Industrial Training Programme: Trimester 3, 2012/2013 Guidelines

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

1 Preliminaries

1.1 Industrial Training Programme (ITP) refers to EPT4066 Industrial Training for Trimester 3, Session 2012/2013, starting from 18 February 2013 - 12 May 2013 (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: Dr. Beh Shiao Lin
Advisor: Dr. Lim Way Soong
Secretary: Mdm. Norazah Aziz
International students: Mr. Oh Tick Hui (GL), Dr. Gan Che Sheng (AGL)
TM Scholars: Mr. Mohd Nazeri Kamaruddin (GL), Ms. Nor Hidayati Abd Aziz (AGL)
Mechanical: Mr. Tan Lai Poh (GL), Mr. Kang Chi Kheng (AGL), Mr. Alif Zulfakar Pokaad (AGL)
Telecommunications: Dr. Wong Wai Kit (GL), Mr. Lee Lian Hong (AGL)
Robotics & Automation: Mr. Yong Yik Seng (GL), Mr. Chua Shing Chyi (AGL)
Bio-Instrumentation: Ms. Lim Sin Ting (GL), Ms. Alawiah Ariffin (AGL)

FOE:
Chairperson: Dr. Tan Yi Fei
Deputy Chairperson: Dr. Tan Wooi Nee
Secretary: Ms. Azlina Tajei
TM Scholars: Dr. Khazaimatol Shima (GL), Dr. Hezerul (AGL)
Electrical/Computer/Microwave & Communications: Mr. Mohd. Hairi Halmi (GL), Dr. Nor Azura Malini (AGL)
Telecommunications: Mr. Mohd. Fikry (GL), Ms. Lee Yee Lien (AGL)
Electronics: Dr. Nurul Nadia (GL), Dr. Khine Nyunt (AGL)
Multimedia/BMM/Optical/Nano: Mr. Mohd. Haris Lye (GL), Ms. Ranusha Rajakrishnan (AGL)

ITP webpage Administrator (webpage/server matters):
Mr. Ling Heng Yaw

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, 2012/2013.

All Engineering programs: 78 credit hours
Bachelor of Multimedia (BMM): 66 credit hours

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 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 by 20 November 2012.

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 Between the period of 26-30 November 2012, student is required to login and decide the following option:

4.2 Option 1: self-placement, meaning student wants to find a placement by own self. In the CV, select the option: ‘MMU to find placement for you: NO’.

4.2.1 Student has to ensure that CV is submitted by clicking ‘Submit CV for Verification’. After that, it is the job of ITP Committee to verify the CV.

4.2.2 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: 31 December 2012.

4.3 Option 2: MMU-placement, meaning student wants MMU to find a placement. In the CV, select the option: ‘MMU to find placement for you: YES’. Student also needs to click ‘Submit CV for Verification’.

4.3.1 Beginning 1 December 2012, The Committee uploads the CV of student who chooses MMU-placement to the interested companies for their selection. The companies may come from Open List or Reserved List.

4.3.2 ‘Location choice’ and ‘Industry choice’ indicated in the CV serve as a reference to upload CV. If there is no interested company in that location choice or industry choice, the CV is sent to other companies in another location.

4.3.3 Even though student chooses MMU-placement, student can still continue to apply to company own self as if a self-placement student. However, the placement of the student is now decided by whichever is faster: self-found company or MMU-placement company. If student finds own company before MMU finds one, student can click ‘Change to self-placement’ so that company will be blocked from accepting the student.

4.3.4 In view of the competitive and unpredictable nature of ‘MMU-placement’ option, student must think carefully before deciding to choose ‘MMU-placement’.

4.4 Hopefully, student who chooses MMU-placement has obtained a placement by 31 December 2012.

4.5 Whether self-placement or MMU-placement, 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 Between the period of 7-11 January 2013, Faculty Dean/ITP Chairperson may brief the students before doing ITP. Also, within the same period above, student must collect some documents from respective Faculty office before going for ITP. These documents must be brought along to the company.

7 Reporting to work

7.1 It is important to be punctual when reporting to the company on the first day of training (18 February 2013). Student must follow company rules, systems, ethics, values etc throughout ITP.

7.2 For the first three weeks of training (from 18 February- 10 March 2013), 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.

7.3 During ITP, student must write everyday activities in the log book. Student should let supervisor check the log book frequently.

