.utm.my/itsv4/>



## How to register for ITS

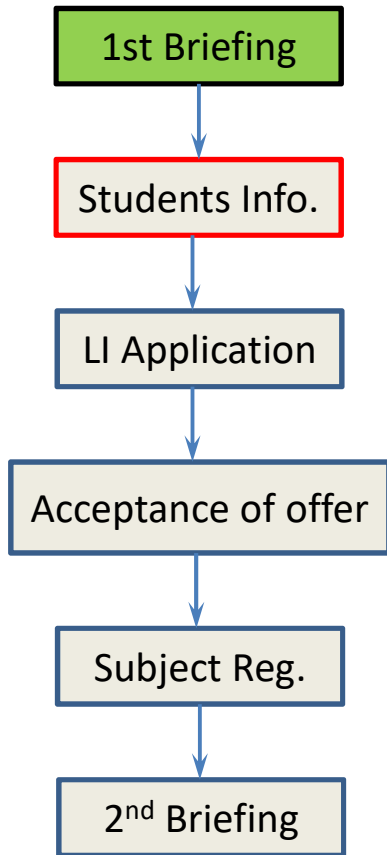
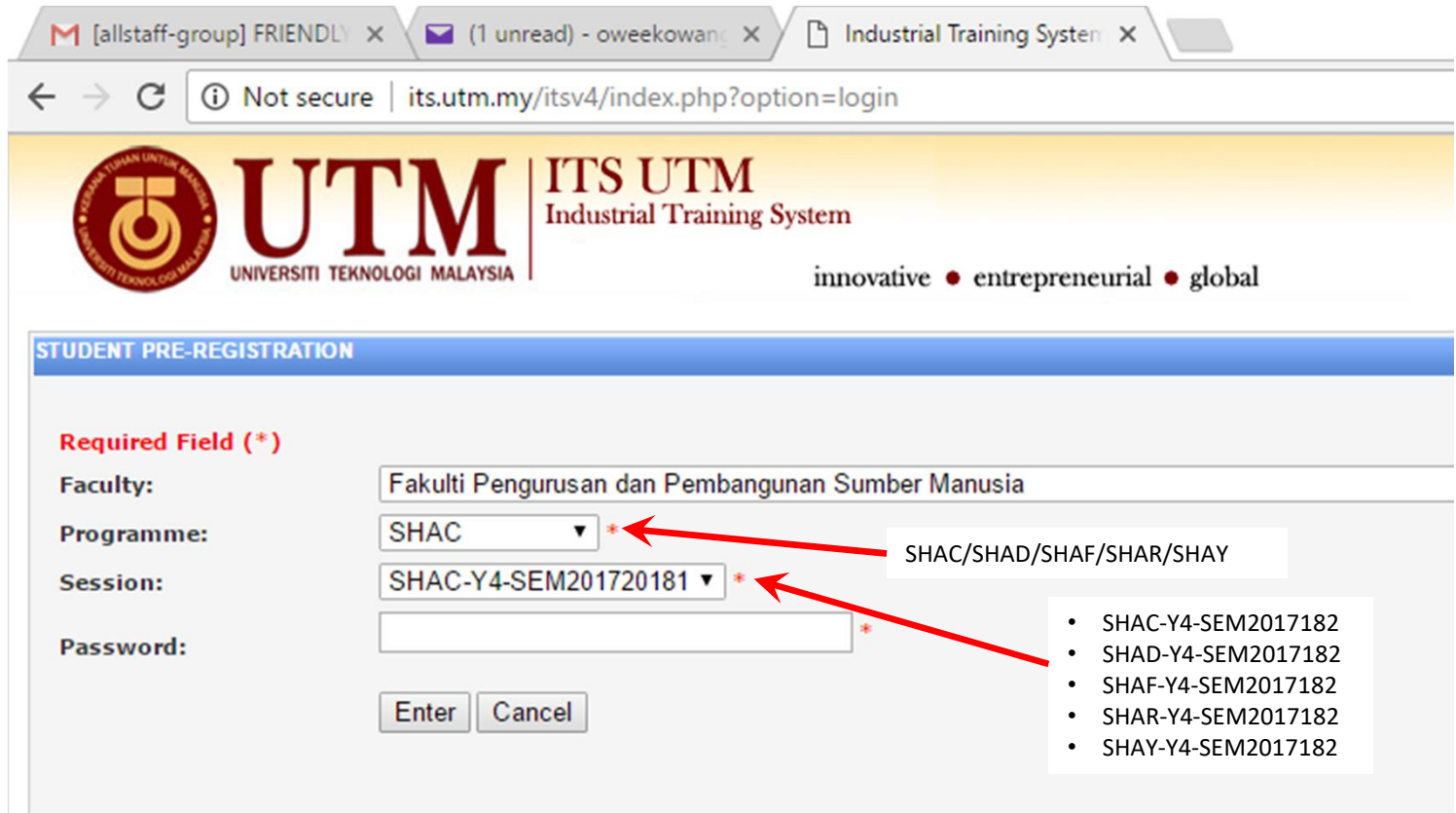


The screenshot shows the 'Industrial Training System of UTM' website. The page title is 'How to register for ITS'. The browser address bar shows 'http://its.utm.my/itsv4/'. The website content includes a welcome message, announcements, and a system access section. A red arrow points to the 'Student Pre-Registration' link in the navigation menu.



# 1.3 ITS Pre-Registration

(a) ITS Registration at <http://its.utm.my/itsv4/>

The screenshot shows a web browser window with the URL [its.utm.my/itsv4/index.php?option=login](http://its.utm.my/itsv4/index.php?option=login). The page header includes the UTM logo and the text "ITS UTM Industrial Training System" with the tagline "innovative • entrepreneurial • global".

The main content area is titled "STUDENT PRE-REGISTRATION" and contains the following form fields:

- Faculty:** Fakulti Pengurusan dan Pembangunan Sumber Manusia
- Programme:** SHAC (with a dropdown arrow and a red asterisk)
- Session:** SHAC-Y4-SEM201720181 (with a dropdown arrow and a red asterisk)
- Password:** (with a red asterisk)

Red arrows point from a list of options to the Programme and Session dropdowns:

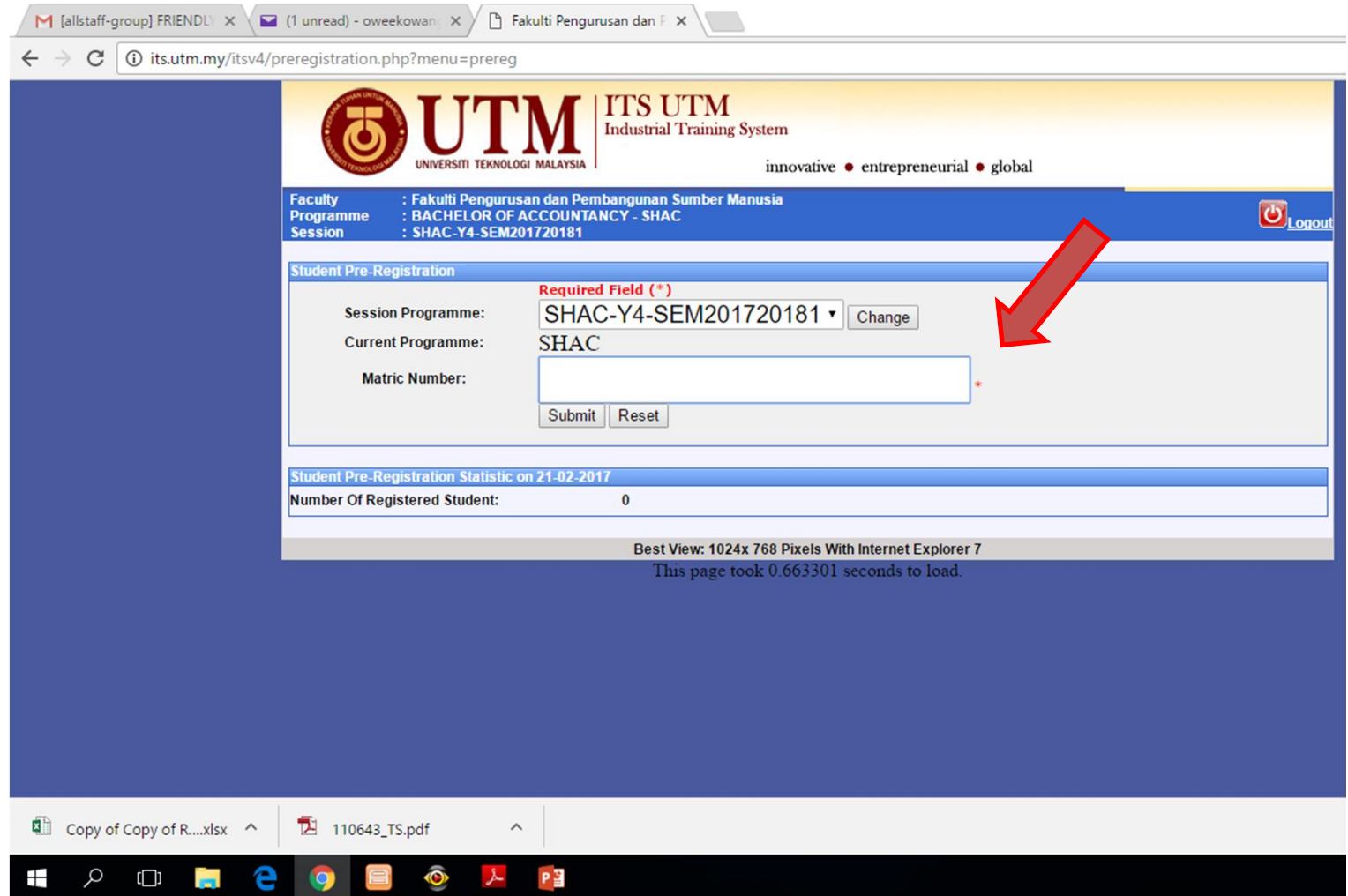
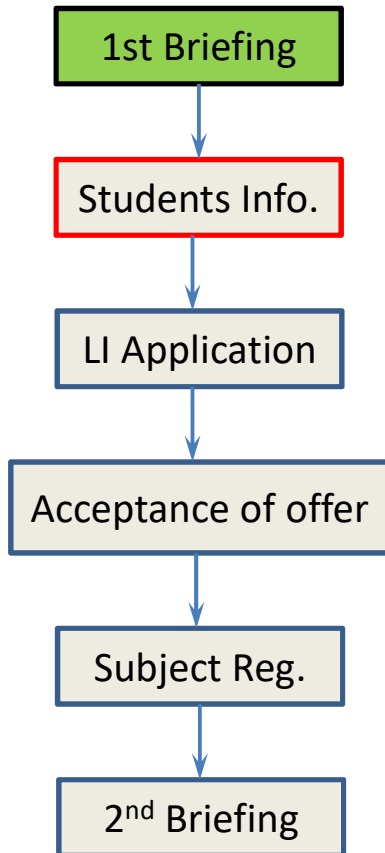
- SHAC/SHAD/SHAF/SHAR/SHAY (points to the Programme dropdown)
- SHAC-Y4-SEM2017182
- SHAD-Y4-SEM2017182
- SHAF-Y4-SEM2017182
- SHAR-Y4-SEM2017182
- SHAY-Y4-SEM2017182

At the bottom of the form are "Enter" and "Cancel" buttons.

