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INDUSTRIAL TRAINING BRIEFING FIRST SEMESTER 2025/2026

24 JUNE 2025

CONTENT

Industrial Training Calendar for Semester 1 2024/2025

Industrial Training Registration (SMP) and Implementation

Pre-requisite(s) and Final Year Project (FYP)

Industrial Training Application (LI System)

Visiting Lecturer (VL) - Initial and Final Monitoring

Industrial Training Documents

Logbook and Final Report

Evaluation Criteria

Document Submission

Work Ethics

Graduate Employability Survey



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INTERNSHIP CALENDAR 2024/2025-1

UPM Industrial Training and Career Management System

No. Week Date Activity

acement	for First Semester 2025/2026 Internship		
search for internship potential companies. Company must be selected from the LI database (http://licsit.upm.edu.my)			
If the company is not listed in the database list, please consult, and get approval from the respective Industrial Training Department Coordinator			
tion for Second Semester 2024/2025 Internship			
Industrial training announcement will be posted out in the LI System and WhatsApp group student by time			
Students can refer to the industrial training guideline in the LI System			
LI Unit reviews the student's status application submission from time to time			
Internship Implementation and Observation			
begin the internship at their respective companies			
submit the internship duty report form to the Industrial Training and Career Unit (via email)			
Observation by Visiting Lecturers			
are required to prepare a Gantt Chart of planning/activities throughout internship duration			
Lecturers must complete the Initial Visit Pre-Evaluation Form after the visitation			
as during the initial visit must be immediately brought to the attention of the respective Industrial Training Department Coordinator			
Evaluation by Visiting Lecturers			
are required to prepare a detailed presentation of what have done during the entire training			
Lecturers must submit the completed Overall Assessment Form to the respective Industrial Training Department Coordinator			
Final Submission of Internship Documents			
are required to submit the following documents to the Industrial Training and Career Unit:			
Final Report			
Logbook			
Finalization Evaluation Form			
Overall Evaluation Form (if available)			
Final Grade Submission			
Students submit the marks and grades to the respective Industrial Training Department			
or			
grades in the SMP Portal			
<i>Academic Calendar from the SMP Portal</i>			
Grade Entry I			
Grade will be entered to the eSMP portal (1 st phase)			
Grade Entry II			
Grade will be entered to the eSMP portal (2 nd phase)			

Documents

Mrs NURUL AYUNI BINTI MOHD NOR

User Role System Administrator

Calendar Information

2025/2026 1

Activity	Date	Remark
Initial Briefing	2025-06-25 to 2025-06-25	Briefing for First Semester 2025/2026 Internship
Internship Application	2025-06-25 to 2026-02-28	Students search for internship potential companies from the LI System database NOTES: If the company is not listed in the database list, please consult, and get approval from the respective Industrial Training Department Coordinator - Industrial training announcement will be posted out in the LI System and WhatsApp group student from time to time - Students can refer to the industrial training guideline in the LI System
Internship Implementation	2025-08-01 to 2026-02-28	- Students begin the internship at their respective companies - Students submit the internship duty report form to the Industrial Training and Career Unit (via email)
Final Visit	2025-12-26 to 2026-01-15	1st LI Visit: 8 August 2025 – 28 August 2025

[Back to List](#)

INDUSTRIAL TRAINING REGISTRATION AND IMPLEMENTATION

1. Students **MUST** register for the ‘INDUSTRIAL TRAINING COURSE’ in the eSMP after the current semester examination grades are announced. **Pre-registration course will no longer be available during Weeks 12–14.**

Please refer to the course registration announcement in the eSMP Portal.

2. Please ensure you fulfilled the prerequisites (refer next slide).
3. The duration for internship is **24 weeks**.
4. Student are **NOT ALLOWED** to change companies after receiving/signing the acceptance letter.
 - For special cases, please refer to your department coordinator.
5. The **Log Book** (in the industrial training system) must be filled by the student and endorsed by the industrial supervisor).
6. All relevant documentation must be submitted to the department coordinator. Failure to do so will result in a fail-grade of **F**. Take note that the Industrial Training is 12-credits.



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PRE- REQUISITE

To enrol for LI course (12 credits), students should have fulfilled their prerequisite courses based on department:

Previous LI Course Code

Previous LI Course Code	New LI Course Code (48A-2/48B-2/48C- 2/48D-2)
SSK4901	CSC4901
SSE4901	SWE4901
SKR4901	CNS4901
SKM4901	SKM4902

COMPUTER SYSTEM

CSC3408/SSK3408, or with the approval of the Department.

