UNIVERSITI MALAYSIA SABAH

Vision
Universiti Malaysia Sabah Strives to be an innovative university of global standing

Mission
Universiti Malaysia Sabah strives to achieve academic excellence in various fields by gaining international recognition through learning and teaching, research and publication, social services and a balanced specialization of knowledge and personality development of students resulting in high productivity and quality in the context of the society and the nation.

Faculty of Business, Economics and Accountancy
FPEP is to produce innovative and world class graduate in business, economics and accounting areas.

Mission
Strives to achieve academic excellence in business, economics and accounting by gaining international recognition through learning and teaching, research and publication, social service and a balanced specialization of knowledge and personality development of students resulting in high productivity and quality in the context of the society and the nation.
PART I – INTRODUCTION

1.1 Introduction

The Practical Training is carried out at the final semester of study by every registered full time student at Universiti Malaysia Sabah. 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.

1.2 Objectives

This Practical Training is in line with the objectives of Universiti Malaysia Sabah, which includes the following:

- To produce graduates who are capable and ready to embark on good careers in both academic and co-curricular fields with a professional outlook and attitude
- To prepare academic program which have a strong theoretical and application-based foundations in line with current situations and needs. These program should emphasize efficient management and impeccable quality and achieve academic excellence at an international level;
- To explore, safeguard and apply the disciplines effectively for social and national development, in line with the ethos of the University and our Country;
- To enhance close linkages between Universiti Malaysia Sabah, industries, the Government, professional bodies and society.

1.3 Status and Credit Hours

This course is compulsory for all full-time students of the undergraduate programme of the Faculty of Business, Economics and Accountancy and is worth six (6) credit hours. The result of this course (Practical Training) will be taken into account for the calculation of the final CGPA, which will be a qualification element prior to the achievement of a bachelor’s degree with honours.

1.4. Duration

The Practical Training duration is not less than **twelve (12) weeks**. The registration for this course must be done together with other courses in the final of their academic program.

Students who participate in PALAPES (Pasukan Latihan Pegawai Simpanan) and KOR-SUKSIS activities MUST REPLACE two (2) weeks permitted leave for coronation ceremony in order to complete twelve (12) weeks industrial training requirement.
1.5. Procedures

Before commencing the Practical Training, students should first:

1.5.1. register, attend and pass the Faculty Level Courses at Program Level Courses;

1.5.2. register for the Practical Training Course (Bx30006/Bx40006) at the final semester, namely:

- Students who are completing their degree requirements in Semester 6 or Semester 8 will undergo Practical Training not more than 2 weeks after the final examination of Semester II (from July to September)
- Students who are completing their degree requirements in Semester 7 or Semester 9 will undergo Practical Training at the nearest possible date after the final examination of the free Semester.

1.5.3 Apply to undergo Practical Training at any company within Malaysia (or abroad) through the University and Faculty administration, represented by the Practical Training Committee of the Faculty of Business and Economics.

1.5.4 Obtain approval to undergo Practical Training from the Faculty and the respective organization.

- Students are not allowed to change agreed-upon Practical Training location (organization or venue) without the knowledge and approval of the Faculty and the Organization involved.
- Students are responsible to give official reply (accept or reject) to the organization and inform the relevant program of practical training coordinator in due course.
- If the student fails to adhere the above, the faculty and/or the Academic Advisor have the right to penalize the student by one grade lower.

1.5.5 Prepare a Practical Training Report in hard cover copy and hand in the said report to the Academic Advisor one week after the end of the Practical Training duration, or at a date fixed by the University and Faculty.
1.6. The role of the Academic Supervisor [AS]

1.6.1. An academic staff will be appointed by the program or Faculty to be the Academic Supervisor of each student.

1.6.2. The AS’s role is to advise the student in all matters relating to Practical Training.

1.6.3. It includes visiting the company in which his/her student is placed, guiding and overseeing the progress of the student and assessing the performance of the student based on discussions with the Work Supervisor (WS) and the student’s final industrial training report.