ITS Registration  
Password: **12345678**

# 1.3 ITS Pre-Registration

(a) ITS Registration at <http://its.utm.my/itsv4/>



The screenshot shows a web browser window with the URL [its.utm.my/itsv4/preregistration.php?menu=prereg](http://its.utm.my/itsv4/preregistration.php?menu=prereg). The page header includes the UTM logo and the text "ITS UTM Industrial Training System" with the tagline "innovative • entrepreneurial • global". The page content is for "Student Pre-Registration" and includes the following information:

- Faculty : Fakulti Pengurusan dan Pembangunan Sumber Manusia
- Programme : BACHELOR OF ACCOUNTANCY - SHAC
- Session : SHAC-Y4-SEM201720181

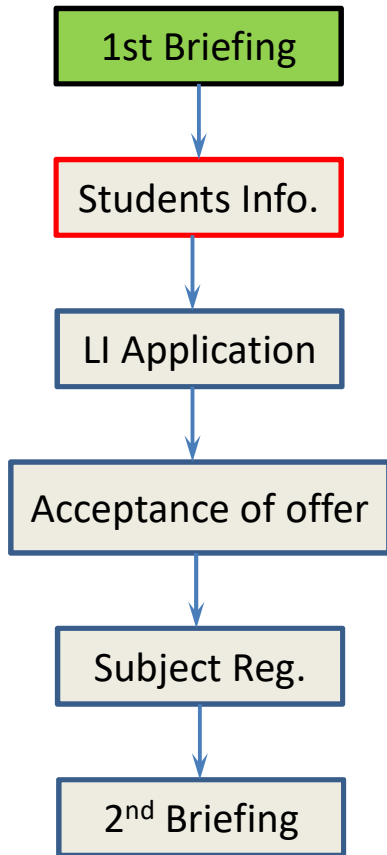
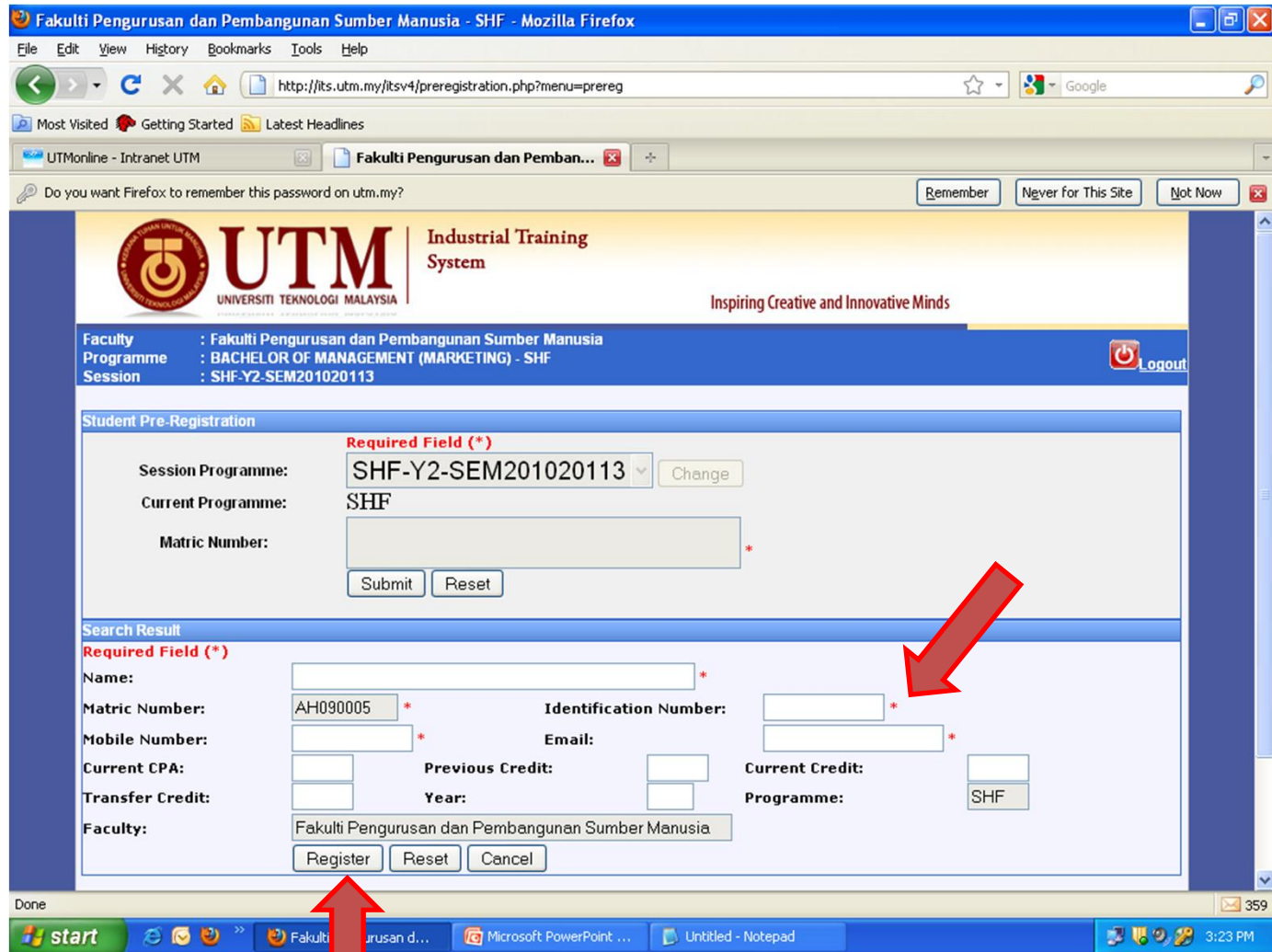
The registration form contains the following fields:

- Session Programme: SHAC-Y4-SEM201720181 (with a "Change" button)
- Current Programme: SHAC
- Matric Number: (empty text box with an asterisk indicating it is a required field)

Buttons for "Submit" and "Reset" are located below the Matric Number field. A red arrow points to the Matric Number field. Below the form, a "Student Pre-Registration Statistic on 21-02-2017" shows "Number Of Registered Student: 0". The footer of the page indicates "Best View: 1024x 768 Pixels With Internet Explorer 7" and "This page took 0.663301 seconds to load." The Windows taskbar at the bottom shows several open applications.

# 1.3 ITS Pre-Registration

(a) ITS Registration at <http://its.utm.my/itsv4/>

Fakulti Pengurusan dan Pembangunan Sumber Manusia - SHF - Mozilla Firefox

http://its.utm.my/itsv4/preregistration.php?menu=prereg

UTM Industrial Training System  
Inspiring Creative and Innovative Minds

Faculty : Fakulti Pengurusan dan Pembangunan Sumber Manusia  
Programme : BACHELOR OF MANAGEMENT (MARKETING) - SHF  
Session : SHF-Y2-SEM201020113

Student Pre-Registration

Required Field (\*)

Session Programme: SHF-Y2-SEM201020113 [Change]

Current Programme: SHF

Matric Number: [ ] \*

[Submit] [Reset]

Search Result

Required Field (\*)

Name: [ ] \*

Matric Number: AH090005 \*

Identification Number: [ ] \*

Mobile Number: [ ] \*

Email: [ ] \*

Current CPA: [ ] Previous Credit: [ ] Current Credit: [ ]

