

## **EPE3026/EPT4066 Industrial Training: Trimester 1, 2018/2019 Guidelines**

This document consists of **guidelines**. Please refer to another document for the **timelines**.

### **1 Preliminaries**

- 1.1 Industrial Training Program (ITP) refers to EPE3026/EPT4066 Industrial Training for Trimester 3, Session 2018/2019, from **25 March 2019 – 16 June 2019 (12 weeks)**.
- 1.2 The ITP webpage for student database, announcements and advertisements is:

**<http://fet.mmu.edu.my/itp>**

- 1.3 The Chairpersons, Deputy Chairperson, Secretaries, Group Leaders (GL), Assistant Group Leaders (AGL) and ITP webpage Administrator are:

#### **FET:**

Chairperson: **Mr. Yong Yik Seng**

Deputy Chairperson: **Dr. Yeo Boon Chin**

Advisor: **Dr. Lim Way Soong**

Secretary: **Mdm. Norazah Aziz**

International students: **Mr. Yong Yik Seng**

TM Scholars: **Mr. Mohd Nazeri Kamaruddin (GL)**

Mechanical: **Mr. Kang Chi Keng (GL), Mr. Alif Zulfakar Pokaad (AGL), Ms. Yap Yee Ling (AGL), Mr. Ganesh Kumar Krishnan (AGL)**

Telecommunications: **Ms. Syabeela Syahali (GL)**

Robotics & Automation: **Mr. Chua Ming Yam (GL), Dr. Kwek Lee Chung (AGL)**

#### **FOE:**

Chairperson: **Dr. Foo Yee Loo**

Deputy Chairperson: **Ms. Lee Yee Lien**

Advisor: **Dr. Lim Sin Liang**

Secretary: **Ms. Masuhaila**

TM Scholars: **Dr. Sarina Mansor (GL), Mr. Gan Ming Tao (AGL)**

Electrical/Computer/Microwave & Communications: **Dr. Ng Yin Hoe (GL), Mr. S. A. Hafidz (AGL), Ms. Yvonne Kam Hwei Syn (AGL)**

Telecommunications: **Mr. Lo Yew Chiong (GL), Mr. Khairil Anuar (AGL), Ms. Katrina Dambul (AGL), Ms. Yip Sook Chin (AGL, study leave)**

Electronics: **Dr. Tiang Jun Jiat (GL), Ms. Low Pei Ling (AGL), Ms. Wong Hwee Ling (AGL)**

Multimedia/BMM/Optical/Nano: **Mr. Mohd. Haris Lye (GL), Mr. Lee Chu Liang (AGL)**

#### **ITP webpage Administrator (webpage/server matters):**

**Dr. Yeo Boon Chin**

- 1.4 Each Group Leader heads a subcommittee who handle the placement of each Program in their respective Faculty. All official matters pertaining to ITP are handled by members of the Joint Industrial Training Committee for FET and FOE (henceforth referred to as 'The Committee').
- 1.5 The pre-requisite of ITP is that student achieves the following minimum number of credit hours after the release of results of Trimester 1, 2018/2019.

<b>All Engineering programs:</b>	<b>78 credit hours</b>
<b>Bachelor of Multimedia (BMM):</b>	<b>66 credit hours</b>

- 1.6 The credit hours counted include credit transfer and pass/fail subjects, but only subjects which the student has passed will be counted.
- 1.7 There are five assessment components: visiting lecturer's evaluation, employer's evaluation, log book, ITP written report and presentation in Faculty. Student must pass all components separately in order to pass ITP. The passing mark for each component is 50% of the total mark for that particular component.
- 1.8 Students may not register any other subjects during ITP.

## **2 Registration and Activation of ITP Account**

- 2.1 All students who wish to do ITP must register and activate an account in ITP webpage starting **1 October 2018**.
- 2.2 In order to activate the account, students have to enter an email address where an activation email will be sent to. Upon activation, students can fill in additional details that will form a CV.

