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Background

Malaysia-Japan International Institute of Technology (MJIIT), established on 1st August 2010, draws its strength from the long established research university, Universiti Teknologi Malaysia (UTM) along with a consortium of 25 Japanese universities. MJIIT combines the strong points of the Malaysian systematic outcome based education with the research intensive approach of the Japanese education system. The aim is to establish a holistic and a salient work culture by integrating the existing education and research skills at UTM and Japanese universities with the support of Japanese industries to achieve the dynamic global needs.

MJIIT Mission

Leading in cutting edge technology, education and research

MJIIT Vision

Providing Japanese style engineering education blended with Malaysia distinctiveness for sustainable industry and society.

Leading in academic and research excellence in Electronics, Precision, Environmental & Green Engineering and Management of Technology

MJIIT provides a holistic approach in its human development (Ningen-Ryoku) program developing confidence, decisiveness, independence and maturity of the graduate. These characteristics are inculcated through skills in communication, problem solving, good leadership and managerial qualities, responsibility and ethics in the curriculum. There is strong Japanese industrial-linkage, which provides opportunities for students to attain their industrial and research experience.

MJIIT offers both undergraduate and postgraduate programs since September 2011. The undergraduate programs are in the field of Mechanical Precision Electronic Systems and Chemical Progress Engineering. There are a total of 81 students from this first intake who are expected to undergo their industrial training activity in June 2014, to practice their theoretical knowledge in the workplace as part of the fulfilment of the Bachelor Degree Award.

1.1 It is compulsory for every MJIIT undergraduate student to undergo Industrial Training for a specified period of time under the course code of SMJG 3206.

1.2 The training serves as an exposure to the real work environment so that the student can relate theories learned in class and apply them in the workplace to prepare them for their future career as a professional engineer.

1.3 The students are placed in industries related to their areas of studies for a period of twelve (12) weeks. The word 'industries' here include the whole of engineering activities such as consultancy, research and development, manufacturing etc. and the industry can be local or overseas. The training should provide workplace experience that requires the student to practically do the task and be able to apply their knowledge in the industrial setting. Every student is required to submit a written report based on their industrial training experience.

2.0 Definition of Industrial Training

Industrial Training (IT) is a student placement in an industry or outside organization (locally or abroad) for a period of TWELVE (12) weeks. The IT is designed for a student to practice knowledge gained at university in the workplace as part of the fulfilment of the Bachelor Degree Award.

3.0 Goal

The goal of IT is to enhance the engineering knowledge and skills of the student in their respective field of study and assist them towards becoming a creative and competent professional engineer.

4.0 Objectives

The primary objective of the IT is to strengthen and broaden the students' understanding of current practice and knowledge of the latest developments through exposure to a real-working environment and obtained during the training period. In addition, the students are also expected to relate and apply their theoretical knowledge to solve real problems, understanding the requirements of clients and society as a whole. Subsequently, the knowledge gained during IT is expected to be useful for the students to undertake life-long learning as well as to give them sufficient knowledge useful in obtaining employment upon graduation.

The objectives of IT are to provide:

i) an exposure to the students of the real working environment in their respective field of study;

ii) platform for students to apply their academic knowledge and skills in the real working environment;

iii) training ground for students to communicate and interact effectively at all levels;

iv) training experience for the students to write a technical report with regard to their IT;

v) an environment to nurture the spirit of team-working;

vi) an opportunity to exercise professional ethical values;

vii) linkages between university and industry; and

viii) provide knowledge to students' subsequent learning process at the university.

5.0 Learning Outcomes

At the end of IT, the students should be able to:

i) Apply the knowledge obtained at University to their working experience.
ii) Demonstrate their ability to work and adapt to an actual working environment.
iii) Demonstrate a professional commitment to ethical practice on a daily basis.
iv) Organize flow of work to evaluate system operational performance.
v) Write technical documents and give oral presentations related to the completed tasks.

6.0 Scope of IT

The students are placed in industries related to their areas of studies for a period of TWELVE (12) weeks. The students will be given activities or specific tasks to further broaden their skills and knowledge during the IT. The IT shall provide:

i) exposure to different types of tasks in the industry or organization with work related to supervision such as collection of data, experiments, maintenance and repair works, design and development management and other resources;
ii) an understanding of the processes and operations of a system as a whole. For examples, in operation or production activities, inspection and analysis etc;
iii) training in management and administrative activities within a specific scope involving students in a project team.

7.0 Duration of the Industrial Training

The industrial training period is TWELVE (12) weeks. The EAC ENGINEERING PROGRAMME ACCREDITATION MANUAL 2012 specifies that industrial training shall be for a minimum of 8 weeks of continuous training.

Thus, there are three (3) models of industrial training adopted at MJIIT which are carried out in combinations of both 8 and 4 weeks periods. These are:

- Model 1 : 12 weeks in Industry in Malaysia.
- Model 2 : 8 weeks in Industry in Malaysia + 4 weeks in Industry or University in Japan or abroad.
- Model 3 : 12 weeks in Industry in Japan or abroad.

Model 1 provides the students with industrial experience based in totally Malaysia while the other two models provide fully abroad or combination of both local and abroad.

