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# INDUSTRIAL TRAINING

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## Guidelines for Companies

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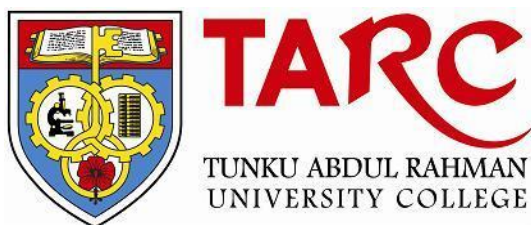
Faculty of Computing and  
Information Technology

Tunku Abdul Rahman  
University College

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# 1. Introduction

This document represents some of the guidelines for the industrial training companies to follow. Tunku Abdul Rahman University College (TAR UC) sends its students out for industrial training on an annual basis. As part of the fulfilment of the Diploma and Bachelor Degree requirements in which the students have enrolled, the students from the Faculty of Computing and Information Technology are required to complete an estimated of either 8 weeks, 10 weeks, 12 weeks or 6 months (depending on the year of intake and programme) of industrial training with an organisation. The areas and scopes of the industrial training must be related to the areas of study of the programmes.

This document has been written for the sole purpose of providing information for companies which have registered or intend to register as TAR UC's approved list of industrial training companies. The definition of companies used in this document are those which are providing or have the intention of providing opportunities to our students to fulfil their industrial training requirement.

With this in mind, the document has been compiled to cover some details or information with regard to the industrial training which include students' background, the industrial training details, assessment and some useful contacts.

*It is reminded that the information included herewith are to be used by parties which have been targeted for and only to be used for the purposes which it has been intended and not for other purposes. The document is to be treated as strictly private and confidential. Also, no part of this document should be copied in any form or delivered or disseminated to other parties for which it was not intended for.*

## 1.1 About Our Students

Having studied for a 2-year Diploma or a 3-year Bachelor (Hons) Degree programme, our students are required to attend an industrial training of either 8 weeks, 10 weeks, 12 weeks or 6 months in their final year of studies. The students are from the following departments:

- Department of Information and Communication Technology
- Department of Computer Science and Embedded Systems
- Department of Information Systems and Security
- Department of Mathematical and Data Science
- Department of Software Engineering and Technology

## 1.2 About Our Degree Programmes

The Faculty of Computing and Information Technology offers Bachelor (Hons) Degree programmes as follows:

Programme	Duration of Internship
<b>Bachelor of Science (Hons) in Management Mathematics with Computing (RMM).</b> This programme covers mathematical techniques for business management, including resource allocation and planning, optimisation, project management, quantitative decision, applied statistics, quality control and financial mathematics. Computing courses prepare students for software design and development including skills in programming and information management.	<b>10 weeks or 12 weeks</b>
<b>Bachelor of Computer Science (Hons) in Data Science (RDS).</b> This programme is designed to train students in both computer science and data science. Artificial intelligence, machine learning, Internet of Things, business intelligence, data warehouse technology and cloud computing are some of the specialization courses covered in this programme in addition to the core courses of Computer Science, i.e. programming, database management, software engineering and computer networks.	<b>6 months</b>
<b>Bachelor of Computer Science (Hons) in Interactive Software Technology (RST).</b> This programme aims to teach students the technical knowledge and skills in computer science with a further focus on the design and development of interactive software that can be used in mobile applications, video games, flight simulators, virtual reality, electronic magazines, educational and training materials. The students from this programme will study computer game studies, multimedia development for the Web, mathematics for games technology, computer game programming, software engineering, mobile application development, artificial intelligence, graphics programming and human computer interaction.	<b>6 months</b>
<b>Bachelor of Computer Science (Hons) in Software Engineering (RSF).</b> Students of this programme learn to develop, manage and maintain high-quality software in a systematic, controlled and efficient manner. In addition to fundamentals of computing, students will develop their specialisation by going through the following courses: systems analysis and design, software engineering, software construction, software quality assurance and testing, software design and architecture, software requirements engineering, artificial intelligence, and human computer interaction.	<b>6 months</b>
<b>Bachelor of Information Systems (Hons) in Enterprise Information Systems (REI).</b> This programme combines information technology knowledge, business processes fundamentals, and project management competencies. The main objective is to produce computing graduates who can help organisations reduce costs, increase productivity and competitive advantage through creative technological applications.	<b>6 months</b>

