

GUIDELINES
INTERNATIONAL INDUSTRIAL TRAINING
UNIVERSITI PENDIDIKAN SULTAN IDRIS

1ST EDITION, 2024

GUIDELINES FOR INTERNATIONAL INDUSTRIAL TRAINING

1.0 INTRODUCTION

Universiti Pendidikan Sultan Idris (UPSI) welcomes all currently enrolled students to enhance their learning and gain valuable experience through Industrial Training abroad. Therefore, this guideline serves as the primary reference to ensure the standardization of procedures for managing and implementing Industrial Training abroad, ensuring it is well-organized and runs smoothly while adhering to the established conditions and procedures. This guideline should be read together with the Industrial Training Policy endorsed by the Ministry of Higher Education (MOE), UPSI's Industrial Training Guidebook, UPSI's Academic Regulations, and the rules and implementation guidelines currently in force. This guideline should be read in conjunction with the Industrial Training Policy endorsed by the Ministry of Higher Education (MOE), UPSI's Industrial Training Guidebook, UPSI's Academic Regulations, and the relevant rules and implementation guidelines currently in force.

2.0 DEFINITIONS

2.1 Industrial Training (IT)

IT refers to a course which requires students to undergo practical training under the supervision of an organisation to which they are attached, within or outside Malaysia, before being awarded a Diploma or Bachelor's Degree.

2.2 Organisation

Organisation refers to any government and private institutions approved by the university.

2.3 Mobility

Mobility is a programme/activity that involves the exchange of UPSI students to other universities (outbound mobility) or students from other universities to UPSI (inbound mobility) at the international level.

2.4 Host University

The host institution that welcomes students and offers courses that are equivalent to those offered at their home university.

3.0 CATEGORIES OF INTERNATIONAL INDUSTRIAL TRAINING

3.1 Category 1: International Mobility Programme for Industrial Training

Students undergo industrial training at an international University or organisation (registered as an international University). The industrial training mobility programme is as follows:

- 3.1.1 Outbound Industrial Training Mobility Programme: UPSI students undergo industrial training (IT) at universities abroad
- 3.1.2 Inbound Industrial Training Mobility Programme: Students from international universities undergo industrial training (IT) at UPSI
- 3.1.3 Reciprocal Industrial Training Mobility Programme: Involving students who participate in inbound or outbound industrial training (IT) directly with a University that offers a similar programme, with the same number of students and level of support. This arrangement requires the mutual agreement of both the institutions for the exemption of certain fees, such as accommodation, tuition fees, and transportation costs at UPSI, and is subject to the terms of the Memorandum of Understanding (MoU).

3.2 Category 2: International Industrial Training Programme (non-Mobility)

Students undergo industrial training at organisations, which is not facilitated through a host University abroad.

4.0 GUIDELINES ON INTERNATIONAL INDUSTRIAL TRAINING

4.1 Requirements for Industrial Training

Students who participate in the university's industrial training programme are to comply with the following requirements:

- 4.1.1 Local and international UPSI students.
- 4.1.2 Active and registered UPSI students.
- 4.1.3 Students have never been subject to any disciplinary action by the university.
- 4.1.4 Students have a satisfactory record of psychological and physical health (not pregnant, no chronic diseases, etc.).
- 4.1.5 Students can bear the costs that are not covered by the university.

- 4.1.6 Students receive recommendations from the Faculty/PtJ.
- 4.1.7 Students have obtained a CGPA of 3.00 and above.
- 4.1.8 Students have obtained at least Band 3 in MUET or an equivalent qualification and demonstrate proficiency in the language required by the country they are applying to.
- 4.1.9 Students are active in co-curricular activities as indicated by the CHAMP points collected at the University.

4.2 The Duration of Industrial Training

- 4.2.1 Industrial training must be carried out in accordance with the structure of the academic programme that the students are enrolled in.
- 4.2.2 The duration of industrial training abroad is equivalent to that of industrial training conducted in student's country.
- 4.2.3 The duration and working hours during industrial training must comply with the Labour Act (referring to the country) in force.
- 4.2.4 Any overtime work or additional workload must be mutually agreed upon by both the industry and the students.