1.7 Assessment

Student’s performance in Practical Training will be determined based on the assessments given by the following:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Supervisor (AS)</td>
<td>50%</td>
</tr>
<tr>
<td>Work Supervisor (WS)</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance Record</td>
<td>10%</td>
</tr>
<tr>
<td>Student’s (weekly report)</td>
<td>10%</td>
</tr>
<tr>
<td>Total Marks</td>
<td>100%</td>
</tr>
</tbody>
</table>

1.7.1 Assessment by Academic Supervisor (AS) comprise of the following:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written report based on UMS Writing style</td>
<td>40%</td>
</tr>
<tr>
<td>Supervisor’s report (BLI-4)</td>
<td>10%</td>
</tr>
<tr>
<td>Total AS Marks</td>
<td>50%</td>
</tr>
</tbody>
</table>

1.7.2 Assessment by Work Supervisor (WS) comprise of the following:

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borang Laporan Penyelia Industri BLI7</td>
<td>30%</td>
</tr>
<tr>
<td>Attendance Record (Form FPEP/LP04)</td>
<td>10%</td>
</tr>
<tr>
<td>Student’s (weekly report) BLI-5</td>
<td>10%</td>
</tr>
<tr>
<td>Total WS Marks</td>
<td>50%</td>
</tr>
</tbody>
</table>

WS assessment is based on BLI7 (Work Supervisor’s report). If there are more than one WS supervising the student in an organization, each relevant WS may complete a separate assessment respectively. The reports may then be combined and the assessment would be the average of the said assessment.
1.7.3 Attendance Record

- Assessment is made based on the Attendance Records and punctuality of the student when on duty. Assessment will be determined based on the review of weekly records and the Practical Training schedule, and discussions with the WS.

1.7.4 Others

- Students shall provide Work Supervisor with weekly report for assessment and endorsement.

- The Work Supervisor’s Report is confidential and should be sent direct from the WS to the AS.

- For BP30006 and BP40008 Industrial Training for HE02 Accounting program, different Log Book will be provided by Accounting Centre according to the duration of 6 month industrial training needed.

- Related forms can be downloaded from FPEP website http://www.ums.edu.my/fpep
2.1 Paper sheets

Measurement: 297mm x 210mm or A4 size
Weight: 80g
Colour: White

2.2 Font

Tahoma, size 11 (use one type of font only throughout the entire report).
Language: Malay & English

2.3 Text typing

2.3.1 Title and front page
Title: size 16 (capital letters)
Name of programme: size 14 (capital letters)
Name of student: size 14 (capital letters)
Name of Faculty: size 14 (capital letters)
*(Please refer to Appendix 1)

2.3.2 Text format
Font size of Main Title (capital letters): 12 (Bold)
Font size of Subtitle (small letters): 11 (Bold)
Font size of Text: 11
Line spacing: Double spacing

2.3.3 Text format in paragraphs

The first paragraph should start from the left margin. Subsequent paragraphs should start after the first tab. Text should be typed on one side of the page only.

The spacing between paragraphs should be double spacing. Single spacing is only allowed for schedules, diagrams, long extracts and footnotes (if any).

Plagiarism is an academic offence. Use of references should be stated and, if needed, included as an appendix.

Appendices should be organized according to their reference order in the main text. Appendices should not form more than 50 percent of the main text in terms of content or pages.
PART II – UMS WRITING STYLE FORMAT

2.3.4 Chapter format in text

Font size for chapter heading : 14 (Bold) capital letters
Font size for sub-chapter heading : 12 (Bold) capital letters

For chapter numbering, big Roman numbers should be used (CHAPTER I, CHAPTER II and so on). The chapter heading should be located 25mm from the top margin and centred.

2.3.5 Chapter and page numbering

The title page of each chapter is considered as page number 1, but this page number should not appear on the said page. Subsequent printed pages should have their page numbers printed on the uppermost right section (font size 11).

Use Arabic numerals only (1, 2, 3 and so on) to number each page (including references and appendices).

