



**Universiti
Putra
Malaysia**

INDUSTRIAL TRAINING BRIEFING SEMESTER 1 2023/2024 21 JUNE 2023



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CONTENT

1. Industrial Training Calendar for Semester 1 2023/2024
2. Pre-requisite(s) and Final Year Project (FYP)
3. Industrial Training Application (LI System and manual)
4. Industrial Training Overseas
5. Industrial Training Registration (SMP) and Implementation
6. Visiting Lecturer (VL) - Initial and Final Monitoring
7. Industrial Training Documents/Forms
8. Logbook and Final Report
9. Evaluation Criteria
10. Industrial Training Day
11. Work Ethics
12. Graduate Employability Survey



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INTERNSHIP CALENDAR 2023/2024-1

- Enter the LI System, <http://licsit.upm.edu.my/> to check the important dates:

Home >> Documents >> Industrial Training Calendar

No.	Week	Date	Activity
(Sem. 2 2022/2023) Phase of Organization Selection and Placement (Pre)			
1.	Week 12 – Week 14	5 June 2023 – 25 June 2023	- Pre-registration for Internship Sem. 1 2023/2024
2.	Week 14	21 June 2023	- Briefing for Semester 1 2023/2024 Internship
3.	Study Week	26 June 2023 – 2 July 2023	- Students search for internship potential companies. Company must be selected from the LI System database (http://licsit.upm.edu.my/) NOTES: If the students want to select a company that is not in the database, please consult and get approval from the respective Industrial Training Department Coordinator
(Sem. 2 2022/2023) Phase of Final Internship Placement			
3.	Week 15 – 16 (Exam Week)	3 July 2023 – 16 July 2023	- Preparation for Sem. 1 2023/2024 Internship - Industrial training announcement will be post out in the LI System and WhatsApp group student from time to time - Students can refer the industrial training guideline in the LI System
(Sem. 1 2023/2024 – Semester Break) Phase of Internship Implementation and Observation			
4.	LI: Week 1	1 August 2023	- Students begin for internship at their respective companies - Students must submit softcopy of report duty form to the Industrial Training and Career Unit (ITCU)
5.	LI: Week 2 – Week 4	8 August 2023 – 28 August 2023	- Initial Observation by Visiting Lecturers (VLs) - Students are required to prepare a Gantt Chart of planning/activities throughout internship duration - VLs must complete the Initial Visit Pre Evaluation Form within a week after the visitation. - Any issues during the initial visit must be immediately brought to the attention of the respective Industrial Training Department Coordinator
6.	LI: Week 22 – Week 24	26 December 2023 – 15 January 2024	- Final Observation by Visiting Lecturers (VLs) - Students are required to prepare a detailed presentation of what have done during the entire industrial training - VLs must submit the completed Overall Assessment Form to the respective Industrial Training Department Coordinator
(Sem. 1 2023/2024) Phase of Documentation and Evaluation			
7.	LI: Week 25	TBA 16 January 2024 – 22 January 2024	- Industrial Training Day - Students are required to submit the following hardcopy to the ITCU: <ol style="list-style-type: none"> 1. Final Report 2. Logbook 3. Organization Evaluation Form 4. Industrial Evaluation (if available)

PRE-REQUISITE

To enrol for LI 2023, SKM/SKR/SSK/SSE 4901 (12 credits), students should have fulfilled their prerequisite courses based on department:

COMPUTER SYSTEM

SSE3001 and SSK3408, or with the approval of the Department.

COMPUTER NETWORK

SKR3504 or with the approval of the Department.

SOFTWARE ENGINEERING & INFORMATION SYSTEM

SSE4300 and with the approval of the Department.

MULTIMEDIA

SKM3300 or with the approval of the Department.

Students are not allowed to enrol in other subjects while doing the internship. **Student with 'F' grade in FYP will NOT BE ALLOWED to register for LI.**



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INDUSTRIAL TRAINING PHASES

Three (3) phases:

Company/
Organization
Selection

Training
&
Evaluation

Documentation
and Grading



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How to apply for LI?

