



UPM
UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



FACULTY OF AGRICULTURE



PERTANIAN . INOVASI . KEHIDUPAN

Office of Academic, Students Affairs & Alumni, Faculty of Agriculture
Pejabat Akademik, Hal Ehwal Pelajar dan Alumni, Fakulti Pertanian



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INDUSTRIAL TRAINING FACULTY OF AGRICULTURE

The Industrial Training Program requires each student to undergo practical experience with industry, government organizations and research institutions in order to complete formal lectures and laboratory work. The program lasts for twenty four (24) weeks or six (6) months for each academic session.

Under this program, students will be sent to government agencies, professional bodies, research institutions as well as product / service companies (referred to as Organizations) related to major agricultural goods and services either from within or outside the country. Among the student placements are: -

The farm, Orchard, Turf Field, Factory, Research Institutions, Government departments, Entrepreneur Company

INDUSTRIAL TRAINING COORDINATOR

HEAD COORDINATOR OF INDUSTRIAL TRAINING UNIT

Dr. Fadhil Syukri [fadhil@upm.edu.my]

COORDINATOR BAC. OF SCIENCE IN AGRICULTURE WITH HONS.

Dr. Nazatul Shima Naharudin [nazatul@upm.edu.my]

Dr. Mohd Shafar Jefri Mokhatar [shafarjefri@upm.edu.my]

COORDINATOR BAC. OF SCIENCE IN HORTICULTURE WITH HONS.

Dr. Mashitah Jusoh [mashitahj@upm.edu.my]

COORDINATOR BAC. OF AGRICULTURE IN ANIMAL SCIENCE WITH HONS.

Dr. Iswan Budy Hj. Suyub [iswan@upm.edu.my]

COORDINATOR BAC. OF SCIENCE IN PLANTATION MANAGEMENT WITH HONS.

Dr. Daljit Singh A/L Karam Singh [daljitsingh@upm.edu.my]

COORDINATOR BAC. OF AGRIBUSINESS WITH HONS.

Dr. Muaz Mahmud [muaa@upm.edu.my]

COORDINATOR BAC. OF SCIENCE IN AQUACULTURE WITH HONS.

Dr. Rozihan Mohamad [rozihanm@upm.edu.my]

*For any enquiries regarding Industrial Training,
please email to **respectively coordinator** or refer to the following Officer:*

*Mr. Nik Zaini Bin Peei
Administrative Assistant (C/O)
+603-9769 4103 / nikzaini@upm.edu.my*

INDUSTRIAL TRAINING COURSE CODE

The following is a list of codes for Industrial Training courses according to the study program offered at the Faculty of Agriculture.

PROGRAM PENGAJIAN / STUDY PROGRAMME	TAHUN / YEAR	SEMESTER	KOD KURSUS LATIHAN INDUSTRI / INDUSTRIAL TRAINING COURSE CODE
Bachelor Sains Pertanian dengan Kepujian <i>Bachelor of Agricultural Science with Honours</i>	4	2	PRT4901
Bachelor Sains Hortikultur dengan Kepujian <i>Bachelor of Horticultural Science with Honours</i>	4	2	PRT4901
Bachelor Sains Akuakultur dengan Kepujian <i>Bachelor of Science in Aquaculture with Honours</i>	4	2	AKU4901
Bachelor Pertanian Sains Ternakan dengan Kepujian <i>Bachelor of Agriculture in Animal Science with Honours</i>	4	2	SHW4901
Bachelor Sains Perniagaantani dengan Kepujian <i>Bachelor of Science in Agribusiness with Honours</i>	4	2	PPT4901
Bachelor Sains Pengurusan Perladangan Dengan Kepujian <i>Bachelor of Science Plantation Management with Honours</i>	4	2	PRT4901
Pendidikan Jarak Jauh (PJJ) <i>Distance Learning (PJJ)</i>	5	1	PRT4901

INDUSTRIAL TRAINING PROCEDURES AND FORMS

Visit the Faculty of Agriculture website for procedures and download forms.