2.4 Front cover and binding

The front cover should have the following elements:

Report title : size 18 (capital letters)
Name of programme : size 18 (capital letters)
Name of student : size 18 (capital letters)
Name of Faculty : size 18 (capital letters)
Name of university : size 18 (capital letters)

Colour of cover : Dark blue
Colour of wording : Gold
Type of cover : Hard (front and back covers)

Refer to appendix 1: Sample Report Cover
PART III– FORMAT OF REPORT CONTENT

3.1 Learning Cycle

Students should prepare a Practical Training Report according to the Learning Cycle concept and format.

This aims to train the student to report and review his/her experience during the Practical Training period, when being exposed to the real life working world. This concept is taken from Peter Honey (1994) Gower Handbook of Management Development; 4th ed. Gower Publications: UK.

3.2 Content format

The student is required to make a weekly report, using the method stated below, to report on their activities and development from Week 1 to the final week.

3.2.1 The preparation of a learning portfolio, following the Learning Cycle format, is divided into four (4) stages, as follows:

Stage 1: Activist
To describe past experiences based on the duties that you carried out (having an experience).

Stage 2: Reflector
To review the above experiences to consider you have learnt from the work performed (reviewing the experience).

Stage 3: Theorist
To link the theories learnt during your time at the university and your work experience gained during your Practical Training period, and to make a conclusion (concluding from the experience).

Stage 4: Pragmatist
To plan subsequent activities after a critical analysis of your current abilities in order to overcome problems/challenges that are set (planning the next step).

3.2.2. Student is given lee way to organise the report by project given (if any).
3.3 Report Format

The report format should be as follows:

Declaration (Refer Appendix 2)
Acknowledgement
Table of contents and Table of diagrams/schedules

Part 1  :  Introduction
Company background
Company’s main activities, type of products/services
Organization chart

Part 2  :  Learning Portfolio (Refer section 3.2)
Review of activities during the Practical Training Period (based on weekly reports or projects performed)

Part 3  :  Suggestions & Conclusion
Presentation of relevant and valuable suggestion that can improve the organization’s performance and the Industrial Training program, for the benefit of future students. Summary of experience and learning obtained, in totality.

References  :  Related references list used in report writing.

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

3.4 Number of pages

The number of pages of the Final Report must be at least 65 pages and not more than 120 pages (excluding references and appendices). Suggested page allocation is as follows:

3.4.1  Part I  :  5 – 10 pages
3.4.2  Part II  :  4 – 8 pages (for each week)
3.4.3  Part III :  5 – 10 pages
PART IV – SUBMISSION OF PRACTICAL TRAINING REPORT

4.1 Number of copies

Student must prepare **one (1) copy** (hard cover copy) of the Practical Training Report. The report will be examined and signed by the student’s AS. Copy of the report is to be submitted to the AS and its format is subject to the AS whether it’s hard or soft cover or e-copy.

The student must also prepare **one (1) copy** of the report in CD form (soft copy). This CD should be submitted to the AS together with the hard copies.

Student must submit Log Book for assessment with final report. Failure to submit the report and CD, you will get grade E in your result.

4.2 Special conditions

4.2.1 Students are required to ensure the Practical Training Report within **one week** after the final date of the Practical Training period or at a date decided by the Faculty and informed to the respective AS.

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

4.2.3 A student may apply in writing to the Faculty and his/her AS to extend the report submission period. This application must be accepted by the Faculty before the final date of submission.

4.2.4 Proof of delivery **is not accepted** as proof of receipt, whether this applies to the report or application for extension of submission period.

4.2.5 Submission/delivery of the Practical Training Report is the responsibility of the student. Student is encouraged to hand in the Report personally or via Express Post/Registered Post/Courier Service, etc.

4.2.6 **Failure of student in adhering to any rule/procedure above may cause the said student to be given Grade E and therefore not qualify for convocation, as he/she does not fulfil the conditions for conferment of a bachelor’s degree.**
1. You are required to report yourself to the officer at the organisation identified as your practical placement company by the Industrial Training Coordinator.