4.3 Industrial Training Registration

The application process for industrial training abroad is the same as that for domestic industrial training, both of which utilise the MySIS system for registration. The registration includes the following steps:

4.3.1 Organisation Registration

If the organisation is not listed in the system, students must first register the organisation and obtain approval from Pulami.

4.3.2 Placement Registration

Students are required to register their placement and await approval from both the Industrial Training coordinator and Pulami.

4.4 Industrial Training Placement

- 4.4.1 The Head of Department/the Industrial Training Coordinator should assess the organisations which the student has applied to ensure their suitability for overseas industrial placements.
- 4.4.2 Placement is not allowed in countries experiencing conflict and war, those without diplomatic relations and in sensitive industries.
- 4.4.3 Placement can be obtained through two application methods, either by self-application from the student or through an offer from the Faculty/Pulami/overseas Organisation.

4.5 The Required Industrial Training Documents

The required documents for industrial training abroad include the following:

- 4.5.1 Visa (if applicable)
- 4.5.2 Work permit (students need to discuss with the industry)
- 4.5.3 Passport
- 4.5.4 Insurance (covered in the referring country)
- 4.5.5 Flight tickets (roundtrip)
- 4.5.6 Health report

4.6 Financial Support

4.6.1 Category 1: UPSI-funded industrial training application

This financial assistance is available exclusively for students undergoing the International Industrial Training Mobility Programme on an Outbound basis. Students can apply for this financial support through the Faculty, the International and Mobility Centre (IMC), and the Student Affairs Department (BHEP). Funding for academic supervisors overseeing the students is provided by the Centre of Teaching Practice and Industrial Training (Pulami). Detailed financial information can be found in Appendix A.

4.6.2 Category 2: Self-funded Industrial Training Application

Students are fully responsible for all financial expenses related to their industrial training, including airfare (round-trip), visa fees, passport costs, and any additional insurance coverage.

4.7 Safety and Protection

- 4.7.1 Students are required to obtain additional medical insurance/personal protection to ensure they are covered for any accidents or emergencies while abroad.
- 4.7.2 In the event of an accident during industrial training, students or their guardians must promptly notify Pulami, which will then forward the information to the Student Affairs Department (BHEP) for further action.
- 4.7.3 Any accidents or emergencies that occur while abroad must be reported to the Malaysian embassy/consulate in the respective country.

4.8 Approval Documents

Students must obtain Pulami's approval before signing any indemnity form issued by the industry. If students fail to get the approval, Pulami will not be held responsible for any issues that may arise.

4.9 Allowances

Industries are encouraged to provide allowances, as well as appropriate placement management and facilities for students.

5.0 DURING INDUSTRIAL TRAINING

5.1 Supervision

Supervisory visits will be conducted according to the methods outlined in the UPSI Industrial Training Handbook: which includes one (1) in-person visit and one (1) online visit.

5.2 Assessment

The assessment of Industrial Training will follow the methods outlined in the UPSI Industrial Training Handbook, involving evaluations by both the academic supervisor and industry supervisor, based on the established assessment criteria.

6.0 AFTER INDUSTRIAL TRAINING

6.1 Submission of Documents

Students are required to submit their Final Report and Log Book to the academic supervisor in either hard copy or soft copy format, either in person or online.

6.2 Confirmation of Completion

Students are required to report their completion of industrial training to Pulami upon their return to Malaysia.

