UNIVERSITI SAINS ISLAM MALAYSIA
INDUSTRIAL TRAINING
GUIDELINE

USIM | PLIMJI
PUSAT LIBATSAMA MASYARAKAT
DAN JARINGAN INDUSTRI

UNIVERSITI SAINS ISLAM MALAYSIA

جَامِعَة العُلومِ الإِسْلامِيَة المَاليزية

ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

UNIVERSITI SAINS ISLAM MALAYSIA INDUSTRIAL TRAINING GUIDELINE

CENTER FOR COMMUNITY ENGAGEMENT AND INDUSTRIAL NETWORKING (PLiMJI)
Print 2019

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1.0   INTRODUCTION

This Industrial Training Guideline is provided as guidance for the Industrial Training (IT) implementation of the Islamic Science University of Malaysia (USIM) students. This guideline was developed based on the Higher Education Institution Industrial Training set by the Ministry of Higher Education (MOHE), which has established the LI as one of the requirements for all Diploma and Bachelor students undergoing programmes fit to have IT in the programme structure. The IT thus becomes compulsory for the awarding of the Bachelor Degree in USIM. Only students who meet the academic qualifications set by their respective Faculties are eligible to undergo the IT.

The IT provides students with the opportunity to apply the theories learned in the classroom to real situations in the workplace. In addition, they can obtain practical experiences in order to enhance their own marketability. These guidelines are designed to facilitate students, supervisors and the Organisation in understanding their respective roles in the implementation of IT.

Definition of Industrial Training

The industrial training refers to the placement of students in an organisation to conduct supervised practical training in selected industries, whether out of or within the country, for a prescribed time before they are awarded a Certificate, Diploma or Bachelor's Degree.

2.0   OBJECTIVES OF INDUSTRIAL TRAINING

The Industrial Training aims to provide students with the opportunity to :-

- Obtain practical experience in accordance with their respective areas of expertise.
- Improve their communication skills in multiple levels of the organisation.
- Apply their academic knowledge and skills in real work settings.
- Adopt professional ethics in their respective fields.
- Enhance their marketability to be more competitive.

3.0   RULES AND REGULATIONS OF INDUSTRIAL TRAINING

While undergoing IT, students are subjected to the University regulations as well as the rules of the chosen Organisation.

3.1   Eligibility

3.1.1 Students are eligible for IT according to their respective programme of study.

3.1.2 Students who receive approval from the Dean of the Faculty.

3.2   Duration

3.2.1 The IT duration depends on the structure of the respective programme of study and is subject to the University's approval according to the conditions set out in each programme of study (e.g.: the Bachelor of Accounting programme must meet the needs of the Malaysian Institute of Accountants (MIA) which is a minimum of 24 weeks)

3.2.2 Students are required to undergo the IT within the stipulated time. If the IT duration is insufficient, students are required to increase the IT duration subject to the employer's consent and USIM's permission.

3.2.3 Should an organisation require the extension of the IT duration or expect the student to register earlier than the prescribed date, the organisation shall notify USIM in writing.

3.2.4 In the event of any accident or injury during the IT, students are eligible for the insurance coverage facility as prescribed by USIM.

3.3 Course Registration

3.3.1 Students must ensure that their tuition fees are paid at least two (2) weeks before the IT semester begins.

3.3.2 Students MUST use the USIM eLI system to manage their IT applications.

3.3.3 Students MUST register for the Industrial Training Course through the iStudent Portal within the registration period, which is from the week pre-registration is opened (week 13 of lecture) until the 2nd week the semester begins.

3.4   Passing Requirement

The passing grade is contingent on the subject passing grade (**D to pass**).

3.5   Placement

3.5.1 The selection of IT placement is subject to the Faculty's consent in accordance with the following criteria:

   3.5.1.1 According to the requirements of the field related to the study.

   3.5.1.2 The list of organization for IT is as listed in the eLI system with the advice of the respective Programme Leader.

   3.5.1.3 If the organisation chosen for IT is not in the eLI system list, students must register the place through the menu functionality of the eLI system, "Organization-Add New Organization". The addition will be reviewed by the PLiMJI for approval.

3.5.2 A change of placement is **NOT** allowed after the Confirmation Letter has been received by the Industry.

3.5.3 A change of placement will only be considered for acceptable reasons (such as employers/firms abusing authority, sexual harassment, and house break-in to the point of endangering student life) and must obtain written permission from the Faculty.

3.5.4 Students who changed a placement **WITHOUT** the approval of the Dean of Faculty/Head of Programme is considered to have skipped IT. As long as they do not register a new place, the students would likely have to do the remaining IT period again because they are deemed as not meeting a requirement for graduation, i.e. complete IT duration as determined by the faculty.

3.5.5 Students are **NOT ALLOWED** to undergo IT in USIM unless:-

    3.5.5.1 They have received written permission from the Deputy Vice-Chancellor (Academic & International) (TNCAA).

3.6   Reporting for Duty at Organisation

3.6.1 Students must ensure that the letter of undertaking (borang aku janji) is signed by the student and programme leader/coordinator before reporting for duty.

3.6.2 Students must bring three copies of the following documents when reporting for duty to be submitted to the industrial training supervisor:-

    i.   Student's Letter of Undertaking.

    ii.   USIM student insurance coverage confirmation letter.

    iii.   Industrial training acceptance letter.

3.6.3 Students are required to report for duty at the organisation at the designated time and date. If this is not possible for some unavoidable reason, the student shall notify the PLiMJI and the Head of the Programme in writing (letter or e-mail).

3.7   Industrial Training Hours

Students are required to comply with the designated working hours of the organisation, taking into account the daily maximum hours (8 hours). However, this is still subject to the needs of the organisation where the students undergo industrial training as long as it is reasonable and humane within reason.

3.8   Industrial Training Report

3.8.1 Students are required to record a weekly report in the eLI system.

3.8.2 For the final report, students are required to prepare and submit an Industrial Training Final Report to the University Supervisor in accordance with the respective programme requirements.

3.9   Guidance and Supervision

Students may be guided and must comply with the direction of the Industry Supervisor, Head of Programme and University Supervisor throughout the IT period as long as it does not violate the rights of workers pursuant to the Employment Act 1955.

3.10   Discipline and Code of Conduct

3.10.1   While undergoing IT, students are still subjected to the Universities and University Colleges Act 1971 and Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009.

3.10.2   Students shall also comply with the rules or regulations of the place of training at all times throughout the IT duration.

3.10.3   If any rule or regulation of the IT workplace is inconsistent or contradictory with the Universities and University Colleges Act 1971 and Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009, the Universities and University Colleges Act 1971 and Universiti Sains Islam Malaysia (Discipline of Students) Rules 2009 shall prevail.

3.10.4   Students should at all times demonstrate a high level of discipline, good behaviour and full responsibility to the IT Organisation. Students are prohibited from disclosing secrets and providing any information relating to the Organisation's business during or after undergoing the IT.

3.10.5   Students should always dress cleanly and neatly, covering their *awrah* properly in accordance with the Islamic law and at the same time conforming to the dress ethics of the Organisation.

3.11   Attendance

3.11.1   Students are required to show up at the Organisation and observe the working hours as specified in Article 3.8.

3.11.2   Students are duty-bound to attend IT in full.

3.11.3   Students who are unable to attend the IT for a period not exceeding **THREE (3)** working days on health and medical reasons or other grounds deemed reasonable by the Faculty and the organisation where the students are undergoing industrial training are still deemed to meet the needs of the IT.

3.11.4   Students who are unable to attend the LI for a period exceeding **THREE (3)** working days on health and medical reasons or other reasonable grounds (approved by the Head/Coordinator of Programme and the organisation where they undergo industrial training) should replace the days at the end of the Industrial Training period. However, the need to replace the days depends on the organisation's discretion. If the organisation where the students undergo the industrial training does not require a replacement, it is not necessary for the student to replace the missing days. In accordance to this, the student's **FAILURE** to replace the period of absence if necessary is deemed to be a violation of condition and they are required to repeat the LI in full.

3.11.5   For **Articles 3.12.4** and **3.12.5**, they are subject to the University's decision.

3.12   Failing Industrial Training

3.12.1   Students are deemed to fail if:

3.12.1.1   They are absent for more than **THREE (3)** working days without any reasonable excuse

3.12.1.2   They obtain an F Grade in the IT.
Refer to Articles 3.5 and 3.11.5*

3.12.2   If students are confirmed to have failed the IT by the Senate, they are required to go through the whole IT in full again.

3.12.3   Students are given only **ONE (1)** chance to repeat the IT throughout their study.

3.13   Deferment of Industrial Training

3.13.1   Students who wish to defer the IT must submit an application to the Deputy Vice-Chancellor (Academic & International) through the Dean by the third week after IT commences except for medical reasons.

3.13.2   The IT should be deferred if the implementation of the IT overlaps with the ordinary semester except the special cases agreed to by the University. In that event, students would be subjected to the study deferment rules set out in the Universiti Sains Islam Malaysia (Academic Matters) Rules 2008.

3.13.3   Students representing the country in sporting events or engaged in activities directed by the Government or the University may be given special approval to defer the IT. This IT deferment is not counted in the number of allowed semesters for graduation.

3.14   Leave

3.14.1   Students are NOT ALLOWED to take a leave while undergoing the IT.

3.14.2   If the students are not able to attend the IT due to an emergency or sick leave, they must:

3.14.2.1   Contact the industrial training supervisor as soon as possible.

3.14.2.2   Present the medical certificate obtained from the hospital/government clinic/panel clinic to the organisation.

3.14.2.3   Prepare a copy of the medical certificate for the Head of Programme and enclosed it in the Student Final Report.

3.14.3   If students need to take a leave for an important matter, they must obtain prior written permission from the organisation.

3.14.4   Students suffering from health issues such as accidents or childbirth and unable to undergo the IT are advised to defer the IT.

3.14.5 In certain cases, the Faculty can act to defer a student's Industrial Training Course.

3.15 Insurance

USIM students undergoing the IT within the approved period are covered under the insurance scheme managed by the Sponsorship, Welfare and Discipline Unit, Student Affairs Division.

Subject to the GROUP FAMILY TAKAFUL PLAN terms and conditions.

4.0 IMPLEMENTATION OF INDUSTRIAL TRANING

4.1 Industrial Training Placement

4.1.1 Students will apply for the IT placement through the eLI system and the application will be certified by the Faculty through the Head of Programme of the relevant field of study.

4.1.2 The IT placement can involve either the public or private industry/agency based on the suitability of the programme.

4.1.3 Students are **NOT ALLOWED** to undergo the Industrial Training at any department in USIM, EXCEPT foreign/international students who did not get an industrial training placement with the approval of TNCAA.

4.1.4 For Article 4.1.3 above, students are **NOT ALLOWED** to undergo the Industrial Training at the same faculty where the students are currently doing their study.

4.1.5 USIM will only be responsible for students undergoing the IT within the time set by USIM. If the students undergoing the IT exceed the allotted time, USIM will not be liable in the event of any mishap or accident involving the students within that period.

4.1.6 Students are **NOT ALLOWED** to undergo the Industrial Training with employers who have a family relationship and have some personal interest.

4.2   Preparation before Industrial Training

Before undergoing IT, students are required to:

4.2.1 Attend the IT introductory briefing. The briefing is organised by the Faculty to provide guidance to students about:

    4.2.1.1 Industrial Training Course.

    4.2.1.2 Procedure to choose and apply for IT places.

    4.2.1.3 IT assessment method.

    4.2.1.4 Communication methods and techniques. Competency and ethics.

    4.2.1.5 Preparation of IT assignments and reports.

    4.2.1.6 Filling in personal information and proposed IT placement.

    4.2.1.7 Confidentiality of Organisation Information.

    4.2.1.8 USIM Security & Teaching and Learning Requirements.

4.2.2 Register for the Industrial Training Course through the iStudent Portal within the registration period, which is from the week pre-registration is opened (week 13 of lecture) until the 2nd week the semester begins.

4.2.3 Search for and apply to suitable organisations for the IT according to the requirements of the study and to update the resume in the eLI system (refer to 4.1).

4.2.4 Read and understand the USIM Industry Training Guidelines.

4.2.5 Meet and discuss with the respective Head of Programme or Faculty/Programme IT Coordinator on the suitability of the organisations.

4.2.6 Filling in and completing the Acknowledgment Form for Extension of Industrial Training Programme as required by the University if the students exceed the allotted IT time given by the University.

4.3   Requirements During Industrial Training

While undergoing IT, students are required to:

4.3.1 Students are required to report for duty at the IT Organisation at the time and date designated by the University.

4.3.2 Meet and discuss with the Industry Supervisor appointed by the Organisation.

4.3.3 Fill in and return the completed Reporting for Duty Form (USIM-LI-BI) to the Head of Programme or Faculty within seven (7) days of reporting for duty at the organisation.

4.3.4 Register the Industry Supervisor in the eLI System within seven (7) days of the date of reporting for duty.

4.3.5 Fill in and complete the Weekly Report in the eLI System for the duration of the IT.

4.3.6 Ensure the Industry Supervisor made an assessment and verify the final report before being sent to the faculty. The failure to submit the Final Report within the time stipulated by the respective programme may affect the student's final result.

4.4   Delivery, Assessment and Final Report of Industrial Training

Students should:

4.4.1 Remind the Industry Supervisor to fill in the Industry Supervisor Appraisal Form in the eLI System at least one week after the conclusion of IT.

4.4.2 The failure of the Industry Supervisor to complete the appraisal form will affect the students' marks.

4.4.3 Complete and submit an Industrial Training Final Report to the University Supervisor in accordance with the respective study programme requirements.

