**Faculty of Information Science and Technology (FIST)**

**TIT2311/ HIT3019 Industrial Training**

**Important Rules on Internship Programme - Trimester 3, Session 2015/2016**

1. Only students who have **completed (passed) or completing (i.e., included the subjects taken in this trimester)**  **60 or more then 60 credits excluding Arts and Humanity subjects** are allowed to do industrial training.

(2) Students are required to submit the following documents to **FIST Admin Office by Tuesday 24** **November 2015 4:00pm**:

1. **Manual registration form**
2. **ITP Check list form**
3. **Printed online academic transcript**
4. **Printed Course Structure/ Your** **study plan** (**crossing off all subjects passed**)
5. **Original/Verified true copy of Insurance payment document (e.g., from MSIG, Tune Insurance etc.) by AA**
6. **Cover letter for Job application and stapled together in one bundle in the order above.**
7. (i) Students are required to fill in his/her details in the **online form** using the following link:

https://docs.google.com/forms/d/1yXjbirvr6Su1ZA3sLg0mRC0X2oZkqxzdqeu9nWh-7E4/viewform

(ii) Students are required to **subscribe** the **Email Group** using the following link:

https://groups.google.com/forum/#!forum/fist-industrial-training-t3-2015-2016/subscribe

By Tuesday **24 November 2015** and collect a **reference letter** from the Industrial Training Committee, **upon announcement, from the Admin Office.**

1. Candidates are required to workout his/her **internship placement** by using the **reference letter provided**.

**Important Rules on Internship Programme - Trimester 3, Session 2015/2016**

1. Once being accepted by a company, the candidate should obtain an **offer letter** from the company stating the **confirmation of acceptance**, **training duration** (tentatively from **14 March 2016 until 13 June 2016**), and the **scope of job functions**. The job functions should be **related to IT/Bioinformatics**.
2. Candidates are required to submit the **copy of the offer letter** to the Industrial Training Committee through the Admin Office by **26 Jan 2016**. Candidates who fail to submit an offer letter by the due date will not be allowed to register to the Exam Unit.
3. Candidates who are going to their **training abroad,** **must fill-in the Agreement Form for Foreign Company Attachment** and submit it to **FIST Admin Office by 26 Jan 2016.**
4. Candidates who are doing their **training abroad** **must return** and **all candidates** are required to do their **final presentation start from 15th June 2016 to 24 June 2016** upon completing the training duration, unless special arrangement is made. Failing to do so, the status for Industrial Training will remain as **incomplete** temporarily and **fail** after some time.
5. Despite being granted LOA (leave of absence) or undergoing industrial trainings, students MUST sit for the Supplementary Paper(s) when it/they is/are offered by the faculties/centers. Students are therefore advised to check their academic status before undergoing industrial training. It is advisable for the students to make prior arrangement for their training before the Exam Week should they have any pending re-sit paper(s).

(9) The Industrial Training Committee reserves the full authority over student's job arrangement, to ensure the arrangement made adhered to the requirements of the FIST Industrial Training Program.