2. You are required to understand and adhere to the rules of the company/organisation fully.

3. When reporting for duty and undergoing your practical training, you are required to always dress neatly. It is your responsibility to comply with the requirements and policies of the organisation.

4. Ensure that you arrive at your workplace before office hours commence. Always comply with established office hours when arriving at or departing from the workplace. If you are compelled to be at another place, ensure that the relevant person at your organisation is properly informed. Utilize your working hours the best you can to ensure maximum production and benefit.

5. Please be reminded that the working hours at different organisations/private agencies and the government are different. You may be required to be on duty on Sundays, or to work overtime, in private organisations/agencies. When this is the case, show a co-operative attitude and prove your ability in performing your duties.

6. You must perform your duties, whether you are instructed to do so or otherwise, with enthusiasm, diligence and sincerity. If you face problems, please discuss them with your Work Supervisor. As a last resort, you may contact your Academic Supervisor or the Practical Training Coordinator.

7. When given a task, you must perform it within the least time period, ensuring that the said task is performed in accordance to the requirements and standard of the organisation. For this purpose, you are encouraged to read and obtain information to further understand the organisation/agency where you are placed.

8. You must be courteous, polite and willing to work. Do not be afraid to ask when you are in doubt.

9. You are required to submit the Work Supervisor Assessment Form (Form FPEP/BLI-7) to the Work Supervisor when reporting for duty.

10. It is the responsibility of the student to explain to the Work Supervisor that he/she needs to post the form to the Practical Training Supervisor for
purposes of grading as soon as the Practical Training period has ended. This report is confidential and you are not allowed to view it.

11. The results of every task performed during the practical training must be filed and appended with the Practical Training Report. Items considered by the organisation as PRIVATE AND CONFIDENTIAL may be excluded.

12. Any change in the practical training schedule which needs to be made, e.g. leave is required to be applied for and approved by the Work Supervisor beforehand. Student/Trainee is not encouraged to go on leave without an important reason.

13. You are reminded that you are protected by the group insurance under Universiti Malaysia Sabah when you are a registered full time student.

14. If you fall sick or need medical treatment, you may visit a nearby government clinic/hospital or obtain private treatment. Any treatment receipt must be kept for reimbursement purposes.

15. Organisations/agencies are not responsible for paying a daily or transport allowance when you are on duty. Although in previous years some organisations/agencies have paid allowances or compensation to practical trainees, it is your responsibility to refrain from making an allowance claim unless you are informed by your organisation/agency that you may do so.

16. If you have any problems which you cannot resolve, please contact the Practical Training Coordinator.

17. You must be ready to meet with your Academic Supervisor when he/she visits you at your workplace, and be able to explain to him/her the training that you are undergoing.

18. You are reminded that as a student of this University, you reflect the image of Universiti Malaysia Sabah. With that, be aware of your conduct and maintain the good name of the Faculty and University.
EXAMPLE:
ALL ENGLISH

UNIVERSITI MALAYSIA SABAH

FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTANCY
(Tahoma 16 Bold)

INDUSTRIAL TRAINING REPORT
BA30006
(Please refer to program code. Tahoma 14 Bold)

KINABALU MALAYSIA BERHAD
(Institution/ Company Name. Tahoma 14 Bold)

AKARALAM BIN MATAAIR
HE09
PROGRAM PERNIAGAAN
ANTARABANGSA
(Tahoma 14 Bold)

2010
(Month/Year of commencing training –Tahoma 14 Bold)
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:
<table>
<thead>
<tr>
<th>No.</th>
<th>Course Code</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>BA30006</td>
<td>HE09 International Business</td>
</tr>
<tr>
<td>2.</td>
<td>BB30006</td>
<td>HE04 Entrepreneurship</td>
</tr>
<tr>
<td>3.</td>
<td>BC30006</td>
<td>HE05 Planning and Development Economics</td>
</tr>
<tr>
<td>4.</td>
<td>BD30006</td>
<td>HE06 Finance Management and Banking</td>
</tr>
<tr>
<td>5.</td>
<td>BE30006</td>
<td>HE08 Hotel Management</td>
</tr>
<tr>
<td>6.</td>
<td>BF30006</td>
<td>HE07 Financial Economics</td>
</tr>
<tr>
<td>7.</td>
<td>BG30006</td>
<td>HE10 Marketing</td>
</tr>
<tr>
<td>8.</td>
<td>BH30006</td>
<td>HE11 Human Resource Economics</td>
</tr>
<tr>
<td>9.</td>
<td>BY30006</td>
<td>HP08 Tourism Management</td>
</tr>
<tr>
<td>10.</td>
<td>BP40008</td>
<td>HE02 Accounting</td>
</tr>
</tbody>
</table>
NOTICE OF COMPLETION