<p><b>Bachelor of Information Technology (Hons) in Information Security (RIS).</b> Employees with knowledge of information security are now considered to be an important part of information technology teams. The courses offered include: IT fundamentals, programming, networking technologies, information assurance and security, database management, network security, software security, security assessment and risk management, OS security and digital forensics.</p>	<p><b>6 months</b></p>
<p><b>Bachelor of Information Technology (Hons) in Internet Technology (RIT).</b> This programme will give students a deep understanding of the fundamentals of Internet technology and computer-based systems. The full spectrum of Internet technology courses offered include: IT fundamentals, electronic commerce, analysis and design, web design and development, web services and engineering, mobile computing, human computer interaction, computer networks and Internet security.</p>	<p><b>6 months</b></p>
<p><b>Bachelor of Information Technology (Hons) in Software Systems Development (RSD).</b> The objective of this programme is to produce computing graduates who are equipped with deep knowledge and skills in constructing computer-based systems and networks to help companies to be successful. The courses offered include: analysis and design, programming, algorithms, architecture and organization, human computer interaction, database management, computer networking, operating systems, agile software development and software project management.</p>	<p><b>6 months</b></p>

### 1.3 About Our Diploma Programmes

The Faculty of Computing and Information Technology also offers the following Diploma programmes:

Programme	Duration of Internship
<b>Diploma in Computer Science (DCS).</b> This programme trains students in both the theoretical knowledge and practical skills for software development, system design and related mathematical techniques.	<b>10 weeks</b>
<b>Diploma in Information Systems (DIS).</b> This programme majors in business information systems. It aims to produce graduates with fundamental knowledge in information technology and its business-related applications. It covers the theoretical and practical aspects of developing information systems, management, costing, accounting, electronic commerce, and mathematics. In addition, students are exposed to part of the SAP curriculum like logistics and enterprise resource planning.	<b>10 weeks</b>
<b>Diploma in Information Technology (DFT).</b> This programme provides students with a basic understanding of computing techniques and aims to develop the computing and information technology-based knowledge and skills required in modern industrial, commercial and service organisations. It will equip students with the essential knowledge of underlying principles of modern computing technology and enable students to appreciate how modern computers are applied to a range of real world problems.	<b>10 weeks</b>
<b>Diploma in Software Engineering (DSF).</b> This programme equips students with the fundamental knowledge of software engineering with practical and analytical thinking skills in software development. It also provides students with basic managerial skills and innovation in creating business opportunities in the area of software engineering, as well as educational experience that motivates them to pursue higher level of study and life-long learning.	<b>8 weeks</b>
<b>Diploma in Computer Science (Data Science).</b> This programme produces graduates with the fundamental knowledge in computer science, analytical methods relevant to modern applications which require large-scale data analysis as well as the concepts and techniques of data science. Students apply the knowledge and skills learnt to solve Big Data problems in a variety of disciplines.	<b>8 weeks</b>
<b>Diploma in Information Technology (Mobile Application Development) (DMO).</b> This programme trains students in the area of mobile application development, as well as mobile commerce and marketing, mobile application design, mobile web development and mobile game development.	<b>8 weeks</b>

## 2. Industrial Training

### 2.1 Course Objectives

The objectives of the course are to enable students to:

1. Apply technical and non-technical skills in a real-world working environment.
2. Appraise real-life tasks and projects through industrial experiences gained.
3. Gain exposure to real-life industrial problems which may be both challenging and rewarding.
4. Evaluate ethical issues related to the profession.
5. Demonstrate a professional attitude towards work and responsibilities.
6. Use experience gained during the industrial training to discuss and evaluate issues related to the areas of study in the real world.
7. Evaluate the need and importance of observing company rules and regulations.

### 2.2 Course Learning Outcomes

Upon completion of the course, students should be able to:

1. Apply knowledge and understanding on the development and implementation of software systems in the real world.
2. Apply technical skills in a real-world business environment.
3. Able to function effectively as a member or leader of a team in the working environment
4. Demonstrate commitment in work assigned.
5. Demonstrate awareness of business opportunities and entrepreneurship in the real-world business environment.
6. Demonstrates good ethics and professionalism in the working environment.

