



## INDUSTRIAL TRAINING GUIDELINE DURING COVID-19 PANDEMIC

### 1.0 Purpose

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

### 2.0 General Guidelines

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

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

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

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

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

2.1.3 For students who have completed **LESS than 70%** of their Industrial Training before the MCO, faculties may consider the followings:

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

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

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

**\* Even IF the current batch of Industrial Training students are in their final semester, they will still have enough time to complete their Industrial Training until September 2020. They will be able to complete in time for their graduation this year.**

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

Due to the extended MCO, students doing their Industrial Training in the Special Semester may **NOT** have enough time to complete their Industrial Training **OR** may **NOT** get a placement for their Industrial Training. Faculties may consider the following:

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

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

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

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

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

In the event that students cannot complete their Industrial Training in the current semester or in the special semester due to the extended MCO or other related reasons, these students may apply personally or can be given consideration for Grade I by the Committee of Examiners. They can register for Industrial Training again in the subsequent semester to complete the remaining weeks of their Industrial Training and a grade will then be given upon completion.

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

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

- a) Students will be required to register the new company in the placement module. Please note that students **MUST** withdraw the first placement in the placement module to enable them to register the details of the new company.

- b) Industrial Training Coordinators **MUST** inform the first company to evaluate the students before they leave the company. The **FINAL** assessment will be calculated based on the duration completed at both companies and total marks accumulated from both companies. The information of the first company will be generated by PTM for faculties to keep for assessment purposes and as record.

## **2.6 Teaching Practicum**

- a) All teaching practicum will be extended **IF** MCO is lifted by end of April.
- b) **IF** MCO is **FURTHER EXTENDED** and schools remain closed thereafter, students will do online teaching (WFH) and case studies in replacement of teaching practicum.

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

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

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