Industrial Training Placement Programme Flow Chart for Students (Overseas Industrial Placement)

**PRE-INDUSTRIAL TRAINING (TWO SEMESTER BEFORE INDUSTRIAL TRAINING COMMENCES)**

Submit details of three (3) preferred organizations to the Industrial Training Coordinator (Week 1-2)

Send “Industrial Training Application” letter/form issued by Faculty/Academy/Centre to the respective organizations (Week 4 – 11)

To follow-up with organization on the Industrial Training application status (Week 4-11)

**RECEIVED?**

Yes

Fill in the "Permission to travel (local/overseas)" form and submit the form to the DVC (Academic & Internalization) office (Week 12-14)

Yes

Fill in the "Overseas Allowances Application form" provided by CITra office through DD (Undergraduate) once you have obtained permission to travel from the DVC (Academic & Internalization) office. Please submit your offer letter together with the application. (Week 12-14)

No

**PRE-INDUSTRIAL TRAINING (ONE SEMESTER BEFORE INDUSTRIAL TRAINING COMMENCES)**

Attend Industrial Training Briefing organized by Department/Faculty (Week 1-2)

Attend at least one (1) Pre-Industrial Training Workshop organized by CITra (Week 6 – 9)

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**S2a – Industrial Training Flow Chart – Overseas**  
(as on 28 Nov’2016)

**DURING INDUSTRIAL TRAINING**

- Register Industrial Training Course and confirm registration at myum.um.edu.my (e-Industrial Training) once approved by Industrial Training Coordinator
- Download the “Confirmation Form (UM-PT01-PK01-BR074-S00)” (Week 4-14)
- Submit the “Confirmation Form (UM-PT01-PK01-BR074-S00)” to the Industrial Training Coordinators within two (2) week of the date of reporting for duty
- Record activities/assignment given in the log book daily and obtain weekly verification from the organization Industrial Training Supervisor
- To be present on-site during the visit from university and to complete the relevant documents required (Date of visit will be confirmed by the Industrial Training Coordinator)

**POST INDUSTRIAL TRAINING**

To prepare industrial training report and submit to Industrial Training Coordinator

**END**

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**Note:**

*CITra – Centre for the Initiation of Talent & Industrial Training*