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SULTAN IDRIS EDUCATION UNIVERSITY



CENTER FOR TEACHING PRACTICE & INDUSTRIAL TRAINING
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GUIDELINES: **INDUSTRIAL TRAINING** UNIVERSITI PENDIDIKAN SULTAN IDRIS

(AMENDMENT 2025)



INDUSTRIAL TRAINING GUIDEBOOK

**TEACHING AND INDUSTRIAL TRAINING CENTRE
SULTAN IDRIS EDUCATION UNIVERSITY**

2025 EDITION

FOREWORD

Assalamualaikum w.b.t. dan Salam Sejahtera,

Alhamdulillah, praise be to Allah, that the UPSI Industrial Training Guidelines, 2025 Edition, have been successfully completed. This guideline book is especially beneficial for students, Industrial Supervisors, Academic Supervisors, Industrial Training Coordinators, and Employers in relevant organisations. These guidelines have been revised based on the Industrial Training Guidebook, 2022 Edition, incorporating changes involving rules and procedures for Industrial Training, its implementation, as well as eligibility criteria for Academic and Industrial Supervisors.

In fulfilling the aspirations of the university and the government to produce knowledgeable individuals who possess competencies in their fields, innovative and creative thinking, as well as high-order thinking skills, Industrial Training should become a significant agenda for training students. The relationship between the University and Industry should be built upon mutual cooperation to achieve the objectives of Industrial Training.

Generally, Industrial Training is a course that places students within an organisation for supervised practical training in their chosen industry, either domestically or abroad, for a designated period before they are awarded their Diploma or Bachelor's Degree. Therefore, it is imperative that these Industrial Training Guidelines be improved continuously so that the essence of its philosophy can be effectively realised.

My deepest appreciation and gratitude go to all parties involved, particularly the Deans, Deputy Deans (Academic and Student Development), Industrial Training Coordinators, and the Industrial Training Division at PuLaMI, for their valuable contributions and commitment. May these efforts significantly enhance academic quality development at UPSI.

Thank you.

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**Director
Teaching and Industrial Training Centre
Sultan Idris Education University
2025**

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LIST OF ABBREVIATIONS

UPSI	Sultan Idris Education University
PuLaMI	Teaching and Industrial Training Centre
LI	Industrial Training
JHEPA	Student Affairs Department
JKPU	University Examination Committee Meeting
SSM	Companies Commission of Malaysia

1.0 INTRODUCTION

This Industrial Training Guidebook has been prepared by the Teaching and Industrial Training Centre (PuLaMI) to provide clear guidance on the implementation of the Industrial Training (LI) course conducted by Sultan Idris Education University (UPSI). The guidebook is intended to assist LI Coordinators, Academic Supervisors, Industrial Supervisors, and students in understanding their respective roles during the implementation of LI. Additionally, the book explains requirements, regulations, implementation procedures, supervision methods, and evaluation criteria. All applicable acts, circulars, notices, directives, and regulations currently in effect should be read in conjunction with this guidebook.

The Higher Education Institution Industrial Training Policy has mandated LI as an essential component in most undergraduate programmes. Students must successfully complete the LI course to meet the graduation requirements for Diploma and Bachelor's Degree/Bachelor's Degree in Education.

2.0 OBJECTIVES AND LEARNING OUTCOMES

The objectives and learning outcomes of LI are as follows:

2.1 Industrial Training Objectives

- 2.1.1 To apply academic knowledge from university studies in a real working environment.
- 2.1.2 To enhance practical skills through the execution of assigned tasks.
- 2.1.3 To demonstrate comprehensive and effective communication across various organisational levels.
- 2.1.4 To practice professional ethics in their respective fields.

2.2 Learning Outcomes of Industrial Training

- 2.2.1 Knowledge acquired at the university is effectively linked to practical workplace experiences.
- 2.2.2 Practical experiences and skills gained enable informed career choices post-graduation.

- 2.2.3 Improving effective oral and written communication skills.
- 2.2.4 Ethical conduct is consistently demonstrated while performing tasks to achieve organisational objectives.

3.0 RELEVANT PARTIES

Industrial Training involves various key stakeholders:

3.1 Roles of Teaching and Industrial Training Centre (PuLaMI)

- 3.1.1 The LI Coordinator: manages Industrial Training implementation and serves as a liaison between students, the university, and industry.
- 3.1.2 Students: complete tasks assigned by the host organisation while adhering to university and industry guidelines.
- 3.1.3 Industrial Supervisors: guide and evaluate students according to LI guidelines and field-specific requirements.
- 3.1.4 Academic Supervisors: monitor students' academic performance during training, ensuring alignment with learning objectives.

4.0 MANAGEMENT OF INDUSTRIAL TRAINING

The administration of Industrial Training is managed by the Teaching and Industrial Training Centre (PuLaMI), headed by the Director, supported by the Deputy Director of Industrial Training and Administrative Assistants. At the faculty level, the Industrial Training Coordinator, appointed by the department, coordinates the programme.

4.1 Responsibilities of Teaching and Industrial Training Centre (PuLaMI)

- 4.1.1 Systematically plan the LI using the LI guidelines.
- 4.1.2 Providing required official documents during LI.
- 4.1.3 Managing the students' placement through the UniSIS system.
- 4.1.4 Approving students' LI placement registration in the UniSIS system.
- 4.1.5 Ensuring LI Coordinators assign Academic Supervisors in the UniSIS system.

- 4.1.6 Monitoring the entry of marks by Academic Supervisors in the UniSIS system.
- 4.1.7 Preparing reports on student's grades and related documentation - to be presented at the University Examination Committee Meeting (JKPU).

4.2 Responsibilities of Industrial Training Coordinator

- 4.2.1 Ensuring LI is implemented according to guidelines and schedules established by PuLaMI.
- 4.2.2 Identifying eligible students for LI.
- 4.2.3 Conducting briefings and providing necessary information to students before commencement of LI.
- 4.2.4 Coordinating suitable placements for students.
- 4.2.5 Assigning Academic Supervisors to each student.
- 4.2.6 Recording student reporting forms.
- 4.2.7 Advising students on LI-related issues.
- 4.2.8 Reporting student issues and complaints to PuLaMI.
- 4.2.9 Monitoring and coordinating the entry of student marks at the faculty level.

4.3 Responsibilities of Industrial Supervisor

- 4.3.1 Assigning tasks to students relevant to their academic disciplines.
- 4.3.2 Guiding students through their training in their respective fields.
- 4.3.3 Monitoring student attendance and well-being.
- 4.3.4 Regularly verifying student logbooks.
- 4.3.5 Reporting student performance to the Academic Supervisor.
- 4.3.6 Evaluating students' practical skills, professionalism, and communication skills using the Industrial Supervisor Evaluation Form.

- 4.3.7 Submitting the evaluation forms directly to the Academic Supervisor via the appropriate platform.

4.4 Responsibilities of Academic Supervisor

- 4.4.1 Conducting supervision visits to students at their placements.
- 4.4.2 Guiding and advising students during their Industrial Training.
- 4.4.3 Weekly monitoring of student progress through logbook entries submitted via the appropriate platform.
- 4.4.4 Evaluating students' LI presentations using the Academic Supervisor Evaluation Form.
- 4.4.5 Assessing cognitive and communication skills using the Academic Supervisor Evaluation Form.
- 4.4.6 Collecting final student reports in the last week of LI.
- 4.4.7 Obtaining Industrial Supervisor evaluation scores.
- 4.4.8 Recording student LI marks into the UniSIS system.

5.0 STUDENT RESPONSIBILITIES, SCOPE, AND ETHICS

During Industrial Training, students must adhere to both the university regulations and those of the organisation where they are placed.

5.1 Student Responsibilities

- 5.1.1 Secure a placement for Industrial Training.
- 5.1.2 Report to the placement organisation on the date and time specified in the offer letter.
- 5.1.3 Comply with the policies, rules, and directives set by both the organisation and UPSI.
- 5.1.4 Perform all assigned duties responsibly and diligently according to the scope of their study programme.
- 5.1.5 Upload weekly logbook reports to the Academic Supervisor through the designated platform..

- 5.1.6 Maintain the good reputation of UPSI and the employer throughout the Industrial Training period.
- 5.1.7 Contact and discuss with the Academic Supervisor immediately if issues arise at the training placement.
- 5.1.8 Ensure all relevant forms are completed and submitted to the appropriate parties.
- 5.1.9 Complete and submit the Final Report and Logbook by the deadlines set by the LI coordinator.
- 5.1.10 Students are responsible for fulfilling all LI requirements outlined in the guidelines; failure to do so will result in disciplinary action.