7.0 INTERNATIONAL INDUSTRIAL TRAINING APPLICATION PROCESS (OUTBOUND MOBILITY)

- 7.1 Students intending to undertake their industrial training abroad must hold an initial discussion with the Faculty's Industrial Training Coordinator at least six (6) months before the industrial training period begins.
- 7.2 Students should apply for industrial training placements at host universities abroad, preferably those that have a Memorandum of Understanding (MoU) with UPSI.
- 7.3 The host universities will find placements for students either within the university or at any organisations recommended by the host universities, ensuring that these placements align with students' study programmes approved by the Faculty.
- 7.4 Students receive an offer letter from the host universities. If they do not receive this offer **five (5)** months before the industrial training period begins, they must find placements only within the country.
- 7.5 Students must submit the Placement Acceptance Form to the host universities, which will then return the completed form to the industrial training coordinator.
- 7.7 The Faculty is required to prepare paperwork to obtain approval from the Dean of the Faculty/Pulami/the International and Mobility Centre (IMC) before the application can be advanced to a higher level.
- 7.8 The approved paperwork must be presented by the Dean of the Faculty at the Academic Planning Committee (JKPA) meeting to obtain approval. The submission of the paperwork should occur at least **five (5)** months before the students commence their industrial training abroad.
- 7.9 The paperwork must be submitted along with a letter of confirmation for the offer/acceptance of industrial training abroad to obtain approval from the Academic Planning Committee (JKPA). If the application is denied, students must find industrial training placements within the country.
- 7.10 If the application is approved by the Academic Planning Committee (JKPA), the Faculty will arrange to present it at the Senate meeting. Additionally, if the expenses exceed RM50,000, the paperwork must receive approval from the JKPU meeting.

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- 7.11 After the application is approved by the Senate, students are required to apply for the necessary visa/pass. Students are responsible for finding out the type of visa or pass needed and the costs involved at the embassy of the relevant country. Students may seek advice from the International and Mobility Centre (IMC).
- 7.12 Students are required to confirm and pre-register for the Industrial Training course in accordance with the calendar provided by the Student Affairs Department (BHEA).
- 7.13 Students are required to register the organisation and their industrial training placement in the MySIS system, following the same process as domestic industrial training applications. Once the registration is complete, students must download the letter confirming their industrial training placement.
- 7.15 Students/Faculty are required to purchase round-trip flight tickets.
- 7.16 Students are required to obtain additional insurance for health and travel protection.
- 7.17 Students travel abroad.
- 7.18 Students must report to the host universities or/and industrial training organisations for their industrial training.

The Flowchart for Outbound Mobility is available in Appendix B.

APPENDIX A

FEE STRUCTURE FOR PHYSICAL MOBILITY OF INDUSTRIAL TRAINING

Category	Inbound				Outbound	
Fee Types	One-way		Reciprocity			
	< 3 months (or based on country eligibility)	> 3 months (credited)	< 3 months	> 3 months	One-way	Reciprocity
Student Study Expenses						
LI Tuition / Course Fees	NIL	600.00	NIL	NIL	Payable as usual if the program extends up to 1 semester	
		External University / student expenses			Student expenses	
Service - Transportation and Facilities	200.00		200.00		*costs are based on the total duration, number of participants and current currency exchange	
	External University / student expenses				Student/Faculty expenses	*subject to agreed documents
Student Matric Card	60.00	NIL	NIL		NIL	NIL
	External University / student expenses					
Meal / Living Allowance	40.00/pax/day *max rate based on international students	NIL	NIL		RM 50.00 per day/person	
	External University / student expenses				assistance from IMC (limited to RM 350/student)	*subject to agreed documents
Accommodation	15.00/pax/day (shared room) *subject to residential college vacancies				*costs are based on the total duration, number of participants and current currency exchange	
	External University / student expenses				Student/Faculty expenses	*subject to agreed documents
Activities	*subject to the cost of the programme including indoor and outdoor activities **Faculty/PTJ must prepare an activity package along with the total cost for each program conducted				*subject to the cost of running the program including indoor and outdoor activities	
	External University / student expenses		Faculty expenses		Student/Faculty expenses	*subject to agreed documents
Student Travel Expenses						
Visa dan Pass	110.00 (Social Visit Pass) *subject to EMGS rate	500.00 (Professional Visit Pass) *subject to student's home country	110.00 (Social Visit Pass) *subject to student's home country	500.00 (Professional Visit Pass) *subject to student's home	*rates based on country	
	External University / student expenses				assistance from IMC (limit to trust fund balance)	*subject to agreed documents
International Specials - Visa Process & Activity Fees	500.00	500.00	*rates based on country	500.00	*rates based on country	
	External University / student expenses		External University / student expenses		assistance from IMC (limit to trust fund balance)	*subject to agreed documents
Transport - Flight Tickets	*rates based on country				*costs are based on the total duration, number of participants and current	*rates based on country
	External University / student expenses				Student/Faculty expenses	*subject to agreed documents
Insurance (Health & Travel)	*subject to the amount, duration of the program and additional charges for outdoor activities	170.00 *subject to the total duration of the program and additional charges for outdoor activities	*subject to the amount, duration of the program and additional charges for outdoor activities	170.00 *subject to the total duration of the program and additional charges for outdoor activities	*rates based on country	
	External University / student expenses				assistance from IMC (limit to trust fund balance)	*subject to agreed documents
Medical check-up	NIL	250.00 *subject to Immigration & EMGS requirements	NIL	250.00 *subject to Immigration & EMGS requirements	*actual rate in the country	
	External University / student expenses				Student/Faculty expenses	*subject to agreed documents
Academic Supervisor Expenses						
Flight tickets						