1. Enter the LI System – <http://licsit.upm.edu.my/>

Username: **UPM ID**

Password: **UPM ID PASSWORD**

2. Update information in basic profile and resume.

3. List of companies/organizations are in the system database. Send application to **FIVE** potential companies/organizations. The system will generate the result semester from SMP and application letter.

Students are advised to regularly check the announcement in the LI System since the LI Unit will post vacancies from companies not in the database.

4. Follow up the chosen company. Student need to update placement in the LI System after accept the offering. Once you **ACCEPT** the offer, the other applications will be automatically cancelled (Please **UPDATE THE COMPANY** if you **ACCEPT/REJECT** the offer). Student need to make a new application if there is any **UNSUCCESSFUL** applications.

5. Students are expected to do their research on the chosen companies/organizations, of the following matters:

- Job scope must be related to computer science
- Transportation to and from the work place
- Cost of living (accommodation, transportation, food etc.)
- Safety
- Allowance

Multimedia students: **Design/creative works** should not be the main task during your internship



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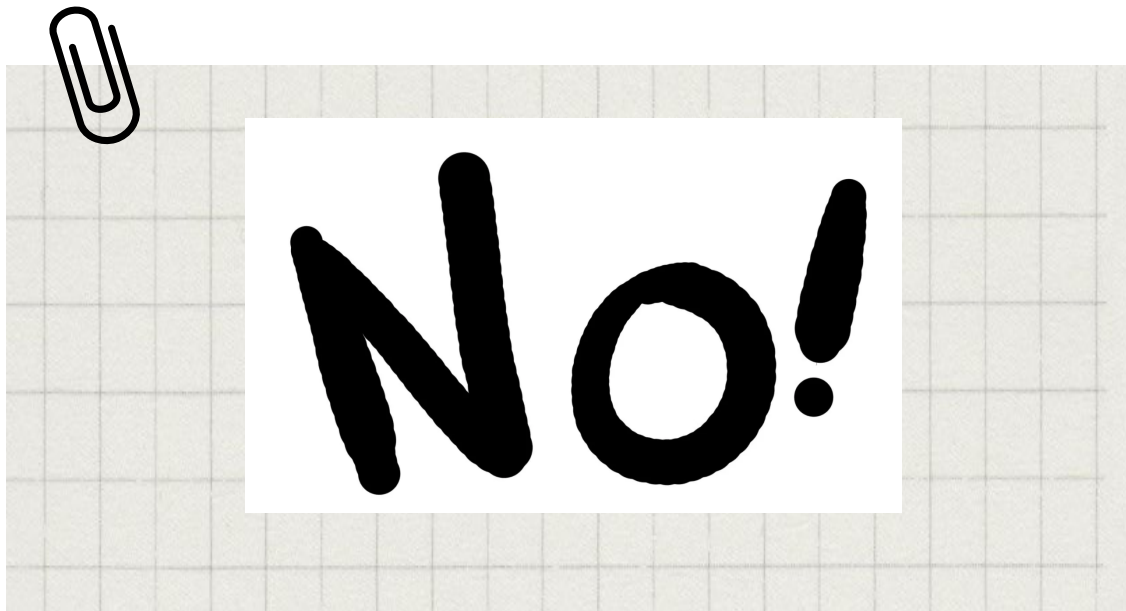
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CANCELLATION OF INTERNSHIP PLACEMENT

- Please DO NOT simply reject your confirmed internship placement.



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LI ABROAD

1. Students are encouraged to find companies that provide accommodation, insurance and allowances.

What's provided by the JINM Office:

- Return flight ticket and flight insurance
- Allowance (1,000MYR for the 1st month, 500MYR for the following months)
- The policies might change at the discretion of the university

Note: PLEASE REFER TO PUTRA INTERNATIONAL CENTRE (i-PUTRA) FOR THE LATEST INFORMATION



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Industrial Training Registration and Implementation

1. Pre-registration for LI must be done during **12th-14th Week** in Semester 2 2022/2023. Before performing the LI, all students **MUST** register for 'KURSUS LATIHAN INDUSTRI' in the eSMP.