5.2 Student Tasks Scope

- 5.2.1 Duties assigned should provide students with opportunities to apply knowledge and skills learned in their respective specialisations.
- 5.2.2 Tasks must be agreed upon by both the Faculty and the Organisation to determine specific roles during LI.
- 5.2.3 Students must adhere to the defined training scope for each academic programme.

5.3 Code of Conduct and Discipline During Industrial Training

- 5.3.1 Students are governed by the Universities and University Colleges Act (Act 30) and Sultan Idris Education University Student Disciplinary Regulations 1999 during their Industrial Training.
- 5.3.2 Students are also required to comply with the rules and directives set by their training organisation during the training period.
- 5.3.3 If there is any conflict between Act 30 and the University's Student Disciplinary Regulations 1999, and the regulations or directives of the training organisation, Act 30 and the University's Student Disciplinary Regulations 1999 will prevail.

- 5.3.4 Students must demonstrate consistently high levels of discipline, appropriate behaviour, and accountability to their placement organisations.
- 5.3.5 Students must dress neatly, tidily, and modestly, adhering to the dress codes of the University and the organisation.
- 5.3.6 Students are prohibited from disclosing confidential or internal information about the organisation during or after their LI period.
- 5.3.7 Students must not participate in any activities prohibited by UPSI or their training organisation.
- 5.3.8 If a student is involved in, arrested for, or charged with a criminal offence, they may be suspended from their studies until the case is resolved, based on advice from the university's legal officer. Such students will be considered as deferring their studies until the matter is resolved.
- 5.3.9 Students who experience personal safety or sexual harassment issues are advised to report immediately to the police and the LI coordinator.

6.0 INDUSTRIAL TRAINING REQUIREMENTS

6.1 Eligibility Criteria for Industrial Training Registration

- 6.1.1 Students must complete all required courses based on their respective programme structure (subject to the Dean's approval).
- 6.1.2 Students must be physically and mentally healthy.
- 6.1.3 Students must be covered by insurance.
- 6.1.4 Fulfil any special requirements stipulated by the industry, such as CIDB Construction Personnel Registration Card (CIDB Green Card), NIOSH Safety Pass, Typhoid vaccination, etc.

6.2 Course and Placement Registration for Industrial Training

Students must complete pre-registration for courses and placement registration before undertaking LI.

6.2.1 Course Pre-Registration

- Students must pre-register for the LI course via the UniSIS system during week 11 of the semester preceding LI.
- Failure to pre-register for LI will result in unsuccessful LI placement registration.
- Students are not allowed to register for any other courses during their LI period, except Teaching Practice (LM), subject to current announcements.

6.2.2 Placement Registration

- Students must register their placement via the UniSIS system no later than **two weeks** before reporting to the industry.
- Failure to register placement will cause issues with supervision and LI assessment.

6.3 Duration and Credit Hours of Industrial Training

LI is conducted based on the duration set the faculty:

6.3.1 LI duration depends on each Faculty's stipulated programme structure as detailed in Table 1.

6.3.2 The duration of LI for UPSI programmes ranges from 8 to 24 weeks.

6.3.3 Credit hour calculations follow the guidelines set by the Malaysian Ministry of Education, where 1 credit hour equals two (2) weeks of LI.

Table 1: Duration and Credit Hours of Industrial Training by Programme

Industrial Training Courses					
Faculty	Program Code	Diploma Programme	Course Code	Credit Hour	Duration
Faculty of Management and Economics	A2212	Diploma in Entrepreneurship	PPI1078	8	16 weeks
Faculty of Science and Mathematics	A2000	Diploma in Science	SUL1016	6	12 weeks
	A2003	Diploma in Laboratory Technology		6	12 weeks
	A2002	Diploma in Science (Mathematics)		6	12 weeks
Faculty of Music and Performing Arts	A2112	Diploma in Music	AMI1336	6	12 weeks
	A2125	Diploma in Dance	APP1016	6	12 weeks
	A2126	Diploma in Theatre		6	12 weeks
Faculty of Languages	A2150	Diploma in English	BIK1136	6	12 weeks

and Communication		Language			
Faculty of Sports Science and Coaching	A2039	Diploma in Sports Science and Coaching	QLI1016	6	12 weeks
Faculty of Computing and Meta-Technology	A2160	Diploma in Game Design	DLI1016	6	12 weeks
	A2813	Diploma in Computer Science		6	12 weeks
Faculty	Program Code	Bachelor's Degree Programmes	Course Code	Credit Hour	Duration
Faculty of Arts, Sustainability, and Creative Industry	AC33	Bachelor of Design (Digital Games)	MLI40112	12	24 weeks
	AH16	Bachelor of Design (Advertising)		12	24 weeks
	AH17	Bachelor of Design (Animation)		12	24 weeks
Faculty of Computing and Meta-Technology	AC10	Bachelor of Software Engineering (Educational Software)	DLI30112	12	24 weeks
Faculty of Languages and Communication	AB14	Bachelor of Communication (Social Communication)	BKC31212	12	24 weeks
Faculty of Management and Economics	AE02	Bachelor of Accounting	PAI40112	12	24 weeks
	AE11	Bachelor of Business Administration (Human Resource Management)	PBI40112	12	24 weeks
			PBI4018	8	16 weeks
	AE14	Bachelor of Business Administration (Financial Services)	PFI4018	8	16 weeks
	AE07	Bachelor of Economics (Finance)	PEK4016	6	12 weeks
	AE23	Bachelor of Economics (Islamic Finance)		6	12 weeks
Faculty of Sports Science and Coaching	AS74	Bachelor of Sports Science (Coaching Science)	QAL30212	12	24 weeks
			QAL3018	8	16 weeks
Faculty of Music and Performing Arts	AA06	Bachelor of Performing Arts (Theatre)	APC3026	6	12 weeks
	AA56	Bachelor of Performing Arts (Dance)		6	12 weeks
Faculty	Program Code	Bachelor of Education Programmes / With Education	Course Code	Credit Hour	Duration
Faculty of Languages and Communication	AT49	Bachelor of Arabic Language with Education	BAI3016	6	12 weeks
	AT50	Bachelor of Chinese Language with Education	BCI3016	6	12 weeks
Faculty of Computing and Meta-Technology	AT20	Bachelor of Education (Information Technology)	DLI4014	4	8 weeks
	AT46	Bachelor of Education (Multimedia)		4	8 weeks
	AT47	Bachelor of Education (Computer-Based Design Technology)		4	8 weeks

Faculty of Science and Mathematics	AT48	Bachelor of Science (Mathematics) with Education	SML3014	4	8 weeks
Faculty of Human Sciences	AT58	Bachelor of Malaysian Studies with Education	HNL3014	4	8 weeks

Table 2: Duration and Credit Hours for Sports Rehabilitation, Supervised Fieldwork, and Equivalent Courses

Sports Rehabilitation, Supervised Fieldwork, and Equivalent Courses					
Faculty	Program Code	Bachelor's Degree Programmes	Course Code	Credit Hour	Duration
Faculty of Sports Science and Coaching	AS72	Bachelor of Sports Science (Sports Rehabilitation), Semester 8	QRL3028	8	16 weeks
	AS72	Bachelor of Sports Science (Sports Rehabilitation), Semester 6	QRL3013	3	6 weeks
Faculty of Human Development	AA16	Bachelor of Psychology	KST3708	6	12 weeks

6.4 Criteria for Passing Industrial Training

- 6.4.1 Students must achieve a minimum attendance of 80%, and
- 6.4.2 Students must be supervised and assessed by both academic and industrial supervisors; and
- 6.4.3 Students must submit the Final Report and Logbook; and
- 6.4.4 Students must achieve a passing grade for Industrial Training, which is grade B or higher (refer to Table 3).