### 2.3 Roles of TAR UC Supervisor

TAR UC assigns one supervisor for each of the students who are undergoing internship. The main roles of the TAR UC Supervisor include the following:

- To continuously receive and review student's work and duties through periodical submission of Progress Reports.
- To help students resolve UC-related problems that may occur while away on internship.
- To liaise with the Company Supervisor for any complaints or issues that require their attention.
- To carry out end-of-training assessment of the students and submission of **FOCS\_SupF01: TAR UC Industrial Training Supervisor's Evaluation on Student** to the University College.

### 2.4 Roles of Company Supervisor

The company should assign at least one supervisor for each of the students who are undergoing internship. The main roles of the Company Supervisor include the following:

- To continuously assign, direct, supervise and monitor the student's work and duties.
- To arrange or provide training for the students where needed before they are assigned to the work.
- To help students resolve work-related problems.
- To liaise with the University College Supervisor for any complaints or issues that require their attention.
- To review, sign and stamp the student's Progress Report.
- To carry out end-of-training assessment of the students and submission of **FOCS\_EMPF03: Company Supervisor's Evaluation on Student Trainee** to the University College.

## **2.5 Registration of Companies and Student Placements**

TAR UC requires companies to be registered into our internship database before the companies' details can be released to students. Refer to the **FOCS\_EmpF01: Company Reply** form (on page 13) to register your company for this purpose. Students will use this database to find a suitable company to perform their internship. Students generally have total independence in applying for a company of their choice, however TAR UC would like to request companies to limit taking our students up to a maximum of 5 students. This is to allow students to be involved in a wider span of work specializations based on their different programme backgrounds.

## **2.6 Teaching Learning and Assessment Strategy**

At the end of the industrial training period, students are required to write a report about their training experience in the company.

## **2.7 Confidentiality of Information**

We would appreciate that students' information lodged with the companies are to remain private and confidential. They are not to be used or forwarded to third parties for use in any way which is different from what they are originally intended for and without the expressed permission of the relevant authority from TAR UC.

## **2.8 Industrial Training Details**

The industrial training is conducted annually and only students who are currently in their final year of studies (be it at Diploma or Degree level) will apply. Most of them are in the age range of between 19 - 22 years.

### **• Training Dates and Duration**

According to the Ministry of Higher Education (MOHE), a student must fulfil an 8-, 10-, 12- or 24-week industrial placement with an organization. The duration mentioned refers to a full 8 weeks, 10 weeks, 12 weeks or 24 weeks of work. Therefore, a student must compensate or extend the duration of the placement should there be a short fall in the number of working weeks due to whatever reasons. The students are also required to complete the placement duration within a time frame as specified by TAR UC. The dates of training vary from one intake (cohort) to another and from year to year. We would normally keep the companies informed of these dates on a periodic basis, provided the companies are registered in our internship database.

### **• Company Acceptance**

If students are accepted to a company as an intern, the student will forward the Company Acceptance Letter (**FOCS\_EmpF02**) to the company to fill up and to sign with the company stamp as proof that the company has accepted the student and that the student has agreed to accept the offer. The Company Acceptance Letter is to be replied through the student or directly emailed to the Faculty within the stipulated period.

### **• Nature of Job/Work Details**

We require that students be assigned jobs or work as agreed during interviews or in applications for placement by the students. Where the jobs or works assigned are different, it is advisable that such new jobs or work are of the nature that would allow the students opportunities to learn and acquire IT skills in related areas.



- **Location**

Where a student has been promised to be placed in a particular location, the company is advised to adhere to such a promise. However, when the need arises and for a certain period of time, students may be relocated to other places where the company sees necessary and also for the benefit of the students concerned. Where the relocation of students is to places away from the original agreed location, the company should sufficiently compensate the students for any additional transport costs incurred. Other allowances (e.g. meal) may also be given.

- **Supervision**

As our students are new to the working world, it is a requirement that they be closely monitored and supervised. A Company Supervisor must be assigned to allocate work, monitor, train and assess the students under his or her supervision. At the end of the industrial training, the appointed supervisor is required to evaluate the students using the prescribed **FOCS\_EmpF03: Company Supervisor's Evaluation on Student Trainee**.

- **Training**

As an extension to the point above, we would appreciate if the company could provide some form of related training to the interns prior to assigning them tasks or work. Training may be in the form of formal (e.g. classroom-based) or informal training (e.g. on-the-job training).