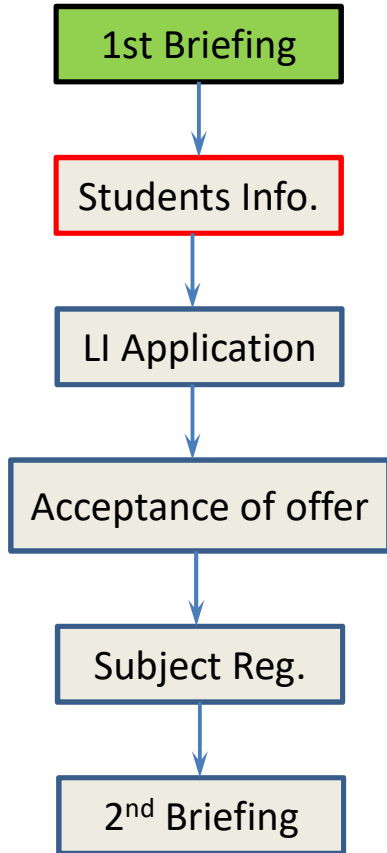
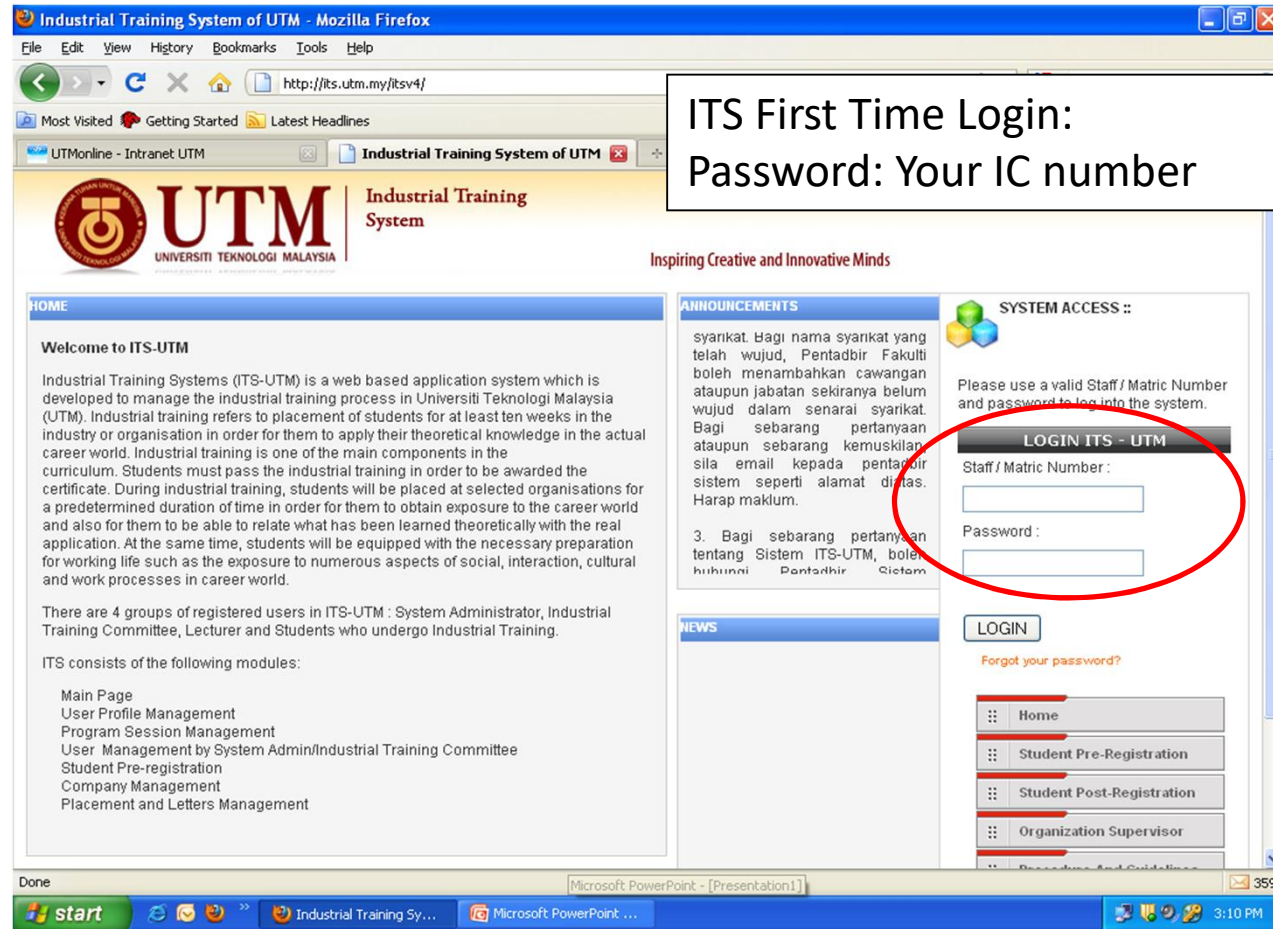
Transfer Credit: [ ] Year: [ ] Programme: SHF

Faculty: Fakulti Pengurusan dan Pembangunan Sumber Manusia

[Register] [Reset] [Cancel]

# 1.3 ITS Registration

(b) Log-in to ITS at <http://its.utm.my/itsv4/>

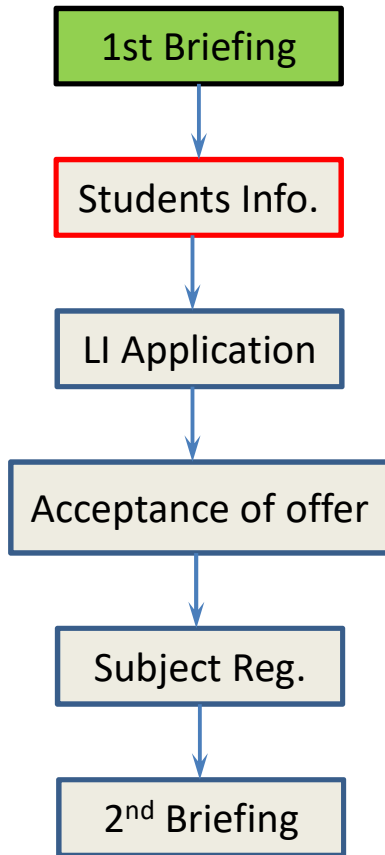



The screenshot shows the 'Industrial Training System of UTM' login page in a Mozilla Firefox browser. The page title is 'Industrial Training System of UTM - Mozilla Firefox' and the address bar shows 'http://its.utm.my/itsv4/'. The page content includes the UTM logo, the text 'Industrial Training System', and a welcome message. On the right side, there is a 'SYSTEM ACCESS ::' section with a 'LOGIN ITS - UTM' button. Below this button are input fields for 'Staff / Matric Number' and 'Password'. A red circle highlights these input fields. A text box on the right side of the screenshot contains the text: 'ITS First Time Login: Password: Your IC number'. The bottom of the screenshot shows the Windows taskbar with the 'start' button and several open applications.



# 1.3 ITS Registration

(b) Log-in to ITS at <http://its.utm.my/itsv4/>




The screenshot shows the 'Profil Pelajar' (Student Profile) page on the ITS system. The page header includes the UTM logo and the text 'UNIVERSITI TEKNOLOGI MALAYSIA'. The main title is 'Profil Pelajar'.

**User Profile**

Name: ADAM LAW KONG GIN  
Tiada Gambar (no picture)

User: AC090456  
Level: Student  
Faculty: Fakulti Sains Komputer dan Sistem Maklumat  
Departments: SOJ-Y3-SEMB01120122

**System Menu**

- Profile
- Message(s)
- Upload CV
- List All Companies To Apply
- List All Vacancies To Apply
- Placement Status
- Log Book

**USER PROFILE**

Tiada Gambar (no picture)

[ Change Photo ]

Edit Password Change Photo Edit Profile

**DETAILS INFORMATION FOR ADAM LAW KONG GIN**

Name : ADAM LAW KONG GIN  
E-Mail : adam@li.utm.my  
User Level : Student  
Identification Number : 880222526699  
Gender : MALE  
Address : View Address  
Mobile Number : 012345678  
Home Number :  
Last Login : 29/03/2011 08:14 PM

**ANNOUNCEMENT**

**NEWS**

1 The scopes of the practical training  
The scope include the following, but not limited to: 1. System development according to the students'

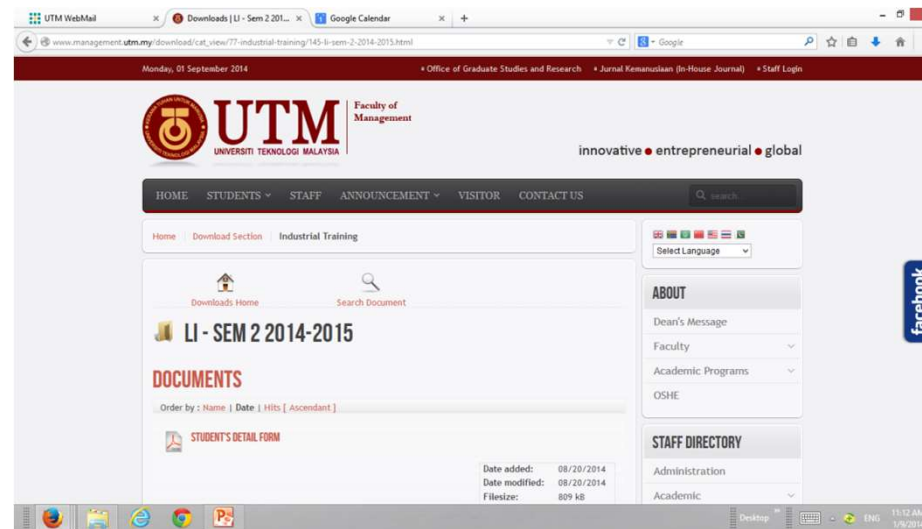
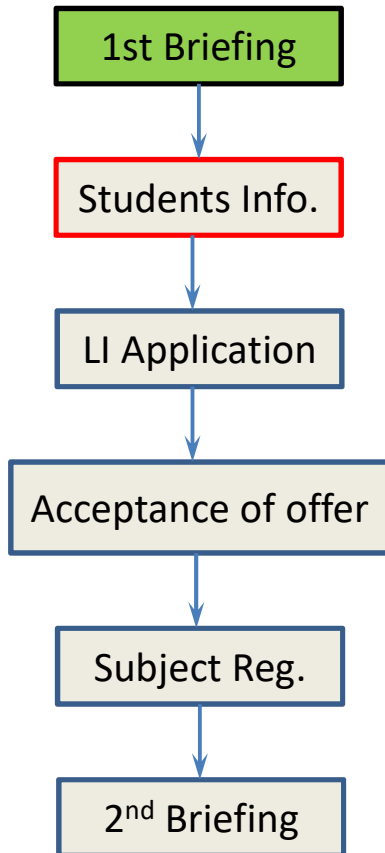
**DOWNLOAD DOCUMENTS**

#	VIEW	CATEGORY
1		GeneralForms

## 1.3 ITS Registration

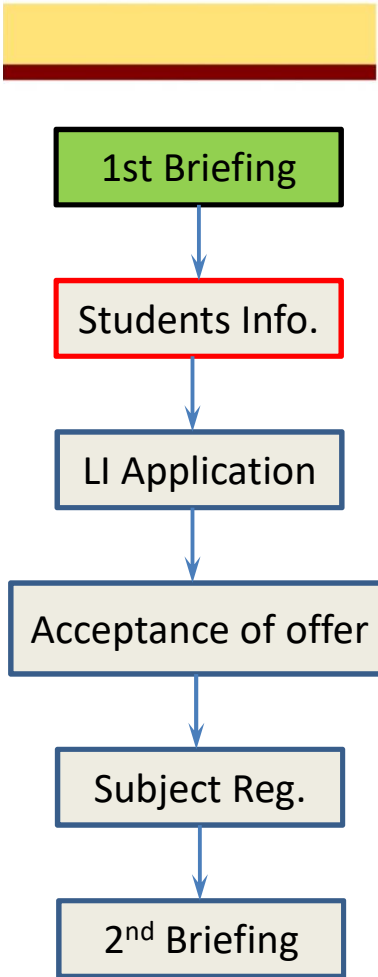
Download the following document from FM Website:

- *“ITS Guideline for Students” (slides 1-6)*
- *“ITS Students User Manual (pages 2-5)”*



