

## 1.0 Purpose

In response to the Full Movement Control Order (FMCO)/MCO 3.0 due to the Novel Coronavirus (COVID-19) pandemic announced by the Prime Minister of Malaysia on 28<sup>th</sup> May 2021, 11<sup>th</sup> June 2021, 27<sup>th</sup> June 2021 followed by the EMCO on 1<sup>st</sup> July 2021, Universiti Malaya (UM) will implement the following guidelines for industrial training starting from the Special Semester, Academic Session 2020/2021 until the EMCO is lifted, and followed by Phase 1 of FMCO.

It is important to take note that different programs/faculties may have different requirements for the students to complete their industrial training. In general, the guidelines of FMCO Phase 1 and EMCO is applicable to all students pursuing Industrial Training.

Please be reminded that this guideline should be read with the guidelines prepared and circulated on 30<sup>th</sup> April 2020 and the Extended version on 17<sup>th</sup> June 2020

## 2.0 Industrial Training commencing from the Special Semester, Academic Session 2020/2021 until MCO 3.0/FMCO and EMCO is lifted.

- 2.1 As stated in the guidelines prepared and circulated on 30<sup>th</sup> April 2020 & 17<sup>th</sup> June 2020, virtual internships students working from home (WFH)] is accepted as their Industrial Training, provided that the students are monitored and evaluated by the company and by their Industrial Training supervisor from the department/faculty.
- 2.2 This option of virtual internship (working from home (WFH)) is also **applicable** for the batch of students who will be undergoing internship from the Special Semester, Academic Session 2020/2021 until FMCO/MCO 3.0 and EMCO is lifted.
- 2.3 Academy/Faculty/Centre can replace the Industry Training to other alternatives that are deemed appropriate depending on the program requirement and must meet the objectives of the learning outcome. Other methods that can be considered are *industry-based project*, *problem-based project*, or *research project*. These alternate methods can be used as a full replacement or as a supplement to industrial training that had to be halved due to present situation and did not meet the required learning outcomes
- 2.4 It is the responsibility of the Academy/Faculty/Centre to ensure that students receive an alternate industrial exposure as part of their preparation for the working world in line with the course learning outcomes. Academy/Faculty/Centre that have programs that run in two different modes i.e., course work mode as well as industry (2u2i) / WBL, can consider

converting industrial mode students to course work mode. Academy/Faculty/Centre can replace industrial training courses in line with item (2.3)

*(Please note that these guidelines are given with reference to the guidelines given by MQA Advisory Note no. 2/2021 dated 8<sup>th</sup> February 2021)*

### **3.0 Permission to Travel for Industrial Training Program - (Outside University Campus)**

- 3.1 In the interest of the students' health and wellbeing, Universiti Malaya will be following the guidelines given by the Ministry of Health and the Malaysian National Security Council (MKN) that any travel abroad including for internship will **NOT be allowed** for Malaysian students until the FMCO Phase 1 and EMCO is lifted or further announcement from MKN. Students are encouraged to pursue their internship locally or IF they have received an offer for internship placement from abroad, please encourage them to do it online i.e., work from home.
- 3.2 As for International students who wish to do their internship in their home country starting from the Special Semester, Academic Session 2020/2021 until the FMCO Phase 1 and EMCO is lifted or till further announcement from MKN, please take note that they are allowed to do so as long as they have fulfilled the following requirements:
- i. Approval from the Academy/Faculty/Centre to undergo internship in home country
  - ii. A valid passport
  - iii. Available flights ticket
  - iv. Has obtained permission from the respective embassy in Kuala Lumpur for the travelling
  - v. Returning to UM will be subject to MKN and Ministry of Higher Education further announcement/ruling.
- 3.3 However, please be reminded that students need to take responsibility and bear the risk involved in travelling to and from different countries and the different travel bans and regulations imposed by the different countries, including the quarantine period if they need to return to continue their studies at Universiti Malaya.
- 3.4 In an event where the students are required to work on site (WOS) due the nature of their internship placement requirement, supporting letter can be provided by the Faculty/Department on case-to-case basis using the template provided by MOHE (refer to Appendix 1). There will be no issuance of standard letter by UM
- 3.5 Students are highly encouraged to pursue their Industrial Training On-line/Work from Home (WFH)/Virtual Internship during the period of the FMCO Phase 1 and EMCO is implemented.

#### **4.0 Permission to Travel for Industrial Training Program - (From University Campus to Internship Placement)**

4.1 Students who are required to undergo Industrial Training need TO OBTAIN AN APPROVAL from the office of Deputy Vice Chancellor (Student Affairs) Universiti Malaya by submitting the application form provided to CITrA through their Industrial Training Coordinator in the following condition:

- i. From UM ==>> back to Hometown for internship placement: ALLOWED (one way)
- ii. From UM ==>> Internship Placement outside campus (travelling to the internship placement on a daily basis from UM): Subject to approval
- iii. From Hometown ==>>To UM for Internship placement in campus: Subject to approval

Important Note:

Please refer the application process flow and application form in **Appendix 2**

If you have any further queries, please be in touch with CITrA at [hafizahjafri@um.edu.my](mailto:hafizahjafri@um.edu.my) or [ponmalar.a@um.edu.my](mailto: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.