8.0 Prerequisites for registering IT

8.1 Students must meet the following requirements before registering for IT:
i) attained a minimum of 80 credits earned,
ii) had taken all prerequisite courses as determined by MJIIT,
iii) attained a CGPA>2.0,
iv) other additional requirements set by MJIIT.

8.2 Students are not allowed to register any other courses other than IT.

8.3 Students are not allowed to postpone registering for IT once they have met all the requirements except with MJIIT's approval.

9.0 IT Placement

9.1 All students are required to do IT outside MJIIT except with the permission of MJIIT.

9.2 Students must work together with MJIIT to find a suitable industrial training placement.

9.3 List of industrial training places must be approved by MJIIT. Similarly, an authorization from MJIIT must be obtained for those who wish to undertake IT overseas.

9.4 Students must cancel any previous application if the students do not receive any positive response from industries/organizations within the period prescribed by MJIIT.

9.5 MJIIT has the right to withdraw students (with or without any reason) from a place of IT for the benefit of students and/or university.

9.6 Students are not allowed to change their place of IT without the approval of MJIIT.

10.0 Implementation of IT.

10.1 Industrial Training System

UTM provides an integrated computer system known as the Industrial Training System (ITS), which must be used by all faculties to manage their IT programme.

10.2 MJIIT IT Committee

All activities related to IT are governed by the MJIIT IT committee. This committee is responsible to MJIIT Academic Committee. Members of this committee consist of academic and non-academic staff. Representatives from each academic department are also known as IT Coordinators. This committee is chaired by the Deputy Dean of Academic.

10.3 Functions and duties of the IT Coordinators

i) Maintain a database of organizations that offer places for IT to MJIIT students.

ii) Prepare an IT implementation schedule.

iii) Solicit offers of IT from industries or organizations.

iv) Ensure that students fulfil all pre-requisite requirements before undertaking IT.

v) Ensure that students undertake IT within the scope required.

vi) Monitor the suitability of IT offered by industries or organizations.

vii) Coordinate the appointment of MJIIT Faculty Supervisors.

viii) Briefing students and MJIIT Faculty Supervisors on IT.

ix) Compile evaluation forms and the IT report submitted by the students for marking.

x) Prepare reports on IT implementation for the Academic Committee after completion of IT for the current semester.

xi) Prepare report on the feedback of IT from industry, organizations and students.

10.4 Duties of MJIIT Faculty supervisor

The MJIIT Faculty supervisor shall be appointed from among the academic staff.
The main duties of the academic supervisors are to:

i) Build a cordial relationship with the IT provider.
   a. To coordinate with the IT provide to ensure adequate supervision of the student.

b. Visit the IT provider during the students placement to ensure the training meets the required standard and that the student is undertaking the IT in a appropriate manner.
c. Discuss with industrial supervisors on the suitability of the IT programme for students and feed these comments back to the IT committee so that the programme can be improved where required.

ii) Coordinate, guide and advice students during IT
a. Ensure that the students are at their designated places of IT.
b. Visit the students at their designated places during the IT period

iii) Assessing the students' IT performance
a. Assess the students' performance during IT visit
b. Review and assess students' IT report and Log book.

10.5 Assistant Registrar (Academic)

The roles of the Assistant Registrar (Academic) in IT are to:

i) Act as secretariat to the IT Committee.

ii) Issue all official letters related to IT e.g. student verification, indemnity letter, informing industries or organizations on MJIIT Faculty Supervisors visits schedule.

iii) Assist students with the registration of IT course and placement through ITS.

iv) Manage IT marks data entry.

10.6 Role of the IT provider.

i) Offer IT programmes for MJIIT's students that conform to MJIIT's requirements and schedules.

ii) Ensure students are given appropriate tasks within their areas of studies.

iii) Officially appoint suitable staff as an Industrial Training Supervisor to:

a. Coordinate, guide and advice students during IT.

b. Review the students log book on a weekly basis.

c. Evaluate students performance during IT.

d. Send evaluation reports on the students performance to MJIIT according to the schedule.

e. Monitor students progress and give feedback effectively.

f. Give feedback to MJIIT Faculty supervisors.

iv) Inform MJIIT of any disciplinary problems or misconduct involving students during IT.

10.7 Student responsibilities.

A student on IT is responsible for completing all tasks given within the 12 week period of IT. The responsibilities involved are:

10.7.1 Pre-training

i) Obtain information on possible places for IT approved by the MJIIT IT committee.
ii) Attend all briefing related to IT given by MJIIT.
iii) Submit all relevant documents to the IT Coordinator.
iv) Register on ITS and for the IT course (i.e SMJG 3206).