- **Use of Facilities**

Students have been reminded not to use the company office facilities for their personal purposes (e.g. web surfing, photocopying machines, etc). Likewise, companies are not allowed to borrow, request or use any resources (e.g. laptops, handphones, cars, motorcycles etc) which belong to the students, for purposes of performing any organisational related tasks, jobs or assignments either at the place of work (which includes office, customers' workplace or any other places which are assigned by the company from time to time), or at home.

The exception to the above rule is when the University College has been informed and approval obtained, and the terms and conditions are mutually agreed upon between the company and the students with regards to appropriate compensation in the event of damage or loss of possession at the place of work.

- **Working Days**

Our students have been reminded to adhere to the company standard practices for working days, for example, Monday to Friday or Saturday (half day), whichever is appropriate. A student should be given at least 1 – 2 days of rest per week. The working days per week should be conveyed to students prior to offer and acceptance of jobs by the students.

- **Working Hours**

Our students have been reminded to adhere to the company standard working hours, for example 9.00 am to 5.00 pm or 6.00 pm. Certain amount of overtime may be expected of the students on a periodic basis. For security and safety reasons, we would strongly suggest that our students be placed on a non-shift work or a normal shift work, even though the company concerned operates on a shift basis.

- **Attendance**

Students are required to be present during official working days or any other days as may be required by the company, unless they are on leave that has been approved by the company.

- **Leave Application**

Students may be given paid or unpaid leave according to the company standard practice for leaves. When applying for leave during working days, students must comply with the rules and regulations governing leave application. Approval of leave by the company should only be given based on a need's basis and with valid reasons. Examples of valid leave applications include: sitting for exams, attending to University College's official functions or activities, and compassionate leave.

While the company is the final authority in approving leave applications by the interns, the University College would greatly appreciate it if the company could bring the intern's leave application matter to the attention of our supervisors before approving it. It is the duty of the University College Supervisor to advise both the company and intern on the validity of the reasons presented forthwith in the leave application.

The company is also required to inform the University College Supervisor immediately should the following occur during the duration of internship:

- interns have applied leave for more than 2 days consecutively without valid reasons, or
- interns are absent from work without applying for leave, or
- interns have cumulatively taken a total number of more than 6 days of leave due to MCs, emergency cases, or 'personal' reasons.

#### ● **Termination**

The company should be committed to accepting our students for practical training throughout the entire duration of the training period as agreed. Should the company wish to terminate the student's internship, the company should prior inform and discuss with the University College. Likewise, students are also required to be committed to continue working for the companies throughout the whole duration of the training period. However, in the event that the students fail to achieve satisfactory examination grades in some courses during their year of study, which require them to repeat the year of study, the students may have to terminate the existing industrial attachments with the organizations concerned.

#### ● **Travelling Requirements**

We would request the company to always station our students to a fixed particular location. However, when the need arises which require students to travel away from their normal assigned workplace, for a short period of time, the company should make necessary arrangements for the students and sufficiently compensate them for any additional expenses incurred. And in the event that overseas travel is required of the intern, the company must obtain prior approval from TAR UC.

#### ● **Allowances**

It is recommended that the company generously provide some kind of allowance to the students to cover their basic needs, such as transportation and meals. Where excessive amount of work is required to be performed outside the normal working hours, for example, Saturdays or Sundays, or after 5.00 pm or 6.00 pm, then the company is recommended to provide some kind of compensation in terms of overtime pay. Where students are required to travel to places (e.g. to visit customers or branches) which are different from the original agreed job location, then some kind of transportation allowance should be given. The time for payment of the above allowances should be as per the company's normal practice for payroll.

#### ● **Extension of Training Period**

Students will undergo a prescribed period for practical training/work-based learning. The period has been drawn considering the University College semester's dates and examinations. Therefore, any extension of training period would not be possible except for perhaps a short period of extension, subject to TAR UC's approval.

#### ● **Students Safety and Insurance Coverage**

All steps must be taken to ensure that the students under your training are safe. Where there are *work shift* practiced in the company, we suggest that the students be assigned to the *normal shift* and reduce the need for them to work overtime or travel. All our students are covered under 'Student Personal Accident Insurance Scheme'. The policy provides only a minimum coverage for the students for accidents round the clock, anywhere in the world. Companies are strongly encouraged to provide more insurance coverage for students where appropriate and where the need arises.

