Industrial Training Programme: Trimester 3, 2012/2013 Timelines

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


1-25 November 2012: student applies to company.

26-30 November 2012: student decides self- or MMU-placement, and submits CV.

1 December 2012: MMU-placement begins, while self-placement continues.

31 December 2012: deadline to submit offer letter (self-placement) or to get a placement (MMU-placement).

7-11 January 2013: final briefing and collection of documents to bring along to company.

18 February 2013: reporting to the company for ITP.

18 February - 10 March 2013: student updates the company information, example: supervisor name and contacts at ITP webpage.

25 March - 28 April 2013: ITP visit by lecturers. Announcement will be made in bulletin board or ITP webpage.

12 May 2013: end of ITP.

3-7 June 2013: student submits ITP report, logbook and company’s evaluation form to respective Faculty office.

Date to be decided: student does ITP presentation in Faculty.
Industrial Training Programme: Trimester 2, 2012/2013 Timelines

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

15 June 2012: student appeals to the Dean to do ITP, also starts to apply to company.

31 July 2012: deadline to appeal to the Dean to do ITP.

14 September 2012: deadline to submit company offer letter.

1-14 September 2012: final briefing and collection of documents to bring along to company.

1 October 2012: reporting to the company for ITP.

1 - 21 October 2012: student updates the company information, example: supervisor name and contacts at ITP webpage.

1 - 30 November 2012: ITP visit by lecturers. Announcement will be made in bulletin board or ITP webpage.

21 December 2012: end of ITP.

End of Tri 2, 2012/2013: student submits ITP report, logbook and company’s evaluation form to respective Faculty office, and does ITP presentation in Faculty.
**Industrial Training Programme: Trimester 1, 2012/2013 Timelines**

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


**4 January - 4 March 2012:** student applies to company.

**5-9 March 2012:** student decides self- or MMU-placement, and submits CV.

**12 March 2012:** MMU-placement begins, while self-placement continues.

**20 April 2012:** deadline to submit offer letter (self-placement) or to get a placement (MMU-placement).

**23-30 April 2012:** final briefing by Faculty Dean and collection of documents to bring along to company.

**28 May 2012:** reporting to the company for ITP.

**28 May - 17 June 2012:** student updates the company information, example: supervisor name and contacts at ITP webpage.

**2 July - 5 August 2012:** ITP visit by lecturers. Announcement will be made in bulletin board or ITP webpage.

**19 August - 2 September 2012:** end of ITP.

**14 September 2012:** student submits ITP report, logbook and company’s evaluation form to respective Faculty office.

**Date to be decided:** student does ITP presentation in Faculty.