

INDUSTRIAL TRAINING GUIDELINES (STUDENT)

1. **Provision of Forms and Guidelines:** Students must provide the Organisation Supervisor with the Organisation Evaluation Form and related guidelines for the industrial training during report duty.
2. **Submission of Industrial Training Project Proposal:** Students must submit their industrial training project proposal to their UUM Supervisor within the first two weeks of the industrial training period.
3. **Presentation of Industrial Training Project:** Students must present their industrial training project to the Visiting Lecturer during the scheduled visit.
4. **Provision of UUM Supervisor Evaluation Form:** Students should provide the UUM Supervisor Evaluation Form to the UUM Supervisor and the Visiting Lecturer for evaluation (if required).
5. **Submission of Logbook and Final Report:** Students must submit the approved logbook and final report to the UUM Supervisor upon completion of the industrial training.
6. **Organisation Evaluation Form (Reminder):** Students must remind their Organisation Supervisor to complete and submit the Organisation Evaluation Form to the UUM Supervisor.
7. **Submission of Attendance Form:** Students must submit the attendance form to UUM Supervisor.

At the end of the industrial training session, students must submit the Logbook, Final Report, and Attendance Form to the UUM Supervisor. The proposal should have been submitted earlier at the start of the industrial training session.

Please adhere to these requirements to facilitate a successful completion of your industrial training.

For any enquiries, kindly email the Industrial Training Committee at practicum_SOC@uum.edu.my.

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