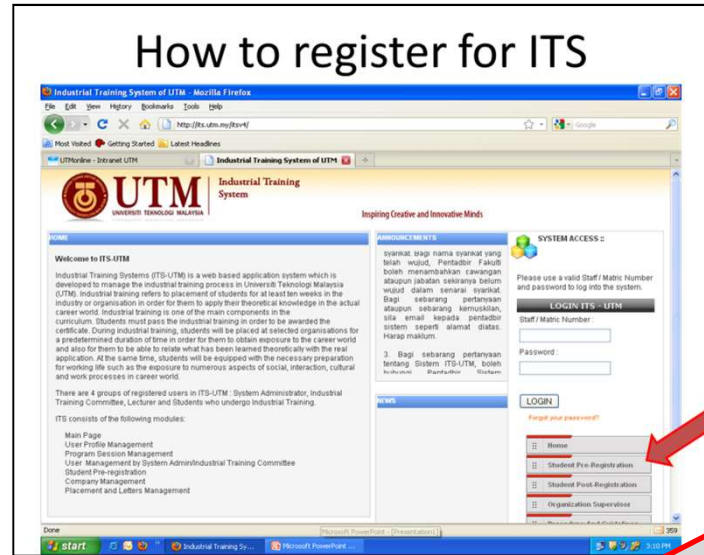
FP website → DOWNLOAD section → INDUSTRIAL TRAINING

# 1.3 ITS Registration



## (a) Registration

“ITS Guideline for Students”  
(Slides 1-6)

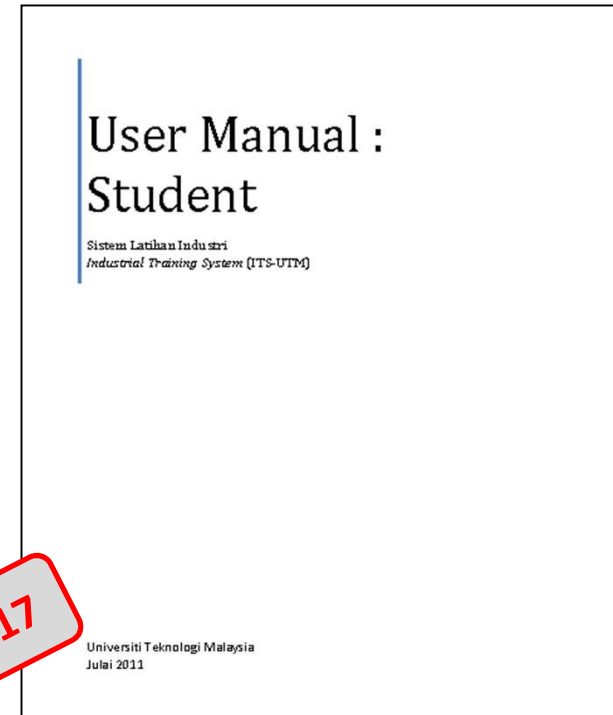


**By 30/09/2017**

ITS Registration  
Password: **12345678**

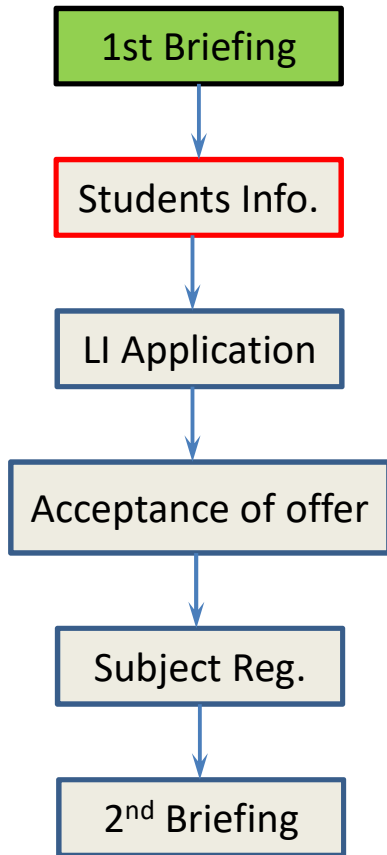
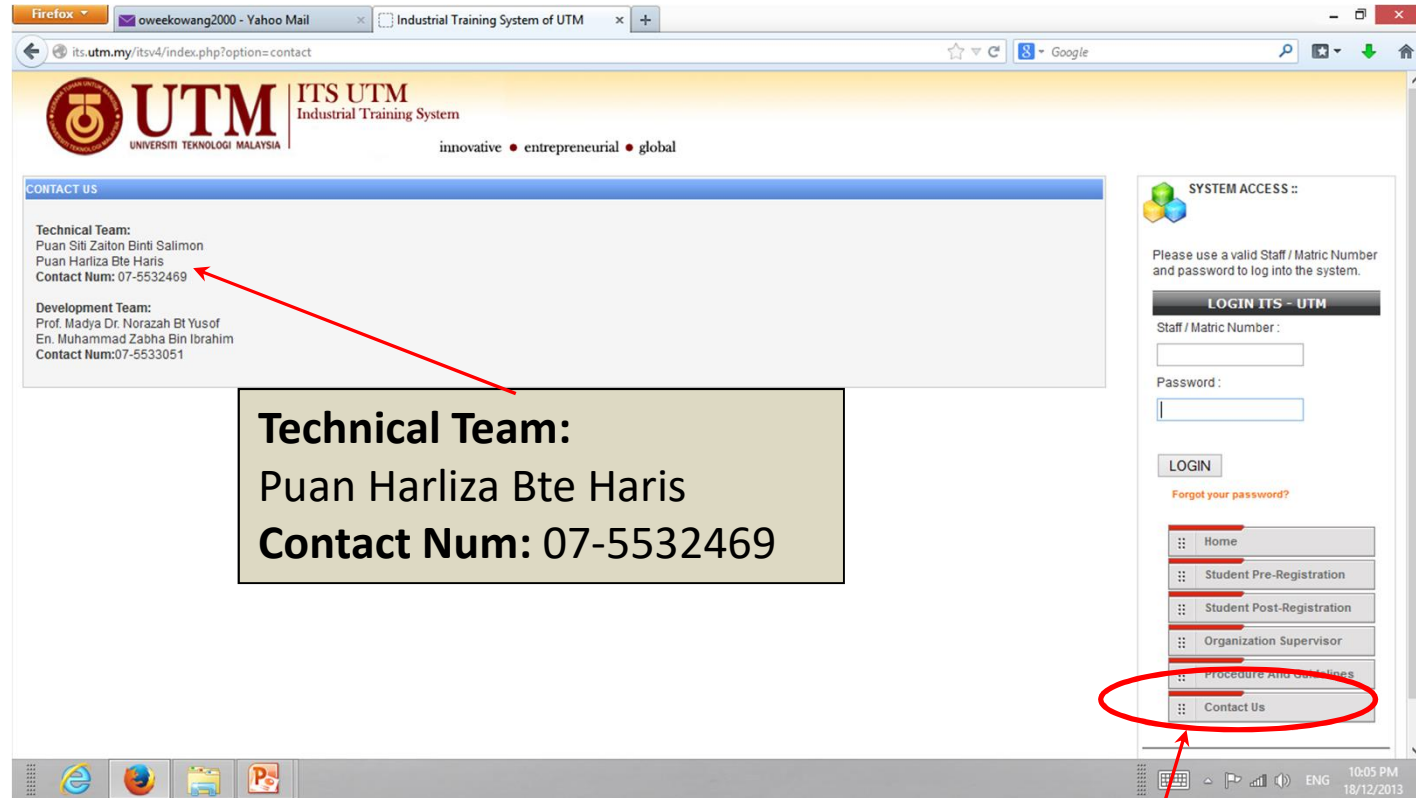
## (b) Log-in

“ITS Students User Manual”  
(pages 2-5)



ITS First Time Login:  
Password: Your IC number

# 1.3 ITS Registration

The screenshot shows the 'CONTACT US' page of the ITS UTM website. The page header includes the UTM logo and the text 'ITS UTM Industrial Training System' with the tagline 'innovative • entrepreneurial • global'. The main content area is titled 'CONTACT US' and lists two teams:

- Technical Team:** Puan Siti Zaiton Binti Salimon, Puan Harliza Bte Haris, Contact Num: 07-5532469
- Development Team:** Prof. Madya Dr. Norazah Bt Yusof, En. Muhammad Zabha Bin Ibrahim, Contact Num: 07-5533051

A red arrow points from the contact information for the Technical Team to a callout box. The callout box contains the following text:

**Technical Team:**  
Puan Harliza Bte Haris  
**Contact Num: 07-5532469**

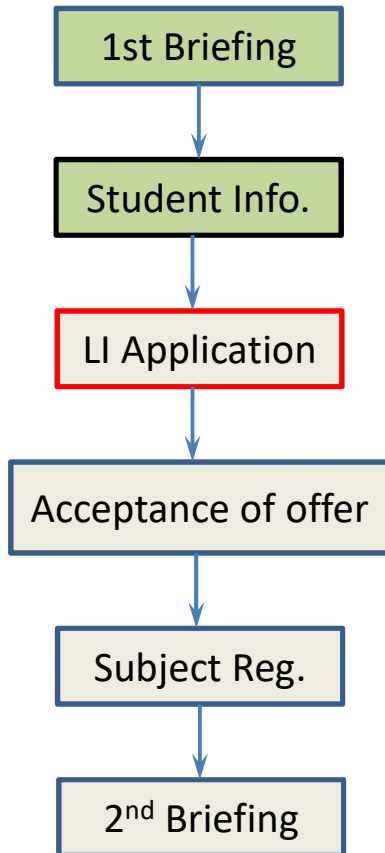
On the right side of the page, there is a 'SYSTEM ACCESS ::' section with a login form. The login form includes fields for 'Staff / Matric Number' and 'Password', a 'LOGIN' button, and a 'Forgot your password?' link. Below the login form is a navigation menu with the following items: Home, Student Pre-Registration, Student Post-Registration, Organization Supervisor, Procedure And Guidelines, and Contact Us. The 'Contact Us' item is circled in red, and a red arrow points from this circle to a callout box.