(UNDERGRADUATE » Industrial Training & Placement » Students of UPM)

DOCUMENT & RELATED FORMS

BEFORE UNDERGOING INDUSTRIAL TRAINING

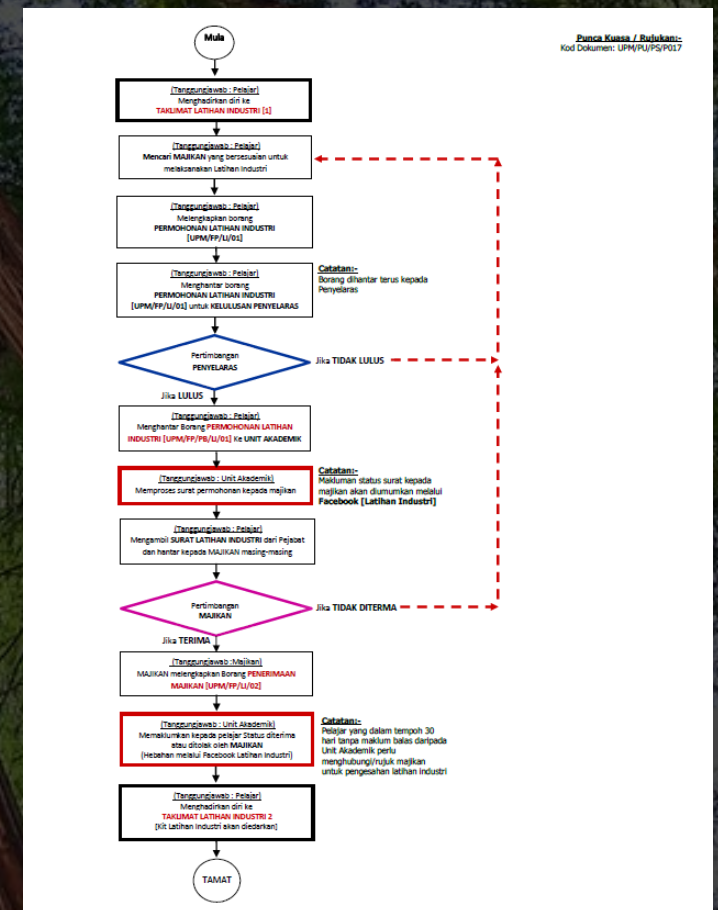
- 'Jejak Kerjaya' Form
- Final Year Student Verification Form [UPM/FP/LI/01]
- Industrial Training Application Form [UPM/FP/LI/02]
- Application to Study Abroad Form [OPR/INTL/BR02/OUTBOUND]
- Proposal to Study Abroad
- Curriculum Vitae (CV)
- Employer's Acceptance Form [UPM/FP/LI/03]

DURING INDUSTRIAL TRAINING

- Report duty Verification Form [UPM/FP/LI/04]
- Digital Logbook Format
- Verification Form of Digital Logbook Review
- Employer's Evaluation Form Toward Student [UPM/FP/LI/07]
- Completion of Industrial Training Form [UPM/FP/LI/08]

AFTER COMPLETING INDUSTRIAL TRAINING

- Industrial Training Final Report format
- Industrial Training Presentation Report





Things Before Undergoing An Industrial Training



- ☐ Register Industrial Training Course Subjects in eSMP on the 12th week of the current semester (2 Jan 2023)
- ☐ Students need to fill out a Career Track Form - *Will be announced*
- ☐ Students need to create LinkedIn and Facebook accounts