COMPUTER NETWORK

SKR3504/CNS4200 or with the approval of the Department.

SOFTWARE ENGINEERING & INFORMATION SYSTEM

SSE4300 and with the approval of the Department.

MULTIMEDIA

SKM3300 or with the approval of the Department.

- Students are not allowed to enrol in other subjects while doing the internship.
- **Student with 'F' grade in FYP will NOT BE ALLOWED to register for the internship.**



INDUSTRIAL TRAINING PHASES



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Applying for internship placement

LI System URL: <http://licsit.upm.edu.my/> (login with your **UPM ID**)

- You **MUST** firstly complete your personal information under the **my.Profile** menu. This includes the **Resume** section.
- If you do not complete the above, you cannot proceed to applying to companies.

UPM Industrial Training and Career Management System

Home Application Student Report my.Profile **Resume** Advertisements Documents

AHMAD ALAUDDIN ARIFFIN
[Back to Original Access]

User Role Student

Basic Profile

Allowance

Visiting Lecturer

Organisation Supervisor

Announcement

1. ASEAN CAREER FAIR with JAPAN 2022
2. MUSAFIR HANA SEMPENA KONVOKESYEN UPM
3. NOTIS ARAHAN BERGRADUAT SEMESTER PERTAMA SESI 2021/2022 PROG. SEPENUH MASA
4. ON THE JOB TRAINING BY YAYASAN PETRONAS FOR GRADUATES FROM THE B40 COMMUNITIES
5. REACH YOUR FULL POTENTIAL - NOW HIRING PROTÉGÉ (PHARMAGRAD) PROGRAMME
6. TAJAAN PROGRAM - YAYASAN PENERAJU PUSH PROGRAM

Applying for internship placement

Search for available organizations (i.e. already in the LI database).

- Send applications to **THREE** potential companies/organizations.
- The system will automatically **generate and send** the application letter to the selected companies, along with your semester results slips.

The screenshots illustrate the process of applying for internships through the UPM Industrial Training and Career Management System. The left screenshot shows the main application menu, while the right screenshot provides a detailed view of the application form, including student information and the organization selection section.

Left Screenshot (Application Menu):

- Home
- Application** (highlighted with a red box)
- Student Report

List of Applications
Available Organisation
Blacklist Organisation

Right Screenshot (Register New Application Form):

Session *: 2023/2024 2
Student Name *: AHMAD ALAUDDIN ARIFFIN

Student Detail:

IC Number	123456789015
Matric No	A12347
Department	COMPUTER NETWORKING
Address	[Empty]
Postcode	[Empty]
City	[Empty]
State	[Empty]
Phone No	[Empty]
Email	[Empty]

Organisation *

No	Organisation Name	Status
1	Please Select	New Application
2	Please Select	New Application
3	Please Select	New Application

Students are advised to regularly check the announcement in the LI System since the LI Unit will post vacancies from companies not in the database.



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Applying for internship placement

Follow up each application:

- If no response after a considerable amount of time, change to **Application Rejected**. Apply to another company in place of this one.
- If you still want to wait for the company to respond, stick with **Waiting for Decision**.
- If you have been offered an internship, and you have chosen to accept it (after reconsidering the location, allowance given, etc.), change the status to **Application Accepted**. This will cause all other applications (if any) to be cancelled.

IMPORTANT NOTE: Please be very sure when accepting the company (i.e. Application Accepted status). This decision is final and you cannot change to another company (e.g. in case a better offer comes) once you have finalized your selection.

The screenshot shows a web-based application for managing internship placements. On the left, there is a table with columns for 'No' and 'Organisation Name'. The first row lists '1 EXACT ASIA DEVELOPMENT CENTRE SDN BHD (KUALA LUMPUR, W.P. KUALA LUMPUR)'. To the right of the table is a 'Status' column containing a dropdown menu. The dropdown menu has four options: 'Waiting fo Decision' (highlighted in blue), 'Waiting for Decision', 'Application Accepted', and 'Application Rejected'. A red box highlights the dropdown menu. At the bottom of the screen, there are two buttons: 'Save' (green) and 'Back to List' (blue).

No	Organisation Name	Status
1	EXACT ASIA DEVELOPMENT CENTRE SDN BHD (KUALA LUMPUR, W.P. KUALA LUMPUR)	<input type="button" value="Waiting fo Decision"/> Waiting for Decision <input type="button" value="Waiting for Decision"/> Waiting for Decision <input type="button" value="Application Accepted"/> Application Accepted <input type="button" value="Application Rejected"/> Application Rejected

* Mandatory

Save Back to List



Applying for internship placement

WHEN CONSIDERING A COMPANY

- Do your own research (and consult your department coordinator when needed) on the company that you choose.
- The following criteria must be given high priority:
 - i. Job scope **must be related to computer science/ICT**
 - ii. Transportation to and from the workplace
 - iii. Cost of living (accommodation, transportation, food, rent etc.)
 - iv. Safety
 - v. Allowance

Special Note to Multimedia Students:
Design/creative-type tasks should not be the main job description during your internship.