“Contact us”



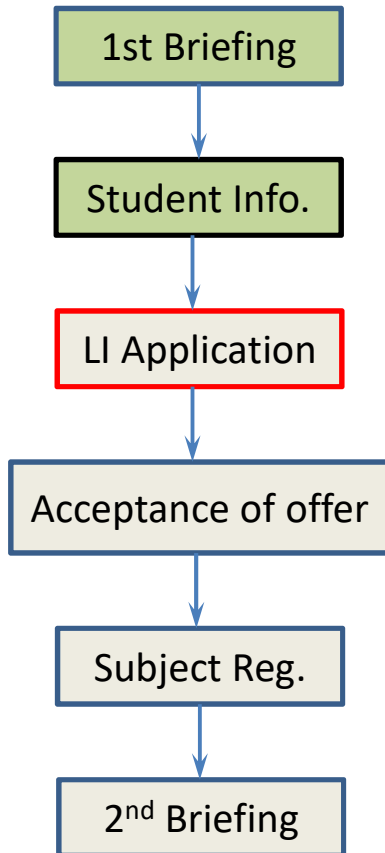
## 2.0 Application

- Students to choose potential organizations for LI
- **1<sup>st</sup> Preference - Companies that currently with opened positions for LI:**



No	Company	New Enquiry				
		SHAC	SHAD	SHAF	SHAR	SHAY
1	NM13 Sdn Bhd	√	√	√		
2	SBM Malaysia Sdn Bhd	√	√			
3	United Creation Packing Solutins (JH) Sdn Bhd	√	√	√	√	
4	Celestica Tampoi and JB branches	√	√	√		
5	MHA Infotech Sdb Bhd	√	√	√	√	
6	SF GLOBAL CONSULTANCY	√		√		

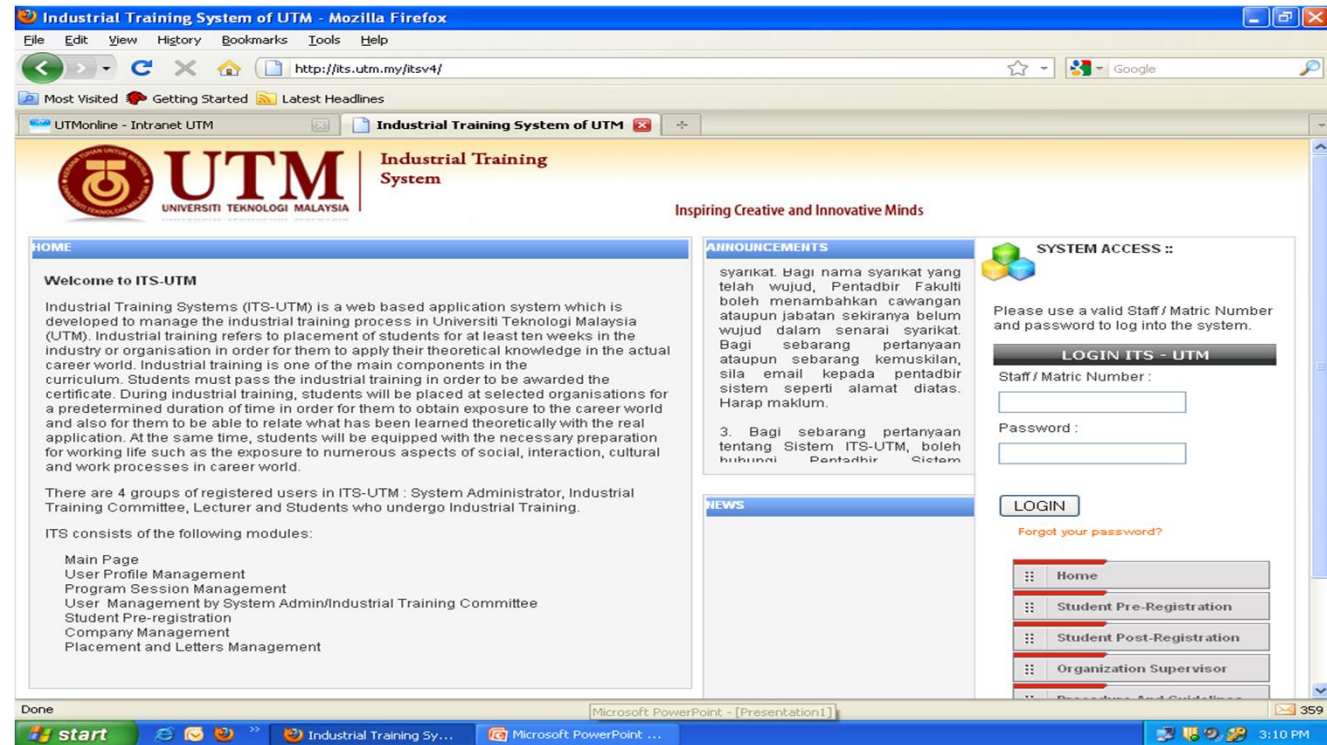
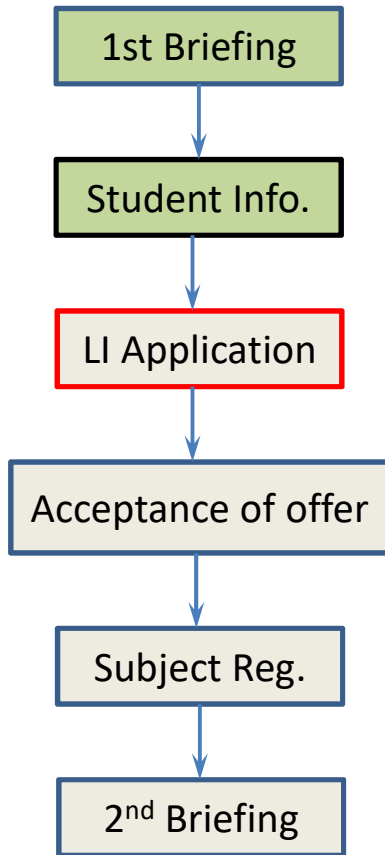
## 2.0 Application



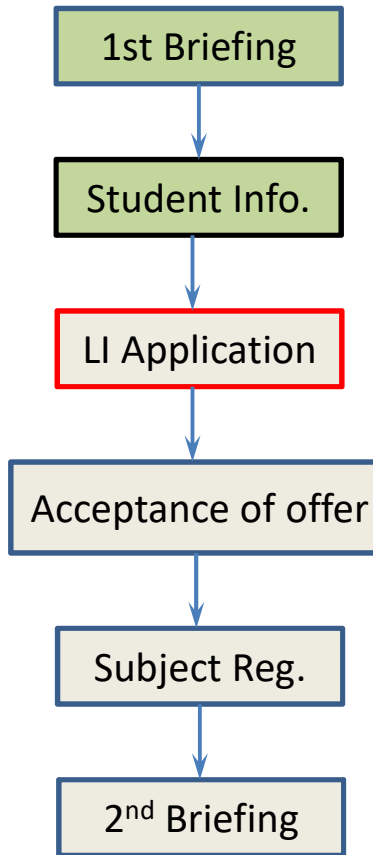
- Students to choose potential organizations for LI
- **2nd Preference: Companies that offered LI placement to FM's students on last 2 semesters: Get the detail of the companies from LI Coordinators.**
- **3<sup>rd</sup>: COMPANIES LISTED IN INDUSTRIAL TRAINING SYSTEM (ITS)**

## 2.0 Application

- Students to retrieve company's detail from ITS



# 2.0 Application




The screenshot shows the ITS UTM Industrial Training System interface. The header includes the UTM logo and the text "ITS UTM Industrial Training System" with the tagline "innovative • entrepreneurial • global".

The main content area is titled "LIST ALL COMPANIES TO APPLY". It features a search bar with "Sort By: Company Name" and a "Search Company" button. Below the search bar is a table with the following columns: #, COMPANY LIST, AVAILABLE PLACES, STATE, and ZONE.

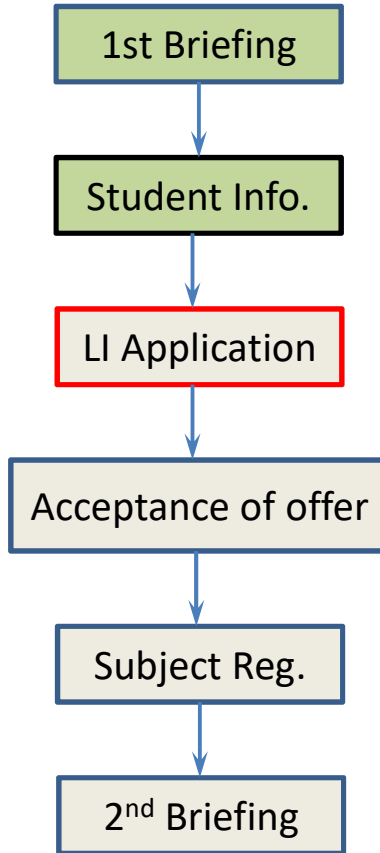
#	COMPANY LIST	AVAILABLE PLACES	STATE	ZONE
1	ABB MALAYSIA SDN BHD	[Map] [Branch]SUBANG JAYA	SELANGOR	CENTER REG
2	ABSEC MALAYSIA SDN BHD	[Map] [Main / HQ]KUALA LUMPUR	WIL PER K.LUMPUR	CENTER REG
3	AIROD SDN BHD	[Map] [Main / HQ]SUBANG	SELANGOR	CENTER REG
4	AKER SOLUTION MALAYSIA SDN BHD	[Map] [Main / HQ]KUALA LUMPUR	WIL PER K.LUMPUR	CENTER REG
5	AL-IKHSAN SPORTS SDN BHD	[Map] [Main / HQ]SKUDAI	JOHOR	SOUTH REGIC
6	AM PM PHARMACY SDN BHD	[Map] [Main / HQ]KULAIJAYA	JOHOR	SOUTH REGIC
7	ANDY LIM AGENCY (GREAT EASTERN)	[Map] [Main / HQ]SKUDAI	JOHOR	SOUTH REGIC
8	ASIA ROOFING INDUSTRIES SDN BHD	[Map] [Main / HQ]SEGAMAT	JOHOR	SOUTH REGIC
9	ASIAFLEX PRODUCTS SDN BHD (775816-A)	[Map] [Main / HQ]PASIR GUDANG	JOHOR	SOUTH REGIC
10	ASTAKA PADU SDN BHD	[Map] [Main / HQ]BANDAR BARU UDA	JOHOR	SOUTH REGIC

The "System Menu" on the left includes options like Profile, Message(s), Upload CV, List All Companies To Apply (circled in red), List All vacancies To Apply, and Placement Status.