The **GRADE** will not be included in the SMP for **STUDENTS who FAIL** to register the course

2. Please ensure you fulfilled the prerequisites.
3. The duration for internship is **24 weeks**.
4. Student are **NOT ALLOWED** to change companies after receiving/signing acceptance letter. Any changes will not be entertained. Marks will be deducted from final total marks should there be any changes made without permission.
5. Students need to submit all the documents to their coordinator. If the students do not submit their documents, you will get Grade F for your 12 credits.



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APPLICATION LEAVE

1. Students are **NOT ALLOWED** to take any form of leave during the training except those authorized by the organization.
2. Students who are absent **for more than 6 days** (unless due to emergency or sick leave) are considered as not fulfilling the requirement for industrial training. Thus, they will have to repeat their industrial training in next semester.
3. Please plan well ahead so that it will not affect your attendance.

If any unauthorized leave is taken, the students must replace the number of days equal to the number of leave days taken.



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VISITING LECTURER (VL) VISITATION

1. Appointed VL will perform two visits:
 - i. Initial Observation Visit (within **LI Weeks 2 - 4**).
 - ii. Final Observation Visit (within **LI Weeks 22 - 24**).

INITIAL VISIT – To ensure the chosen company is appropriate for the students and solve any relevant issues. The students advisable to prepare a Gantt Chart to show the planning/activities throughout the internship period.

FINAL VISIT – To evaluate the overall internship performance based on their work performance/achievement, report, presentation, attitude and attendance. The students are expected to prepare a detailed presentation of what have done during the entire training.



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LI DOCUMENTS

1. Insurance Coverage
issued by the Division of
Student Affairs (BHEP) –
for LOCAL STUDENTS

2. Letter of Indemnity (If
necessary)

3. Official Offer Letter

4. Industrial Training
Report Duty Form
(Softcopy)

5. Industrial Training
Guideline (LI System)

6. Logbook (Online &
Hardcopy)

7. Industrial Supervisor
Evaluation Form
(Online)

8. Organization
Evaluation Form
(Online)

9. Final Industrial
Training Report (Online
& Hardcopy)



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Industrial Training Report Duty Form:

- **Students** fill up the form and return by email (pdf file) to Ms. Ayuni at nurulayuni.mnor@upm.edu.my within two weeks after LI begins.

Industrial Supervisor Evaluation Form:

- **Industrial supervisor (IS)** log into LI System using CSIT ID to complete the form. Submit the form to Industrial Training Unit by hand/email. (Refer to the LI guidebook).

Organization Evaluation Form:

- **Students** fill up the form for LI Unit records in the future. This form must be submitted along with logbook and final report.



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WEEKLY LOGBOOK

Example:

Log Information

11 May 2023 to 17 May 2023 (2022/2023 2) - OI ED WIN

Task	Activity	Result
<ul style="list-style-type: none">• Proceed with the remaining requirements in the 3rd module (Kesihatan Module)• Data restoration	<ul style="list-style-type: none">• Discuss with supervisor on the logic for certain function that isn't declare clearly in the SDS• Create user roles that are involved in the current module• Create submenu for the current module• Relating user role with the submenu• Relating actual user with user role	<ul style="list-style-type: none">• Implement the knowledge to check, create and relate the user, user role and submenu• Implement the knowledge to test the system on different user roles Learn the ways to do data filtering for different user roles

The Industrial Supervisor need to access the LI System to review and comment the logbook



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FINAL INDUSTRIAL TRAINING REPORT

1. Report must be completed **before the end of internship period** and submit to the VL for evaluation.
2. Submission must be done by uploading the report in the LI system.
3. At the same time, the printed version must be handed over to the Industrial Training and Career Unit (ITC Unit) for record purposes.



Department of Software Engineering
Faculty of Computer Science and Information Technology
University Putra Malaysia
SSE 4901
Industrial Training
Final Report

Name	Maharaz Mujtaba Karaye
Matric No.	191450
Company	Enviro Exceltech Sdn. Bhd.
Industrial Supervisor	Mr. Zamzam Tuah Ahmad Ramly
Visiting Lecturer	Dr. Salfarina Abdullah
Semester	1 st semester 2021/2022



FINAL INDUSTRIAL TRAINING REPORT (cont.)