INDUSTRIAL TRAINING GUIDE

PRE-INDUSTRY TRAINING	IMPLEMENTATION OF INDUSTRIAL TRAINING	POST-INDUSTRIAL TRAINING
<ul style="list-style-type: none"> Attend all industrial training briefings held by the faculty; Refer to the Industrial Training Unit / Department Coordinator, regarding the choice of place for the industrial training to ensure that both the place and the scope of training are appropriate; Refer to the Industrial Training System (eLITS) when deciding a place, prepare resume and verify placement; Make the application for industrial training placement through the Faculty; Rejecting a placement after receiving an offer letter without the authorisation of the Industrial Training Unit of the Faculty is not allowed; Provide living facilities, accommodation and transportation during the training; Register industrial training courses in the Student Information System (SMP) within the specified period. 	<ul style="list-style-type: none"> Report upon arrival at the industrial training venue on the specified date and time; Understand the scope of work to be done, policies and procedures, safety rules and other related matters; Planning for activities during industrial training through discussions with industry supervisors by referring to the scope of the training guidelines set by the faculty; Comply with the planned activities for the duration of the industrial training; Return the Confirmation Form Personal Report (OPR / TNC (JINM) / BR01/LI) certified by the industry supervisor to the faculty; Complete the log book of activities that have been carried out on each day / week; Ensure that log books are reviewed and signed by the supervisor to confirm activities that have been completed; Take note of the date of supervision by the monitoring lecturer; Prepare a report to be presented to the monitoring lecturer (if necessary); Protect the good name of the University and abide by the rules during the training period. 	<ul style="list-style-type: none"> Send the log book and the industrial training report (in hardcopy and / or softcopy) within the specified period; Present the report (if necessary) at the specified date; Present support documents for absences (e.g., medical certificate and application for leave form approved by the industrial supervisor); Meet all industrial training evaluation criteria to ensure good results are obtained.

1

Forms to be submit to Faculty Officer
Mr. Nik Zaini Bin Peei using **QR
CODE/GOOGLE FORM**

1. Final Year Student Confirmation Form
2. Industrial Training Place Application Form or Overseas Industrial Training Place Application Form
3. Curriculum Vitae (CV)
4. Employer Acceptance Response Form
5. Self -Report Confirmation Form within (7) days after self -report
6. Industrial Training Completion Form within (7) days after completion of Industrial Training



2

Forms to be emailed to the
Industrial Training Coordinator
according to the respective program:

1. **Employer Assessment** Form for Students
2. Digital Log Book Review Confirmation Form

The day of commencement of Industrial Training is based on the stipulation of each state (Either Sunday or Monday);

Students are **NOT ALLOWED** to change Industrial Training places after being accepted by the employer. However, this is allowed with the **CONSENT** of the Coordinator, Deputy Dean and Dean on a case -by -case basis;

INDUSTRIAL TRAINING MARKING SCHEME



Items	Employer Assessment	Supervisor Assessment	Logbook	Written Report	Student Presentation	Total
% Marks	40	20	5	15	20	100



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BERKUALITI BERKEMAJUAN



TAKWIM LATIHAN INDUSTRI | SEMESTER KEDUA SESI 2022/2023 FAKULTI PERTANIAN

Taklimat Latihan Industri/Industrial Training Briefing (1)

2 Dis 2022 (Jumaat)

Permohonan Tempat Latihan Industri/Industrial Training Placement Application

28 Nov 2022 – 22 Jan 2023

Maklumbalas Majikan/Employer Feedback

Jan 2023 – Feb 2023

Taklimat Latihan Industri/Industrial Training Briefing (2)

13 Jan 2023 (Jumaat)

BST (BSH)

13 Mac 2023 – 4 Jun 2023

Mula & Tamat Latihan Industri/Start & End (Fasa 1)

Mei 2023

Lawatan Pemantauan Pensyarah/Lecturer Visit

12 Jun 2023 – 3 Sept 2023

Mula & Tamat Latihan Industri/Start & End (Fasa 2)

Ogos 2023

Lawatan Pemantauan Pensyarah/Lecturer Visit

11 – 13 Sept 2023

Pembentangan /Industrial Training Presentation

BSPT / BSP / BSA / BSPP / BSHTK

13 Mac 2023 – 27 Ogos 2023

Mula & Tamat Latihan Industri/Start & End

Jun – Julai 2023

Lawatan Pemantauan Pensyarah/Lecturer Visit

4 – 6 Sept 2023

Pembentangan /Industrial Training Presentation

Pejabat Akademik, Hal Ehwal Pelajar dan Alumni

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ATTENDANCE

SCAN HERE



VIRTUAL COUNTER

the great **ESCAPE**