## 2.9 Assessment

The student internship grades will be assessed using the following 3 methods:

- **Progress Report.** Our students are required to prepare progress reports on a weekly, bi-weekly or monthly basis. In the reports, students describe in detail the work or activities carried out on a week-to-week basis. The purpose of such reports will be used by the University College Supervisor to assess the performance of the students with regards to the work allocated and also to assess whether the work done can enhance their learning in the current work environment. As such, the Company Supervisor is to review the contents of the reports, sign and affix the company stamp to signify the company's agreement with the report contents. A template of the report **FOCS\_StudF03: Student's Progress Report** is attached with this document.
- **Company Assessment.** This method of assessment comprises 60% of the total assessment. This assessment is to be carried out by the Company Supervisor using **FOCS\_EmpF03: Company Supervisor's Evaluation on Student Trainee** which is attached with this document. The criteria used include: technical knowledge, dependability, initiative, commitment, quality of work, working relationship with staff, discipline, communication skills, punctuality and attendance. The Company Supervisor is required to return the completed form through email to the respective University College Supervisor within the stipulated deadline.
- **Final Report.** At the end of the training, students are required to submit a final report containing a summary of their training to the University College Supervisor. This report, along with the Progress Report comprises the remaining 40% of the student assessment. The report must be endorsed and signed by the Company Supervisor beforehand. Thus, it is the responsibility of the Company Supervisor to validate and ensure that the facts and figures written in the report reflects the true picture of the training and are acceptable.

## 3. Useful Contacts

Listed here are person(s) of interest and contact information of TAR UC for your attention.

To contact the Industrial Training Programme Coordinator:

Dr. See Kwee Teck  
seekt@tarc.edu.my  
focs\_itp@tarc.edu.my

To contact TAR UC:

Faculty of Computing and Information Technology  
Tunku Abdul Rahman University College  
Jalan Genting Klang  
53300 Kuala Lumpur  
General Line: 03-4145 0123  
Fax No: 03-4142 3166  
focs@tarc.edu.my

Alternatively, you may also contact:

Ts. Lim Shen Huoy  
Dean  
Faculty of Computing and Information Technology  
[limsh@tarc.edu.my](mailto:limsh@tarc.edu.my)

## **4. Private and Confidential**

This document is produced solely for companies with the intention of providing internship opportunities for TAR UC students. It is therefore strictly to be used only for purposes which it has been originally intended and not to be used in any other form, and it should not be disseminated to other parties without the expressed permission of the relevant authority from TAR UC.

## **5. Appendices**

The following appendices are made available together with this document as references:

FOCS\_EmpF01: Company Reply Form

FOCS\_EmpF02: Company Acceptance Letter

FOCS\_EmpF03: Company Supervisor's Evaluation on Student Trainee

FOCS\_StudF03: Student's Progress Report

**FOCS EmpF01: Company Reply Form**

**FACULTY OF COMPUTING AND INFORMATION TECHNOLOGY**  
**TAR UC INDUSTRIAL TRAINING PROGRAMME REGISTRATION FORM**

**A. Company Details**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Postcode: \_\_\_\_\_  
State: \_\_\_\_\_ Country: \_\_\_\_\_  
Tel. No.: \_\_\_\_\_  
Website: \_\_\_\_\_  
Nearest LRT/Monorail Station (if any): \_\_\_\_\_

**B. Company Size (exclude trainees)**

Number of full-time technical staff for the department which offers internship: \_\_\_\_\_  
Number of full-time staff in the company: \_\_\_\_\_

**C. Contact person for students**

*(Students can directly send their applications via email to the following person-in-charge of industrial training)*

Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_

**D. Nature of Works**

Technical Skills Required: *(eg. Programming languages/databases used, networking, system support, basic lab skills in microbiological/analytical chemistry, business management, statistics, etc.)*

\_\_\_\_\_  
\_\_\_\_\_

Other Responsibilities

\_\_\_\_\_  
\_\_\_\_\_

Company Expectations of Students

\_\_\_\_\_  
\_\_\_\_\_

**E. Allowance, Training Location, Etc**

Allowance per month: \_\_\_\_\_

Industrial training location (if different the company address: \_\_\_\_\_

\_\_\_\_\_

Travelling required? ☐ No ☐ Yes, Location: \_\_\_\_\_  
*(if away from own office)*