7.4 Lecturer visits student starting 28 March - 25 April 2013. 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.

7.5 Student ends ITP on 12 May 2013. 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.

8 Back at Faculty

8.1 Student submits ITP report, logbook and company’s evaluation form to respective Faculty office by 7 June 2013.

8.2 Student does ITP presentation in Faculty at a later date and time.
Industrial Training Programme: Trimester 2, 2012/2013 Guidelines

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

1 Preliminaries

1.1 Industrial Training Programme (ITP) for Trimester 2, 2012/2013 starts from 1 Oct 2012 - 21 Dec 2012 (12 weeks).

1.2 The ITP webpage for student database, announcements and advertisements is:

   http://fet.mmu.edu.my/itp2012

1.3 The Chairpersons, Deputy Chairperson, Secretaries, Group Leaders (GL), Assistant Group Leaders (AGL) and IT Officer are:

   FET:
   Chairperson: Dr. Beh Shiao Lin
   Advisor: Dr. Lim Way Soong
   Secretary: Ms. Norazah Aziz
   International students: Mr. Oh Tick Hui (GL), Dr. Gan Che Sheng (AGL)
   TM Scholars: Mr. Mohd Nazeri Kamaruddin (GL), Ms. Nor Hidayati Abd Aziz (AGL)
   Mechanical: Mr. Tan Lai Poh (GL), Mr. Kang Chi Kheng (AGL), Mr. Alif Zulfakar Pokaad (AGL)
   Telecommunications: Mr. Wong Wai Kit (GL), Mr. Lee Lian Hong (AGL)
   Robotics & Automation: Mr. Yong Yik Seng (GL), Mr. Chua Shing Chyi (AGL)
   Bio-Instrumentation: Ms. Lim Sin Ting (GL), Ms. Alawiah Ariffin (AGL)

   FOE:
   Chairperson: Dr. Tan Yi Fei
   Deputy Chairperson: Dr. Tan Wooi Nee
   Secretary: Ms. Azlina Tajei
   TM Scholars: Dr. Khazaimatol Shima (GL), Dr. Hezerul (AGL)
   Electrical/Computer/Microwave & Communications: Mr. Mohd. Hairi Halmi (GL), Dr. Nor Azura Malini (AGL)
   Telecommunications: Mr. Mohd. Fikry (GL), Ms. Lee Yee Lien (AGL)
   Electronics: Dr. Nurul Nadia (GL), Dr. Khine Nyunt (AGL)
   Multimedia/BMM/Optical/Nano: Mr. Mohd. Haris Lye (GL), Ms. Ranusha Rajakrishnan (AGL)

   IT Officer (webpage/server matters):
   Mr. Ling Heng Yaw

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 2012 are handled by members of the Joint Industrial Training Committee for FET and FOE (henceforth referred to as ‘ITP 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 3, 2011/2012.

<table>
<thead>
<tr>
<th>Program</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Engineering programs</td>
<td>78</td>
</tr>
<tr>
<td>Bachelor of Multimedia (BMM)</td>
<td>66</td>
</tr>
</tbody>
</table>

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 subjects during ITP.

2 **Appeal and Registration of ITP**

2.1 All students who wish to do ITP in Tri 2 2012/2013 must appeal to the Dean by **31 July 2012**.

2.2 If the appeal is successful, student will be allowed to register an account in ITP webpage. Student fills in details which will become a CV (resume).

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

3.1 Student (non-scholar) may start applying to companies. Student is encouraged to use the CV. Student may also need the ‘Support Letter’ along with the application.

3.2 There is a list in ITP webpage named ‘Open List’. Student is encouraged to apply to the companies in the 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 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 Students who do ITP in Tri 2 are SELF-placement, meaning students find companies own selves.
4.2 Student who is accepted by a company usually receives an official offer letter. Please make a photocopy of the offer letter and submit to ITP Chairperson. Due date to submit offer letter: 14 Sep 2012.

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 certain 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 ITP.

6 Final preparations

6.1 Before the Final Exam of Tri 1 2012/2013, there will be a final briefing. Also, within the same period above, student must collect some documents from respective Faculty office before going for ITP. These documents must be brought along to the company.

7 Reporting to work

7.1 It is important to be punctual when reporting to the company on the first day of training (1 Oct 2012). Student must follow company rules, systems, ethics, values etc throughout ITP.

7.2 For the first three weeks of training (from 1 Oct - 21 Oct 2012), 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.

7.3 During ITP, student must write everyday activities in the log book. Student should let supervisor check the log book frequently.

7.4 Lecturer visits student starting 1 – 30 Nov 2012. 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.

7.5 Student ends ITP on 21 Dec 2012. 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.

8 Back at Faculty

8.1 Student submits ITP report, logbook and company’s evaluation form to respective Faculty office. Student does ITP presentation in Faculty at a later date and time.
Industrial Training Programme: Trimester 1, 2012/2013 Guidelines

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

1 Preliminaries

1.1 Industrial Training Programme 2012 (ITP 2012) refers to EPT4066 Industrial Training for Trimester 1, Session 2012/2013, starting from 28 May - 19 August 2012 (12 weeks, minimum) or 2 September 2012 (14 weeks, maximum).