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WHEN'S THE EARLIEST TO GET PLACEMENT

As early as late July 2025

However, you must make sure that you have

PASSED ALL COURSES

&

FULFILLED YOUR PRE-REQUISITES FOR LI.

- Students are not allowed to enrol in other subjects while doing the internship. Please check with the **department, PAs**



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WHEN'S THE LATEST TO GET PLACEMENT

**10-days before the LI start date
(before 1st August 2025)**



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WHAT HAPPENS IF I DON'T GET ANY PLACEMENT, EVEN AFTER THE LAST DATE 😞

- We prefer to avoid this scenario. Therefore, always be in contact with your coordinator if you think that you are facing problems finding a company.
- **Worst-case scenario → You will be forced to drop the industrial training course and need to retake it the next semester.**



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CANCELLATION OF INTERNSHIP PLACEMENT



Please DO NOT simply reject your confirmed internship placement.

- Reject offer from 1st company and expecting other company and finally none company to choose.
- Please do not delay accepting the offer and inform the Unit/Admin at the last minute. The staff need time to prepare the group insurance



APPLICATION LEAVE

1. Students are **NOT ALLOWED** to take any form of leave during the training except those authorized by the organization.
2. Students who are absent **for more than 6 days (unless due to emergency or sick leave)** are considered as not fulfilling the requirement for industrial training. Thus, they will have to repeat their industrial training in next semester.
3. Please plan well ahead so that it will not affect your attendance.



If any unauthorized leave is taken, the students must replace the number of days equal to the number of leave days taken.



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VISITING LECTURER (VL) VISITATION

1. Appointed VL will perform two visits:
 - i. Initial Observation Visit (within LI **WEEK 2 - 4**).
 - ii. Final Observation Visit (within LI **WEEK 22 - 24**).

INITIAL VISIT

To ensure the chosen company is appropriate for the students and solve any relevant issues. The students advisable to prepare a Gantt Chart to show the planning/activities throughout the internship period.

FINAL VISIT

To evaluate the overall internship performance based on their work performance/achievement, report, presentation, attitude and attendance. The students are expected to prepare a detailed presentation of what have done during the entire training.



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LI DOCUMENTS/FORMS

Before begin the internship

1. Insurance Coverage
Letter issued by the
Division of Student
Affairs (BHEP) – for
LOCAL STUDENTS only

2. Letter of Indemnity
(If necessary)

3. Internship Offer
Letter

During the internship

4. Industrial Training
Report Duty Form

5. Logbook and
Industrial Training
Report

At the end of the internship (LI Day)

6. Organization
Evaluation Form (in the
LI System)

7. Industrial Supervisor
Evaluation Form (in the
LI System)



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Insurance Coverage Letter (Local Students)

- The group insurance coverage letter issued by the Division of Student Affairs (BHEP) – will be upload in the LI System (a week before the official internship start).

Industrial Training Report Duty Form (PU/PS/BR01/LI):

- **Students** fill up the form and return by email (pdf file) to Ms. Ayuni at nurulayuni.mnor@upm.edu.my within one week of the LI start date.

Organization Evaluation Form:

- **Students** fill up the form for LI Unit records in the future. This form (download from the LI System) must be submitted along with logbook and final report.

Industrial Supervisor Evaluation Form:

- **Industrial supervisor (IS)** log into LI System using CSIT ID to complete the form. Submit the form to Industrial Training Unit by email.

WEEKLY LOGBOOK

Example:

The screenshot shows the UPM Industrial Training and Career Management System interface. The top navigation bar includes links for Home, Application, Student Report, my.Profile, Resume, Advertisements, and Documents. The main content area shows a user profile for AHMAD ALAUDDIN ARIFFIN, indicating they are a Student. A red box highlights the 'Log Book' link. To the right, a detailed log information table is displayed for the period from 2 October 2023 to 6 October 2023 (2023/2024 1) - ANAS NAIM BIN MOHAMAD ADNAN.

