

Date: \_\_\_\_\_

Dear Sir/Madam,

**INDUSTRIAL TRAINING FOR STUDENT OF FACULTY OF COMPUTER SCIENCE AND  
INFORMATION TECHNOLOGY**

For your information, \_\_\_\_\_, with student registration number \_\_\_\_\_, is a second/third/final year student from this faculty and is required to undergo Industrial Training for a period of \_\_\_\_ weeks from \_\_\_\_\_ 20\_\_\_\_ to \_\_\_\_\_ 20\_\_\_\_. In relation to that, I will be grateful if your goodself can consider the student's application to undergo Industrial Training at your organisation.

In the event that the student is accepted, kindly email to me a scanned copy of the offer letter before the student signs the offer letter. The offer letter must state:

- i. the start and end dates of the student's Industrial Training, and
- ii. the tasks in general that will be assigned to the student, and
- iii. the department the student will be placed.

The student's Industrial Training at your organisation will not be approved by the faculty if the offer letter does not state the requested information. If the tasks and the department to be placed are not stated in the offer letter, your organisation (and not the student) can also email them to me together with the offer letter.

The guideline on the responsibilities of organisations that offer Industrial Training to the students of this faculty is attached with this letter. Further information on this Industrial Training programme can be found at the following website:

<http://careerportal.fsktm.um.edu.my>

For your information, all registered and active students of Universiti Malaya are entitled to benefit from the "Medical Health Care Benefits Under Students Health Service Scheme and Students Welfare Fund Scheme".

We thank you for your involvement in our Industrial Training programme.

Thank you.

Yours sincerely,



**DR. HOO WAI LAM**  
Industrial Training Coordinator  
wlhoo@um.edu.my

**Industrial Training, FCSIT, UM**  
**Bachelor of Computer Science & Bachelor of Information Technology**

**1. Organisation or Company's Responsibilities**

- a) Identify the number of students and specialisation needed.
- b) Determine the student's training scope in accordance with the University's suggestion.
- c) State the following information in the offer letter given to the student:
  - the start and end dates of the Industrial Training of the student,
  - the tasks in general that will be assigned to the student, and
  - the department the student will be placed.
- d) The Industrial Training duration is 24 weeks. Please take note that 24 weeks is not equivalent to 6 months.
- e) Appoint one organisation staff as Company Supervisor for the student throughout the student's Industrial Training.
- f) Provide appropriate exposure in order for the student to obtain useful practical experience.
- g) Provide facilities relevant to the tasks given to the student.
- h) Consider giving appropriate allowance to students undergoing Industrial Training. The giving of the allowance is not mandatory.
- i) Give feedback to the Industrial Training Coordinator/Faculty Supervisor regarding training given.