INTERNSHIP CALENDAR 2023

No.	Week	Date	Activity
(Sem. 2 2021/2022) Phase of Organization Selection and Placement (Pre)			
1	Semester Break	4 August 2022	- Initial Briefing for the 2023 Internship
2	Semester Break – Study Break (Semester 1 2022/2023)	5 August 2022 – 29 January 2023	- Students search for internship company candidates. Company must be selected from the Internship database (http://licsit.upm.edu.my) - **SPECIAL CASE:** If students want to choose a company that i included in the Internship database, please consult the respec department coordinator in order to obtain any necessary approval.
(Sem. 1 2022/2023) Phase of Final Internship Placement			
3	**Pre-registration for Internship Sem. 1 2022/2023**		
4	Week 2	20 October 2022	The 2nd online briefing for the 2023 Internship. - Review the student's status application submission. - Monthly Activities (Pitching Day - Industrial talk) (workshop) (Sharing session – from previous intern) (any motivation/soft skill program)
5	Week 12	TBA 26 December 2022 – 30 December 2022	Final Briefing for the 2023 Internship.
6	Exam Week	30 January 2023 – 12 February 2023 (2 weeks)	Preparation for 2023 internship. Industrial training announcement will be post in the WhatsApp group from time to time. Online template Logbook with the Guidelines will be provide in the LI System together. Student are required to fill in and print their Online logbook for submission.

INTERNSHIP CALENDER 2023
SEMESTER 2 2022/2023

(Semester break - Sem. 1 2022/2023) Phase of the Internship Implementation and Observation			
7	LI: Week 1	1 Mac 2023	Students register for internship at their respective companies. - Students must email or post the Report for Duty form to the Industrial Training and Career Unit.
8	LI: Week 2 – Week 4	6 Mac 2023 – 25 Mac 2023	Initial Observation: Visiting lecturers will visit the companies within in this time. – Students are required to prepare an activity plan for the first 2 months of their internship. - Visiting lecturers will submit the initial observation report to department Internship Coordinator. **In case of any issues (with the candidate or the company), necessary action should be immediately taken so that the student will not face any problems to finish his/her internship on time.** *** Subject to changes by University and Government policies and regulations.**
9	LI: Week 22 – Week 24	24 July 2023 – 11 August 2023	**Final Observation:** Visiting lecturers will visit the companies within this time. - Students are required to prepare a presentation of the work that they have done at their respective companies. *** Subject to changes by University and Government policies and regulations.**
(Sem. 2 2022/2023) Phase of Documentation and Evaluation			

10	LI: Week 25	TBA
		21 August 2023 – 25 August 2023
			Internship Day
			- Will be hold at Faculty of Computer Science & Information Technology, UPM.
			- Students are required to submit the following to the Industrial Training Unit:
			   1. Final report
			   2. Logbook
			   3. Organization evaluation form
			   4. Industrial evaluation (if available).
			
			* Subject to changes by University and Government policies and regulations.

11	Week 26 – 27 Semester break	TBA	Visiting lecturers will submit the **marks** and **grades** to their respective internship department coordinators.
12	Week 28	TBA	The 2023 Internship grade will be enter to the E-SMP.

INTERNSHIP CALENDER 2023
SEMESTER 2 2022/2023
VISITING LECTURER

(Semester break - Sem. 1 2022/2023) Phase of the Internship Implementation and Observation			
1	LI: Week 1	1 Mac 2023	Students register for internship at their respective companies.
2	LI: Week 2 – Week 4	6 Mac 2023 – 25 Mac 2023	Initial Observation: Visiting lecturers will visit the companies within in this time. – Students are required to prepare an activity plan for the first 2 months of their internship. - Visiting lecturers will submit the initial observation report to department Internship Coordinator. **In case of any issues (with the candidate or the company), necessary action should be immediately taken so that the student will not face any problems to finish his/her internship on time.** *** Subject to changes by University and Government policies and regulations.**
3	LI: Week 22 – Week 24	24 July 2023 – 11 August 2023	**Final Observation:** Visiting lecturers will visit the companies within this time. - Students are required to prepare a presentation of the work that they have done at their respective companies. *** Subject to changes by University and Government policies and regulations.**
(Sem. 2 2022/2023) Phase of Documentation and Evaluation			
4	Week 26 – 27 Semester break	TBA	Visiting lecturers will submit the **marks** and **grades** to their respective internship department coordinators.
5	Week 28	TBA	The 2023 Internship grade will be enter to the E-SMP.