10.7.2 On Training

v) Officially inform MJIIT IT committee once they have reported for IT.
vi) Obtain suitable accommodation and transport during IT.
vii) Observe all rules and regulations of the industrial traning provider.
viii) Comply with *Akta Universiti dan Kolej Universiti*, 1971, (Univerity Act 1991)*Kaedah-kaedah Universiti Teknologi Malaysia* (Tatatertib Pelajar-pelajar), (Universiti Teknologi Malaysia Students Act) 1999.
ix) Ensure full attendance on working days of the industry or organization.
x) Fulfil all task and responsibilities given to the student by the IT provider to the best of their ability and in a safe manner.
xi) Satisfy the IT scope required by the industry or organization.
xii) Upkeep the university's reputation.
xiii) Give full cooperation to the IT provider at all times in fulfilling their business goals.
xiv) Contact MJIIT academic supervisor immediately if any problem arises during the placement period.
xv) Continuously maintain a Log Book.
xvi) Inculcate a positive attitude and contribute positively to the organization providing IT.
xvii) Inculcate cordial relationship with the IT provider as a preparation for entering the working life environment.
xviii) Ensure industrial supervisor completes IT evaluation report for submission to MJIIT Faculty Supervisor.

10.7.3 Post Training

Upon completion of IT, each student must:

i) Submit the IT report and other relevant documents to their MJIIT Faculty Supervisor.

10.8 Letter of Indemnity

10.8.1 MJIIT will issue letters of indemnity to the IT provider.

10.8.2 The letters of indemnity will be issued and signed by MJIIT on the behalf of UTM.

10.9 Students' insurance

All students on IT are covered either under the *Takaful Keluarga Berkelompok*, UTM, (within Malaysia) or Mitsui Sumitomo Insurance (Japan).

10.10 Credit exemption for IT

All direct intake students can apply for IT credit exemption subjected to the following conditions:

Have at least (1) year working experience in their field of study and submit a report on the working experience in the format specified in Item 11.1,

OR

Have completed IT in related fields or equivalent in a period of not less than 12 weeks in a recognized placement.

11.0 Evaluation and Assessment

The evaluation of IT is based on the ability and achievement of students during IT which include submission of Log Book, report writing and evaluation reports of MJIIT's and industry's or organization's supervisor.

11.1 IT report

The IT report should conform to the MJIIT undergraduate research thesis or dissertation format with maximum of 50 pages (not including references and appendices) or any other format specified by MJIIT. The report must be written in English and should be submitted within two weeks of the last day of the IT placement.

11.1.1 Content of the IT report

The contents and the distribution of marks of the IT report will be evaluated according below:

	Content	Marks (%)
1.	Abstract	10
2.	Introduction	15
3.	Company Information	15
4.	Project / Training carried out	30
5.	Conclusion	10
6.	Writing Skill	10
7.	Format	10
TOTAL		100

11.1.2 The IT report will be evaluated by the MJIIT Faculty Supervisor.

11.1.3 The IT report must be approved and signed by the industry/organization supervisor before submission.

11.2 Log Book

The IT Log Book will be evaluated as below:

	Content	Marks (%)
1.	Neatness of daily entries	10
2.	Updated daily	20
3.	Concept, drawings, procedures and explanation of work done	50
4.	Comments and verification by industry or organization supervisor	20
TOTAL		100

11.3 MJIIT Faculty Supervisor evaluation report

The report shall be based on interviewing the IT student. The interview shall include:

i) Theory applied and academic knowledge learned or gained at the place of IT

ii) Knowledge on the organizational structure and roles of related staff in the organization.

iii) Effective interaction and communication with all parties concerned

iv) Willing to give opinion critically, innovatively and confidently with regard to problem solving.

v) Illustration of high ethics and integrity in handling assigned responsibilities.

11.4 Industry or Organization supervisor evaluation report.

The industry or organization supervisors are required to evaluate student performance in two areas shown below:

a. Student's ability which includes:
   - Working knowledge
   - Reliability in completing a task within a specific time
   - Time taken to master a specific task
   - Ability to work independently
   - Quality of work

b. Student's Personality inclusive of:
   - Communication skills
   - Critical thinking and problem solving skills
   - Team work skills or spirits
   - Ethics and integrity

11.5 Final Marks distribution

11.5.1 The marks distribution for overall evaluation of the IT for the 12 weeks period is shown below:

	Content	Marks (%)
1.	IT report	40
2.	Industry or Organization supervisor evaluation	20
3.	MJIIT Faculty Supervisor evaluation	20
4.	Log Book	20
TOTAL		100

12.0 Requirements for passing IT

The minimum pass mark for IT is 60 % , provided:

i) Marks from industry and organization supervisor are at least 15 %, and

ii) Marks from MJIIT Faculty Supervisor are at least 10 %.

13.0 Leave or absence during training

13.1 Students are not allowed to take leave or be absent during IT except with the prior permission from their IT provider.

13.2 Students who are absent for more than six (6) days for any reason, including emergency or medical leave, are deemed not to have fulfilled the requirements of IT and will need to repeat it.

14.0 Plagiarism

Plagiarism is a serious academic misconduct and disciplinary action can be taken under *KaedahTatatertibUniversiti* (University Conduct Method).

EXCERPT FROM UTM STUDENTS REGULATIONS BOOK PART II GENERAL DISCIPLINE: NO. 6
PROHIBITION AGAINST PLAGIARISM

6. (1) A student shall not plagiarise any idea, writing, data or invention belonging to another person.