## **3 Application to Companies for Scholars and Non-scholars**

- 3.1 Upon registering and activating the account, student (non-scholar) may start applying to companies. Student is encouraged to use the CV. Student may also need to print 'Support Letter' and submit together with the application.
- 3.2 There is a list in ITP webpage named 'Open List'. Student is encouraged to apply to the companies in Open List. There is also a list in ITP webpage named 'Reserved List'. Generally student is NOT ALLOWED to apply to the companies in Reserved List.
- 3.3 Student who is a TM scholar can either contact TM directly or keep in touch closely with GL or AGL of TM scholar group to know the outcome of application. Student who is a scholar of other companies (Open List, Reserved List or any other company) please contact the company and obtain confirmation that you will do ITP in the company. Confirmation is preferably in black and white (email, official letter etc).

## 4 Placement

- 4.1 Student has to ensure that CV is submitted by clicking 'Submit CV for Verification' by **2 December 2018**. After that, it is the job of ITP Committee to verify the CV.
- 4.2 Student who is accepted by a company usually receives an official offer letter. Please make a photocopy of the offer letter that student has decided to accept. After that, submit to the corresponding GL or AGL who then decide on the suitability of the company. Due date of submitting offer letter: **1 February 2019**.
- 4.3 Student who does not submit CV within **26 November – 2 December 2018** will be automatically considered as no interest to register ITP in Trimester 3, 2018/2019.
- 4.4 Student is strictly disallowed to change the company once decided.

## 5 Subsistence

- 5.1 The provision of allowance, accommodation and transport is the prerogative of the company. Neither student nor MMU have the authority to negotiate.
- 5.2 If a student is placed at a company which has decided to give to the students a fixed allowance or none, no further negotiation on allowance with the company is allowed. If a student is found to have demanded extra allowance after he /she has been placed at the company, it may result in him/her failing the Industrial Training.

## 6 Final preparations

- 6.1 Within **4 - 8 February 2019**, Faculty Dean/ITP Chairperson may brief the students before doing ITP. Also, within **4 - 10 March 2018**, student must collect some documents from respective Faculty office before going for ITP. These documents must be brought along to the company.

## 7 Subject registration

- 7.1 Subject to the announcement by Exam Unit, student must register EPE3026/EPT4066 Industrial Training when subject registration is open, usually after week 12. Student who is financially barred must settle outstanding fees so that registration can be done.
- 7.2 Registration for EPE3026/EPT4066 is different from the registration of other subjects because Exam Unit may close the registration before student reports to company on **25 March 2019**. After the closing, registration process may get complicated due to reasons like student is not in the campus; student has no Internet access, etc.
- 7.3 The early closing of registration also ensures that student has achieved 78 credit hours before the release of 2018/2019 Trimester 2 exam results.

## **8 Reporting to work**

- 8.1 It is important to be punctual when reporting to the company on the first day of training (**25 March 2019**). Student must follow company rules, systems, ethics, values etc throughout ITP.
- 8.2 During the first week of ITP (**25 - 31 March 2019**), student updates the company information, example: supervisor name and contacts at ITP webpage. This information is important for ITP Committee to arrange a visit to the student.
- 8.3 During ITP, student must write everyday activities in the online log book. Student should ask supervisor to check and verify the online weekly report in weekly basis.
- 8.4 Lecturer visits student starting **15 April - 12 May 2019**. Announcement will be made in bulletin board or ITP webpage. Visiting lecturer and student will discuss about the date and time of visit. Student must show log book to the visiting lecturer.
- 8.5 Student ends ITP on **16 June 2019**. Student must get the signature of supervisor at several key locations in the logbook. Company's evaluation form must also be collected from supervisor in a sealed envelope.

## **9 Supplementary Examination during ITP**

- 9.1 If student fails any subject in the Final Exam of Tri 2, 2018/2019, student will follow the rules and regulations of the Exam Unit regarding the Supplementary Exam.
- 9.2 If student wants to attend the Supplementary Exam during ITP, student must inform the company (apply for leave if necessary) and arrange the transport own self (air ticket, driving from outstation, etc). Student will also bear the transportation cost own self.

## **10 Back at Faculty**

- 10.1 Student submits ITP report, logbook and company's evaluation form to Faculty between **24 - 28 June 2019**.
- 10.2 Student does ITP presentation in Faculty within **1 - 3 July 2019**.