1.0 "List All Company to Apply"

2.0 Select company

# 2.0 Application



Company detail

View Company Details

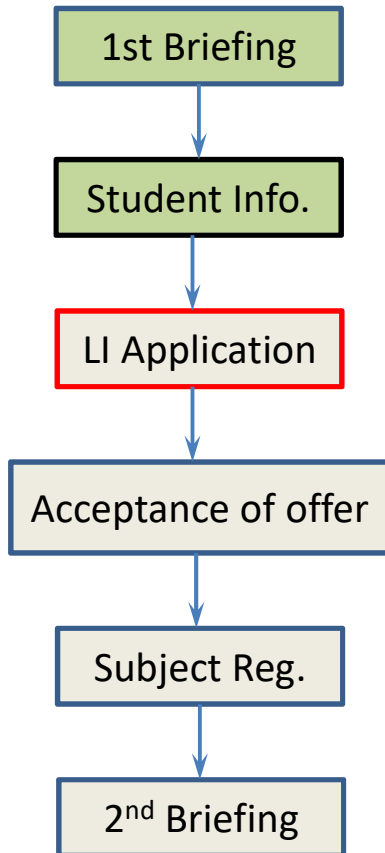
Company Name : DYSON MANUFACTURING SDN BHD (509962-T)  
 Company Web : [www.dyson.my](http://www.dyson.my)  
 CEO / GM :  
 Company Category : MULTINATIONAL PRIVATE/FOREIGN  
 Company Sector : Pembuatan

SELECT	ADDRESS	MAIN BRANCH?	CONTACT	EXT. INFORMATION
1	PLO 208, JALAN CYBER 14, SENAI INDUSTRIAL ESTATE IV, 81400 SENAI JOHOR, MALAYSIA Phone: +6075999333 Fax:	Main / HQ	Contact : ADMIN Office : +6075971147 Mobile: Fax : +6075971147 Email :	N/A

Apply Close

**DON'T click apply here!!!  
You have to apply manually**

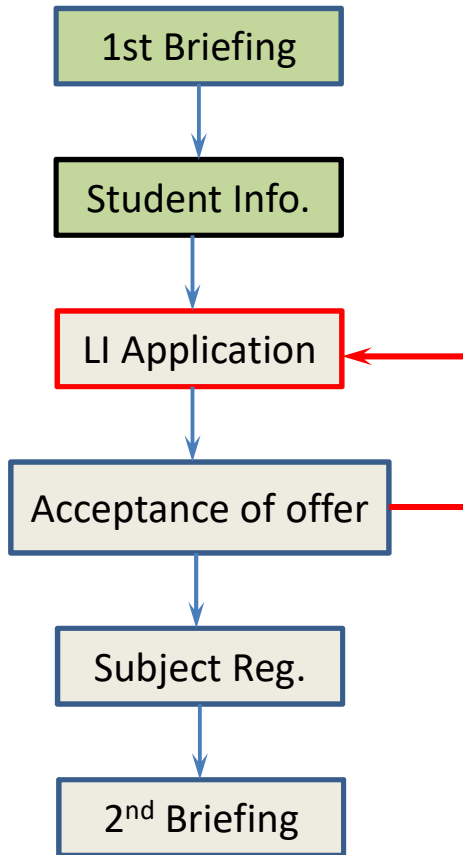
## 2.0 Application



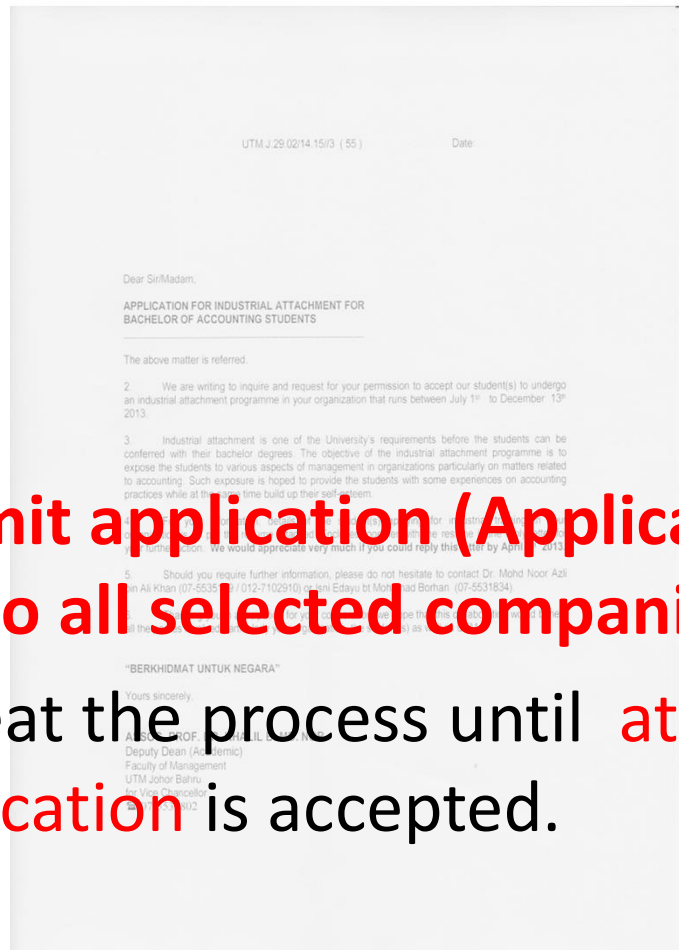
- Students to prepare
  - a) CV/Resume (MUST),
  - b) Application Letter from the Faculty (after 25/09)**Submit applications directly** to the selected organizations.
- CV: Download the Resume sample from FM website → DOWNLOAD section → INDUSTRIAL TRAINING



## 2.0 Application

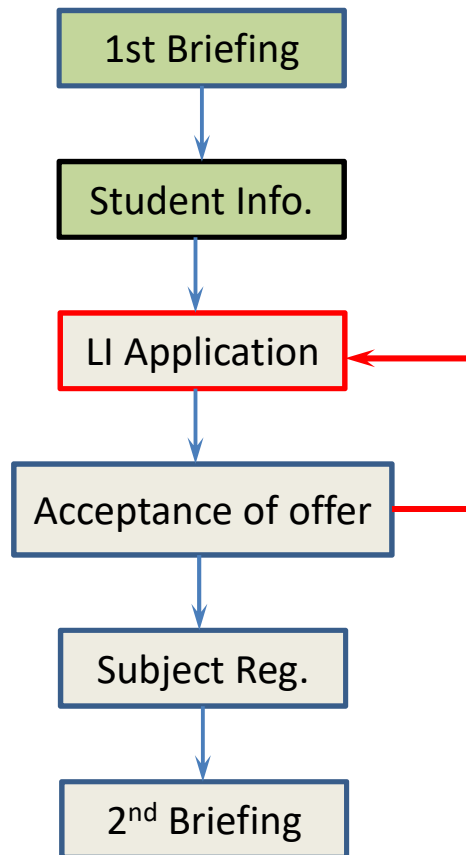


- Application Letter (from the Faculty)



- **Submit application (Application letter + CV) to all selected companies by Week 5.**
- Repeat the process until **at least one application** is accepted.

## 2.0 Application

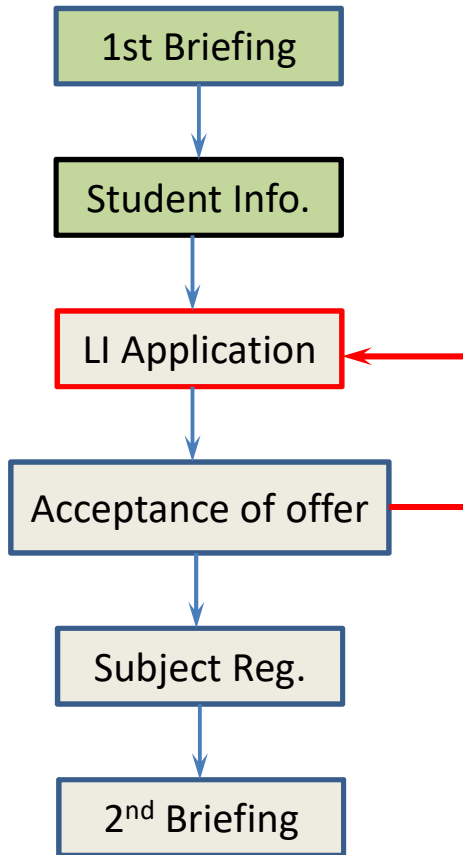


### If the company **NOT** in ITS list

- Submit "*APPLICATION OF POTENTIAL COMPANY FOR INDUSTRIAL TRAINING*" to LI Coordinator.
- The company will be assessed by UTM Career Center, **application of placement could be proceed concurrently;**
- **However, the company must be approved by UCC prior to internship.**



# 2.0 Application





**Sekretariat Unit Pembangunan dan Kerjaya  
Sistem Latihan Industri  
Universiti Teknologi Malaysia**

**PERMOHONAN CADANGAN SYARIKAT BARU LATIHAN INDUSTRI**  
(APPLICATION OF POTENTIAL COMPANY FOR INDUSTRIAL TRAINING)

TARIKH:  /  /   
(DATE):  /  /

*(Diisi oleh penyelarasan/K LI fakulti. SILA GUNA HURUF BESAR)*  
*(To be filled by LI coordinator / LI committee. PLEASE USE CAPITAL LETTERS)*

**MAKLUMAT PEMOHON**  
(APPLIER DETAILS)

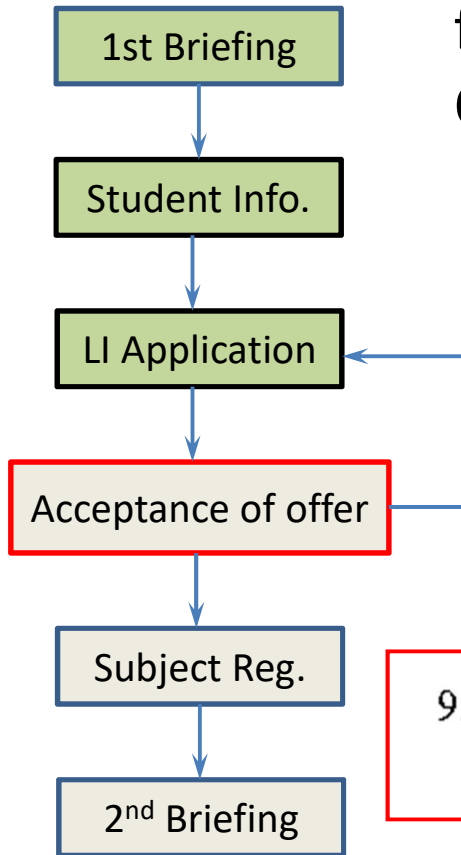
1.	Nama Penyelaras LI (coordinator's name)	
2.	Fakulti	
3.	No tel pejabat	
4.	No tel bimbit	
5.	Emel	
6.	Programme fakulti yang terlibat (Faculty's Programme involved)	

**MAKLUMAT UTAMA SYARIKAT**  
(COMPANY MAIN DETAILS)

1.	Nama syarikat (Company name)	
----	---------------------------------	--

## 3.0 Acceptance of placement

3.1 Students to fill-in "Confirmation of Acceptance" form and submit to Faculty office. Attach a copy of Offer/Acceptance letter from the organization.