(2) For the purpose of this rule, plagiarism includes:

a) the act of taking an idea, writing, data or invention of another person and claiming that the idea, writing, data or invention of another person one's own findings or creation; or

b) an attempt to make out of the act of making out, in such a way, that one is the original source or the creator of an idea, writing, data or invention which has actually been taken from some other source.

(3) Without prejudice to the generality of sub-rule (2) a student plagiarises when he:

a) publishes, with himself as the author, an abstract, article, scientific or academic paper or book which is wholly or partly written by some other person;

b) incorporates himself or allows himself to be incorporated as a co-author of an abstract, article, scientific or academic paper, or book, when he has not at all made any written contribution to the abstract, article, scientific or academic paper or book;

c) forces another person to include his name in the list of co-researchers for a particular research project or in the list of co-authors for a publication when he has not made any contribution which may qualify him as a co-researcher or co-author;

d) extracts academic data which are the results of research undertaken some other person, such as laboratory findings or field work findings or data obtained through library research, whether published or unpublished, and incorporate those data as part of his academic research without giving due acknowledgement to the actual source;

e) uses research data obtained through collaborative work with some other person whether or not that other person is a staff member or a student of the University, as part of another distinct personal academic research of his, or for his a publication in his own name as sole author, without obtaining the consent of his co-researchers prior to embarking on his personal research or prior to publishing the data.

f) transcribes the ideas or creations of other kept in whatever form, whether written, printed or available in electronic form, or in slide form, or in whatever form of teaching or research, apparatus, or in any other form, and claims whether directly or indirectly that he is the creator of the idea creation; or

g) translates the writing or creation of another person from one language to another whether or not wholly or partly, and subsequently presents the translation in whatever form manner as his own writing or creations; or

h) extracts ideas from another person's writing or creation and makes certain modifications without due reference to the original source and rearranges it in such way that it appears as if he is the creator of those ideas.

15.0 Discipline during IT

During IT students are still bounded to *AktaUniversitidanKolejUniversiti* 1971 (*Pindaan* 2009)(University Act 1971) and *AktaPendidikan* 1996 (Akta 550) (Education Act 1996). Students are also required to adhere to the following rules during IT:

i) Follow working hours and other regulations at the industry or organization as other staff.
ii) Not being absent except with the permission of the industry or organization.
iii) Contact immediately the industry/organization in case of absence due to emergency or medical problems.
iv) Contact immediately the industry or organization in case of lateness due to unavoidable circumstances.
v) Do not divulge any trade secret or proprietary information of the industry or organization to third parties during, or after IT.
vi) Use any facility and equipment provided by the IT provider with care.
vii) Dress according to company practices and regulations.
viii) Submit a report that is balanced and fair to the industry or organization.

16.0 Breach of industry/organization regulations

Students who breach industry or organization regulations to the extent that they tarnish the reputation of UTM can be charged with disciplinary action under *AktaUniversitidanKolejUniversiti*, 1971,(University Act 1971) *Kaedah-kaedahUniversitiTeknologi Malaysia (TatatertibPelajar-pelajar),* 1999 (Students' Act 1999).

17.0 Applicability

Adaptation has been made to accommodate MJIIT vision, mission, curriculum and syllabus.

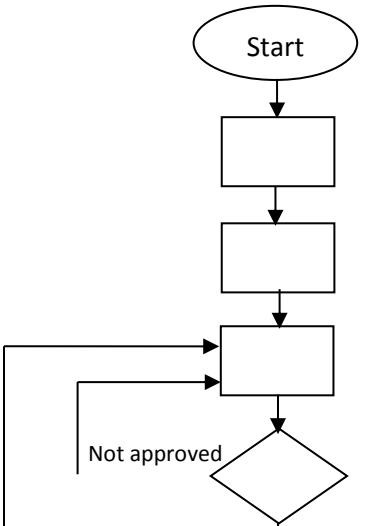
This guideline is in accordance to the UTM IT Guideline and adaptation has been made to accommodate MJIIT vision, mission, curriculum and syllabus. It shall be used to govern implementation of IT in MJIIT.

Prepared by MJIIT Industrial Training Committee
August 2013

Related Forms and Other Supplementary Documents

IT Detailed Procedures For Pre-training

Pre-Training Flow – For Students



1 Attend the first briefing of IT and Submit form MJIIT-IT/1/S001 within 2 weeks' time

2 Register through on-line Industrial Training System (ITS)

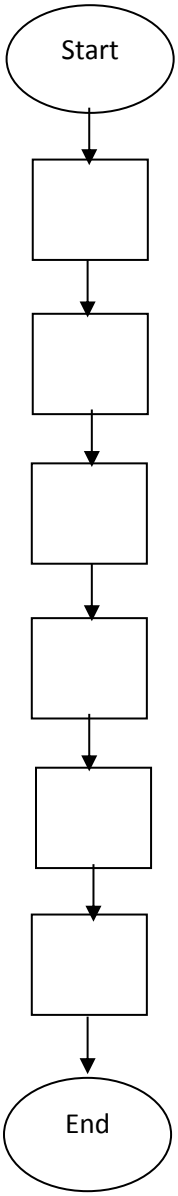
3 Choose one company on ITS

4 Final choice to be approved by the zone coordinator

5 Obtain Application letter from Academic office and send to respective company together with CV, Indemnity Letter and company reply form (MJIIT-IT/1/F001)