Table 3: Industrial Training Grading

Score	Grade	Pointer	Status
80 -100	A	4.00	Pass
75 - 79	A-	3.75	
70 - 74	B+	3.50	
65 - 69	B	3.00	
60 - 64	B-	2.75	Fail
55 - 59	C+	2.50	
50 - 54	C	2.00	
45 - 49	C-	1.75	
40 - 44	D+	1.50	

35 - 39	D	1.00	
0 - 34	F	0.00	

**Assessment grades are subject to individual programme specifications and current applicable methods*

7.0 INDUSTRIAL TRAINING RULES AND REGULATIONS

7.1 Industrial Training Briefing

- 7.1.1 Students are required to attend the LI briefing conducted by PuLaMI and their respective faculties.
- 7.1.2 The briefing provides guidance on ethics, rules, disciplinary actions, and conduct during Industrial Training.

7.2 Industrial Training Placement

- 7.2.1 Student placements for Industrial Training cover organisations located in:
 - Malaysia
 - Abroad (refer to International Industrial Training Guidelines 2024)
- 7.2.2 Placements cover the following sectors:
 - **Private Sector:** Priority should be given to the private sector, including multinational corporations, public limited companies (local), private limited companies, and equivalent organisations.
 - **Public Sector:** Includes Federal Government, State Governments, and statutory bodies.
- 7.2.3 Placements must adhere to state guidelines as indicated in Table 4.

Table 4: Industrial Training Placement

Permitted states for Industrial Training	
<ul style="list-style-type: none"> • Kedah • Pulau Pinang • Perak • Selangor • Negeri Sembilan 	<ul style="list-style-type: none"> • Melaka • Johor • Pahang • WP Kuala Lumpur • WP Putrajaya

States permitted only for special cases	
<ul style="list-style-type: none"> • Perlis • Kelantan • Terengganu 	<ul style="list-style-type: none"> • Sabah • Sarawak • WP Labuan

**Subject to periodic changes*

7.2.4 Selection of domestic placements must follow these criteria:

- **Industry Focus:** Placements should be in states or major cities that provide extensive training opportunities.
- **Relevance to Field of Study:** Placements must align with the students' specific programme requirements.
- **Industry Safety:** Work environments must be healthy, safe, secure, and compliant with Occupational Safety and Health Act.
- **Facilities:** Preference for placements providing allowances, accommodation, and/or transportation.

7.2.5 Students are prohibited from undergoing LI at the following organisations:

- **Unregistered Organisations:** Organisations not registered with the Companies Commission of Malaysia (SSM).
- **Dubious Organisations:** Organisations that lack transparency, have unclear practices, or poor reputations.
- **Family-Owned Organisations:** Organisations involving family ties, vested interests, family-owned companies, or similar entities.
- **Schools Under the Ministry of Education Malaysia:** Students are prohibited from LI placements at daily schools, except state sports and arts schools with PuLaMI approval.
- **UPSI:** LI placements at UPSI are discouraged except for special cases, subject to specific programme needs.

7.2.6 Placements that fail to comply with these criteria are at the student's own risk. PuLaMI will not assume responsibility for any arising issues.

- 7.2.7 All LI placement arrangements must be coordinated through the LI coordinator and approved by PuLaMI.

7.3 Industrial Training Schedule

- 7.3.1 Students must adhere to the LI schedule periodically issued by PuLaMI.
- 7.3.2 Students are required to commence their LI on the scheduled date. Any adjustments to the start date require PuLaMI approval.

7.4 Reporting at the Organisation

- 7.4.1 Students must report to their LI organisation on the specified date and time.
- 7.4.2 Upon reporting, students must bring documents such as the LI Placement Letter, Reporting Form, and Student Matriculation Card.
- 7.4.3 Students must submit the Reporting Form, verified by the Industrial Supervisor, to their Academic Supervisor within one week of reporting.

7.5 Attendance Policies

- 7.5.1 Students are required to attend the Industrial Training physically and fully according to the duration stipulated by each programme.
- 7.5.2 Students must achieve attendance of more than 80% of the total Industrial Training duration to fulfil the passing criteria (refer to the Sultan Idris Education University Academic Regulations Amendment 2024).
- 7.5.3 Students may participate in LI through remote work (partially) or hybrid arrangements, subject to the suitability of their programme's field, operational requirements of the industry, as well as conditions stipulated by relevant accreditation bodies and professional associations related to their programme of study.

7.6 Training Hours

- 7.6.1 Students must adhere to the working hours set by the organisation.
- 7.6.2 Students must inform the organisation immediately if they are unavoidably late.

- 7.6.3 Students are required to comply with the total working hours set by the Employment Act (Amendment) 2022, which is 45 hours per week excluding break times. However, this requirement may vary according to organisational needs as long as it remains reasonable and does not exceed limits.

7.7 Allowances and Remuneration

- 7.7.1 The University does not provide financial support to students during the LI period.
- 7.7.2 Students may utilise scholarships allocated for that particular semester to cover expenses incurred during LI.
- 7.7.3 Industries are encouraged to provide students with allowances at rates appropriate to their organisation.
- 7.7.4 However, any remuneration provided is at the discretion of the industry. Students are not permitted to request any allowances or payments unless voluntarily provided by the organisation.

7.8 Leave Entitlement

7.8.1 Annual Leave

Annual leave is not allocated to students undergoing LI. Students are not permitted to take annual leave during LI unless approved by the organisation.

7.8.2 Special Holiday

Special holidays (such as additional leave granted during festivals) provided by the organisation do not require replacement unless specifically instructed by the employer.

7.8.3 Sick Leave/Quarantine Leave

Students are eligible for Sick Leave or Quarantine Leave. Only medical or quarantine certificates certified by a Medical Officer will be accepted. The number of sick leave days allocated is displayed in Table 5.

Table 5: Medical Leave Allocation by Duration of Industrial Training

LI Duration	Maximum Sick Leave Allowed
8 weeks	4 days
12 weeks	5 days
16 weeks	6 days
24 weeks	6 days

In case of absence due to illness, students must:

- Immediately inform the employer about their absence.
- Submit the Sick Leave/Quarantine Leave Certificate obtained from a government hospital/clinic or panel clinic to the employer.
- Record leave days in their Logbook and attach a copy of the Sick Leave/Quarantine Certificate in the relevant section.

7.8.4 Emergency Leave

- Emergency leave refers to leave taken due to unforeseen circumstances (e.g., family bereavement, vehicle breakdown, house fire, natural disasters, etc.).
- Approval of emergency leave is at the discretion of the organisation.
- Emergency leave taken must be replaced accordingly.

7.9 Insurance

7.9.1 All students undergoing LI are provided with insurance coverage under the UPSI Student Group Takaful Protection until the completion of their studies.

7.9.2 Any matters related to insurance should be referred to the Student Welfare Section, Student Affairs Division, UPSI [Email: skpp.bhep@upsi.edu.my].

8.0 SPECIAL CASES AND EXCEPTIONS

During Industrial Training, students may face specific challenges requiring special attention. Below are some frequently encountered special cases during Industrial Training:

8.1 Unavailability of Placement

- 8.1.1 Students unable to secure a placement within two weeks from the scheduled start date of LI must apply for **semester deferment**.
- 8.1.2 Delays in commencing LI at a new placement will affect graduation eligibility confirmation and convocation attendance eligibility.

8.2 Reporting Issues at Organisation

- 8.2.1 If the organisation requires the student to report earlier than the specified date, the organisation must inform the Industrial Training coordinator in writing.
- 8.2.2 If a student is unable to report on the specified date, the student must immediately inform the Employer and their respective Industrial Training coordinator in writing.
- 8.2.3 Students are required to **replace** the days of absence depending on the total number of days missed.

8.3 Absence from the Organisation

- 8.3.1 If a student's absence is less than 20% (excluding allocated medical leave), the student must **replace** the days missed according to the total number of days absent.
- 8.3.2 If a student's absence exceeds 20% (excluding allocated medical leave), the student will be considered as not having fulfilled the Industrial Training duration requirements and will be advised to **defer their studies**.
- 8.3.3 If a student's absence is due to unreasonable reasons, the student will **fail** even if the absence is less than 20%.

8.4 Change of Industrial Training Placement

- 8.4.1 Any changes to the placement before the Industrial Training commences, after the placement registration has been made in the UniSIS system, must obtain **approval** from the Industrial Training coordinator.
- 8.4.2 Changes to the placement are **not permitted** once the student has reported duty to the industry. Any changes to the placement must be approved by the Industrial Training coordinator and PuLaMI.
- 8.4.3 Changes to placement will only be considered for valid reasons supported by evidence in special cases, such as:
- health
 - harassment
 - safety
 - internal organisation issues
- 8.4.4 For placement changes due to special cases, students are required to **complete the remaining days** of Industrial Training at the new organisation until they fulfil the duration specified by the faculty as a graduation requirement.
- 8.4.5 Students who intentionally change their training placement without approval from the Industrial Training Coordinator and PuLaMI will **fail** the Industrial Training course.