4. Please also attach the hardcopy of attendance sheet in the report.
5. Students are encouraged to obtain consent from Industrial Supervisor to publish or use any information related to the organization (refer to the Industrial Training Guideline).
6. The TOC for final report can be obtained from the Industrial Training Guideline.

Summary of Attendance and Leave

Category	Number of day(s)	Percentage
Days present	119	99.17
Day(s) absent	0	0.00
Leave(s) taken	0	0.00
Medical leave(s) taken	1	0.83

Verified by Industrial Training supervisor: _____
(Signature & Official Stamp)



EVALUATION CRITERIA

Visiting Lecturer'S Report (10%)

Logbook and Attendance (10%)

Student's Final Report (40%)

Industrial Supervisor Evaluation (40%)



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INDUSTRIAL TRAINING DAY

1. Will be held at the Faculty of Computer Science & Information Technology, UPM after students completed their internship period (date will be determined later).
2. Students are required to submit the following **hardcopy** to the Industrial Training Unit on this day:

i. Final Report

ii. Logbook

iii. Organization Evaluation Form

iv. Industrial Supervisor Evaluation Form



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WORK ETHICS

You are the ambassador of UPM!



Formal attire but depends on the company policy



Polite and be punctual



Students are **NOT ALLOWED** to quit without written consent from the Faculty



Well behave and respect others



Make early preparations – Logistics planning (transport, accommodation)



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LESSONS TO LEARN



Not serious and last-minute search for companies – resulted inappropriate company.



Looking for higher allowance rather than more potential learning experiences.



Reject offer from 1st company and expecting other company and finally none company to choose.



Not much support from UPM for oversea company, only flight ticket and small amount of allowances.



12 credits = 4 subjects with 3+0 credit



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IMPORTANT NOTES

CONTACT INFORMATION

If you changed your cell phone number, please update in the Industrial Training system and inform your VL and ITC unit.

EMAIL AND ANNOUNCEMENTS

Please always check your email and announcements in the LI System. EMAIL is our main communication medium, NOT through WhatsApp. Make sure you register active email in the LI System profile.

JOB SCOPE TASK

The students must ensure to perform the task that are related to the Job Scope during the training.

PROBLEM/ISSUE

Please report to the respective Department Coordinator/ITC Unit at the earliest possible time or during initial monitoring period if any discrepancies/abnormalities happened during the training.

COURSE WITHDRAWAL

Students are NOT allowed to withdraw the internship course without permission from ITC Unit.



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Why need to seek advise for your internship placement?

To ensure you get a right place for your training

You must consider these criteria when make a choice:

- Job prospect at the organization.
- The right job scope that allows you to apply what you have learned and gives you the opportunities to learn new things.
- To be rightly assessed according to the requirement set out by the faculty.



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ADDITIONAL RULES FOR INTERNATIONAL INTERNSHIPS

1) INTERNSHIP OFFER LETTER

- a) Must be provided to the department coordinator at least six (6) weeks before the internship begin.
- b) The original offer letter must be in the English language. Translations NOT accepted.
- c) The official company letterhead must be used.
- d) The person signing the letter must be a high-ranking officer in the company (has authority to appoint internship students).
- e) The detailed internship JS must be specified in the offer letter and must be in line with the JS outlined by the faculty.
- f) Details location and contact information (e.g., company address, telephone number, email) of either the main office or subsidiaries, or actual place of internship must be provided to facilitate communication between the organization and faculty.

2) INDUSTRIAL SUPERVISOR

- a) The appointed SV overseeing the intern's tasks should possess suitable technical background in computer science, software engineering, software/systems development.
- b) He/she should be able to communicate in English for effective communication with the VL.
- c) Complete contact information of the supervisor must be provided (name, email, telephone number). This information can be entered through the Industrial Training System.