I, ____________________________________________ (Student ID: _____________), a final year student at the Faculty of Business, Economics and Accountancy, Universiti Malaysia Sabah hereby has completed my practical training at ____________________________________________ for the period of ___________________________. And with this I am presenting my industrial training weekly report logbook for the attention of the respective academic supervisor___________________________________________

Thank you.

Student’s Signature: __________________________ Date:_________________________

(To be fill by working supervisor)

Supervised by :________________________________________________________

Overall Comments: _________________________________________________

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Marks 10% : __________

Signature :________________________ Date:________________________

Official Stamp :  __________________________
BLI-5 INDUSTRIAL TRAINING LOGBOOK

Instructions to Students

- The Industrial Training Weekly Report Logbook (hereafter “the logbook”) is used to report the tasks performed by the student during the practical training period and comprise of 10% from the total/final marks.

- The logbook must be handed to the work supervisor (WS) at the practical training workplace at least once a week for review and advice.

- Upon completion of Industrial Training, the logbook must be handed together with the Practical Training Final Report to the academic supervisor (AS).

- The logbook (appendix E) as part of the final report together with the softcopy (CD) are to be sent to the following address:

  INDUSTRIAL TRAINING COORDINATOR OF _HE/HP XX_
  NAME: ________________________________
  (______ XXX _______________PROGRAM)
  FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTANCY
  UNIVERSITI MALAYSIA SABAH
  88400 KOTA KINABALU SABAH
  TEL: 088-320 000 ext. XXXX
  FAX: 088-320 360

OR

ACADEMIC SUPERVISOR: _________ XXX____________________
(______ XXX _______________ PROGRAM)
FACULTY OF BUSINESS, ECONOMICS AND ACCOUNTANCY
UNIVERSITI MALAYSIA SABAH
88400 KOTA KINABALU SABAH
TEL: 088-320 000 ext. XXXX
FAX: 088-320 360
# BLI-5 Industrial Training Logbook

## Student's Particulars

<table>
<thead>
<tr>
<th>Name</th>
<th>:_______________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student ID</td>
<td>:_______________________________________________________</td>
</tr>
<tr>
<td>Address</td>
<td>:________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________________</td>
</tr>
<tr>
<td>Contact No.</td>
<td>:_______________________________________________________</td>
</tr>
<tr>
<td>Email</td>
<td>:_______________________________________________________</td>
</tr>
</tbody>
</table>

## Practical Training Particulars

<table>
<thead>
<tr>
<th>Organization</th>
<th>:_______________________________________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place/Location</td>
<td>:________________________________________________________________</td>
</tr>
<tr>
<td></td>
<td>________________________________________________________________</td>
</tr>
<tr>
<td>Working Supervisor</td>
<td>:________________________________________________________________</td>
</tr>
<tr>
<td>Academic Supervisor</td>
<td>:________________________________________________________________</td>
</tr>
<tr>
<td>Training Period</td>
<td>:________________________________________________________________</td>
</tr>
</tbody>
</table>

BLI-5 (to be filled by student)

Date :_______________________
Week :_______________________

TASK PERFORMED:

_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
_____________________________________________________________________


BLI-5 (to be filled by Work Supervisor)

Date :_______________________
Week :_____________________

WORK SUPERVISOR’S FEEDBACK

_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________
_________________________________________________

SIGNATURE AND OFFICIAL STAMP: