



**Faculty of Information Science and Technology (FIST)**  
**TIT6336/ HIT3011 Industrial Training**

**IMPORTANT RULES on Internship Programme - Trimester JULY 2025 (2520)**

- (1) Only students who have **completed (passed) or completing (including the subjects taken in this trimester) 60 or more than 60 credits** excluding Arts and Humanity subjects are allowed to do industrial training.
- (2) Students are required to **attend ITP briefing** and let ITP committee verify the following documents (scan in PDF format) BEFORE submit to **FORM A**:
  - 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.)
  - c) **Resume/ CV (include your current CGPA)**
- (3) Students are required to fill in his/her details in the **online form (FORM A) latest by 22 APR 2025 5:00pm** using the following link: <https://forms.office.com/r/Y55SGQfXMD> (Note: Use your MMU email to log in).

After Form A submission, ITP committee needs 2-3 weeks to prepare your **reference/university letter**. The letter will be sent via email.
- (4) Candidates are required to find his/her **internship placement** by using the **reference/university letter provided**.
- (5) Once you are accepted by a company, the candidate should obtain an **offer letter** from the company stating the **confirmation of acceptance, training duration (21 July 2025 – 11 October 2025)**, and the **scope of job functions**. The job functions should be **related to IT**.
- (6) Candidates are required to submit a **copy of the offer letter** to the Industrial Training Committee through an online form, **FORM B** (link will be provided later) LATEST by **23 JUNE 2025**. Candidates who fail to submit an offer letter by the due date will not be allowed to register to the Exam Unit.
- (7) Candidates who are going to their **training abroad**, must fill-in the **Agreement Form for Foreign Company Attachment** and submit it to **online form, FORM B** (link will be provided later) LATEST by **23 JUNE 2025**.



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- (8) Despite being granted LOA (leave of absence) or undergoing industrial training, 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 arrangements for their training before the Exam Week should they have any pending re-sit paper(s).
  
- (9) The Industrial Training Committee reserves full authority over student's job arrangement, to ensure the arrangement made adhered to the requirements of the FIST Industrial Training Program.