Log Information		
2 October 2023 to 6 October 2023 (2023/2024 1) - ANAS NAIM BIN MOHAMAD ADNAN		
Task Monday (2/10/2023) - First day of working at Abyres Sdn Bhd at Cyberjaya. - Join briefing session with human resource of Abyres for introduction and details of internship. - VMWare Centos Installation and MobaxTerm installation - Join TOT session with Fadhil for Introduction of project PGPKS	Activity Monday (2/10/2023) - The briefing includes all the details of the internship and introduction which department that will be assigned. - VMWare Installation includes a task on how to create virtual machine for working session. In this department involve more on networking and linux codes. - MobaxTerm is one of the tool for remote computing and contains network tool for working.	Result Monday (2/10/2023) - All the briefing Done Succesfully - The installation is in progress and done - TOT Session is sucessful Tuesday (3/10/2023) - Installation is in progress - Briefing session is a succesful Wednesday (4/10/2023)

- The Industrial Supervisor needs to access the LI System to review and comment on the logbook **AT LEAST one time per month**. Please fill up the SV details in the LI System.
- If students need to update an existing logbook entry, please create a new entry with a new date.

FINAL INDUSTRIAL TRAINING REPORT

1. Report must be completed **before the end of internship period** and submit to the VL for evaluation.
2. Submission must be done by uploading the report in the LI system and Google Drive that will be created later.



FACULTY OF COMPUTER SCIENCE AND
INFORMATION TECHNOLOGY

UNIVERSITI PUTRA MALAYSIA

SSK 4901
INTERNSHIP REPORT

NAME	: JOE HEZZARRY BIN JOEHARRY@JOEHARRY
MATRIC NO	: 202281
DEPARTMENT	: DEPARTMENT OF COMPUTER SCIENCE
PROGRAM	: BACHELOR OF COMPUTER SCIENCE (COMPUTER SYSTEM)
TRAINING ORGANISATION	: MALAYAN BANKING BERHAD (MAYBANK)
INDUSTRIAL SUPERVISOR	: MR. SUBARAJ A/L RAJASEKARAN
POSITION	: IT SECURITY ENGINEER INTERN
VISITING LECTURER	: DR HAZLINA BINTI HAMDAN



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FINAL INDUSTRIAL TRAINING REPORT (cont.)

3. Please also attach the attendance sheet in the report.
4. Students are encouraged to obtain consent from Industrial Supervisor to publish or use any information related to the organization.
5. The TOC for final report can be obtained from the Industrial Training Guideline.

Summary of Attendance and Leave		
Category	Number of day(s)	Percentage
Days present	119	99.17
Day(s) absent	0	0.00
Leave(s) taken	0	0.00
Medical leave(s) taken	1	0.83

Verified by Industrial Training supervisor: _____
(Signature & Official Stamp)



Please follow the final report template by referring documents in the
LI System >> Documents >> Industrial Training Guideline



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LESSONS TO LEARN



Not serious and last-minute search for companies – resulted inappropriate company.



Looking for higher allowance rather than more potential learning experiences.



Reject offer from 1st company and expecting other company and finally none company to choose.



12 credits = 4 subjects with 3+0 credit

WORK ETHICS



Formal attire but depends on the company policy



Polite and be punctual



Students are **NOT ALLOWED** to quit without written consent from the Faculty



Well behave and respect others



Make early preparations – Logistics planning (transport, accommodation)



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CONTACT INFORMATION

If you changed your cell phone number, please update in the Industrial Training system and inform your VL and ITC unit.



EMAIL AND ANNOUNCEMENTS

Please always check your email and announcements in the LI System. EMAIL is our main communication medium, NOT through WhatsApp. Make sure you register active email in the LI System profile.



JOB SCOPE TASK

The students must ensure to perform the task that are related to the Job Scope during the training.



PROBLEM/ISSUE

Please report to the respective Department Coordinator/ITC Unit at the earliest possible time or during initial monitoring period if any discrepancies/abnormalities happened during the training.



COURSE WITHDRAWAL

Students are NOT allowed to withdraw the internship course without permission from ITC Unit.



You must consider these criteria when make a choice for your internship placement



Job prospect at the organization.



The right job scope that allows you to apply what you have learned and gives you the opportunities to learn new things.



To be rightly assessed according to the requirement set out by the faculty.



You need to seek advise for your internship placement from the respective LI Department Coordinator to ensure you get a right place for your training.



ADDITIONAL RULES FOR INTERNATIONAL INTERNSHIPS

1) INTERNSHIP OFFER LETTER

- a) Must be provided to the department coordinator at least six (6) weeks before the internship begin.
- b) The original offer letter must be in the English language. Translations NOT accepted.
- c) The official company letterhead must be used.
- d) The person signing the letter must be a high-ranking officer in the company (has authority to appoint internship students).
- e) The detailed internship JS must be specified in the offer letter and must be in line with the JS outlined by the faculty.
- f) Details location and contact information (e.g., company address, telephone number, email) of either the main office or subsidiaries, or actual place of internship must be provided to facilitate communication between the organization and faculty.