1.2 The ITP webpage for student database, announcements and advertisements is:

http://fet.mmu.edu.my/itp2012

1.3 The Chairpersons, Deputy Chairperson, Secretaries, Group Leaders (GL), Assistant Group Leaders (AGL) and IT Officer are:

FET (subject to change):
Chairperson: Dr. Beh Shiao Lin
Secretary: Ms. Siti Nur’Ain Ab Aziz
International students: Mr. Oh Tick Hui (GL), Dr. Gan Che Sheng (AGL)
TM Scholars: Mr. Mohd Nazeri Kamaruddin (GL), Ms. Nor Hidayati Abd Aziz (AGL)
Mechanical: Mr. Tan Lai Poh (GL), Mr. Kang Chi Kheng (AGL), Mr. Alif Zulfakar Pokaad (AGL)
Telecommunications: Mr. Wong Wai Kit (GL), Mr. Lee Lian Hong (AGL)
Robotics & Automation: Mr. Yong Yik Seng (GL), Mr. Chua Shing Chyi (AGL)
Bio-Instrumentation: Ms. Lim Sin Ting (GL), Ms. Alawiah Ariffin (AGL)

FOE (subject to change):
Chairperson: Dr. Lee Ching Kwang
Deputy Chairperson: Dr. Ian Chai
Secretary: Ms. Azlina Tajei
TM Scholars: Dr. Khazaimatol Shima (GL), Dr. Hezerul (AGL)
Electrical/Computer/Microwave & Communications: Mr. Mohd. Hairi Halmi (GL)
Telecommunications: Dr. Tan Wooi Nee (GL), Mr. Mohd. Fikry (AGL)
Electronics: Dr. Nurul Nadia (GL), Dr. Khine Nyunt (AGL)
Multimedia/BMM/Optical/Nano: Dr. Tan Yi Fei (GL), Mr. Mohd. Haris (AGL)

IT Officer (webpage/server matters):
Mr. Ling Heng Yaw

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 2012 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 2, 2011/2012.

All Engineering programs: 78 credit hours
Bachelor of Multimedia (BMM): 66 credit hours

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 subjects during ITP.

2 Registration and Activation of ITP Account

2.1 All students who wish to do ITP 2012 must register and activate an account in ITP webpage by 20 January 2012.

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 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 Between the period of 5-9 March 2012, student is required to login and decide the following option:

4.2 Option 1: self-placement, meaning student wants to find a placement by own self. In the CV, select the option: ‘MMU to find placement for you: NO’.

4.2.1 Student has to ensure that CV is submitted by clicking ‘Submit CV for Verification’. After that, it is the job of ITP Committee to verify the CV.

4.2.2 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: 20 April 2012.

4.3 Option 2: MMU-placement, meaning student wants MMU to find a placement. In the CV, select the option: ‘MMU to find placement for you: YES’. Student also needs to click ‘Submit CV for Verification’.

4.3.1 Beginning 12 March 2012, The Committee uploads the CV of student who chooses MMU-placement to the interested companies for their selection. The companies may come from Open List or Reserved List.

4.3.2 ‘Location choice’ and ‘Industry choice’ indicated in the CV serve as a reference to upload CV. If there is no interested company in that location choice or industry choice, the CV is sent to other companies in another location.

4.3.3 Even though student chooses MMU-placement, student can still continue to apply to company own self as if a self-placement student. However, the placement of the student is now decided by whichever is faster: self-found company or MMU-placement company. If student finds own company before MMU finds one, student can click ‘Change to self-placement’ so that company will be blocked from accepting the student.

4.3.4 In view of the competitive and unpredictable nature of ‘MMU-placement’ option, student must think carefully before deciding to choose ‘MMU-placement’.

4.4 Hopefully, student who chooses MMU-placement has obtained a placement by 20 April 2012.

4.5 Whether self-placement or MMU-placement, 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 certain 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 Between the period of 23-30 April 2012, Faculty Dean may brief the students before doing ITP. Also, within the same period above, student must collect some documents from respective Faculty office before going for ITP. These documents must be brought along to the company.

7 Reporting to work

7.1 It is important to be punctual when reporting to the company on the first day of training (28 May 2012). Student must follow company rules, systems, ethics, values etc throughout ITP.

7.2 For the first three weeks of training (from 28 May - 17 June 2012), 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.

7.3 During ITP, student must write everyday activities in the log book. Student should let supervisor check the log book frequently.

7.4 Lecturer visits student starting 2 July - 5 August 2012. 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.

7.5 Student ends ITP earliest on 19 August 2012 or up to 2 September 2012. 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.

8 Back at Faculty

8.1 Student submits ITP report, logbook and company’s evaluation form to respective Faculty office by 14 September 2012.

8.2 Student does ITP presentation in Faculty at a later date and time.