8.5 Termination of Industrial Training

- 8.5.1 Termination of Industrial Training by the Employer
- If a student is terminated due to disciplinary issues caused by the student themselves and supported by solid evidence, the student will be considered as having **failed Industrial Training**.
 - If a student's placement is terminated earlier than scheduled due to internal organisational issues, the student must immediately inform the Industrial Training Coordinator so that a **new placement** can be arranged to complete the remaining duration of Industrial Training.

- If a student's placement is terminated earlier than scheduled due to health issues, the student must submit a **request for deferment** to the Industrial Training Coordinator, Head of Department, and PuLaMI.
- If a student's placement is terminated earlier than scheduled due to performance issues, the student must submit an **appeal** to the Industrial Training Coordinator and PuLaMI.

8.5.2 Termination of Industrial Training by the Student

- Students are strictly prohibited from intentionally terminating Industrial Training earlier than the scheduled date.
- Students who intentionally terminate their training without approval from the Industrial Training Coordinator will **fail** the Industrial Training course.

8.6 Extension of Industrial Training Duration

- 8.6.1 Students are permitted to undergo Industrial Training **beyond the stipulated duration** only after obtaining approval from the Industrial Training Coordinator and reaching an agreement between the student and the employer.
- 8.6.2 In the event of any accident or injury occurring during this extended period, it shall be entirely the responsibility of the **employer and the student**.
- 8.6.3 Students must complete the Industrial Training Duration Extension Application Form no later than **four (4) weeks** before the end of Industrial Training.
- 8.6.4 Students are permitted to extend their Industrial Training duration by a maximum of **two (2) months only**, subject to the stipulated Industrial Training period.

8.7 Deferment of Industrial Training

- 8.7.1 Applications for Industrial Training deferment can be made based on factors such as health, harassment, safety, and other reasonable grounds.

- 8.7.2 Students must submit their deferment application to the Head of Department no later than the **third week** after the Industrial Training begins.
- 8.7.3 Students are advised to **defer their Industrial Training** if their attendance at the organisation **falls below 80%** due to the following reasons:
- Critical illness;
 - Representing the country in sports events or activities mandated by the Government or University;
 - Performing umrah / hajj or equivalent.
- 8.7.4 Students are subject to the deferment of studies regulations as stipulated in the Universiti Pendidikan Sultan Idris (Academic Matters) Amendment 2024.

8.8 Property Damage

- 8.8.1 If a student is required to use equipment considered valuable by the organisation, the student must be supervised by the employer. If no supervision is provided while the equipment is being used, any damage that occurs will be the **responsibility of the organisation**.
- 8.8.2 Any damage to property that occurs due to the student's negligence during Industrial Training will be the **responsibility of the student**.

8.9 Accident

- 8.9.1 In the event of an accident during Industrial Training, the student or the student's representative is required to **immediately inform** the Industrial Training Coordinator, who will then forward the report to JHEPA for further action.

8.10 Overseas Work Visit

- 8.10.1 If a student is required to go on an overseas work visit during the Industrial Training period, the student must obtain **approval** from PuLaMI.

8.10.2 The student must obtain relevant additional insurance coverage, to be borne by the organisation.

8.10.3 The student is required to submit a Letter of Indemnity (by the Student and Parent/Guardian).

8.11 Representation of Institution/State/Country

8.11.1 Students must submit an **Industrial Training release** application to PuLaMI and the employer if they are involved in official activities such as PALAPES, SUKSIS, SUKIPT, MASUM, or representing the university in equivalent special programmes.

8.11.2 Students are required to **replace** the missed days in order to fulfil the Industrial Training duration.

9.0 ACTIONS FOR SPECIAL CASES

If a student is involved in a special case, consultation with the faculty and PuLaMI must be conducted before any action is taken against the student.

9.1 Cross-Industrial Training Supervision

9.1.1 PuLaMI emphasises that cross-supervision should be conducted if a complaint is received from the employer and the student is at risk of failing.

9.1.2 Any change in Industrial Training placement requires prior cross-supervision by the Head of Department/ representative and approval from PuLaMI.

9.2 Deferment of Industrial Training

9.2.1 PuLaMI will **defer** a student's Industrial Training course if it **overlaps** with another academic course, unless approval is granted by the Dean of Faculty.

9.2.2 PuLaMI will **defer** the Industrial Training course of any student who is unable to complete the required training period within the stipulated time before the marks confirmation meeting.

- 9.2.3 Deferment is only permitted for **one (1) semester**. Should a student require deferment exceeding **two (2) consecutive semesters**, it will be subject to the consideration and approval of the Director of PuLaMI.

9.3 Extension of Industrial Training Duration

- 9.3.1 PuLaMI reserves the right to determine the necessity of an extension of the Industrial Training duration.
- 9.3.2 PuLaMI will not consider any extension if the student has already qualified for convocation.

9.4 Change of Industrial Training Placement

- 9.4.1 PuLaMI reserves the right to **withdraw** a student's Industrial Training placement during the training period and arrange a new placement if necessary or due to unavoidable circumstances.
- 9.4.2 PuLaMI will not consider any placement changes if the student has completed more than half of the total Industrial Training duration.

9.5 Failure in Industrial Training

- 9.5.1 A student will be deemed to have failed Industrial Training if:
- They obtain a **grade of B-** or below (Refer to Table 3).
 - They **do not undergo Industrial Training** and have no record of deferment after course registration.
 - Attendance is **less than 80%** of the total Industrial Training duration as set by the programme, due to intentional absence without valid reason (Refer to Section 8.3.3).
 - **Terminate the Industrial Training earlier** than the scheduled period without prior approval from PuLaMI (Refer to Section 8.5.2).
 - **Change of placement** without prior approval from PuLaMI (Refer to Section 8.4.5).
 - Undergo Industrial Training at an organisation with which the student has **familial or conflict-of-interest ties** (Refer to Section 7.2.4).

- Commit **document or information forgery** related to Industrial Training; including falsification of offer letters, attendance records, medical certificates, and health reports.
- Commit **plagiarism** in documents such as the logbook, final report, and special assignments.
- **Fail to submit the Final Report and Logbook** by the stipulated deadline.
- **Terminated by the employer** due to the student's own disciplinary issues, supported by solid evidence.

9.5.2 Students who obtained a failing grade, that is B- or below, are allowed to repeat the Industrial Training **once (1)** only.

9.5.3 A student will be Dismissed (DB) if:

- Obtain a grade of B- or below after registering and completing the Industrial Training course **twice (2)** (Refer to Universiti Pendidikan Sultan Idris (Academic Matters) Amendment 2024).

9.5.4 Students have the right to submit a written appeal to the faculty and PuLaMI within 14 days from the date the failure recommendation is announced.

10.0 INDUSTRIAL TRAINING IMPLEMENTATION PROCEDURES

10.1 Before Industrial Training

Table 6: Procedures Before Undergoing Industrial Training

Procedure	Responsibility of	Document
1: Students attend the Industrial Training briefing and understand the UPSI Industrial Training Guidebook.	Industrial Training Student Industrial Training Coordinator	<ul style="list-style-type: none"> • Briefing Slides • Industrial Training Guidebook
2: Students are required to complete the pre-registration for the Industrial Training course (one semester before Industrial Training begins.)	Industrial Training Student	Student UniSIS

3: Students must apply for an Industrial Training placement with companies related to their field of study.	Industrial Training Student	<ul style="list-style-type: none"> • Industrial Training Placement Application Letter • Resume • Portfolio
4: Students are interviewed and screened by the company.	Industrial Training Student Industry	<ul style="list-style-type: none"> • Resume • Portfolio
5: Students receive feedback from the company. If none, students must follow up with the company.	Industrial Training Student	Offer Letter
6: If rejected, students must re-apply to other companies.	Industrial Training Student	<ul style="list-style-type: none"> • Placement of Industrial Training Application Letter • Resume • Portfolio
7: If accepted, students must make a decision to accept the company. Students need to choose only one company and decline others.	Industrial Training Student	Rejection Letter
8: Students apply to the company by completing the Industrial Training Placement Acceptance Form. The company must return the form to the student and the Industrial Training Coordinator.	Industry	Industrial Training Placement Acceptance Form
9: Students register for placement of Industrial Training in the UniSIS system. If the organisation is not listed in the search, the student must register the organisation before registering the placement.	Industrial Training Student	Student UniSIS
10: Industrial Training Coordinator verifies the application in the UniSIS system.	Industrial Training Coordinator	UniSIS
11: PuLaMI approves the application in the UniSIS system.	PuLaMI	UniSIS
12: Students download and print Placement Confirmation Letter in the UniSIS system.	Industrial Training Student	Industrial Training Placement Letter