Travelling allowance: \_\_\_\_\_

Student must have own transport? ☐ No ☐ Yes

Accommodation provided? ☐ No ☐ Yes, Location: \_\_\_\_\_

\_\_\_\_\_

## **F. Terms and Conditions**

By submitting this form, your company agrees to be bound by all the terms and conditions as set out under the Tunku Abdul Rahman University College:

- ✓ Your company has read and agreed with the industrial training guidelines for companies provided by TAR UC.
- ✓ For CS/IT students, your company will provide them with practical training in one or more of the following areas:
  - Programming, Networking, Games Development, Technical/System support or other relevant IT/IS tasks
- ✓ Your company will provide PC/Laptop to students to perform organisational tasks where necessary.

<div style="text-align: center; border-bottom: 1px solid black; margin-bottom: 10px;">(Signature)</div> <p>Name: _____</p> <p>Designation: _____</p> <p>Email Address: _____</p>	<div style="border: 1px solid black; height: 100px; margin: 0 auto; width: 80%;">Company stamp</div>
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### **Kindly Take Note of the Following:**

- [a] **For first time registration (new companies)**, please let us have a copy of your company's Borang 9 or Borang E (Kaedah 13) - issued by Suruhanjaya Syarikat Malaysia (SSM) for verification purposes.
- [b] **Criteria for successful registration (applicable to both existing and new companies)**
  - (i) Company will provide students with practical training in relevant areas related to the students' programme of study.
  - (ii) Company will provide PC/Laptop to students to perform organisational tasks where necessary.
- [c] **Please keep a copy of this registration form for future use.**
- [d] **Please return completed registration form by email to:**
  - Industrial Training Programme Coordinator
  - Faculty of Computing and Information Technology
  - Tunku Abdul Rahman University College
  - Jalan Genting Klang
  - 53300 Kuala Lumpur
  - [focs\\_itp@tarc.edu.my](mailto:focs_itp@tarc.edu.my)

**FOCS EmpF02: Company Acceptance Letter**

*(Please send reply through the student within 5 working days after the interview)*

\_\_\_\_\_  
(Company Name & Address)

\_\_\_\_\_

\_\_\_\_\_

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

Industrial Training Programme Coordinator  
Tunku Abdul Rahman University College  
Kuala Lumpur

To Whom It May Concern:

**Industrial Training Programme**

With reference to the above, we wish to inform you that:

**1. We are able to accept** \_\_\_\_\_,  
**NRIC** \_\_\_\_\_, **Student ID** \_\_\_\_\_ for practical training in our  
organisation from <START DATE> to <END DATE>.

**2. The student will report to** \_\_\_\_\_ **of** \_\_\_\_\_  
(company supervisor name) (department name)

**3. Nature of work(s) (Please tick (✓) whichever apply):**

☐ **Computer Science & Mathematics based:** *(Computer Science/Management Mathematics, etc)*

\_\_\_\_\_  
\_\_\_\_\_

☐ **ICT based:** *(Programming/Networking/ Technical/System Support/ Internet Security/Games Technology, etc)*

\_\_\_\_\_  
\_\_\_\_\_

*[Please indicate the programming languages/databases used, if relevant]*

\_\_\_\_\_  
\_\_\_\_\_

☐ **Other related tasks** *(not applicable for sales and marketing)*

\_\_\_\_\_  
\_\_\_\_\_

**4. Allowance per month** : \_\_\_\_\_

**5. Working Days** *(eg. Monday-Friday)*: \_\_\_\_\_

**6. Working Hours** *(eg. 9am – 5pm)* : \_\_\_\_\_

**7. Travelling required?** : ☐ No ☐ Yes, Location: \_\_\_\_\_

**8. Travelling allowance (if any)** : \_\_\_\_\_

**9. Accommodation provided?** : ☐ No ☐ Yes, Address: \_\_\_\_\_

**10. Location of training** : \_\_\_\_\_

\_\_\_\_\_  
(if different from the company address)

**11. Other job requirements / conditions:** \_\_\_\_\_

\_\_\_\_\_

*We fully understand that we are not allowed to request, use or borrow any form of resources (e.g. Laptop, PC, Software, etc) which belong to the students, to be used for performing any organisational related tasks, whether at the office, customer's place or home.*

