



## INTERNSHIP CALENDAR SECOND SEMESTER 2024/2025

No.	Week	Date	Activity
<b>First Semester 2024/2025: Phase of Organization Selection and Internship Placement</b>			
1.	Week 7	25 November 2024	Initial Briefing for the Second Semester 2024/2025 Internship
2.	Midterm break		Students search for internship potential companies. Company must be selected from the LI System database ( <a href="http://licsit.upm.edu.my">http://licsit.upm.edu.my</a> )
			<i>NOTES: If the company is not listed in the database list, please consult, and get approval from the respective Industrial Training Department Coordinator</i>
			<b>Preparation for Second Semester 2024/2025 Internship</b> - Industrial training announcement will be posted out in the LI System and WhatsApp group student from time to time - Students can refer to the industrial training guideline in the LI System
			<b>Industrial Training Unit Activities</b> - Pitching Day/Industrial talk - Workshop - Sharing session from previous intern - Motivation/soft skill program
3.	Week 14	TBA (23 January 2025)	Final Briefing for the Second Semester 2024/2025 Internship
4.	Week 17 (Exam Week)	16 February 2025 – 22 February 2025	LI Unit reviews the student's status application submission  <i>NOTES: Students must update their applications before the official internship for the preparation of the group insurance letter.</i>
5.	After the examination results are announced	TBA	Industrial training course registration in the SMP Portal



## INTERNSHIP CALENDAR SECOND SEMESTER 2024/2025

Final Semester Holiday – Second Semester 2024/2025: Phase of the Internship Implementation and Observation			
6.	LI: Week 1	3 Mac 2025	<ul style="list-style-type: none"> <li>- Students begin the internship at their respective companies</li> <li>- Students submit the internship duty report form to the Industrial Training and Career Unit (via email)</li> </ul>
7.	LI: Week 2 – Week 4	10 Mac 2025 – 30 Mac 2025	<p><b>Initial observation by Visiting Lecturers</b></p> <ul style="list-style-type: none"> <li>- Students are required to prepare a Gantt Chart of planning/activities throughout internship duration</li> <li>- Visiting Lecturers must complete the Initial Visit Pre-Evaluation Form after the visitation</li> <li>- Any issues during the initial visit must be immediately brought to the attention of the respective Industrial Training Department Coordinator</li> </ul>
8.	LI: Week 22 – Week 24	28 July 2025 – 17 August 2025	<p><b>Final observation by Visiting Lecturers</b></p> <ul style="list-style-type: none"> <li>- Students are required to prepare a detailed presentation of what have done during the entire industrial training</li> <li>- Visiting Lecturers must submit the completed Overall Assessment Form to the respective Industrial Training Department Coordinator</li> </ul>
Second Semester 2024/2025: Phase of Documentation and Evaluation			
9.	LI: Week 25 – Week 26	18 August 2025 – 31 August 2025	<p>Students are required to submit the following documents to the Industrial Training and Career Unit:</p> <ol style="list-style-type: none"> <li>1. Final Report</li> <li>2. Logbook</li> <li>3. Organization Evaluation Form</li> <li>4. Industrial Evaluation Form (if available)</li> </ol>
10.	LI: Week 27 – Week 28	1 September 2025 – 14 September 2025	Visiting Lecturers submit the marks and grades to the respective Industrial Training Department Coordinator
11.	-	TBA	Key in LI grades in the SMP Portal
12.	-	11 September 2025	<p><b>Senate Meeting I</b></p> <p>Internship grade will be entered to the eSMP portal (1<sup>st</sup> phase)</p>
13.	-	October 2025	<p><b>Senate Meeting II</b></p> <p>Internship grade will be entered to the eSMP portal (2<sup>nd</sup> phase)</p>



**INDUSTRIAL TRAINING CALENDAR  
FIRST SEMESTER 2025/2026**

No.	Week	Date	Activity
<b>Second Semester 2024/2025: Phase of Organization Selection and Placement</b>			
1.	Week 14	26 June 2025	Briefing for First Semester 2025/2026 Internship
2.	-	-	<p>Students search for internship potential companies. Company must be selected from the LI System database (<a href="http://licsit.upm.edu.my">http://licsit.upm.edu.my</a>)</p> <p><i>NOTES: If the company is not listed in the database list, please consult, and get approval from the respective Industrial Training Department Coordinator</i></p> <p><b>Preparation for Second Semester 2024/2025 Internship</b></p> <ul style="list-style-type: none"> <li>- Industrial training announcement will be posted out in the LI System and WhatsApp group student from time to time</li> <li>- Students can refer to the industrial training guideline in the LI System</li> </ul> <p><i>NOTES: LI Unit reviews the student's status application submission from time to time</i></p>
3.	After the examination result	TBA	Registration for the Industrial Training course in the SMP Portal
<b>Second Semester Break – First Semester 2025/2026: Phase of Internship Implementation and Observation</b>			
4.	LI: Week 1	1 August 2025	<ul style="list-style-type: none"> <li>- Students begin the internship at their respective companies</li> <li>- Students submit the internship duty report form to the Industrial Training and Career Unit (via email)</li> </ul>
5.	LI: Week 2 – Week 4	8 August 2025 – 28 August 2025	<p><b>Initial observation by Visiting Lecturers</b></p> <ul style="list-style-type: none"> <li>- Students are required to prepare a Gantt Chart of planning/activities throughout internship duration</li> <li>- Visiting Lecturers must complete the Initial Visit Pre-Evaluation Form after the visitation</li> <li>- Any issues during the initial visit must be immediately brought to the attention of the respective Industrial Training Department Coordinator</li> </ul>
6.	LI: Week 22 – Week 24	26 December 2025 – 15 January 2026	<p><b>Final observation by Visiting Lecturers</b></p> <ul style="list-style-type: none"> <li>- Students are required to prepare a detailed presentation of what have done during the entire industrial training</li> </ul>



			- Visiting Lecturers must submit the completed Overall Assessment Form to the respective Industrial Training Department Coordinator
<b>First Semester 2025/2026: Phase of Documentation and Evaluation</b>			
7.	LI: Week 25 – Week 26	16 January 2026 – 29 January 2026	Students are required to submit the following documents to the Industrial Training and Career Unit: 1. Final Report 2. Logbook 3. Organization Evaluation Form 4. Industrial Evaluation Form (if available)
8.	LI: Week 27 – Week 28	30 January 2026 – 12 February 2026	Visiting Lecturers submit the marks and grades to the respective Industrial Training Department Coordinator
9.	-	TBA	Key in LI grades in the SMP Portal <i>* Refer Academic Calendar from the SMP Portal</i>
10.	February 2026	TBA	<b>Senate Meeting I</b> Internship grade will be entered to the eSMP portal (1 <sup>st</sup> phase)
11.	March 2026	TBA	<b>Senate Meeting II</b> Internship grade will be entered to the eSMP portal (2 <sup>nd</sup> phase)