Flight tickets	NIL	4000.00
Accommodation		
Living / Meal Allowance		
		Pulami expenses
Escort Expenses		
Flight tickets	NIL	*depends on current financial resources
Accommodation		
Living / Meal Allowance		

*Inbound – funding by External Universities / External Students
*Outbound - funding by Students/Faculty/IMC
*Reciprocity - the faculty/PTJ can discuss with the host university regarding the fees and charges that can be deducted through mutual agreement.
* Supervisory / Escort Expenses - funding by PULAMI

APPENDIX B

DURATION	ACTIVITY	FLOWCHART BEFORE INDUSTRIAL TRAINING	DOCUMENTS	ACTION BY
6 months before the Industrial Training starts	1: The student and the coordinator hold a preliminary discussion regarding the application for overseas industrial training.	<pre> graph TD Start([Start]) --> Prelim[Preliminary discussion] Prelim --> ApplyForeign[Apply for a placement at a foreign university] ApplyForeign --> ApplyAbroad[Apply for a placement at a university or organisation abroad] ApplyAbroad --> ReceiveOffer{Receive an offer letter?} ReceiveOffer -- No --> ApplyLocal[Apply for a placement within the country] ApplyLocal --> ReceiveOffer ReceiveOffer -- Yes --> SubmitForm[Submit the Placement Acceptance Form] SubmitForm --> PreparePaper[Prepare paperwork] PreparePaper --> CheckPaper[Check paperwork] CheckPaper --> SubmitJKPA[Submit the paperwork to JKPA Meeting] SubmitJKPA --> Approved{Approved?} Approved -- No --> ApplyLocal Approved -- Yes --> End([End]) </pre>	International Industrial Training Guidelines	<ul style="list-style-type: none"> Student Industrial Training Coordinator
	2: The student applies for Industrial training placement at a foreign university that has an MoU with UPSI (refer to the Industrial Training Coordinator).		<ul style="list-style-type: none"> Email Application Placement Application Letter Resume / CV Portfolio 	Student
	3: The host university will arrange a placement for the student either within the university itself or with any organisation recommended by the university, in accordance with the student's field of study and approved by the Faculty.			Host University
5 months before the Industrial Training starts	4: The student receives an offer letter from the host university. If no offer is received five (5) months before the Industrial Training begins, the student must seek placement within the country.		Offer Letter	<ul style="list-style-type: none"> Student Host University
	5: The student submits the Placement Acceptance Form to the host university. The host university completes the document and returns it to the student and the Industrial Training Coordinator.		Placement Acceptance Form	
	6: The faculty prepares a working paper before the application can be processed at a higher level.		Proposal Paper	Faculty
	7: The faculty holds a meeting to review the working paper together with PULAMI and the Centre for International and Mobility.			
	8: The faculty presents the working paper at the JKPA and JKPU meetings to obtain approval.			
4 months before the Industrial Training starts	9: If the application is approved at the JKPA level, it will be brought to the Senate meeting. If it is not approved, the student must apply to a local organization instead.			JKPA Committee

