



INDUSTRIAL TRAINING GUIDELINES FOR STUDENTS DURING COVID-19 PANDEMIC

1.0 Purpose

In response to the Movement Control Order (MCO) due to the Novel Coronavirus (COVID-19) pandemic announced by the Prime Minister of Malaysia on 16th March 2020 and the announcement of the extension of the MCO, Universiti Malaya (UM) will implement the following guidelines for industrial training for Semester II and Special Semester, 2019/2020 Session (*if industrial training for the Special Semester is affected by the MCO*). However, it is important to note that your program/faculty may have different requirements for you to complete your industrial training. In general, the MCO is applicable to all students presently pursuing Industrial Training. All students are also required to abide by the MQA's guideline to complete a minimum of 70% of their Industrial Training. Please refer the following guidelines for further details.

2.0 General Guidelines

- If you are doing industrial training in essential services, you can continue your industrial training (*unless you refuse, or the faculty feels that your safety is compromised*). Please ensure the company prepares a written agreement on all necessary precautions taken for your safety. A copy of the agreement should be given to your faculty/department.
- If you are given the option to continue working from home until the end of the industrial training period, this is accepted as part of the industrial training.
- Should the company decide to terminate your industrial training based on the current situation or if you find yourself working in an unsafe environment, please discuss an alternative with your Faculty Deans or Deputy Deans/Department Heads and /or with the company based on the following suggestions:
 - a) You can continue working from home until the situation gets better (based on the guidelines given by *Majlis Keselamatan Negara, Kementerian Pendidikan Tinggi, Kementerian Kesihatan Malaysia* and MQA from time to time).
 - b) You can request to be relocated to another company to do industrial training (**Please note that this current batch of students still have a grace period until September 2020 to complete their industrial training**).
 - c) You can choose to do an alternative activity provided by your respective department/faculty to complete your industrial training (**Please note that the assessment for alternative activities must also fulfil the Learning Outcomes for industrial training as stipulated in the Course Proforma**).

2.1 Industrial Training commenced in Semester II, 2019/2020 Session

(Please note that these guidelines are given with reference to the guidelines given by MQA dated 29th March 2020)

2.1.1 If you have completed **MORE than 70%*** of your Industrial Training before the MCO, it is **OPTIONAL** for your department/faculty to give you a suitable alternative activity to complete the remaining percentage in accordance with the learning objectives of the Industrial Training course set forth in the **Course Proforma**.

2.1.2 As stated in the general guidelines, if you are working from home (WFH) it is accepted as part of your Industrial Training, provided that you are monitored by the company and by your Industrial Training supervisor from your department/faculty. It is advisable to ensure that the WFH is structured and you achieve a satisfactory evaluation from the company and department/faculty.

2.1.3 If you have completed **LESS than 70%*** of your Industrial Training before the MCO, your faculties may consider the followings:

- a) To give you a suitable alternative activity to complete the remaining percentage. The suitable alternative activity is to be decided by the department/faculty and approved by the Faculty Curriculum Committee; what is best and most suitable in accordance to your program and the learning objectives of Industrial Training set forth in the course outline.
- b) Try to negotiate with the company to enable you to continue working from home during the MCO period or
- c) Try to negotiate with the company to enable you to continue your Industrial Training after the MCO is lifted (with extended time).

** 70% is calculated based on the **Number of Weeks Completed / Total Number of Weeks Required for Completion***

2.1.4 For **PROFESSIONAL COURSES**, the decision will be based on guidelines set forth by the relevant professional bodies. Your respective program coordinators will advise you **AFTER** consulting the professional bodies and with agreement from the faculty management.

2.2 Industrial Training commencing in the Special Semester, 2019/2020 Session

Due to the extended MCO, if you are doing your Industrial Training in the Special Semester, you may **NOT** have enough time to complete your Industrial Training **OR** may **NOT** get a placement to do your Industrial Training. Your faculty may consider the following:

2.2.1 If the industrial training **CAN** be postponed or extended, the department/faculty can decide to postpone or extend the Industrial Training to a later date or in the coming semesters (*whichever is suitable for the students*). Please refer to item 2.4

2.2.2 If the industrial training **CANNOT** be postponed or extended (*because the students will be graduating*), suitable alternatives are to be decided by the department/faculty and approved by the Faculty Curriculum Committee. The suitable alternatives are entirely up to the faculty to decide; what is best and most suitable in accordance to the program. It is important to note that the assessment for alternative activities must also fulfil the learning outcomes for Industrial Training as stipulated in the **Course Proforma**.

2.3 If Industrial Training is OPTIONAL or NOT compulsory, faculties can decide:

- a) To allow you to take other courses in replacement of Industrial Training.
- b) To allow you to go for Industrial Training but you/faculty must ensure that you are able to complete the Industrial Training by September 2020.

2.4 Grade I for incompleteness of Industrial Training for Semester II and Special Semester, 2019/2020 Session

In the event you cannot complete your Industrial Training in the current semester or in the special semester due to the extended MCO or other related reasons, you may discuss with your department/faculty to consider giving you a Grade I subject to approval by the Committee of Examiners. You can register for Industrial Training again in the subsequent semester to complete the remaining weeks of your Industrial Training and a grade will then be given upon completion.

2.5 Registration with New Companies for incompleteness of Industrial Training for Semester II and Special Semester, 2019/2020 Session

In the event that you are not able to continue with the same company for any reasons, you may find another company to complete the remaining period of your Industrial Training. However, please adhere to these guidelines:

- a) You will be required to register the new company in the placement module. Please note that you **MUST** withdraw the first placement in the placement module to enable you to register the details of the new company.
- b) You **MUST** inform the first company to evaluate you before you leave the company. The **FINAL** assessment will be calculated based on the duration completed at both companies and total marks accumulated from both companies. The information of the first company will be generated by PTM for faculties to keep for assessment purposes and as record.

2.6 Teaching Practicum

- a) **IF** schools remain closed after MCO is lifted, you can opt do online teaching (WFH) and case studies in replacement of the teaching practicum. Please discuss detail arrangements with your Practicum Coordinator at your respective department/faculty.

2.7 Industrial Training commencing in Semester 1, 2020/2021 Session

Industrial Training will commence as **USUAL** according to the **new academic calendar**. Please take note on the change of dates for the commencement of Semester 1, 2020/2021 Session.

If you have any further queries, you may consult CITrA at hafizahjafri@um.edu.my or ponmalar.a@um.edu.my. Any other matters arising in relation to your specific program, do discuss with your Deans, Deputy Deans and Heads of Department for the best alternatives.