10.2 During Industrial Training

Table 7: Procedures during Industrial Training

Procedure	Responsibility of	Document
1: Students report at the company and obtain confirmation in the report duty form from the employer.	Industrial Training Student	<ul style="list-style-type: none"> • Industrial Training Placement Letter • Report Duty Form • Matric Card
2: Students submit the report duty form to the Industrial Training Coordinator through a suitable medium.	Industrial Training Student	Report Duty Form
3: Coordinator assigns the Academic Supervisor for students and the students may check the named Supervisor in the system.	Industrial Training Coordinator Industrial Training Student	Coordinator UniSIS Student Unisis
4: Students fill in the logbook daily, including weekly notes, which must be periodically verified by the Industrial Supervisor.	Industrial Training Student Industrial Supervisor	Logbook
5: Industrial Supervisor conducts supervision on the students throughout the training period.	Industrial Supervisor	
6: Academic Supervisor conducts a social visit to the industry. A visitation letter may be obtained through the UniSIS system.	Academic Supervisor Industrial Supervisor Industrial Training Student	Visitation Letter
7: Students present a special assignment , where the Academic Supervisor and Industrial Supervisor will assess the presentation (online).	Academic Supervisor Industrial Supervisor Industrial Training Student	<ul style="list-style-type: none"> • Special Assignment Presentation Slides • Academic Supervisor Evaluation Form • Industrial Supervisor Evaluation Form
8: Students complete the final report and logbook .	Industrial Training Student	<ul style="list-style-type: none"> • Final Report • Logbook
9: Industrial Supervisor assesses the student and submits the marks(email) to the Academic Supervisor by the final week of Industrial Training.	Industrial Supervisor	Industrial Supervisor Evaluation Form

10.3 After Industrial Training

Table 8: Procedures After Industrial Training

Procedure	Responsibility of	Document
1: Students submit relevant documents to the Academic Supervisor according to the time set by the Industrial Training Coordinator.	Student	<ul style="list-style-type: none"> • Final Report • Logbook
2: Academic Supervisor evaluates the final report submitted by the students.	Academic Supervisor	Academic Supervisor's Evaluation Form
3: Academic Supervisor records the final marks in the UniSIS system.	Academic Supervisor	<ul style="list-style-type: none"> • Overall Evaluation Form • UniSIS
4: Industrial Training Coordinator presents the final Industrial Training marks to PuLaMI at the vetting of marks meeting.	Industrial Training Coordinator PuLaMI	<ul style="list-style-type: none"> • Marks Report • Failure Report
5: PuLaMI Director presents the Industrial Training marks at JKPU and Senate meetings.	PuLaMI JKPU	<ul style="list-style-type: none"> • Marks Report • Failure Report
6: Students receive the marks for their Industrial Training.	Student	Industrial Training Grade
7: Students print the Industrial Training Completion Letter.	Student	Student UniSIS

11.0 SUPERVISION AND ASSESSMENT OF INDUSTRIAL TRAINING

11.1 Supervision

- 11.1.1 Students will be supervised by both the Industrial Supervisor and Academic Supervisor.
- 11.1.2 The Industrial Supervisor must continuously supervise the students throughout the Industrial Training period.
- 11.1.3 The Academic Supervisor must conduct **one (1) face-to-face supervision** and additional online supervisions based on the number and method of supervision outlined in Table 9.

Table 9: Number, Method and Medium of Supervision Based on Industrial Training Duration

Industrial Training Duration	Number of Supervision	Method of Supervision	Medium
8 weeks 12 weeks	Two (2) times	First : Social Visit	Face-to-face
		Second : Special Assignment presentation	Online
16 weeks 24 weeks	Four (4) times	First : Self-Assessment	Online
		Second : Social Visit	Face-to-face
		Third : Self-Assessment	Online
		Fourth : Special Assignment presentation	Online

** The method of supervision is not subject to a specific sequence except for self-assessment.*

**Any changes are subject to the needs of each program and the current applicable method.*

11.1.4 The total number of supervisions may also vary for special cases requiring additional supervisions. (Eg: cross-supervision).

11.2 Assessment

11.2.1 Students will be assessed by both the Industrial Supervisor and Academic Supervisor.

11.2.2 Assessment and rubrics are provided by PuLaMI (refer to the Industrial Training Supervision and Assessment Book 2023 Edition), however they are subject to alternative assessments determined by each program.

11.2.3 The Industrial Training Assessment items are presented in the given table:

Table 10: Assessment Item, Assessor and Mark Percentage

Assessment Item	Program Learning Outcome	Assessor	8 and 12 weeks	16 and 24 weeks
			Percentage	
Section A - Logbook	PS- Practical Skills (PLO3)	Industrial Supervisor	30%	30%
Section B - Ethics and Professionalism	ETS- Ethics and Professionalism (PLO11)		20%	20%

Section C – Verbal Communication	CS- Communication Skills (PLO5)		10%	10%
Section D –Special Assignment Presentation	CS- Communication Skills (PLO5)	Academic Supervisor	10%	10%
Section E – Writing of the Final Report	CG- Cognitive Skills (PLO2)		30%	20%
Section F – Self-Reflection	ETS- Ethics and Professionalism (PLO11)		-	10%
Total			100%	100%

**Any changes are subject to the needs of each program and the current applicable assessment criteria.*

11.2.4 Assessment by the Industrial Supervisor

- The student's performance is evaluated by the Industrial Training organisation by using the Industrial Supervisor Evaluation Form, accounting for 60% of the total marks.
- The Academic Supervisor must inform the Industrial Supervisor of this evaluation form during the visit.
- Evaluation considers the following; Logbook, Ethics and Professionalism as well as Verbal Communication.
- **Logbook** refers to the records of the student's daily activities / tasks during Industrial Training.
- **Ethics and Professionalism** refers to observations of the student's ethical behaviour during Industrial Training.
- **Verbal Communication** refers to observations of the student's verbal communication skills during Industrial Training.

11.2.5 Assessment by the Academic Supervisor

- The student's performance is evaluated by the Industrial Training organisation by using the Academic Supervisor Evaluation Form, accounting for 40% of the total marks.

- Items taken under consideration for evaluation include special assignment presentation, final report and self-reflection (only for 16 and 24 weeks of Industrial Training).
- **Special Assignment Presentation** refers to verbal and written presentation related to the assigned work.
- **Final Report** refers to a more comprehensive report on the activities/tasks completed during Industrial Training. It must follow the prescribed format of each program (refer to Appendix).
- **Self-Reflection** refers to a reflection conducted before and during Industrial Training to identify strengths and weaknesses, implement necessary improvements, and ensure continuous personal and professional development.

11.2.6 Overall Assessment

- Students must submit their Logbook and the Final Report to the Academic Supervisor during the deadline set by the Industrial Training Coordinator.
- The Academic Supervisor will conduct an overall evaluation of the student and enter the marks in the UniSIS system.

12.0 APPENDIX OF INDUSTRIAL TRAINING DOCUMENTS

Relevant Industrial Training documents may be downloaded from the PuLaMI website. (<http://pulami.upsi.edu.my>).

12.1 Appendix A : Industrial Training Form

Appendix A1 - Sample Resume



ZHARIF RAZYN

My Contact

 Zharifrazyn16@gmail.com

 60132064245

 No 18, Jalan selasih 5 Saujana utama 3 , 47000 sungai buloh

Education Background

Diploma in Sport Industry of Management 2022 - Present
Universiti Selangor (UNISEL)
CGPA: 3.55

SMK SAUJANA UTAMA, SUNGAI BULOH 2019 (SMKSU)
Sijil Pelajaran Malaysia

Hard Skill

- Microsoft office (Word, excel, Powerpoint) **Expert**
- Graphic Editor (Canva, Capcut) - **Advance**
- Journal and broadcasting - **Intermediate**

Language

- Bahasa Malaysia - **Expert**
- English - **Intermediate**

Summary

Dedicated and passionate toward sport in malaysia. Managing big program in sport activities such as SUKMA. Task driven professionally as leader on managing sport program in Universiti Selangor.