2) INDUSTRIAL SUPERVISOR

- a) The appointed SV overseeing the intern's tasks should possess suitable technical background in computer science, software engineering, software/systems development.
- b) He/she should be able to communicate in English for effective communication with the VL.
- c) Complete contact information of the supervisor must be provided (name, email, telephone number). This information can be entered through the Industrial Training System.

3) TASKS, VISITATIONS AND EVALUATION

- a) Tasks assigned to interns should test their technical knowledge and abilities in computer science. This includes (but not limited to) programming, systems design/development, software testing, etc.
- b) Tasks should not be confidential in nature since visiting lecturers are required to view the intern's work process and results. Highly confidential tasks are therefore disallowed such as classified government projects, secret military applications, etc.
- c) Visitations (by the appointed VL) will be done on-site, requiring access to the intern's workstation/cubicle/desk. This is so that the faculty can evaluate and assess the facilities and working conditions provided by the organization/company (if any). The faculty also respectfully expects and highly appreciates the highest level of cooperation that is in line with organization/company regulations and terms & conditions.

4) The internship must be conducted in a work-in-office mode (WIO). If work-from-home (WFH) mode is required, please contact the faculty for respective department coordinator's approval. The same applies if the intern is required to do part WIO and part WFH.

EVALUATION CRITERIA

Visiting Lecturer's Report (10%)

Logbook and Attendance (10%)

Student's Final Report (40%)

Industrial Supervisor Evaluation (40%)



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DOCUMENTS SUBMISSION

1. Students are required to submit the following **softcopy** to the Industrial Training Unit after completed the internship period (Google Drive will be created later).

i. Final Report

ii. Logbook

iii. Organization Evaluation Form

iv. Industrial Supervisor Evaluation Form



Make sure the final report and logbook entry is filled in the LI System.



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GRADUATE EMPLOYABILITY (GE) RATE

1. The students must complete the survey that prepared by the CEM/CADE (ex: Sistem Kajian Pengesanan Graduan (SKPG) and graduate employability survey) before graduate.
2. The survey will be available according to the dates that will be informed later.

No	Programme	GE Percentage (%)			Average GE %
		2020	2021	2022	
1	Bachelor in Computer Science	93.00	93.00	100.00	95.33
2	Bachelor of Computer Science (Multimedia)	85.00	89.00	100.00	91.33
3	Bachelor of Computer Science (Computer Network)	92.00	95.00	100.00	95.67
4	Bachelor of Software Engineering	88.00	95.00	98.00	93.67



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THE INDUSTRIAL TRAINING AND CAREER UNIT, FSKTM, UPM



DR. SALFARINA ABDULLAH

Head, Industrial Training & Career Unit

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MS. NURUL AYUNI MOHD NOR

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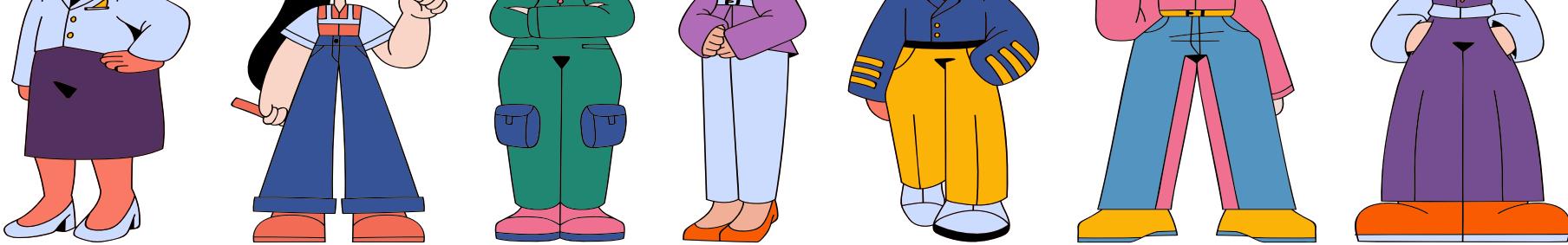
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Thank You

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INDUSTRIAL TRAINING AND CAREER UNIT
FACULTY OF COMPUTER SCIENCE AND INFORMATION TECHNOLOGY

QR – REGISTRATION INDUSTRIAL TRAINING BRIEFING FIRST SEMESTER 2025/2026



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