

TIT 6336/ HIT3011 Industrial Training Programme (ITP)

- Subject trimester: **Trimester JULY 2025** (12 weeks)
- Industrial Training is also stands for internship or intern
- ITP duration: 12weeks **(21 July until 11 October 2025)**
- Eligibility to join ITP: Only students who have completed (passed) or are completing (i.e., included the subjects taken in this trimester) 60 or more than 60 credit hours excluding Arts and Humanity subjects are allowed to do industrial training.

Form A

1) Students are required to attend ITP briefing and let ITP committee verify the following documents (scan in PDF format) BEFORE submit to FORM A:

- Course Structure (crossing off all subjects passed and write TOTAL Credit Hours)
- Personal Accident Insurance payment document (e.g., from MSIG, Tune Insurance etc.)
- Resume/ CV (include your current CGPA)

2) Submit required documents to online form (FORM A) BEFORE **22 APR 2025 5:00 pm** .
Link provided: <https://forms.office.com/r/Y55SGQfXMD> (Note: Use your MMU email to log in).

3) Document required in form A: Course Structure (crossing off all subjects passed and write TOTAL Credit Hours), Personal Accident Insurance payment document (e.g., from MSIG, Tune Insurance etc.) and Resume/ CV (include your current CGPA)

a) Course Structure (crossing off all subjects passed and write TOTAL Credit Hours)

b) Personal Accident Insurance payment document (e.g., from MSIG, Tune Insurance etc.)

- Insurance document MUST show your name, passport/ IC No. & coverage period.
- Rename the file as STUDENT ID_INSURANCE

c) Resume/ CV (include your current CGPA)

4) After Form A submission, ITP committee needs 2-3 weeks to prepare your **reference/university letter**. The letter will be sent via email.

- 5) reference/university letter = ITP letter
- 6) Inside ITP letter has student's name, ID, major, and scheduled internship
- 7) Start to apply internships from companies by sending these items (apply at least 20 suitable companies inside/outside Malaysia):
 - Send cover letter through email
 - Attach Reference letter from FIST, academic transcript, CV/ resume

Physical Industrial Training Briefing

-8 April 2025 (Tuesday)

-22 April 2025 (Tuesday)

-27 May 2025 (Tuesday)

-24 June 2025 (Tuesday)

Start at 6 pm at CLC A1 Hall

ITP Placement Requirements

Criteria for Company:

- ✓ Not family business.
- ✓ Have a physical office with **minimum 3 permanent staffs**.
- ✓ Should be able to assign **IT tasks** related to your study.
- ✓ Any company located in Malaysia (including Sabah and Sarawak)
- ✓ For international students:
 - Allowed to apply for company in your home country.
 - Verification on the company will be made by FIST
- ✓ The job placement must be for **FULL TIME** work.
- ✓ The company's supervisor cannot be student's close relative.
- ✓ **NO changing nor swapping of jobs** upon CONFIRMED placement without obtaining approval from ITP Coordinator
- ✓ If a student wants to leave his/her current placement, he/she must provide justification and get approval from ITP Coordinator and the company. Otherwise, student is deemed to FAIL this subject.
- ✓ Payment by the company as an allowance for industrial trainees is encouraged, but not compulsory

Example of tasks/project that should be given during ITP:

***Non-IT Jobs (promoter, operator, sales, driver, etc.) are NOT allowed.**

1)System/ Database development

-Planning, Analysis, Design

-Testing

-Implementation

-System maintenance/ support

2)Digital Marketing/ Multimedia/ animation

-Graphic Design

-Anime Development

-Video Editing Social Media (Facebook)

-e-Commerce (Lazada/Shopee

3)Data Analytics

-Excel, PowerBI, Google Analytics

4)Web/ Portal development

-Homepage

5)Networking

-Setting-up/ installation/ support

6)Trainer / instructor for IT related courses Other technical tasks

-Software Installation and troubleshooting for Operating System and off-the-shelf software

-Hardware assemble, configurations and troubleshootin

After received offer letter

1)Receive confirmation of acceptance and offer letter from 1 company.

-After confirmed 1 company, you are NOT allowed to change company.

2) Submit required documents to online form (FORM B) BEFORE **23 JUNE 2025**. Link provided: <httppp33hjdjff>

3) Ensure that you enter all details correctly and upload the correct files, as you can only submit the form once, and it is not editable

4) Document required in form B:

-Disclaimer

-LOU

-ITP letter (Reference)

-Offer letter from company

- Inside offer letter must include candidate's information, date, subject, body of offer letter (internship duration must start on **21 July 2025** and end by **10 or 11 October 2025**, working hours & location, IT-related job scope & Allowance), Sender name, sign & position, and the candidate's signature (Require student to accept offer).

Industrial Training Subject Registration

- FIST/ERU will do subject registration (for industrial training) after you start your internship.
- You are responsible for checking your CLIC system to make sure this subject is registered.
- Make sure that you are NOT financially barred or terminated during the internship period.
- FIST will NOT register the subject for financially barred and terminated students

Internship starts on **21 July 2025**

-If you have been relocated to another branch, kindly inform your Faculty Supervisor or ITP Coordinator because we need your updated company address to plan the visitations

What Happens in the First Week

1) Typically includes:

- HR briefing
- Company introduction

- Account/email setup
- Training or observation tasks

2)First-week behavior matters:

- Late arrival
 - Passive attitude
 - No initiative
- These may be reflected later in the evaluation.

3)You have 2 Supervisors

a) Company Supervisor

- Assigns daily tasks
- Signs your Weekly Log
- Completes the Company Evaluation Form

b) Faculty Supervisor (MMU)

- Determines your **PASS / FAIL**
- will be announced in TEAMS after you start your internship
- Reviews:
 - Weekly Log and Monthly Log
 - Training Report
 - Video Presentation
 - Company Evaluation

Visitation

- Will be held virtually (unless requested by your company supervisor to have a physical visitation).

-Around the last 6-8 weeks of your training.

- Students and the company will be contacted a week before visitation. Please prepare the road direction and updated contact information (if necessary).

About the report

1)Weekly Log (High-Risk Item)

- Refer to TEAMS Classroom (The template is attached in the training final report template)

- Weekly log is a brief description (like a diary) summarizing everything you have done in that particular week.
- Email to your Faculty Supervisor the weekly log's softcopy every month or at least every 2 weeks.
- Prepare softcopy of each weekly log to be digitally signed and stamped by the company supervisor and attach to the final training report.
- Failure to submit when requested will affect 'FAIL' in result.

Training Report

Refer to the TEAMS Classroom for final report template.

- Make sure your report covers all the requirements/items as per template. (refer Table of content of the report)
- Include the details of all tasks given during internship.
- The report must be submitted on presentation day.
- Failure to submit will affect 'FAIL' in result.

Company Supervisor Evaluation Form

- The company supervisor will complete the form based on your performance and the supervisor's observation.
- Must be submitted latest by LAST WEEK of Internship through email to Faculty supervisor (softcopy digitally sign & stamp).
- Submit internship report to faculty supervisor BEFORE 11 October 2025.

Video Presentation

- Pre-recorded in the last week of internship.
- Submit video (less than 5 minutes) to faculty supervisor.
- Complete Internship presentation video within 11 October 2025.

Internship GRADING: PASS or FAIL

-If no report submission/ no presentation/ no assessment from company → automatically FAIL ITP.

Cheating during Internship

- Any suspected cheating case will be forwarded to Legal Unit for Disciplinary Offence.

- If found guilty, the effects will be:

- Fined
- Automatic failure in industrial training subject
- Suspension of study (up to one year)