



Reference No.	Description	Form/Report
1	<p>ITP Chair of each faculty gets a list of eligible students for placement from the portal. ITP committee conducts briefing session(s) and invites the eligible students to the session(s).</p> <p>ITP Chair of each faculty gets a list of eligible students for placement from the portal at the beginning of a new trimester. ITP committee conducts briefing session(s) for the eligible students.</p> <p>Note: All students are required to ensure that they are covered by insurance before proceed with ITP and sign the letter of undertaking (if applicable, subject to the company requirement).</p>	Student List from ITP Portal
2	<p>A master company list containing historical data of suitable companies for placement will be available to students on the portal. Students are encouraged to do placement in these companies.</p> <p>A student who wishes to approach companies not in the master company list may approach his/her assigned ITP committee member for approval, which can be, but not necessary in the form of a faculty-issued support letter.</p> <p>Note : All students are to do self-placement except students in FOE/FET who have the choice to do faculty placement. (faculty to choose the company for the student) In self-placement, students need to approach the companies according to faculty's procedure.</p>	Support Letter
3	<p>Student to submit a scanned copy of company offer letter to his/her ITP committee member for approval.</p> <p>Student who does not get an offer will have to apply for another placement in that particular trimester. Students who fail to secure a placement may seek assistant from the faculty.</p>	Offer Letter

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4	ITP Committee member reviews the student's offer letter and upload it to the portal to approve the student's placement. ITP Committee to check the suitability of the offer, and upload the offer letter to the portal for approval. If not approved, student to approach other company for placement.	Student's Online Resume Offer Letter
5	By the end of the trimester, faculty/ITP committee shall then compile and confirm the industrial training list for the particular trimester. Faculty will prepare the student list and convert it into text file as per format set by ERU for the purpose of subject registration. Faculty shall submit the student list to ERU following the standard format for subject registration.	Student's Online Resume Offer Letter Student List
6	ERU officer in-charge receives the text file (confirmed student list) from faculty one week before the final exam in the placement trimester (Week 14) and proceed with auto subject registration for the student within two weeks of receiving the list. Student may view their subject registration via CAMSYS after the final exam. In cases where students obtain placement only after the final exam, registration has to be done by the faculty by the end of the first week of the training trimester.	
7	Student shall report for industrial training at the respective company and shall be ready with the weekly report book before going for the industrial training. Student to collect the log book/weekly report and supporting letter from the faculty before proceed with the industrial training with the approved company.	Weekly report/ Logbook and Offer Letter

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8	The appointed faculty member shall visit student and company within West Malaysia for evaluation purposes. Alternatively, video conference call, phone call or email correspondence with companies elsewhere (not within West Malaysia) can be conducted by the appointed faculty member for evaluation.	ITP Visit Evaluation Form
9	Assigned faculty members shall evaluate and assess the students' reports and performance, and input the final result into CamSys. The ITP committee shall prepare the result report to all the candidates.	Logbook, Report, Company Evaluation Form
10	The result report submitted to BOE for recommendation and to send to Senate for result approval.	BOE Report
11	Upon receiving recommendation from BOE, Senate shall proceed with the result approval which later the actual result shall be released online to all students.	Senate Appendix Senate Minutes