

**INDUSTRIAL TRAINING PROGRAMME (OVERSEAS INDUSTRIAL PLACEMENT)**

Week		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
<b>PRE-INDUSTRIAL TRAINING (TWO SEMESTER BEFORE)</b>																										
<b>Pre-Industrial Training (two semester before Industrial Training commences)</b>	Submit details of three (3) preferred organizations to the Industrial Training Coordinator																									
	Send "Industrial Training Application" letter/form issued by Faculty/Academy/Centre to the respective organizations																									
	To follow-up with organization on the Industrial Training application status																									
	Fill in the "Permission to travel (local/overseas)" form and submit the form to the DVC (Academic & Internalization) office																									
	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.																									
<b>PRE-INDUSTRIAL TRAINING (ONE SEMESTER BEFORE)</b>																										
<b>Pre-Industrial Training (one semester before Industrial Training commences)</b>	Attend <b>Industrial Training (IT) Briefing</b> organized by Department/Faculty																									
	Attend at least one (1) <b>Pre-Industrial Training Workshop</b> organized by CITra																									
	Key-in organisations' information and upload "Offer Letter/form" issued by the organization at myum.um.edu.my (e-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)"																									
<b>INDUSTRIAL TRAINING (FOR SEMESTER ONE AND TWO)</b>																										
<b>During Industrial Training</b>	Submit the "Confirmation Form (UM-PT01-PK01-BR074-S00) to Industrial Training Coordinator																									
	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 supervisor site visit by the university and to complete the relevant documents required																									
<b>Post Industrial Training</b>	To prepare industrial training report and submit to Industrial Training Coordinator																									
<b>INDUSTRIAL TRAINING (FOR SEMESTER THREE)</b>																										
<b>During Industrial Training</b>	Submit the "Confirmation Form (UM-PT01-PK01-BR074-S00) to Industrial Training Coordinator																									
	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 visit from university and to complete the relevant documents required																									
<b>Post Industrial Training</b>	To prepare industrial training report and submit to Industrial Training Coordinator																									