Professional Experience

VOLUNTEER OF SUKMA 2022
16 September 2022- 23 September 2022

Key responsibilities:

- Prepare an official match board and identity of athlete before game
- Teamwork management before and after match being held
- Consult with the former national athlete before starting a tournament

ORGANIZER UNISEL PUBG MOBILE CHAMPIONSHIP
18 February 2022

Key responsibilities:

- Arranging staff members performance before and after competition
- Controlling and communicate to team and give a moral support before tournament being started

VOLUNTEER FUTSAL MEDIA PRIMA
27 August 2022

Key responsibilities:

- Computer & technical skill on fill form of player data
- Preparing prize match winning to staff of Media Prima company

Achievements

2019	Champion of MSSD rugby
2022	Elected as Director of University Selangor ,Shah Alam Pubg Mobile Program



25 October 2022

TO WHOM IT MAY CONCERN

Dear Sirs,

RE : CONFIRMATION OF INSURANCE/TAKAFUL COVERAGE FOR REGISTERED STUDENTS (LOCAL) OF
SULTAN IDRIS EDUCATION UNIVERSITY ("UPSI") FOR ACADEMIC YEAR OF 2022.
POLICY NO : TGTW000643/10 / TPG-C0124308-Y4
POLICY TYPES : GROUP PERSONAL ACCIDENT & TERM LIFE
PERIOD OF COVER : 01 JANUARY 2022 – 31 DECEMBER 2022

The above matter refers.

This is to confirm that the below mentioned student is the registered students of Sultan Idris Education University ("UPSI") and covered under the Group Family Takaful Plan underwritten by Etiqa Family Takaful Berhad / Etiqa General Takaful Berhad.

NO.	STUDENT'S NAME	I/C NO
1		

The Scope of Coverage/Benefits are as follows:-

No	Scope Of Benefits/Coverage	Sum/ Benefit Covered
1.	Death due to Sickness/Natural	RM10,000.00
2.	Death due to Accident	RM20,000.00
3.	Total Permanent Disablement – Sickness/Natural	RM10,000.00
4.	Total Permanent Disablement - Accident	RM20,000.00
5.	Partial Permanent Disablement – Accident (as per table of benefits) - Maximum	RM20,000.00
6.	Medical Expenses due to Accident	RM 3,000.00
7.	Funeral Expenses – All Causes	RM 1,000.00
8.	Hospital Daily Ward Allowance due to Accidental Causes (Maximum 30 days)	RM 25.00 per day
9.	Repatriation Expenses – Accident	RM 3,000.00
10.	Rape Trauma Compensation	RM 1,000.00
11.	Dengue Recuperation	RM 500.00

This plan provides 24 hours / 7 days worldwide coverage, yearly renewable and extended to the above student subjected to our policy's terms, conditions and exclusions as specified in the Policy Contract.

Thank you.

Yours sincerely
ETIQA FAMILY TAKAFUL BERHAD
ETIQA GENERAL TAKAFUL BERHAD

This is computer generated document, therefore no signature is required.

c.c Student Affairs & Alumni Department
Universiti Pendidikan Sultan Idris

Appendix A3 - Placement of Industrial Training Application Letter



ARAS BAWAH, BLOK 9
KAMPUS SULTAN AZLAN SHAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS
35900 TANJONG MALIM
PERAK DARUL RIDZUAN, MALAYSIA
TEL: 05-450 7210
EMEL: plmi@upsi.edu.my

PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

No. Rujukan : UPSI/PLMI/LI/477
Tarikh :

Kepada Sesiapa Yang Berkenaan

Tuan/Puan,

PERMOHONAN PENEMPATAN LATIHAN INDUSTRI

Dengan segala hormatnya merujuk kepada perkara di atas.

2. Universiti Pendidikan Sultan Idris (UPSI) ingin memohon kebenaran daripada pihak tuan/puan untuk menerima pelajar UPSI seperti yang berikut untuk menjalankan program latihan industri di organisasi tuan/puan:

NAMA PELAJAR : _____
NO. MATRIK : _____
PROGRAM PENGAJIAN : _____
TEMPOH LATIHAN INDUSTRI : _____ hingga _____

3. Untuk pengetahuan pihak tuan/puan, latihan industri merupakan kursus yang wajib diambil oleh setiap pelajar UPSI sebagai syarat untuk bergraduasi. Tujuan latihan industri ini adalah untuk mempraktikkan pengetahuan akademik di industri dan memberi pendedahan alam pekerjaan sebenar dan seterusnya membantu mereka untuk meningkatkan kemahiran komunikasi dan etika profesional.

4. Sehubungan dengan itu, disertakan resume permohonan untuk tindakan pihak tuan/puan. Pihak UPSI amat menghargai jika pihak tuan/puan dapat memberi jawapan penerimaan/penolakan kepada permohonan ini dalam tempoh SATU (1) minggu selepas pihak tuan/puan menerima surat ini.

5. Justeru itu, besar harapan kami agar pihak tuan/puan dapat mempertimbangkan dan seterusnya meluluskan permohonan ini.

Segala kerjasama dan komitmen daripada pihak tuan/puan amat dihargai dan didahului dengan ucapan ribuan terima kasih.

"MALAYSIA MADANI"
"BERKHIDMAT UNTUK NEGARA"
"PENERAJU KEBITARAAN PENDIDIKAN"

YBHG PROFESOR MADYA DR. ASHARDI BIN ABAS
Pengarah
Pusat Latihan Mengajar dan Industri

(Surat ini adalah cetakan komputer dan tidak memerlukan tandatangan)



Appendix A4 - Industrial Training Placement Acceptance Form



SULTAN IDRIS EDUCATION UNIVERSITY

ARAS BAWAH, BLOK 9
KAMPUS SULTAN AZLAN SHAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS
35900 TANJONG MALIM
PERAK DARUL RIDZUAN, MALAYSIA
TEL: 05-450 7210
EMEL: plmi@upsi.edu.my

PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

UPSI /PLMI/LI/B01/Pin01/Dis2024

BORANG PENERIMAAN PENEMPATAN LATIHAN INDUSTRI INDUSTRIAL TRAINING PLACEMENT ACCEPTANCE FORM

BAHAGIAN A : MAKLUMAT PELAJAR (Diisi oleh Pelajar)

SECTION A : STUDENT INFORMATION (Filled by Student)

Nama <i>Name</i>	<input type="text"/>		
No. Matrik <i>Matric No.</i>	<input type="text"/>		
Program <i>Programme</i>	<input type="text"/>		
Fakulti <i>Faculty</i>	<input type="text"/>		
Alamat <i>Address</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>
Tarikh Mula Latihan Industri <i>Start Date of Industrial Training</i>	<input type="text"/>	Tarikh Tamat Latihan Industri <i>End Date of Industrial Training</i>	<input type="text"/>

BAHAGIAN B : MAKLUMAT ORGANISASI (Diisi oleh Pihak Organisasi)

SECTION B : ORGANISATION INFORMATION (Filled by Organisation)

Nama Organisasi <i>Organisation's Name</i>	<input type="text"/>		
Alamat <i>Address</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>

Appendix A5 - Placement Confirmation Letter



ARAS BAWAH, BLOK 9
KAMPUS SULTAN AZLAN SHAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS
35900 TANJONG MALIM
PERAK DARUL RIDZUAN, MALAYSIA

TEL: +6015 4879 7210
FAKS: + 6015 4879 7290
EMEL: plmi@upsi.edu.my

PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

Rujukan Tuan :
Rujukan Kami :
Date : 26/01/2023 2:49:57 PM

BANK RAKYAT
TINGKAT 29, MENARA 1, MENARA KEMBAR BANK
RAKYAT, NO. 33, JALAN RAKYAT, KL SENTRAL 50470
KUALA LUMPUR
WILAYAH PERSEKUTUAN KUALA LUMPUR

Tuan/Puan ,

PENEMPATAN PELAJAR UNIVERSITI PENDIDIKAN SULTAN IDRIS MENJALANI PROGRAM LATIHAN INDUSTRI

Dengan segala hormatnya perkara di atas dan surat maklumbalas dari tuan/puan.

2. Sehubungan dengan itu, pihak PULAMI mengucapkan ribuan terima kasih di atas kesudian pihak tuan/puan menerima pelajar Universiti Pendidikan Sultan Idris dan berikut adalah butiran pelajar yang akan menjalani latihan industri di organisasi tuan/puan.

Nama Penuh :
No. Kad Matrik :
Tarikh Latihan : 05/09/2022 hingga 17/02/2023
Tempoh : 24 minggu
Program : AC33 - Reka Bentuk (Permainan Digital)

3. Kerjasama yang diberikan oleh pihak tuan/puan didahului dengan ucapan terima kasih.

Sekian.

""

"BERKHIDMAT UNTUK NEGARA"
"UPSI NO.1 PENDIDIKAN"

Saya yang menjalankan amanah,

(PROFESOR MADYA DR. ASHARDI BIN ABAS)

Pengarah
Pusat Latihan Mengajar Dan Industri
Universiti Pendidikan Sultan Idris

*Surat ini adalah cetakan berkomputer. Ia disahkan benar oleh Pusat Latihan Mengajar & Industri, Universiti Pendidikan Sultan



LETTER OF UNDERTAKING & INDEMNITY FOR UPSI GIVEN BY STUDENT

Date:

Director
Centre of Teaching Practice and Industrial Training (PuLaMI)
Universiti Pendidikan Sultan Idris,
35900 Tanjong Malim,
Perak Darul Ridzuan.

Dear Sir,

INDUSTRIAL TRAINING UNDERTAKING AND INDEMNITY

Referring to the industrial training as stated in the Letter of Offer by the Company (*hardcopy of the Letter of Offer shall be forwarded to PuLaMI*), I,, NRIC No Student ID No, pursuing a Programme of Study in Year & Semester hereby declare and agree to abide by the University's terms and conditions for industrial training, including but not limited to:

- 1) further declare and confirm that the University shall not be held responsible in the event of any misfortune or accidents and/or personal injuries whether fatal or otherwise involving me.
- 2) undertake full responsibility of all the consequences should any other person or body suffer such accidents and/or personal injuries and/or damage to property as a result of my negligent act or omission during the course of industrial training.
- 3) indemnify and keep indemnified the University against any liability, demand, claim, loss or lawsuit in respect of personal injuries to me and/or to anybody and/or property damage arising out of or caused by my negligent act or omission during the course of industrial training.
- 4) undertake to uphold the good name of the University and abide by the code of conduct of the University, the Company, the industry and any other relevant rules and regulations at all times during the course of my industrial training. I shall not hold the University responsible for my misconduct or wrong doing at all times during the course of my industrial training.
- 5) further undertake not to breach the terms and conditions of the contract for industrial training between myself and the Company.

I hereby acknowledge and confirm that I have been cautioned to obtain additional insurance coverage for the current Group Personal Accident (for students) Insurance and to obtain the necessary insurance coverage for Medical, Hospitalization and Surgical and Personal Liability Insurance coverage for any accidents or personal injuries or perils or losses or damage caused to persons or body or property during the period of the industrial training (applicable for international industrial training).

I further declare that I shall obtain, maintain and keep these insurance policies valid throughout the period of the industrial training.

Yours sincerely,

Name:
Contact Phone No:

Enclosure: (Company's Offer Letter/Placement Acceptance Form)

Appendix A7 - Report Duty Form



SULTAN IDRIS EDUCATION UNIVERSITY

ARAS BAWAH, BLOK 9
KAMPUS SULTAN AZLAN SHAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS
35900 TANJONG MALIM
PERAK DARUL RIDZUAN, MALAYSIA
TEL: 05-450 7210
EMEL: plmi@upsi.edu.my

PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

UPSI /PLMI/LI/B03/Pin02/Dis2024

BORANG LAPOR DIRI LATIHAN INDUSTRI INDUSTRIAL TRAINING REPORT DUTY FORM

BAHAGIAN A : MAKLUMAT ORGANISASI SECTION A : ORGANISATION INFORMATION

Nama Organisasi <i>Organisation's Name</i>	<input type="text"/>		
Alamat Organisasi <i>Organisation's Address</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>

BAHAGIAN B : AKUAN LAPOR DIRI SECTION B : REPORT DUTY DECLARATION

Nama <i>Name</i>	<input type="text"/>		
No. Matrik <i>Matric No</i>	<input type="text"/>		
Program <i>Programme</i>	<input type="text"/>		
Fakulti <i>Faculty</i>	<input type="text"/>		
Alamat Semasa Latihan Industri <i>Current Address of Industrial Training</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>
Tarikh mula Latihan Industri <i>Start Date of Industrial Training</i>	<input type="text"/>	Tarikh tamat Latihan Industri <i>End Date of Industrial Training</i>	<input type="text"/>
Tarikh Laporan Diri <i>Date of Report Duty</i>	<input type="text"/>		

Appendix A8 - Extension of Industrial Training Application Form



ARAS BAWAH, BLOK 9
KAMPUS SULTAN AZLAN SHAH
UNIVERSITI PENDIDIKAN SULTAN IDRIS
35900 TANJONG MALIM
PERAK DARUL RIDZUAN, MALAYSIA
TEL: 05-450 7210
EMEL: plmi@upsi.edu.my

PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

UPSI /PLMI/LI/B09/Pin01/Dis2024

BORANG PERMOHONAN PENAMBAHAN MASA LATIHAN INDUSTRI EXTENSION OF INDUSTRIAL TRAINING DURATION APPLICATION FORM

BAHAGIAN A : MAKLUMAT PELAJAR (Diisi oleh pelajar) SECTION A : STUDENT'S INFORMATION (Filled by student)

Nama Name	<input type="text"/>		
No. Matrik Matric No.	<input type="text"/>		
Program Programme	<input type="text"/>		
Fakulti Faculty	<input type="text"/>		
Alamat Address	<input type="text"/>		
No. Telefon Phone No.	<input type="text"/>	Emel Email	<input type="text"/>

BAHAGIAN B : MAKLUMAT PENAMBAHAN MASA (Diisi oleh Pelajar) SECTION B : EXTENSION OF DURATION INFORMATION (Filled by Student)

Nama Organisasi Organisation's Name	<input type="text"/>		
Tarikh Mula Latihan Industri Start Date of Industrial Training	<input type="text"/>	Tarikh Tamat Latihan Industri End Date of Industrial Training	<input type="text"/>
Tempoh Tambah Masa Duration of Extension	<input type="text"/>	Minggu Week	<input type="text"/>
Tarikh Mula Tambah Masa Start Date of Extension Time	<input type="text"/>	Tarikh Tamat Tambah Masa End Date of Extension Time	<input type="text"/>

Appendix A9 - Industrial Training Change of Placement Application Form



ARAS BAWAH, BLOK 9
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PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

UPSI /PLMI/LI/B07/Pin01/Dis2024

BORANG PERMOHONAN PERTUKARAN PENEMPATAN LATIHAN INDUSTRI INDUSTRIAL TRAINING CHANGE OF PLACEMENT APPLICATION FORM

BAHAGIAN A : MAKLUMAT PELAJAR (Diisi oleh pelajar) SECTION A : STUDENT'S INFORMATION (Filled by student)

Nama <i>Name</i>	<input type="text"/>		
No. Matrik <i>Matric No.</i>	<input type="text"/>		
Program <i>Programme</i>	<input type="text"/>		
Fakulti <i>Faculty</i>	<input type="text"/>		
Alamat <i>Address</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>

BAHAGIAN B : MAKLUMAT PERTUKARAN PENEMPATAN (Diisi oleh Pelajar) SECTION B : CHANGE OF PLACEMENT INFORMATION (Filled by Student)

Nama dan Alamat Penempatan Terdahulu <i>Name and Address of Previous Placement</i>	<input type="text"/>		
Tarikh mula Latihan Industri <i>Start date of Industrial Training</i>	<input type="text"/>	Tarikh tamat Latihan Industri <i>End date of Industrial Training</i>	<input type="text"/>
Nama dan Alamat Penempatan Sekarang <i>Name and Address of Current Placement</i>	<input type="text"/>		

Appendix A10 - Industrial Training Deferment Application Form



SULTAN IDRIS EDUCATION UNIVERSITY

ARAS BAWAH, BLOK 9
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PUSAT LATIHAN MENGAJAR DAN INDUSTRI (PULAMI)