DURATION	ACTIVITY	FLOW CHART BEFORE INDUSTRIAL TRAINING	DOCUMENTS	ACTION BY
3 months before the Industrial Training starts	10: The student applies for a visa and permit.	<pre> graph TD Start(()) --> A[Apply for a visa and permit] A --> B[Pre-registration for Industrial Training] B --> C[Organisation registration & placement] C --> D[Book a flight ticket] D --> E[Purchase additional insurance] E --> F[Depart for abroad] F --> G[Report to Industrial Training placement] G --> End(()) </pre>	Visa and permit	<ul style="list-style-type: none"> • Student • Faculty
2 months before the Industrial Training starts	11: The student confirms and pre-registers for the Industrial Training course according to the BHEA calendar.		MySIS student	Student
	12: The student registers the organisation and Industrial Training placement in MySIS system, similar to the local Industrial Training application.			
	13: The student/faculty is required to purchase a round-trip flight ticket.		Flight ticket	<ul style="list-style-type: none"> • Student • Faculty
1 month before the Industrial Training starts	14: The student is required to purchase additional insurance for health and travel protection while abroad.		Additional insurance	Student
3 days before the Industrial Training starts	15: The student travels abroad with/without an escort.		Flight ticket and Visa	<ul style="list-style-type: none"> • Student • Supervising lecturer
First day of Industrial Training	16: The student reports to the host university and the Industrial Training organisation.		Self-Reporting Form	

DURATION	ACTIVITY	FLOW CHART BEFORE INDUSTRIAL TRAINING	DOCUMENTS	ACTION BY
W1	17: The student submits self-reporting form to the coordinator.	<pre> graph TD Start(()) --> A[Submit the self-reporting form] A --> B[Assign an academic supervisor for the student] B --> C[Supervise the student] C --> D[Fill log book] C --> E[Present a special assignment] D --> F[Supervise student] E --> F F --> G[Return to home country] G --> H[Report the completion of Industrial Training] H --> End(()) </pre>	Self-reporting form	Student
W2	18: The Industrial Training coordinator assigns an academic supervisor to each student.		MySIS lecturer	Industrial Training Coordinator
W1 – Last week	19: The student is supervised by the industry supervisor during the Industrial Training.		Log Book	Industry Supervisor
W1 – Last week	20: The student prepares daily and weekly logs, with periodic verification by the Industry Supervisor. 21: The student presents a special assignment to the Academic Supervisor and Industry Supervisor (first supervision session).		<ul style="list-style-type: none"> Supervision & Evaluation Book Log Book 	<ul style="list-style-type: none"> Industry Supervisor Academic Supervisor Student
Last week of the Industrial Training	22: The student is supervised by the Academic Supervisor during the visit (second supervision session).			<ul style="list-style-type: none"> Academic Supervisor Student
2 days after completing the Industrial Training	23: The student and the Academic Supervisor return to their country.		-	
Arrival at the university	24: The student reports the completion of their Industrial Training at Pulami.		Industrial Training Completion Form	<ul style="list-style-type: none"> Student Pulami

DURATION	ACTIVITY	FLOW CHART AFTER INDUSTRIAL TRAINING	DOCUMENTS	ACTION BY
1 week after completing the Industrial Training	25: The student submits the final report and logbook to the Academic Supervisor for evaluation.	<pre> graph TD Start(()) --> A[Submit the final report & log book] A --> B[Evaluate student] B --> C[Supervise student and fill in the marks] C --> D[Verify student's marks] D --> E[Verify student's marks] E --> F[Receive Industrial Training grade] F --> End([End]) </pre>	<ul style="list-style-type: none"> Final Report Log Book 	Academic Supervisor
	26: The student is assessed by the Industry Supervisor. The completed form is submitted directly to the Academic Supervisor.		Supervision & Evaluation Book	Industry Supervisor
	27: The student is assessed holistically by the Academic Supervisor.		MySIS lecturer	Academic Supervisor
1 week before JKPU	28: The student's marks are presented to Pulami during the vetting session.		MySIS lecturer	<ul style="list-style-type: none"> Pulami Industrial Training Coordinator
JKPU and Senate Dates	29: The student's marks are presented at the JKPU and Senate meetings.		Marks report	<ul style="list-style-type: none"> Pulami BHEA
After the Senate meeting	30: The student receives the Industrial Training grade.		MySIS student	Student