

## **EPE3026/EPT4066 Industrial Training: Trimester 3, 2019/2020 Timelines**

**(16 March – 14 June, 2020)**

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

**Before 30 Sep 2019 (T1 W12-W13):** ITP first briefing.

**30 Sep 2019 (T1 W14):** student registers and activates CV at <http://fet.mmu.edu.my/itp>.



**7-11 Oct 2019 (T1 STUDY WEEK):** FET student submits support letter to Faculty office.  
FOE student submits support letter to GL.

**14-18 Oct 2019 (T1 EXAM WEEK):** FET student collects back support letter from Faculty office.  
FOE student collects back support letter from GL.

**14 Oct 2019 (T1 EXAM WEEK):** student applies to company after registering/collecting support letter.

**25 Nov – 1 Dec 2019 (T2 W2):** student submits online CV for verification.

**31 Jan 2020 (T2 W11):** deadline to submit offer letter.

**3-14 Feb 2020 (T2 W12-W13):** ITP final briefing.

**2-6 Mar 2020 (T2 EXAM WEEK):** FET student collects Company Assessment Form from Faculty office.

**16 Mar 2020 (ITP W1; T2 BREAK WEEK 2):** student reports to the company.

**16-22 Mar 2020 (ITP W1):** student updates the company information, example: supervisor name and contacts at ITP webpage.

**6 Apr - 3 May 2020 (ITP W4-W7):** ITP visit by lecturers. Announcement will be made in bulletin board or ITP webpage.

**14 Jun 2020 (ITP W13):** end of ITP.

**22-26 Jun 2020 (T3 BREAK WEEK 4):** student submits ITP report, logbook and company's evaluation form to Faculty.

**29 Jun - 1 Jul 2020 (T1 W1):** student does ITP presentation in Faculty.