6 IT commences provided the student has completed at least 80 credits and has a CGPA > 2.0

Pre-Training Flow – For Coordinator



1 Generate list of approved organisations

2 Provide student briefing on IT procedure

3 Approved student choice of company

4 Issue application letter and Indemnity letter for student applications

5 Receive reply form (MJIIT-IT/1/F001) from companies and ensure all students have an approved training place

6 Appoint MJIIT Faculty Supervisor

MALAYSIA – JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING REPLY FORM

Malaysia Japan International Institute of Technology
UTM Kuala Lumpur
Jalan Semarak, 54100, Kuala Lumpur.
(attn: Madam Idawaty bt Ramli)
Tel: +60322031200
Fax: +60322031266

Industrial Training for MJIIT Student

I would like to inform you that (name of organisation)…….. agree/do not agree to accept this student for Industrial Training from …….. until ……..

Student Name :
IC/passport Number :
Programme :

Endorsed by

Name :
Position :
Signed :

Name and Address of Organisation:
Telephone :
Fax :
Email :

Comments:

MALAYSIA JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA
KUALA LUMPUR

LETTER OF INDEMNITY

In consideration of **(Company)** affording **Student (I/C No.)** of **Malaysia Japan International Institute of Technology, UTM**, facilities for undertaking industrial training, Universiti Teknologi Malaysia hereby agrees that :-

1. The University shall be liable for and will indemnify **(Company)** against any liability, loss, claim or proceedings in respect of personal injury (whether fatal or otherwise) to him/her or any damage or loss of property arising out of, or caused by any negligent act or omission of (**Student)** or from any works at which **(Student)** may be undergoing during his/her training.

2. The University shall not hold **(company)** liable or make any claim or take any proceedings against **(company)** in respect of any personal injury to (student) or loss or damage to his/her property which occurs as a consequence of the training and facilities provided by or attendance at any place if business of (company) where he/she is receiving his/her training.

INDUSTRIAL TRAINING COORDINATOR
MALAYSIA JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA
Date:

MALAYSIA – JAPAN INTERNATIONAL INSTITUTE OF TECHONOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING STUDENT PRELIMINARY SURVEY FORM

PART I : PERSONAL INFORMATION

Name:	
Programme:	
Matric No.:	
IC/Passport No:	
Telephone No.:	
Sponsorship:	
E-mail:	
Current CPA:	

Notes: This form is for you to record your preferences for Industrial Training. Industrial training can not be undertaken until you have earned at least 80 credits with a CPA > 2.0.

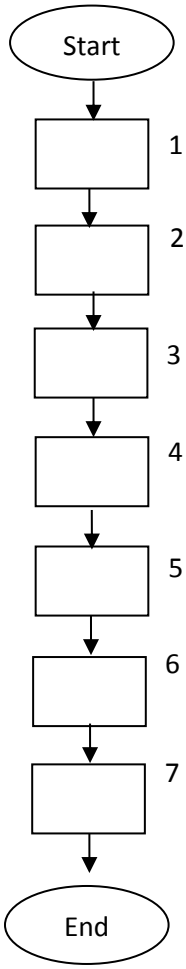
PART II : PLACEMENT SELECTION

Model Selection (Rank your choice 1 to 2)

Model	**Placement**	**Rank**
1	12 weeks in Japan	
2	12 weeks in Malaysia	

IT Detailed Procedures For On-training

On Training Flowchart for Students



1 Report for duty at the assigned company/organization on the first day of training

2 Fill up the "INDUSTRIAL TRAINING INFORMATION FORM" (MJIIT-IT/2/F001) and submit to MJIIT within the first two weeks of Industrial Training

3 Fill up the Log Book once the training commences

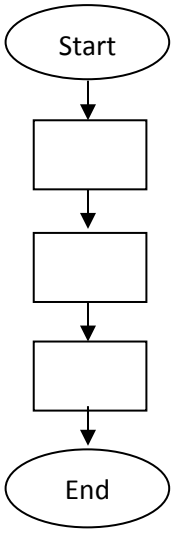
4 Make an arrangement for the visit of MJIIT Faculty Supervisor during or after the eight week of the training

5 Inform the Industrial Training Supervisor at the assigned organization of the visit of MJIIT Faculty supervisor

6 MJIIT Faculty supervisor visit to company and meet with student and company supervisor

7 Prepare the Industrial Training Technical Report to be submitted to MJIIT Faculty supervisor after the completion of IT

On Training Flowchart for Supervisor



1 Attend briefing by MJIIT Industrial Training Committee

2 Arrange appointment for Students' supervision

3 Actual Supervision / Meeting

- To hand in the Industrial Training Progress Report Form (MJIIT-IT/2/F003) to the Industrial Supervisor and collect them before leaving
- To complete the Faculty Supervisor Evaluation (Part 1 of MJIIT-IT/3/F002)

Malaysia-Japan International Institute of Technology

MALAYSIA JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
INDUSTRIAL TRAINING INFORMATION FORM

(To be completed by the student and sent to the faculty within the first two weeks of industrial training)

Undergraduate Industrial Training Committee
Malaysia-Japan International Institute of Technology
UTM Kuala Lumpur
Tel: 03 2203 1200, Fax: 03 2203 1266
attn.: *Madam Idawaty bte Mohd Ramli*

INDUSTRIAL TRAINING INFORMATION

1	Student Name:	
2	Matric/IC No:	
3	Programme	**MPE / ESE / CPE**
4	Student Mobile No:	
5	Industrial Training Address: (Company's Stamp)	
6	Industrial Training Supervisor's Name: Designation: Tel/mobile No: Email:	
7	Human Resource Personnel (if any): Name: Tel/Mobile No: Email:	
8	Industrial Training Date Start: End:	

Malaysia-Japan International Institute of Technology

MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA

VISITING MJIIT SUPERVISOR'S REPORT

(This form is to be filled in by the visiting supervisor from MJIIT)

NAME OF STUDENT : …….…….

PROGRAM: MPE / ESE / CPE

NAME AND ADDRESS OF TRAINING ORGANISATION:

……..

DATE OF VISIT:……

PRINCIPAL ACTIVITIY OF COMPANY:

STUDENT SCOPE OF WORK:

Please tick where appropriate:

1. **EVALUATION OF THE TRAINING PLACEMENT**

Grading scale		**General comment**
	Excellent (10)	
	Good (8)	
	Satisfactory (5)	
	Needs improvement (3)	
	Poor (1)	

2. **EVALUATION OF THE STUDENT'S PROGRESS**

Grading scale		**General comment**
	Excellent (10)	
	Good (8)	
	Satisfactory (5)	
	Needs improvement (3)	
	Poor (1)	

SUMMARY

Name of Supervisor : …… **Signature and endorsement:**

Date: ……

Malaysia-Japan International Institute of Technology

MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING PROGRESS REPORT

(This form is to be completed by the Industrial Training Supervisor and submitted to MJIIT Faculty Supervisor)

STUDENT'S NAME:……

STUDENT'S PROGRAMME: MPE / ESE / CPE

INDUSTRIAL TRAINING ORGANISATION: ……

INDUSTRIAL SUPERVISOR'S NAME AND DESIGNATION: ……..……..

……

Please tick the appropriate mark as shown below.

Grading scheme: High 3 – 1 Low

A. WORK PERFORMANCE

1.	**Knowledge on work assigned** **Depth of knowledge and understanding of work assigned**	1 2 3
2.	**Quality of work process** **Attention to details, precision and work skills acquired**	1 2 3
3.	**Ability to meet work deadline** **Able to complete work assigned within the specific time**	1 2 3
4.	**Quality of work** **Maintain good and professional work quality by conforming to the acceptable quality standards**	1 2 3
5.	**Initiative** **Able to work independently and be resourceful in problem-solving**	1 2 3
6.	**Creative and innovative** **Able to contribute new ideas and be innovative in the work process**	1 2 3
7.	**Preparation of Logbook** **Able to retain a logbook systematically**	1 2 3

B. PERSONALITY

1. Dedication **Able to exhibit a positive attitude and to accept responsibilities of work assigned**	1 2 3
2. Cooperativeness **Able to be involved in a team work**	1 2 3
3. Discipline **Able to abide the rules and regulations of the work place**	1 2 3
4. Competitiveness **Able to produce the best results in terms of quality, quantity and time**	1 2 3
5. Willingness to listen **Able to accept views of others**	1 2 3
6. Communication skills **Able to express opinions, ideas and other information clearly and logically**	1 2 3
7. Interaction **Able to interact with the supervisor and other team members in a professional manner**	1 2 3
8. Sincerity and honesty **Sincere, honest, considerate and trustworthy in the course of training**	1 2 3
9. Decision-making skills **Able to identify problem, create alternatives and consider trade-offs in decisions making**	1 2 3

C. OVERALL ASSESSMENT BY TRAINING SUPERVISOR

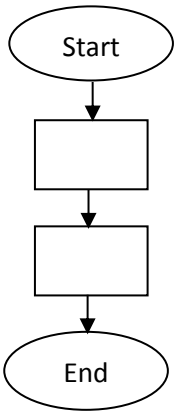
1. The student is able to achieve competitive positions or entry into program/areas of their interest	1 2 3
2. The student is competent in his/her related discipline	1 2 3
3 The student is able to develop his/her knowledge and skills professionally during the training	1 2 3
4. The student is able to lead and communicate effectively	1 2 3
5. The student demonstrates high standards of ethical Values	1 2 3
6. In your opinion, is the student eligible to be hired as your employee	YES NO

Industrial Training Supervisor's signature and endorsement: **Date : _____**

_____

IT Detailed Procedures For Post-training

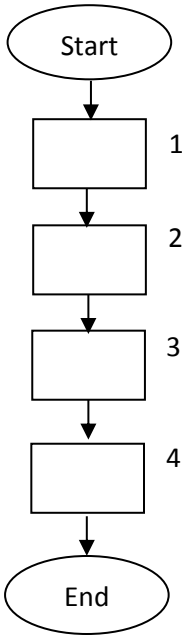
Post- Training Flowchart for Students



1 Prepare the Industrial Training Report according to the guidelines

2 Submit the Industrial Training report, Log Book and the MJIIT-IT/3/S001 form to the MJIIT Faculty supervisor within two weeks after the completion of IT

Post - Training Flowchart for MJIIT Faculty Supervisor



1 Collect the IT reports and log books from each student within two (2) weeks after the completion of IT

2 Evaluate the IT Report using INDUSTRIAL TRAINING REPORT EVALUATION FORM (MJIIT-IT/3/F001)

3 Calculate the final total marks for each student using the form MJIIT-IT/3/F002

4 Submit the final marks to the academic office/IT system (within eight (8) weeks after the completion of IT)

Industrial Training Report Guidelines

The expected content of the **Industrial Training Report** is explained in the template below and you should adhere to these guidelines. All the write-up, figures and tables in your report (except the appendix) must belong to you, and must be in your own words. Any material that is copied from another source must be put in the appendix only and correctly referenced.

- The report should be concise and include a table of contents, main text (typed single line-spaced with 10pt Times New Roman font and 1" margins all around), figures, and references. Appendixes are additional and should contain additional information which maybe of interest to the reader, for example large amount of results from experiments, instruction manuals, procedures and data sheets. All figures and tables must be numbered and captioned. All figures and tables must be referred to in the main text.

Language

Industrial training report must be written in English.

Report Writing Guidelines

The guidelines are classified into 2 groups:

- Style and formatting.
- Content and organization.

Style and Formatting

Strictly follow the formatting guidelines and be consistent throughout your document.

- Number each figure/table, add a meaningful caption to each figure/table and refer to the figures/tables inside the text using their figure/table numbers.
- List references (papers, documents, manuals, web pages, etc.) at the end of your report (after the conclusion and before the appendix) in a separate section entitled ***References***.
- Give citations to each of these references inside the text in a standard way.
- Spell-check your report.
- Number the pages.
- Bind your report.
- Read and edit your report several times before you submit it.
- Keep your report as concise as possible. Write as many pages as required to meet the content requirements below but a report is not a log book. You should selectively report results, experiments, experiences, etc that reinforce the important points you wish to make. Excessively long reports are normally poorly organised, hard to read and give the impression that the writer lacks real knowledge and understanding.

Content and Organisation

Below are some guidelines describing what sections are expected in a training report and what each section should include:

Acknowledgement: It is not appropriate to acknowledge MJIIT or UTM staff in the report. You should acknowledge your industrial supervisor and others who have helped you during your training period at the company.

Abstract: Start your report with a brief abstract that describes in a few sentences where you have done your industrial training, what you have done, and what you have learned. An abstract is a summary of the report and should be around 200 words in length. It should be written in the past tense.

1. Introduction: Have an introductory section that will make a smooth start to the document. In the introduction section include the following:

- The name of the company and department where you have done your training, the main focus area of the company, and your motivation for choosing this company as the place for your industrial training.
- Briefly summarize the work you have done, the motivation behind it, and the significance of the work in the overall project.
- An explanation of the organization of the rest of the report.

2. Company Information: Have a section providing background information about the company and department where you did your training, its hardware/software systems, resources, its focus and project area, its organization, etc.

3. Training Work: This is the most important part of your report. The number of sections in this part, their titles, and their contents depend on the work that you have done and the information you would like to provide. Some of the processes used and/or information made available to you during your training maybe confidential to the company. **You must check with your industrial supervisor that any results or descriptions of processes you wish to use can be released (NDA – Non Disclosure Agreement).**

- This section should include at least the following:
    - Information about the main project, if the work you have done is part of such a project.
    - The significance of the work you have done.
    - The motivation behind the particular work that you have done and why it is required.

- A description of the work done, including for example:
  - The algorithms/pseudo-code developed.
  - Hardware developed.
  - Hardware/software environment used.
  - Software tools used.
  - Design methods used and learned.
  - Testing methods and tools used and learned.
  - Project management methods and processes followed or observed.
  - Any engineering standards that are followed or observed.
  - Design, development, documentation and testing participated in or observed.
  - Any training received, including seminars attended.
  - Any configuration and/or maintenance tasks performed.

- There should be a detailed description of your own contribution and clear identification of the distinctions from others' work.
- A section in which you explain what knowledge and skills learned at MJIIT that you were able to apply to real-world problems during your industrial training. Explain specifically where and how the knowledge or skills were useful and where there are shortcomings.
- A section in which you explain in detail engineering problems that you solved, either as an individual or as a team member.
- A section in which you explain the teamwork you were involved in, including (for each team you participated in) the team role or function of each team member and some information about the team dynamics as you worked together. You should clearly explain how you related to the others on the team. If you were not involved in a formal team, the definition of the term could be interpreted loosely to mean working together with others on a shared task.
- A section in which you explain which professional issues and work-related ethical issues you saw or became aware of during your industrial training. Consider how the issue was handled or managed at your company or institution.
- A section in which you explain specifically what you learned or understood about the economic, environmental, societal and global impact of the engineering solutions in the projects developed at your company or institution.
- A section in which you explain the self-learning that you did during your training. You should mention any sources that you located and how you found them (this could include Web sites, books, journals, experts, co-workers, etc), and what part of your task you needed them for. Also, mention any that you made regular use of, and any that you are continuing to use.
- A section in which you explain in detail any new tools or technologies that you encountered and used during your industrial training, how you learned to use them,

and what level of proficiency you achieved. When writing this section, do not forget that the reader may not be familiar with the topic of the work that you have done.

4. Conclusion: Have a conclusion section where you summarize the work you have done. Clearly re-state your contribution, what you have learned, experienced and acquired. Be specific in relating these to what you have learned at MJIIT.

5. Problems Occurred/Suggestions

Any problems occurring during the period of training should be highlighted in this section. You may propose, or make any suggestions for improvement of the training programme. Can you recommend changes to the MJIIT course that would have made your industrial training experience better? How did you overcome any shortcomings?

5. References: List references such as papers, documents, manuals, web pages, etc. that you used while preparing this report. The references are a selected list of all books, articles, and other source material related to the industrial training.

Malaysia-Japan International Institute of Technology
Universiti Teknologi Malaysia

Industrial Training Report

NAME OF STUDENT
IC Number
Matric Number
Batch Code

Place of Training
Company Name
COUNTRY

Month Year

MALAYSIA-JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY
UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING TECHNICAL REPORT EVALUATION
(to be completed by the Faculty supervisor)

STUDENT'S NAME: ……

STUDENT PROGRAM: MPE / ESE / CPE

INDUSTRIAL TRAINING ORGANISATION: ……

EVALUATION OF THE TECHNICAL REPORT.

No	Content (maximum marks in bracket)	Marks
1	ABSTRACT (10)	
2	INTRODUCTION (15)	
3	COMPANY INFORMATION (15)	
4	PROJECT/TRAINING (30)	
5	CONCLUSION (10)	
6	WRITING SKILL (10)	
7	REPORT FORMAT (10)	
	TOTAL (100)	

Faculty's Supervisor: ……..

Signature: …….. Date: …….

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UNIVERSITI TEKNOLOGI MALAYSIA

INDUSTRIAL TRAINING MARKING SCHEME
(to be completed by the MJIIT supervisor)

NAME OF STUDENT: ……..

MATRIC NO : ……

PROGRAM: MPE / ESE / CPE

INDUSTRIAL TRAINING ORGANISATION: ……

(A) Criteria 1 - Industrial Training Report (40%)

Total Marks (100)	Marks in 40%

(B) Criteria 2 – Industry Supervisor Evaluation (20%)

Total marks (63)	Marks in 20%

(C) Criteria 3 – MJIIT Supervisor Evaluation (20%)

STUDENT'S PROGRESS MARKS (10)	Marks in 20%

(D) Criteria 4 – Log Book (20%)

	Contents	MARKS (%)		
1	Organised and up to date. (Endorsed by the supervisor)	1	3	5
2	Evidence of items of discussions either with team members or supervisor	1	3	5
3	Evidence of projects or assignments that has been carried out	1	3	5
4	Solutions and improvement to the problems encountered during training are reported	1	3	5
	TOTAL MARKS (20 %)			

TOTAL OVERALL MARKS (100%) = (A) + (B) + (C) + (D) (Minimum passing marks is 60%)	
MJIIT Supervisor's comment :	

TRAINING RESULT

(Please circle the appropriate result) : **PASS** **FAIL**

Name of MJIIT Supervisor: …….

Signature: …….. Date: ……

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INDUSTRIAL TRAINING STUDENT SURVEY

Name:		Session:
IC No.:	Matric No.:	Programme:
Company (Name & Address):		

1. Please indicate how much your education at MJIIT had prepared you for the following items
   ③- Good ②- Average ①- Poor

Knowledge of basic science and engineering principles	③	②	①
Ability in analyzing, quantifying, and optimizing the related processes through conventional and up-to-date tools.	③	②	①
Ability to analyze, interpret, formulate and carry out experiments and design systems, processes and components.	③	②	①
Ability in coming up with creative and innovative solution.	③	②	①
Ability to communicate efficiently at all levels.	③	②	①
Ability to write clearly and effectively.	③	②	①
Willing to learn new things and accept criticism.	③	②	①
Solve problems competently by elucidating the appropriate information and applying the right tools.	③	②	①
Think positively and demonstrate high self-esteem.	③	②	①
Work effectively in a team to accomplish a common goal.	③	②	①
Ability to utilize knowledge for entrepreneurship.	③	②	①
Apply ethical standards in professional practice and social interactions.	③	②	①
Receptive to other options and advice, and able to give ideas and response in discussion.	③	②	①
Ability to think and complete job task without constant supervision	②	③	①

2. Suggestions on how the training of MJIIT students could be improved.

Thank you for your participation in this survey.

MJIIT Industrial Training Manual

MALAYSIA JAPAN INTERNATIONAL INSTITUTE OF TECHNOLOGY