FACULTY OF MANAGEMENT UNIVERSITI TEKNOLOGI MALAYSIA	
<b>INDUSTRIAL TRAINING: CONFIRMATION OF ACCEPTANCE</b>	
<b>A. DETAIL OF STUDENT</b>	
Name of Student :	
Metric Number :	
IC Number :	
Programme	
Internship on:	
E-mail address:	
Mobile phone num	



9.7 Pelajar tidak dibenarkan bertukar tempat LI kecuali dengan kebenaran pihak Fakulti.

Contact person:	
Position:	
Contact number:	
Email address:	

\*(ATTACH WITH COMPANY OFFER LETTER)

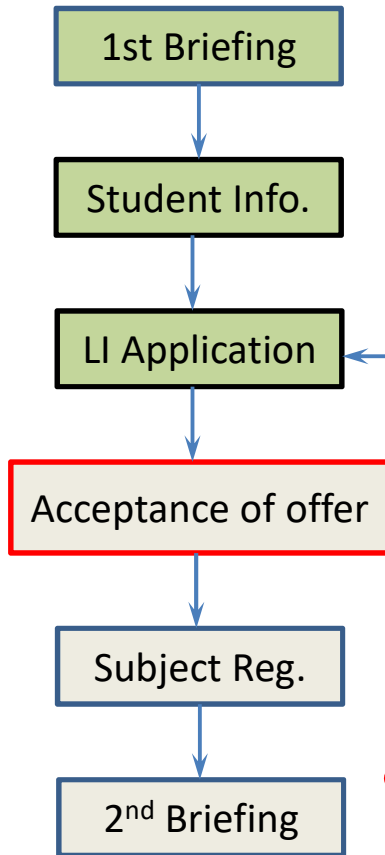
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**before Week 10 (15/11/2017)**

# 3.0 Acceptance of placement

## 3.2 Confirm Placement in ITS




The screenshot shows the ITS UTM Industrial Training System interface. The header includes the UTM logo and the text "ITS UTM Industrial Training System" with the tagline "innovative • entrepreneurial • global".

The main content area is titled "LIST ALL COMPANIES TO APPLY". It features a search bar with "Sort By : Company Name" and a "Search Company" button. Below the search bar is a table of available places:

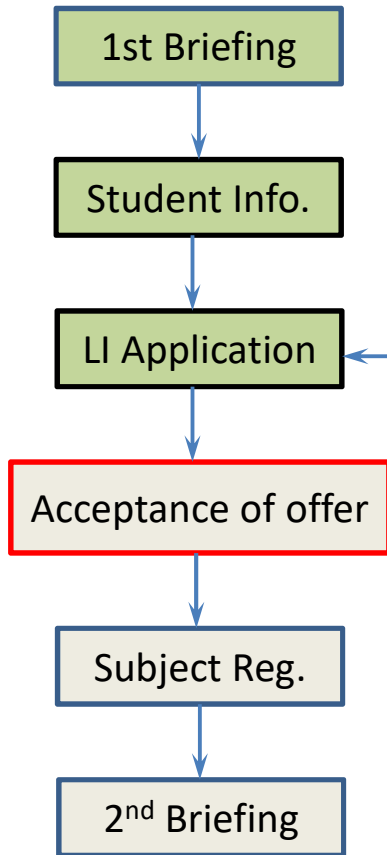
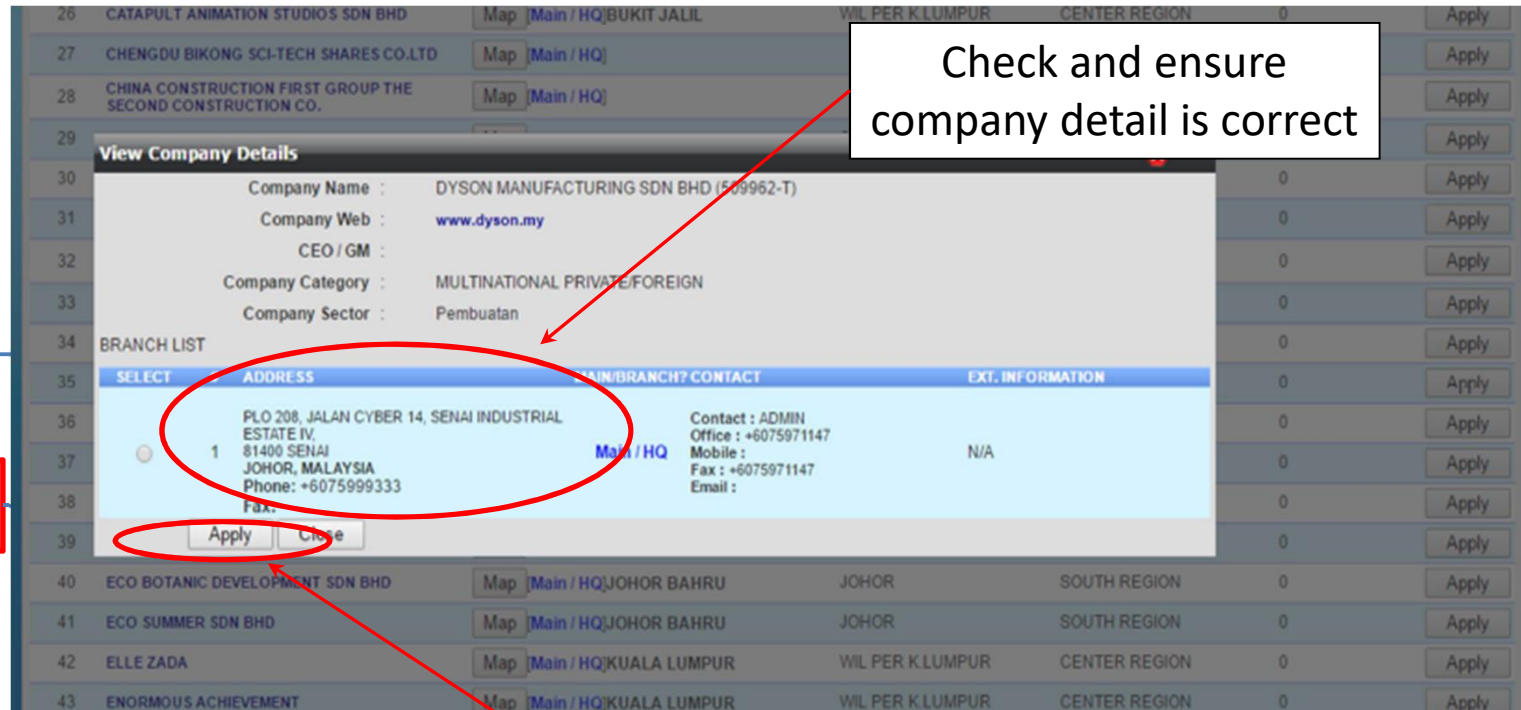
AVAILABLE PLACES	STATE	ZONE
1 ABB MALAYSIA SDN BHD	SELANGOR	CENTER RE
2 ABSEC MALAYSIA SDN BHD		CENTER RE
3 AIROD SDN BHD		CENTER RE
4 AKER SOLUTION MALAYSIA SDN BHD		CENTER RE
5 AL-IKHSAN SPORTS SDN BHD		SOUTH REG
6 AM PM PHARMACY SDN BHD		SOUTH REG
7 ANDY LIM AGENCY (GREAT EASTERN)		SOUTH REG
8 ASIA ROOFING INDUSTRIES SDN BHD	JOHOR	SOUTH REG
9 ASIAFLEX PRODUCTS SDN BHD (775816-A)	JOHOR	SOUTH REG
10 ASTAKA PADU SDN BHD	JOHOR	SOUTH REG

Annotations on the screenshot:

- A callout box labeled "1.0 'List All Company to Apply'" points to the search bar area.
- A callout box labeled "2.0 Select the company that you accepted the offer (i.e. company that indicated in CA form)" points to the row for "AM PM PHARMACY SDN BHD" (row 6), which is circled in red.
- A red circle highlights the "List All Companies To Apply" option in the System Menu on the left.

# 3.0 Acceptance of placement

## 3.2 Confirm Placement in ITS

View Company Details

Company Name : DYSON MANUFACTURING SDN BHD (509962-T)  
 Company Web : [www.dyson.my](http://www.dyson.my)  
 CEO / GM :  
 Company Category : MULTINATIONAL PRIVATE/FOREIGN  
 Company Sector : Pembuatan

BRANCH LIST

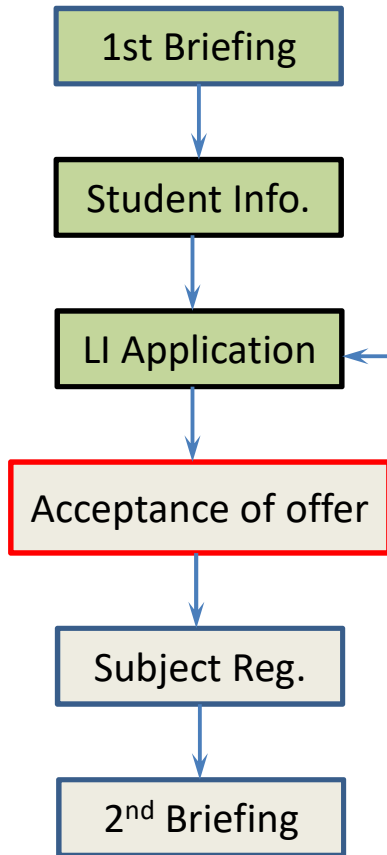
SELECT	ADDRESS	MAIN/BRANCH?	CONTACT	EXT. INFORMATION
<input type="radio"/>	PLO 208, JALAN CYBER 14, SENAI INDUSTRIAL ESTATE IV, 81400 SENAI JOHOR, MALAYSIA Phone: +6075999333 Fax:	Main / HQ	Contact : ADMIN Office : +6075971147 Mobile : Fax : +6075971147 Email :	N/A

