

**FOCS StudF01: Instructions / Advice to Students Undergoing Industrial Training and Letter of Indemnity**

**Instructions / Advice to Students undergoing Industrial Training**  
**Faculty of Computing and Information Technology**

Practical training is an integral part of your Diploma and Degree Programmes in the University College. It will provide you with an opportunity to establish contact with the profession of your choice and may lead to employment after your graduation.

For your own good and to uphold the University College image you are required to follow the rules set out below:

1. As a trainee member of staff, you are naturally under orders of the company that you are attached to. You must at all times observe strict discipline on matters in connection with your job and your behaviour must be above criticism.
2. Your services should be used as much as possible by the company so that you will not be left idle. Even if your training supervisor is too busy to give you exact instructions and tasks, you should take the initiative to try and make yourself useful, and try to learn as much as possible.
3. Since you are new to your work, every care should be exercised to safeguard against accidents. Do not operate any equipment unless you are sure of or have been taught how to operate it. Permission to operate any equipment must be obtained from the supervisory personnel.
4. Should any accident occur during the training, inform the Department of Students Affair and your TAR UC supervisor within 14 days. We will help to make claims from University College group personal accident insurance.
5. You are not allowed to take out from the company premises any software, hardware, stationery or any information pertaining to company's work, unless permission has been given by the authorised personnel of the company.
6. You are prohibited from leaking secrets, or providing any information related to the business of the company or its clients or any other information acquired during or after the training period, to outside parties.
7. You are prohibited from destroying or misusing any property belonging to the company.
8. You are not allowed to use any company's facilities e.g. photocopying machine, fax, or printers for personal use. You are required to keep all information pertaining to the company in strict confidence, which you are entrusted with.
9. If a student is found to have violated these regulations, or to have neglected his or her duties, or to have breached discipline, appropriate action can be taken against him or her by the University College.
10. Should you have any problems relating to your training, you should contact the Faculty of Computing and Information Technology Office, your Programme Leader or your TAR UC Supervisor.
11. You are not allowed to terminate your training early. You must consult the Associate Dean, Programme Leader or your TAR UC Supervisor before applying for leave from the company for essential matters.
12. All trainees are advised to be punctual and to wear proper attire at all times in the place of work.
13. The Faculty will request for a confidential report on your training from the company concerned after you have completed the training. Your training will be graded according to the report submitted by your training supervisor and your progress reports submitted to your TAR UC Supervisor.

**Letter of Indemnity**

Date: \_\_\_\_\_  
(dd/mm/yyyy)

Dean  
Faculty of Computing and Information Technology  
Tunku Abdul Rahman University College  
Jalan Genting Kelang  
53300 Kuala Lumpur

Re: **Industrial Training**

I hereby undertake at all times to comply with the rules and regulations given to me during my Industrial Training at \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.  
(start date) (end date)

If in the course of such training, I shall have the misfortune to suffer any accidental injury whether or not due solely to personal negligence, I hereby declare that the University College and the company concerned shall not be responsible for the same.

Should any other person suffer such accidental injury during the course of and arising out of such practical training as a direct or indirect result of any act or omission on my part, I hereby undertake full responsibility for the same and keep the University College and company indemnified from any claims made against it by reason of such accidental injury having been suffered.

I also confirm that I will at all times during the course of such training uphold the good name of the University College and **I will not attempt to terminate the training earlier.**

I understand that I will **fail the industrial training programme and hence the BAIT305C Industrial Training** if I were to withdraw from or be absent during the training without any valid reasons.

I hereby consent that Tunku Abdul Rahman University College (TAR UC) discloses any or all my personal data to prospective companies for the sole purpose of industrial training placement. I hereby release TAR UC from all liabilities on account of such disclosure above.

Yours faithfully,

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

MyKad No : \_\_\_\_\_ Student Reg No: \_\_\_\_\_

Programme : \_\_\_\_\_