Yours sincerely

\_\_\_\_\_  
**Signature** (Person-in-charge of industrial training)

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

**Designation** : \_\_\_\_\_

**Email** : \_\_\_\_\_

**Tel No.** : \_\_\_\_\_

**Fax No** : \_\_\_\_\_

**Website** : \_\_\_\_\_

Company stamp

I hereby agree to accept the above offer,

\_\_\_\_\_  
Student's Signature

Name :

Date (dd/mm/yyyy):



**INDUSTRIAL TRAINING SUPERVISOR'S EVALUATION ON STUDENT****CONFIDENTIAL****Instructions:**

(a) Please evaluate the student trainee using the rating scale provided.

(b) For each criteria, use the pull-down menu to select a rating. Score is automatically calculated (grey shade).

(c) Save in PDF format and upload to GDrive folder designated by Course Coordinator.

Student Name:	
Student ID:	
Programme:	
Company Name:	

**Section A. Progress Reports**

Date of receipt of progress reports (DD/MM/YYYY)

1st.		2nd.		3rd.	
4th.		5th.			

Criteria	Rating					Score
	Very Poor (0)	Poor (1)	Average (2)	Good (3)	Excellent (4)	
Submission of progress reports (CLO6)	No submission	Always late for all submissions	Late two times or more	Late one time	Always punctual	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 2)	Average (3)	Good (4 - 5)	Excellent (6)	
Content of progress reports (CLO1)	No submission or poorly written reports	Description of technical work done is too brief/insufficient with many grammatical and spelling mistakes	Description of technical work done is average and sufficient with some grammatical and spelling mistakes	Description of technical work done is adequate with negligible grammatical and spelling mistakes	Description of technical work done is excellent with negligible or no grammatical and spelling mistakes	

**Section B. Final Report**

Date of receipt of final report (DD/MM/YYYY) :

Criteria	Rating					Score
	Very Poor (0)	Poor (1)	Average (2)	Good (3)	Excellent (4)	
Submission of final report (CLO6)	No submission	Late for 3 days or more	Late for 2 days	Late for 1 day	On time	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 2)	Average (3)	Good (4 - 5)	Excellent (6)	
Written presentation of final report (CLO4)	No submission or poorly presented final report	Poorly structured, difficult to read and many grammatical and spelling mistakes	Average structured, fairly easy to read with some grammatical and spelling mistakes	Good structure, easy to read with minor grammatical and spelling mistakes	Excellent structure, easy to read, excellent grammar and correct spelling	
Criteria	Rating					Score
	Very Poor (0)	Poor (1 - 3)	Average (5)	Good (6 - 7)	Excellent (8 - 10)	
Awareness of business and entrepreneurial opportunities (CLO5)	No submission or evidence in report on this awareness	One or two statements in report on this awareness	Description is vague and awareness is not well highlighted	Description is good and awareness is well highlighted	Excellent description and awareness is strongly emphasized	
Overall content of final report (CLO4)	No submission or poorly written final report	Too brief, poorly written and lack of explanation	Average written with some explanations	Good contents with adequate explanations	Excellent contents with well-written explanations	

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**Section C.**

Comments (if any) :

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University College Supervisor Name : 

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Signature : 

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Date : (DD/MM/YYYY) 

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**FOCS StudF03: Student's Progress Report**

**Tunku Abdul Rahman University College  
Faculty of Computing and Information Technology  
Industrial Training Progress Report**

Activity Log

Attached a  
photo here

(Use digital  
photo)

Name of Trainee:

Name of Company:

Month/Year

(E.g. JAN/2022)

Week	Projects / Activities
1	
2	
3	
4	

**Suggestions / Comments / Additional information (if any):**

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**Leave Application / Leave Taken**

1. From (dd/mm/yyyy): \_\_\_\_\_ to (dd/mm/yyyy) \_\_\_\_\_ ( day(s))

2. Reasons for taking leave: \_\_\_\_\_

3. Total number of days taken: \_\_\_\_\_

**I hereby declare that the information given above is correct.**

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

**Endorsement by the Company Supervisor:**

**The above is a true record of activities taken by the trainee in the captioned week.**

Signature of Supervisor:

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Name of Supervisor:

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Date (*dd/mm/yyyy*):

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Email:

---

Mobile / Office Contact No.:

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Company Stamp: