# PRACTICAL TRAINING & PRACTICAL REPORT WRITING 2015

FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTANCY (FPEP) UNIVERSITI MALAYSIA SABAH

## PRACTICAL TRAINING of FPEP

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>CODE</th>
<th>CODE NO. REGISTER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>HE02</td>
<td>BP40008</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>HE04</td>
<td>BB30006</td>
</tr>
<tr>
<td>Planning and Development Economics</td>
<td>HE05</td>
<td>BC30006</td>
</tr>
<tr>
<td>Financial Management and Banking</td>
<td>HE06</td>
<td>BD30006</td>
</tr>
<tr>
<td>Financial Economics</td>
<td>HE07</td>
<td>BF30006</td>
</tr>
<tr>
<td>Hotel Management</td>
<td>HE08</td>
<td>BE30006</td>
</tr>
<tr>
<td>International Business</td>
<td>HE09</td>
<td>BA30006</td>
</tr>
<tr>
<td>Marketing</td>
<td>HE10</td>
<td>BG30006</td>
</tr>
<tr>
<td>Human Resources Economics</td>
<td>HE11</td>
<td>BH30006</td>
</tr>
<tr>
<td>Tourism Management I (2&lt;sup&gt;nd&lt;/sup&gt; year)</td>
<td>HP08</td>
<td>BY20004</td>
</tr>
<tr>
<td>Tourism Management II (3&lt;sup&gt;rd&lt;/sup&gt; year)</td>
<td>HP08</td>
<td>BY30004</td>
</tr>
</tbody>
</table>
INTRODUCTION

- The Practical Training is carried out at the final semester of study by every registered full time student (except those that opt for final year exercises/mini thesis e.g. economists)

- Upon completion of the Practical Training, the student will be considered as having completed his/her academic programme for the conferment of a bachelor’s degree with honours

- This practical training (or optional for economists etc that choose to write a mini thesis) is compulsory for all full-time students of the undergraduate programme at the Faculty of Business, Economics and Accountancy.

- The practical training is worth of six (6) credit hours except e.g. HP08, HE02. The result of this practical training will be included in the calculation of the CGPA. Thus, it will be a determining element to qualify for a bachelor’s degree with honours. [MOST OF THE TIME IT HELPS!!]
Practical Training period is to be not less than **twelve (12) weeks** **EXCEPT;**

- HP08 (BY20004) second years student 1st practical training with a period of **eight (8) weeks.** Must be done in **Malaysia only.**
- For PALAPES and SUKSIS: It is **COMPULSARY** to replace 2-3 weeks of Applied Leave due to the Conferment Ceremony in due course.

**PROCEDURES (1)**

- Register, attend and pass **ALL COURSES** (the Faculty Level Courses and Programme Level Courses) prior to their practical training.
- Register for the Practical Training Course (B_30006, BY30004) at the final semester generally end of the **3rd year.**
- Register for the Practical Training Course (BY20004) – **2nd year/HP08.**
- Apply to undergo Practical Training at any company within Malaysia (or abroad, s.t. approval and status) through the University and Faculty administration, represented by the Practical Training Committee of the Faculty of Business, Economics and Accountancy using the relevant form(SPE/LP 02 FORM). In other words, application MUST BE DONE through the **LI COORDINATOR OF YOUR PROGRAMME.**
**PRACTICAL TRAINING COMMITTEE**

<table>
<thead>
<tr>
<th>PROGRAMME</th>
<th>PROG. CODE</th>
<th>CODE TO REGISTER</th>
<th>COORDINATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>HE02</td>
<td>BP40008</td>
<td>Mr. Andy Lee Chen Hiung</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>HE04</td>
<td>BB30006</td>
<td>Mdm. Sorayah Nasip</td>
</tr>
<tr>
<td>Planning and Development Economics</td>
<td>HE05</td>
<td>BC30006</td>
<td>Mr. Wijaya Kamal Ramlan</td>
</tr>
<tr>
<td>Financial Management and Banking</td>
<td>HE06</td>
<td>BD30006</td>
<td>Mr. Nelson Lajuni</td>
</tr>
<tr>
<td>Financial Economics</td>
<td>HE07</td>
<td>BF30006</td>
<td>Assoc. Prof. Dr. Wong Hock Tsen</td>
</tr>
<tr>
<td>Hotel Management</td>
<td>HE08</td>
<td>BE30006</td>
<td>Mr. Mohd. Rizwan Abd. Majid</td>
</tr>
<tr>
<td>International Business</td>
<td>HE09</td>
<td>BA30006</td>
<td>Ms. Rini Suryati Sulong</td>
</tr>
<tr>
<td>Marketing</td>
<td>HE10</td>
<td>BG30006</td>
<td>Mrs. Haslinda Hassan</td>
</tr>
<tr>
<td>Human Resources Economics</td>
<td>HE11</td>
<td>BH30006</td>
<td>Ms. Rostika Petrus Boroh</td>
</tr>
<tr>
<td>Tourism Management I (2nd year)</td>
<td>HP08</td>
<td>BY20004</td>
<td>Ms. Roseni Ariffin</td>
</tr>
<tr>
<td>Tourism Management II (3rd year)</td>
<td>HP08</td>
<td>BY30004</td>
<td>Dr. Balvinder Kaur Kler</td>
</tr>
</tbody>
</table>

**PROCEDURES (2)**

- Obtain approval to undergo Practical Training from the Faculty
  - Credit hours more than 24
- Obtain acceptance from the management of the company (i.e. the intended organisation of your practical training).
- It is sensible to **contact the intended organisation before formally send your application** to them... at least you get to know (roughly) your chances to be accepted or otherwise!
PROCEDURES (3)

- Prepare a Practical Training Report and submit it to the respective Academic Advisor allocated to each student:
  - Draft report can be submitted to Academic Supervisor and it is subjected to the jurisdiction of each academic supervisor whether a printed and/or soft copy are required, based on the agreement between the respective Academic Supervisor and the said student.
  - 28 SEPTEMBER 2015 (Mon) – Hardcover and soft-copy (CD). The final report of practical training is to be submitted to the respective academic supervisor within ONE week after practical training has concluded i.e. tentatively before or by 28 SEPTEMBER 2015 (s.t. change and individual programme).
  - Due to distance and location, students are to arrange with their respective academic supervisors on the AS’ acceptance date (date of receiving/send).
  - Whether the final copy for academic supervisor is to be in hard cover or otherwise, it is all based on the respective Academic Supervisor’s instructions to the said student.

ASSESSMENT

<table>
<thead>
<tr>
<th>PARTICULAR</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Supervisor</td>
<td>40 %</td>
</tr>
<tr>
<td>Work Supervisor (BLI-7 Form: 30%; BLI-5 logbook: 10%)</td>
<td>40 %</td>
</tr>
<tr>
<td>Attendance Record (Form SPE/LP04)</td>
<td>10 %</td>
</tr>
<tr>
<td>Visiting Supervisor’s Report (BLI-4)</td>
<td>10 %</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100 %</strong></td>
</tr>
</tbody>
</table>

* Forms are downloadable from the website of the Faculty.
  - Logbook will be provided before a student is to resume his/her practical training. It will be provided **ONCE** only. You will need to pay **RM20 only** for any replacement.
ASSESSMENT BY WORK SUPERVISOR (WS)

- Assessment by Work Supervisor is based on Work Supervisor's report (Borang Laporan Penyelia Industri/BLI-7) and WS assessment on student's logbook (BLI-5)

- The Work Supervisor's Report is confidential and should be sent direct from the Work Supervisor to the Academic Supervisor.

- Students shall provide WS with weekly report for assessment and endorsement EVERY WEEK (NOT ONLY ONCE AT THE END OF THE TRAINING PERIOD). BUT OFF COURSE IF YOUR WS SUPERVISOR HAS INSTRUCTED OTHER WISE, THEN YOU SHOULD FOLLOW HIS/HER INSTRUCTIONS. However, your should inform your academic supervisor on this changes in due course
  - Accounting Log Book (for Accounting Student)
  - FPEP BLI-5 logbook (BLI-5)

ASSESSMENT BY ACADEMIC SUPERVISOR (AS) & VISITING SUPERVISOR (VS)

<table>
<thead>
<tr>
<th>PARTICULAR</th>
<th>MARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Report – Academic Supervisor (based on UMS Writing Style)</td>
<td>40 %</td>
</tr>
<tr>
<td>Visiting Supervisor’s Report* (BLI-4)</td>
<td>10 %</td>
</tr>
<tr>
<td>TOTAL</td>
<td>50 %</td>
</tr>
</tbody>
</table>

*Visiting Supervisors (VS) may send their copy of report directly to academic supervisor (AS) and/or LI Coordinator of each Programme s.t. practice of each programme. The original copy of VS Report BLI-4 will be submitted to Faculty LI coordinator.
FORMAT OF REPORT (1)

i. Declaration (see page 14/Appendix2 in your logbook)
ii. Acknowledgement (who you want to thank etc.; you may IGNORE page 16 of your logbook 😊)
iii. Table of contents, Table of diagrams/schedules, figures
   ✓ Part I : Introduction
   ✓ Part II : Learning Portfolio
   ✓ Part III : Suggestions & Conclusion
   ✓ Part IV : References
   ✓ Appendices :
     Appendix A : Attendance Record
     Appendix B : Resume/Curriculum Vitae of student
     Appendix C : Practical Training Placement letter from Company
     Appendix D : Other relevant documents

SAMPLE OF DECLARATION page 14/Appendix2

DECLARATION

I declare that this report is my own work, except for extracts and summaries for which the original references are stated herein.

........................................... ...........................................
Date                                      Signature
Full Name :
Student No :

CONFIRMATION BY ACADEMIC ADVISOR

I declare that this Practical Training Report was written by the above candidate in accordance with the rules and regulations established by the Faculty of Business, Economics and Accountancy.

........................................... ...........................................
Date                                      Signature
Full Name :
**FORMAT OF REPORT (2)**

- The number of pages of the Final Report must be at least **60 pages** and not more than **120 pages** (pages counted are excluding Appendices).

- Report can be presented in Malay language or English. However, it’s compulsory for HE08, HE09, HP08 and International Students to write in English.

**FORMAT OF REPORT (3)**

(suggestion only)

- Part I............................... 5 – 10 pages

- Part II
  - Weekly report............4 – 8 pages (for each week)
  - Report by project........ As appropriate

- Part III......................... 5 – 10 pages
PREPARING A REPORT

- Students should prepare a Practical Training Report according to the Learning Cycle concept and format.
- This exercise aims to:
  - train the student to report and;
- Exemption: Student is allowed to provide business or project report or research report format if required by the company/institution. Please inform and consult your academic supervisor in due course.

LEARNING CYCLE FORMAT (1)

- Stage 1: Activist
  To describe experiences gained from the practical training based on the duties that you have carried out.

- Stage 2: Reflector
  To review the above experiences and reflect on skills/knowledge that you have learnt from various tasks assigned to you.
Stage 3: Theorist
To relate those theories that you have learnt during your tenure at the university and applicable to your task during your Practical Training period, and thereafter draw a conclusion.

Stage 4: Pragmatist
To plan subsequent activities after a critical analysis of your current abilities in order to overcome problems/challenges that are useful to plan your way forward.

WRITING A REPORT (1)

First, help yourself with a note book or a piece of paper.
Pen/Pencil in hand.
Form a group of 5.
Listen to the instruction carefully.
😊 MAY SKIP THIS EXERCISE if TIME CONSTRAINT 😊
Assuming that one has been accepted in a Sea Port Company name Serbaguna Sdn Bhd in 2012. It is a five-day job in a week commencing 8 July 2012.
### Example: WEEK ONE (8th July – 12th July 2012)

<table>
<thead>
<tr>
<th>Days</th>
<th>Assignment/Task</th>
<th>Output</th>
<th>Mentor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Company Briefing, Introduction to department, company staff</td>
<td>Briefing on Company Training Compliance requirement and Secrecy. Creating basic introduction with new colleague and working environment.</td>
<td>Mr. Ali – HR/Training Dept. Executive</td>
</tr>
<tr>
<td>2 - 3</td>
<td>Introduction to Telephone and Photocopy Machine handling</td>
<td>Learning to telephone handling ethic and proper handle of photocopy machine</td>
<td>Ms. Bunga – Telephonist and Office Clerk</td>
</tr>
<tr>
<td>4 - 5</td>
<td>Documentation handling and filing</td>
<td>Learning to handle and disseminate documents and company filing system</td>
<td>Ms. Bunga – Telephonist and Office Clerk</td>
</tr>
</tbody>
</table>

### Introduction

- **On the first day (8 July 2012), I had joined Serbaguna Sdn Bhd for an internship training and reported my first duty to Mr. Ali, the HR and Training Executive of Serbaguna Sdn Bhd as instructed in my offer letter.**

- **Internship = practical training / industrial training**
**Activist**

- Mr. Ali had carried out a briefing of Serbaguna SB which include industrial training policy, Safety and Health policy, and company introduction in brief. The objective of the briefing is to give awareness for the trainee about the compliance of Malaysia Port Authority’s (MPA) Training Compliance.

- After the briefing, as a trainee I am obliged to signed the “Declaration of Secrecy” in the presence of MPA’s General Manager, Mr. Abu bin Bakar.

**Reflector**

- A reflection from the introduction of the company and staff, I learned how to adapt the new environment, understand company rules and policy, as well as requirement as a trainee.

- This will also the first stage in creating my basic knowledge about the company, staffs and organizational structure through my observation, learning and adaption process.
Theorist – link with the theoretical studies

- The introduction and briefing basically provided trainee with written information. However, theoretically through the briefing done by Mr. Ali, I managed to gain more sensible reason and knowledge in understanding about the company and its operations. This learning process involved the observation process of its surrounding. According to Andrew J. Dubrin (2007) in *Fundamental of Organizational Behaviour*, learning is a relatively permanent change in behaviour based on practice or experience. Curiosity about learning is that it is possible to learn something and store in mind without changing your behaviour.

Pragmatist

- When I came to the company as a trainee on my first day I had difficulty in communicating with people around me as I faced nervousness. After the introduction and orientation with the staffs and company, I gained more confidence to communicate and react to my surroundings and colleagues.

- I have learnt that it is essential to introduce myself before communicating further in order to ask for my future tasks from superior and colleagues.
SUBMISSION OF PRACTICAL TRAINING REPORT

- Student must prepare two (2) copies of the Practical Training Report (at least 1 hard cover copy for FPEP library, please consult your Academic Supervisor-AS whether s/he would like to have his/her final copy in hard/soft cover). The report will be examined and signed by the student’s AS. The student must also prepare one (1) softcopy of the report in CD form. The CD/DVD should be submitted to the AS together with the hard copy.

- It is advisable that students are to communicate with their respective AS and send weekly report to AS in order to have better supervision and advice on the final report writing. However, the frequency of report sending s.t. your Academic Supervisor’s instruction!

Date of submission

- Required to submit the Practical Training Report on:
  - Draft report
    Tentatively: 9 September 2015 or date suggested by AS
    - generally the draft report is inclusive of week 1-10 at the very least (ALSO Please consult your academic supervisor whether a printed copy is needed or otherwise softcopy. It is important to acknowledge that each AS may have their own preference. Please respect their preference)
  - Final Report
    Tentatively: before or by 28 SEPTEMBER 2015 (Mon) s.t. change and decision of each individual programme
    - hardcover and soft copy (CD)
  - Date and Day of Submission (s.t. Change)
    Thus, please make sure that you are monitoring closely any announcement from FPEP and/or your programme LI coordinators and/or your academic supervisors
Special condition

- Students are **not allowed** to change agreed-upon Practical Training placement, without prior knowledge and approval of the Faculty and the company involved.

- Delay on the submission of the report must be **approved** by the University and informed the respective AS concerning the agreed (new) date.

- A student who has failed to submit the Practical Training Report at the designated date will be given **Grade E (Fail)**.

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Important !!!!

Failure of student in adhering to any rule/procedure may cause the said student to be given Grade E and therefore not qualify for convocation, as s/he does not fulfill the conditions for conferment of a bachelor’s degree. *(Refer to: FPEP’s Industrial Training Guideline & Logbook)*
List of Forms
(downloadable from FPEP’s website)

- SPE/LP 02... Application Form (Fill in and submit upon requesting Confirmation Letter for Practicum permission)
- SPE/LP 03... Student’s Declaration form (within 7 days of commencing of internship)
- SPE/LP 04... Attendance Record
- SPE/LP 09... Report Clearance and Confirmation Receipt of student (to be submitted upon complete training)
- BLI-7... Work Supervisor Report [AS – an extra copy is needed for general record]
- BLI-8... Industrial Training Checklist [AS – an extra copy is needed for general record]
- SPE/LP 11... Organization Reply Form (Programme Coordinator of Practical Training is to fill in the needful info i.e. tel. ext. and Attn. To) (Provided by FPEP/Practicum Coordinator)
- BLI-5... FPEP Logbook
- BLI-4... Visiting Advisor Report [AS – an extra copy is needed for general record; original copy is to be submitted to Faculty LI Coordinator]

- NEW!! (July 2014) Industry Feedback - Please send directly to PHI as stated on the said form
• NEW(introduced in 2014)- Industry Feedback
• PLEASE SEND DIRECTLY TO PHI-UMS

JULAI 2014

A) LATAR BELAKANG

<table>
<thead>
<tr>
<th>INDUSTRI / INSTITUSI</th>
<th>PELATIH (untuk disi oleh pelatih)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nama dan Alamat Syarikat:</td>
<td>Nama Pelatih:</td>
</tr>
<tr>
<td></td>
<td>Nombor Matrik UMS:</td>
</tr>
<tr>
<td></td>
<td>Jantina: □ Lelaki □ Wanita</td>
</tr>
<tr>
<td></td>
<td>Umur: □ ≤ 20 □ 21-30 □ 31-40 □ ≥ 41</td>
</tr>
<tr>
<td>Jenis Organisasi:</td>
<td>Tempoh Latihan</td>
</tr>
<tr>
<td>□ Agent Semula Jadi □ Syarikat Pengurusan</td>
<td>□ Kurang daripada 3 bulan</td>
</tr>
<tr>
<td>□ Syarikat Multinasional</td>
<td>□ 3 bulan</td>
</tr>
<tr>
<td>□ Syarikat Lain-lain</td>
<td>□ Lebih daripada 3 bulan</td>
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</tbody>
</table>

<table>
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<tr>
<th>Jenis Industri</th>
<th>Fakulti:</th>
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</thead>
<tbody>
<tr>
<td>□ Komuniti &amp; Kerja Sosial</td>
<td>Kod Program</td>
</tr>
<tr>
<td>□ Perkhidmatan, Mempelai &amp; Gizi, Tenaga</td>
<td>Siasat, Pembangunan, dan Pelancaran</td>
</tr>
<tr>
<td>□ Penyelidikan dan Perkhidmatan</td>
<td>Aktiviti Kewarganegaraan dan Pengurusan</td>
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<tr>
<td>□ Perkhidmatan Peribadi</td>
<td>Pendidikan</td>
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<tr>
<td>□ Perkhidmatan Peribadi</td>
<td>Pendidikan</td>
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<tr>
<td>□ Perkhidmatan Kesehatan</td>
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</tr>
<tr>
<td>□ Perkhidmatan Kesehatan</td>
<td>Pendidikan</td>
</tr>
</tbody>
</table>

B) BORANG SOAL SELIDIK

4) Menyelesaikan Masalah
   a. Pelatih biasa mengajarkan parti masalah dan punca. □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   b. Pelatih menunjukkan ini untuk memecahkan masalah. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   c. Dapat memecahkan masalah atau sukar dalam memecahkan masalah. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   d. Pelatih mengurangkan masalah dengan cepat dalam menyelesaikan masalah. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   e. Pelatih dapat menyelesaikan masalah dalam tugas berreka dengan rakan sekolah lain. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7

5) Kemahiran Komunikasi
   a. Pelatih boleh berinteraksi di hadapan sekumpulan peserta. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   b. Pelatih boleh memberikan maklumat / idea secara perbincangan / menegur. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   c. Pelatih yang mempunyai peradaban bijak yang logik. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   d. Pelatih mempunyai pengalaman berkecual kritikal. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   e. Pelatih boleh berkomunikasi dengan baik dalam Bahasa Inggeris. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7

6) Kerja Berpasukan
   a. Pelatih memberi kerjasama yang baik dalam tugas berkumpul. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   b. Pelatih memberi kestabilan kepada kumpulan berbanding dengan keperluan diri sendiri. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   c. Pelatih dapat memberikan pandangan dan bertolak arus dengan rakan kerja yang lain. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   d. Pelatih dapat menyelesaikan diri dengan ahli kumpulan pada masa yang singkat. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   e. Pelatih boleh mengikuti norma dan amalan kumpulan. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7

7) Kapabilitas
   a. Pelatih boleh menerima serta mengesahkan tugas yang diberikan. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   b. Pelatih membahagi tugas dan bekerjasama bersama orang lain. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   c. Pelatih boleh membina orang lain tentera untuk memanjat mesej. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   d. Pelatih bertanggungjawab atas tindakan yang diambil. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   e. Pelatih boleh mengendalikan konflik secara bijak. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7

8) Profesionalisme dan Etika
   a. Pelatih menunjukkan tahap profesionalisme yang tinggi. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   b. Pelatih mempunyai sikap integriti dan kejujuran yang tinggi. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   c. Pelatih sangat berpujian ke atas komiti kerja. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7
   d. Pelatih tidak melanggar sabran etika di tempat kerja. □ 1 □ 2 □ 3 □ 4 □ 5 □ 6 □ 7

• Continue pg2
IMPORTANT DATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practical / industrial Training</td>
<td>*28/29 June 2015 – *17/18 September 2015</td>
</tr>
<tr>
<td>Report submission:</td>
<td></td>
</tr>
<tr>
<td>- Draft report can be submitted to</td>
<td>9 September 2015 or date</td>
</tr>
<tr>
<td>Academic supervisor</td>
<td>suggested by AS</td>
</tr>
<tr>
<td>- Report Hardcover and soft copy</td>
<td>Before/ by 28 September 2015</td>
</tr>
<tr>
<td>(CD)</td>
<td></td>
</tr>
<tr>
<td>Student’s declaration form</td>
<td>1 week after the commence</td>
</tr>
<tr>
<td></td>
<td>of practical training</td>
</tr>
<tr>
<td>SPE /LP04 attendance record</td>
<td>Before/ by 28 September 2015</td>
</tr>
<tr>
<td>BLI-7 Evaluation Form</td>
<td>Before/ by 28 September 2015</td>
</tr>
</tbody>
</table>

FPEP’s Fax Number: +6088-320360 (When you fax or communicate, PLEASE state your programme code i.e. HE04, HE05, HE06, HE07, HE08, HE09, HE11, HP08JUNIOR, HP08SENIOR)

* Each programme is allowed to adjust the commence date of its practical training. However, ideally the last day of completion should be before or by 24/25 September 2015

Last But Not Least... Practical Training Overseas??

Yes, You CAN apply
BUT s.t. approval and procedures
THUS,
YOU ARE ADVISED TO APPLY EARLIER IN ORDER TO GIVE ENOUGH NOTICE SO THAT NEEDFUL ARRANGEMENT CAN BE DONE IN DUE COURSE

Faculty need to inform PHI at least one (1) month prior to the commencing of the said practical training.

Information needed:

1. Details of the applying student
2. Details of applied industrial placement and offer letter for practical training from the organisation
3. Projected budget (if applying for funding)
4. Dean’s approval for overseas practical training
PLACEMENTS IN CHINA

Assistance from former FPEP student that can help to find placements for you through his connections and help you with needful arrangement.

Fee$ applicable for the service provided, include:

- 1. Airticket (To-Fro)
- 2. Chauffer (To-Fro Airport in China)
- 3. Accomodation/Lodging
- 4. Meeting Industry-Students
- 5. Local needs
  (Cloth-1 set, telephone card, PR card, Bank card, Map etc)
- 6. Mini Tours
- 7. Miscellaneous (other unexpected needs arise, if applicable)

It is open to ALL STUDENTS (STUDENTS ORIGINATED FROM CHINA INCLUDED) if you need this service.

Contact Person:
Mr. Gu JunJie
guyu19871016@sina.co
Please be informed that this guideline is prepared for your general references, your programme LI Coordinator are free to make changes according to the needs of your programme. TQ.

Yours Truly:

DR. JANICE L. H. NGA
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WELL DONE
THANK YOU FOR YOUR ATTENTION
Please contact The Practical Training Coordinator of YOUR Programme for further clarification if you are shy to ask here?!?
You may also refer to past reports BUT please write your own report in due course.

GOD IS WATCHING YOU!!!
ALL THE BEST

Q&A

After Q&A, briefing/discussion according to Programme s.t. individual programme arrangement