Apply Close

**Click "Apply"**

# 3.0 Acceptance of placement

## 3.2 Confirm Placement in ITS



**User Profile**

Name: **ADAM LAW KONG GIN**

User: **AC080456**

Level: **Student**

Faculty: **Fakulti Sains Komputer dan Sistem Maklumat**

Department:

SCJ-Y3-SEM201120122

**System Menu**

- Profile
- Message(s)

**System Toolbar**

Back **Submit Placement** Remove Placement

**LIST OF APPLICATION**

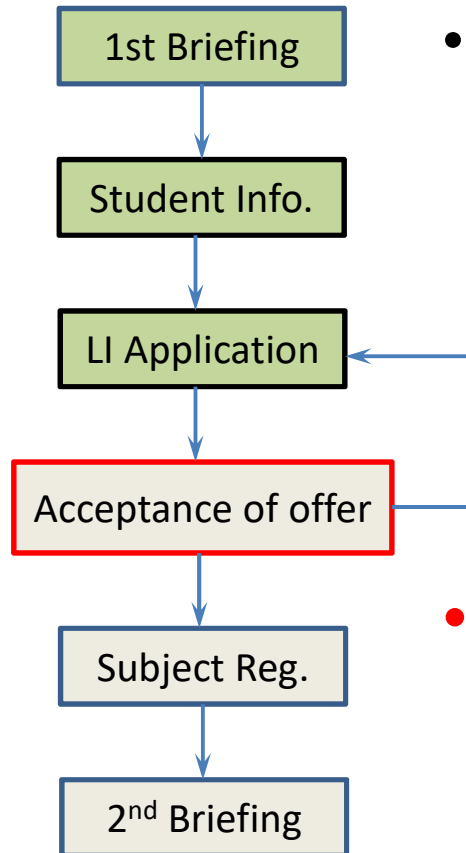
Note:

- All new application must be submitted in order to enable the practical training committee to approve the application.
- Only pending practical pla
- Student can apply for anot
- Practical Training Adminis
- If the placement is being r

#	COMPANY	CONTACT	SUBMISSION STATUS	PLACEMENT STATUS	MAP
	<b>AGILE MATRIX SOLUTION SDN BHD</b>	Contact : MR. LIM Office : 075676543, Mobile : Email :	<b>Not Submitted</b> Apply Date: 30-MAR-11	<b>Pending</b> 30-MAR-11	Map
	<b>IT DEPT</b> NO:10 JALAN SELASIH 1, TAMAN KEMAS 81200 JOHOR BAHRU				



## 3.0 Acceptance of placement



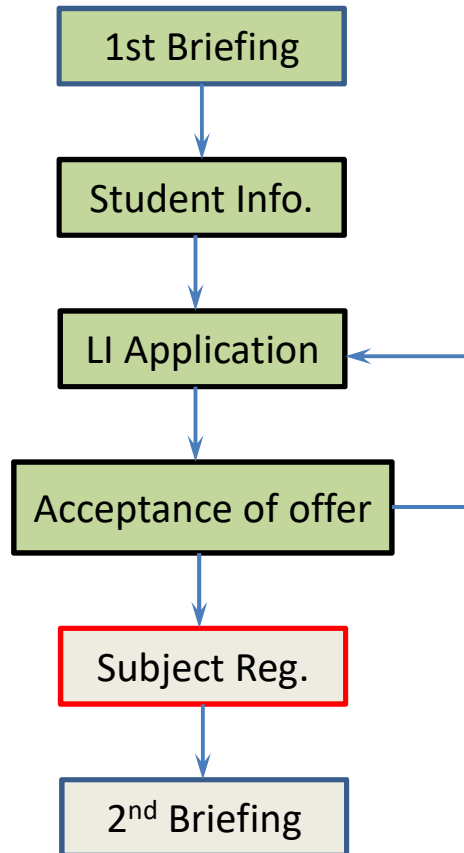
- If more than one offers received, students are required to pick one and **submit the rest of offer letters** to the Faculty with “Rejected Offer Form”.

- before Week 10 (15/11/2017)**

**Note:** Kindly also inform personally to the company on decline of offer earliest possible.

FACULTY OF MANAGEMENT UNIVERSITI TEKNOLOGI MALAYSIA	
<b>INDUSTRIAL TRAINING: REJECTED OFFER FORM</b>	
<b>A. DETAIL OF STUDENT</b>	
Name of Student :	
Metric Number :	
Programme :	SHAC / SHAD / SHAF / SHAR / SHAY
Internship on:	Semester : 1 / 2      Sesiin: 20 ___ / ___
Email address :	
Mobile phone number :	
Reason of rejection :	
<b>B. DETAIL OF COMPANY</b>	
Name of company :	
Address :	
Contact person :	
Position :	
Contact number :	
Email address :	
<b>*(ATTACH WITH COMPANY OFFER LETTER)</b>	
Signature : _____	Date: _____

## 4.0 Subject Registration

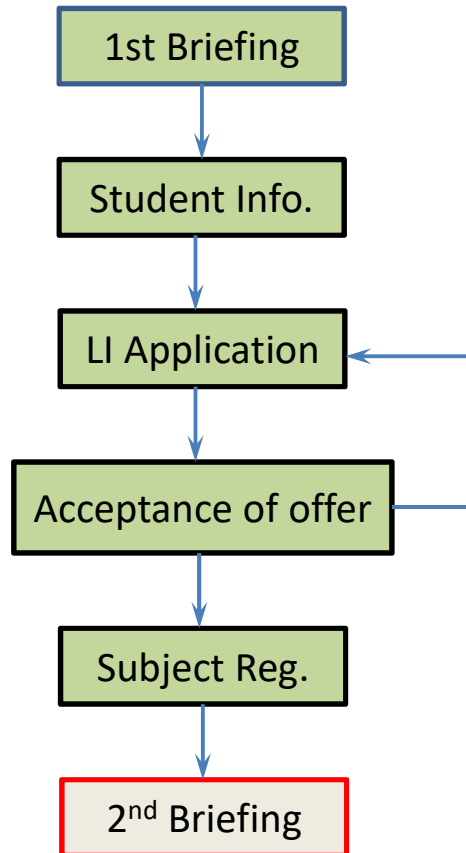


### CODE

- a) SHAC programme : SHAC 4048
- b) SHAD programme: SHAD 4058 (Practical) & SHAD 4064 (Report)
- c) SHAF programme: SHAF 4058 (Practical) & SHAF 4044 (Report)
- b) SHAR programme: SHAR 4028 (Practical) & SHAR 4034 (Report)
- e) SHAY programme: SHAY 4058 (Practical) & SHAY 4064 (Report)

- **By Week 13-14**

## 5.0 2<sup>nd</sup> Briefing

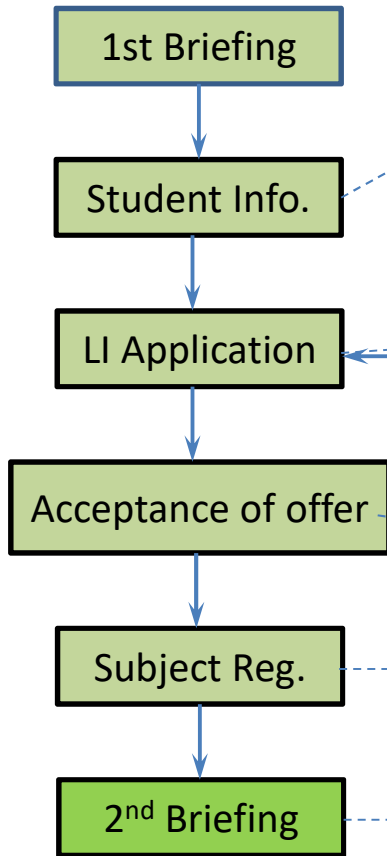


- Briefing on LI rules and regulations, ITS, IT report/Log Book, LI evaluation

- **Week 14 Tuesday**



# Summary



INDUSTRIAL TRAINING: STUDENT'S DETAIL FORM

Name of Student	
Matric Number	
IC Number	
Programme	SIAC / SIAD / SIAP / SIAL / SIAY
Intership on	Semester 1 / 2 Semester 20_ / _
Permanent Address	
Correspondence Address	
Email address	
Mobile phone number	
Signature	Date

INDUSTRIAL TRAINING MAILING LIST REGISTRATION

SESSION 2014/2015

Please submit the information requested below to ensure timely and accurate notification for attendance at industrial training.

Full name:

Email address:

Programme:  SIAC  SIAD  SIAP  SIAL  SIAY

Intership on:  Semester 1  Semester 2

h i v g

Submit



- By 30/09/2017

Submit applications  
(Application letter + CV)

- By Week 5

INDUSTRIAL TRAINING: CONFIRMATION OF ACCEPTANCE

A. DETAIL OF STUDENT

Name of Student	
Matric Number	
IC Number	
Programme	SIAC / SIAD / SIAP / SIAL / SIAY
Intership on	Semester 1 / 2 Semester 20_ / _
Email address	
Mobile phone number	

B. DETAIL OF COMPANY

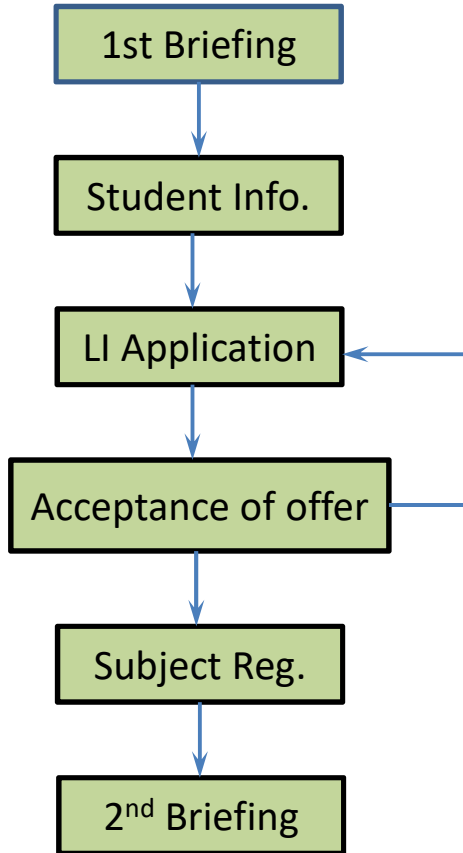
Name of company	
Address	
Contact person	
Phone no	
Contact number	
Email address	

\*(ATTACH WITH COMPANY OFFER LETTER)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- By 15/11/2017





# Thank you

## Q&A