3) TASKS, VISITATIONS AND EVALUATION

- a) Tasks assigned to interns should test their technical knowledge and abilities in computer science. This includes (but not limited to) programming, systems design/development, software testing, etc.
- b) Tasks should not be confidential in nature since visiting lecturers are required to view the intern's work process and results. Highly confidential tasks are therefore disallowed such as classified government projects, secret military applications, etc.
- c) Visitations (by the appointed VL) will be done on-site, requiring access to the intern's workstation/cubicle/desk. This is so that the faculty can evaluate and assess the facilities and working conditions provided by the organization/company (if any). The faculty also respectfully expects and highly appreciates the highest level of cooperation that is in line with organization/company regulations and terms & conditions.

4) The internship must be conducted in a work-in-office mode (WIO). If work-from-home (WFH) mode is required, please contact the faculty for respective department coordinator's approval. The same applies if the intern is required to do part WIO and part WFH.

GRADUATE EMPLOYABILITY SURVEY

1. The students must complete the survey that prepared by the CEM/CADE/KPT (ex: Sistem Kajian Pengesanan Graduan (SKPG) and graduate employability (GE) survey).
2. The survey will be available according to the dates that will be informed later.
3. You are considered working although you worked as:-
 - Part timer
 - Teacher
 - Participant under Skim Latihan



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INDUSTRIAL TRAINING AND CAREER UNIT STAFF



Dr. Salfarina binti Abdullah
Head of Industrial Training and
Career Unit
[Tel:+6012-3632118](tel:+6012-3632118)
Email: salfarina@upm.edu.my



Ts. Dr. Mohd Hafeez bin Osman
Coordinator, Software Engineering &
Information System
[Tel:+6019-2544787](tel:+6019-2544787)
Email: hafeez@upm.edu.my



Dr. Nor Azura binti Husin
Coordinator, Computer Science
[Tel:+011-12819303](tel:+011-12819303)
Email: n_azura@upm.edu.my



Mr. Ahmad Alauddin bin Ariffon
Coordinator, Computer Network
[Tel:+6019-3173774](tel:+6019-3173774)
Email: alauddin@upm.edu.my



Dr. Alfian bin Abdul Halin
Coordinator, Multimedia
[Tel:+012-5579140](tel:+012-5579140)
Email: alfian@upm.edu.my



Ms. Nurul Ayuni binti Mohd Nor
Administrator, Industrial Training and
Career Unit
[Tel:+603-97696565](tel:+603-97696565)
Email: nurulayuni.mnor@upm.edu.my



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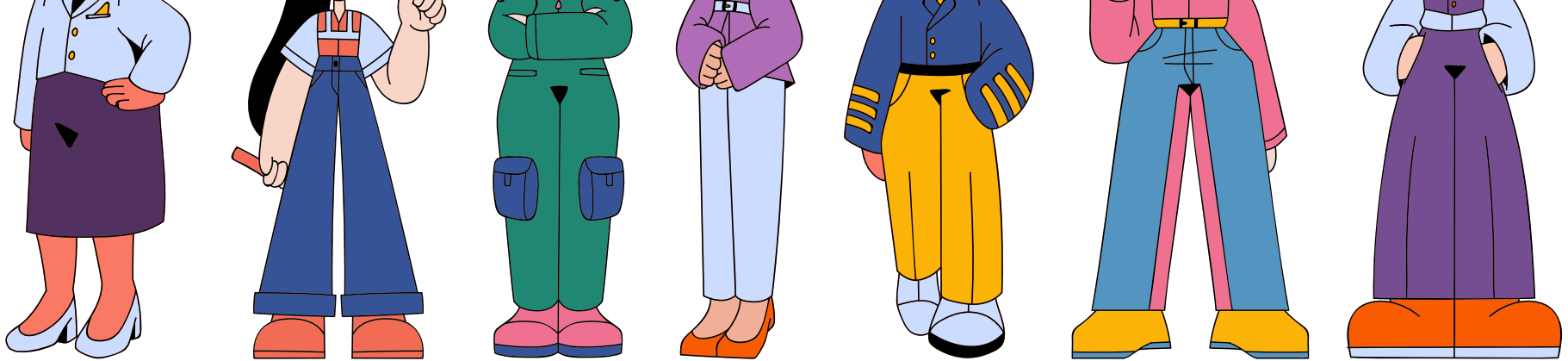
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THANK YOU & GOOD LUCK!

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FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY



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