

FAQ - Industrial Training Programme (ITP)

Before ITP

1. How do I apply to a company that is not available on the ITP Online web portal?

Step 1: Email the following questions to the company.

1. What task(s) will be given to you?

The task(s) to be assigned must be related to your programme of study.

2. How many full-time staff?

The number of staff shall NOT be less than 10 persons for an IT company. If the company is not an IT-related company, the number of staff in the IT department shall not be less than 5 persons.

3. Will the company provide you with a computer?

The company must provide a computer for each intern.

4. What is the duration of the internship placement?

Programme	Duration (week)
Diploma: DCS, DFT, and DIS Bachelor Degree: RMM	10
Bachelor Degree: RDS, REI, RIT, RIS, RSD, RSF, and RST	24

Step 2: Invite the company to register with TAR UC at <https://itp.tarc.edu.my/sign-up>.

Email a copy of the “Guidelines for Companies” to the company.

Step 3: Check the ITP Online database from time to time.

Step 4: Send the “Company Acceptance Form” to the company.

2. Can I do my industrial training in a company owned by my family?

No, you can't.

3. I would like to do my industrial training overseas, what do I need to do?

Please email the dean of faculty to get approval.

4. Can I change the commencing (and ending) date and duration on the Company Acceptance Form?

No, you cannot change the date and the duration unless you have an acceptable reason and got approval from the faculty and the company. However, you can request the company to issue you an offer letter with a new duration if you start your ITP early.

This also applies to the case that the company ends the internship two days early due to weekends (Saturday and Sunday) are not working days for the company.

If the company wishes to extend the ending date, you can make your own decision. You only need to fulfill the duration required by the university. If you would like to extend because it is already your final semester, then you can proceed, but it's on your own responsibility.

5. How do I apply for the TAR UC cover letter for interview purposes?

The cover letter refers to the "Student Support Letter", which can be downloaded from the ITP On My Finger at <http://i2hub.tarc.edu.my:8846/>.

6. The employer wants some sort of insurance letter, what is it and can I get one?

In short, there is no need for us to provide you with an insurance letter. As long as you are registered and your status is active as a TAR UC student you are covered by group insurance (please visit <https://www.tarc.edu.my/dsa/a/students-insurance-scheme/>).

7. Can I reject the internship offer that I've accepted early, due to getting a better offer found later?

No. You cannot reject the internship offer if the company has already filled up the "Company Acceptance Form" for you. We do not recognize the second submission on the "Company Student Allocation Form".

If you are being accepted by more than one company after the interview sessions, you can hold your "Company Acceptance Form" submission. After you make the final decision, send the form to the selected company and inform another company that you are "being accepted by another company much more early".

8. What should I do if the company contact information is out-of-date?

Email the updated information such as new contact person details or new address to one of the ITP committee members (feedback immediately).

9. What are the consequences if I fail to find my industrial training placement within the specified time?

We consider ITP a compulsory course that you must take in your programme.

10. Can I defer my ITP due to health, financial and other valid reasons?

You can choose to drop the course and register again the next semester or the next time when it is offered. Please make sure that you have already consulted with your Programme Leader before making the decision.

During ITP

11. What should I do if I have problems at the organization?

Please contact your UC supervisor.

12. Can I change my company after starting my industrial training for a few weeks?

No, you cannot. Unless there is a serious problem such as sexual harassment.

13. Can I take leave during my ITP?

Yes, you are allowed to take up to 6 days of leave with approval from the company.

If you were absent from work during the industrial training for more than 6 days (due to sickness, accident or any other reasons), please make sure that you replace the days that you have been absent.

14. Can I be converted to a full-time staff before finishing the ITP?

Yes. You are allowed to accept the offer given by the company. All monthly progress reports and the final report must be submitted to your UC supervisor as usual; your existing company supervisor also needs to fill up the “Company Contact Form” and “Company Supervisor Evaluation Form” and email them to your UC supervisor as well.

After ITP

15. I've come to the end of my industrial training program. What should I do to make sure that I've completed my industrial training successfully?

Please submit all the monthly progress reports and the final report to the faculty within the specified time.

Please ensure that all forms of assessments required by the faculty have been carried out.