UPSI /PLMI/LI/B08/Pin01/Dis2024

BORANG PERMOHONAN PENANGGUHAN LATIHAN INDUSTRI INDUSTRIAL TRAINING DEFERMENT APPLICATION FORM

BAHAGIAN A : MAKLUMAT PELAJAR (Diisi oleh pelajar) SECTION A : STUDENT'S INFORMATION (Filled by student)

Nama <i>Name</i>	<input type="text"/>		
No. Matrik <i>Matric No.</i>	<input type="text"/>		
No. Pengenalan <i>Identification No.</i>	<input type="text"/>		
Program <i>Programme</i>	<input type="text"/>		
Fakulti <i>Faculty</i>	<input type="text"/>		
Alamat <i>Address</i>	<input type="text"/>		
No. Telefon <i>Phone No.</i>	<input type="text"/>	Emel <i>Email</i>	<input type="text"/>
Tarikh mula Latihan Industri <i>Start date of Industrial Training</i>	<input type="text"/>	Tarikh tamat Latihan Industri <i>End date of Industrial Training</i>	<input type="text"/>

BAHAGIAN B : MAKLUMAT PENANGGUHAN PENGAJIAN (Diisi oleh Pelajar) SECTION B : DEFERMENT INFORMATION (Filled by Student)

Sesi Penangguhan <i>Deferment Session</i>	<input type="text"/>
Sesi Lapor Diri Semula <i>Next Report Duty Session</i>	<input type="text"/>



CATATAN HARIAN
DAILY NOTES

MINGGU <i>Week</i>	TARIKH <i>Date</i>	HARI <i>Day</i>

MASA <i>Time</i>	AKTIVITI <i>Activity</i>

MINGGU KE (<i>Week Number</i>):
Aktiviti Mingguan Yang Dijalankan (Secara Ringkas) : <i>Weekly Activity Carried Out (Briefly) :</i>
Pengetahuan / Kemahiran Yang Diperoleh : <i>Knowledge / Skills Acquired :</i>

DIISI OLEH PENYELIA INDUSTRI (<i>To Be Filled In By Industry Supervisor</i>)	
Komen / Cadangan : <i>(Comment / Suggestion):</i>	
Tandatangan dan Cop: <i>(Signature and Stamp):</i>	Tarikh: <i>(Date):</i>

CATATAN HARIAN*DAILY NOTES*

MINGGU Week	TARIKH Date	HARI Day
4	6 / 1 / 2025	MONDAY

MASA Time	AKTIVITI Activity
8.00 AM	- Arrive at PULAMI
8.15 AM	- Sorted the students Industrial training extension period application form based on their respective semester since the physical form were not sorted properly.
9.00 AM	- This process involves identifying the starting and ending date for their industrial training period to determine the exact semester the students are belong to.
2.00 PM	- Resume on handling of making a video regarding Industrial training placement registration guide for UPSI students using video editing Software, Filmora 14. - This process involves media gathering such as images files, audio and video clips that later on will be filtered out so that the remaining media fits the final cut of the video.
5.00 PM	- Punch out.

The Industrial Training Final Report is one of the assessment components that contributes to 30% of the industrial training's overall evaluation. Students must prepare this report by following the given guidelines.

- Contents of Report
 - Title Page
 - Acknowledgement
 - Table of Contents
 - List of Tables, Figures and Appendices
 - Chapter 1: Introduction
Background of industrial training, mission, vision and objectives of industrial training.
 - Chapter 2: Organisation Background
Organisation history and establishment, organisation chart, mission, vision, objectives and other relevant information.
 - Chapter 3: Summary of Industrial Training Activities
Weekly summaries of activities from the first to the last week. Need to be supported by diagrams, images, tables etc.
 - Chapter 4: Recommendations
Evaluate the tasks given and relate them to knowledge acquired at the university. Identify problems and propose solutions. Suggest improvements throughout the training.
 - Chapter 5: Conclusion
Summary of the report.
- References
- Appendices
- Writing Guidelines
 - Report must be printed, soft bound or ring bound.

- Report must be written in Malay or English.
- Number of pages between 30 to 50 pages.
- English terms should be italicised or placed in '.....' or (...) to assist with the understanding when using Malay language.
- Sentences must be concise, precise and written in a passive voice.
- The use of "I" is not allowed. Instead, terms like "the trainee" or "the student" should be used.
- References must use the *American Psychological Association* (APA) format.
- The guide to writing references may be accessed through the link:
<http://www.apastyle.org>

- Final Report Specifications

Font Type/Size	Arial (11) or Times New Roman (12)
Line Spacing in Main Texts	1.5
Margin	TOP: 30mm; BOTTOM: 26mm; LEFT: 38mm; RIGHT: 25mm
Page Number	Bottom & centre of the page
Paper Size and Printing	A4; clearly printed
Word Count	2000 words (not including table, figures, images and appendices)
Images	Image location: Centre of page Title: Lower & centre part of the image
Tables	Table location: Centre of page Title Location: Upper & centre part of the table
Figures	Figure location: Centre of page Title Location: Below & left side of figure

12.3 Appendix C : Frequently Asked Questions

1) Question: How may students obtain placement for Industrial Training?

Answer: Students may obtain placement through the following:

- Online Resources: Organisations and companies provide online platforms for Industrial Training opportunities.
- Networking: Students may find placement through personal networks or industrial exhibitions organised by universities/industries.
- Faculty/PuLaMi: The university possesses a database that could assist with Industrial Training placement.

2) Question: When should students submit their Industrial Training applications?

Answer: Application must be made at least three (3) months before the Industrial Training begins.

3) Question: What if a student receives multiple offers?

Answer: The student must select only one placement and write an official letter to decline the others.

4) Question: Will students receive payment during Industrial Training?

Answer: Payment of Industrial Training depends on the organisation that provides training. Some organisations provide allowances or salaries to students, while others do not.

5) Question: What happens if a student is unable to complete the Industrial Training ?

Answer: If the student is unable to complete the Industrial Training due to unforeseen circumstances, such as health reasons or personal issues, the student should:

- Inform the Supervisor: The student needs to inform the Industrial Supervisor and the Coordinator/Academic Supervisor as soon as possible.
- Submit an Official Letter: The student must submit an official letter to explain their situation and make application to defer or repeat training.

6) Question: What should a student do if they face issues during training?

Answer: If the student faces issues during training, they should:

- Discuss with the Supervisor: The student must discuss with the Industrial Supervisor to obtain possible solutions.
- Report to the Academic Supervisor: If unresolved, the student needs to report the issue to the Academic Supervisor or the Industrial Training Coordinator.
- Seek Assistance: The student may opt for assistance from the university counsellor or participate in support services offered by the university.
- Document the Issue: The student should save records of the problem that arise, including the date, actions taken and any feedback received.

7) Question: Are students allowed time-off during training?

Answer: Subject to permission/approval by the organisation.

8) Question: Are students allowed to take leave during training?

Answer: Subject to permission/approval by the Faculty.

9) Question: What should students do after completing Industrial Training?

Answer: After completing Industrial Training, students should:

- Submit the Final Report and Logbook: Students are required to submit the Final Report and Logbook to the Academic Supervisor immediately after completion of Industrial Training.
- Industrial Training Completion Letter: Students may retrieve the Industrial Training Completion Letter from the Student UniSIS system.
- Academic Transcript: Students may obtain the provisional transcript at BHEA, if needed.

10) Question: Does Industrial Training lead to permanent job opportunities?

Answer: Some students may receive job offers from the industry based on their performance. However, employment depends on company policies and vacancies.

CONCLUSION

The Industrial Training Guidebook 2025 Edition is developed to assist all parties involved, especially the Centre of Teaching Practice and Industrial Training, faculty management, industries and Industrial Training students. With this guidebook, it ensures a structured and standardised Industrial Training process in Universiti Pendidikan Sultan Idris.

ENFORCEMENT STATEMENT

Universiti Pendidikan Sultan Idris Industrial Training Guidebook 2025 Edition was approved by the Universiti Pendidikan Sultan Idris Senate on 11 Mac 2025. It applies to all faculties in Universiti Pendidikan Sultan Idris commencing **SESSION 2 2024/2025**, replacing the Universiti Pendidikan Sultan Idris Industrial Training Guidebook (2023 Edition).

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Universiti Pendidikan Sultan Idris (UPSI)
2025 Edition**



Center of Teaching and Industrial Training
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