4.5   Supervisory

4.5.1 The Head of Programme or Industrial Training Coordinator at the Faculty should name a University Supervisor, for each student undergoing the IT, to supervise the students.

4.5.2 The university supervisors have to update the visitation status in the eLI system to allow the industry supervisors to fill the students' marks in the eLI system.

4.5.3 There is no limit on the number of student supervisees assigned to an industry supervisor.

5.0 ELIGIBILITY CRITERIA OF INDUSTRY

5.1   Industry Supervisor

The Industry Supervisor will be identified and appointed by the employer who has industrial experience in the related field. The industrial training supervisor refers to officers who are directly responsible for the students and have at least three years of working experience. Students should be supervised by staffs who are working in the organisation. Typically, industrial training supervisors need to have experience and expertise in areas where the students are training.

The organisation can set up a maximum of three industry supervisors to supervise a student undergoing industrial training. However, only one person is allowed to give appraisal marks in the eLI system.

6.0 ROLE AND RESPONSIBILITY

6.1   University Supervisor

6.1.1 Provide advice to students.

6.1.2 Discuss with Industry Supervisors about student performance.

6.1.3 Evaluate student performance by filling in the:

   a)   University Supervisor Assessment
   b)   Final Report Assessment Form and
   c)   Oral Presentation Assessment Form

6.1.4   Collect the Industrial Training Final Report from students and submit the IT marks to the Head of Programme/Industrial Training Coordinator for further action.

6.1.5   For the Industry Supervisor, the supervising can be done according to the suitability of the programme and the need of the faculty. Some of the methods that can be used include:-

a)   Visit to the Organisation
b)   Telephone call
c)   Social media applications, e.g. WhatsApp
d)   Video conference (Skype)
e)   E-mail

6.1.6   For Article 6.1.5 (a), the supervisory visit can be done at least ONE (1) time during the IT period except for special cases that require more than ONE (1) supervision and must get permission from the Faculty.

6.2   Industry Supervisor

6.2.1   Supervise students' tasks during the IT.

6.2.2   Check the weekly student report and evaluate the student performance at the end of the IT by completing the Industry Supervisor Appraisal Form.

6.2.3   Confirm the Industrial Training Release and Confirmation Form (USIM-LI-B5) before being submitted to the University level for assessment.

6.2.4   Report to and discuss with the University Supervisor on the performance and issues raised by IT students, if any.

6.2.5   Should provide students with daily tasks similar to the following:

a)   Project-based;
b)   Research-based;
c)   Problem-based;

Excluding the following matters;
a)   Clerical work;
b)   Personal work;
c)   Homework;

6.3   Head of Programme/Industrial Training Coordinator at Respective Faculty

6.3.1 Deliver talks and briefings to students before they undergo the IT.

6.3.2 Manage the selection and placement of IT students.

6.3.3 Name the University Supervisor for each IT student.

6.3.4 Deliver talks and briefings to University Supervisors about their duties as well as the supervisory process.

6.3.5 Coordinate the marks and grades of the IT students at the Faculty level.

6.3.6 Report the result of the University Industrial Training Programme Committee Meeting to the Faculty.

6.3.7 Certify and stamp the acknowledgement form of the IT student application letter (during the application process).

6.3.8 Approve the acceptance of student placement offer in the eLI system (during the offer acceptance process).

6.3.9 The Head of Programme need to sign the students' letter of undertaking (after the offer acceptance process).

6.4   Centre for Community Engagement and Industrial Networking (PLiMJI)

6.4.1 Approve the new codes of the organisations registered in eLI system

6.4.2 Register the new organisation that deals directly with PLiMJI in the eLI system

6.4.3 Help with problems related to eLI application

6.4.4 Deliver Industrial Training briefings to students who will be undergoing the IT with the cooperation of the Head of Programme of each faculty

6.4.5 Coordinate the important dates for the Industrial Training with the Head of Programme (IT duration) and Academic Management Division (BPA) (registration dates for subjects and courses as well as the date of final examination marks' generation)

6.4.6 Coordinate the IT data and report for MyMohes and MyRA

6.5   Centre for Global Open Access Learning, Immersive Technology & Networks (GOAL-ITQAN)

6.5.1 Build the eLI system

6.5.2 Help to solve the technical problems of the eLI system

6.5.3 Help to update the eLI system changes from time to time

6.5.4 Help to publish the data and reports for USIM IT

6.6   Student

6.6.1 Search for the place and manage the application to undergo IT

6.6.2 Prepare and submit official application letters that have been certified by the respective Head of Programme together with the resumes to the organisation

6.6.3 Take a follow-up action of the IT application to the organisation

6.6.4 Send a copy of the offer letter from the organisation to the respective Head of Programme and PLiMJI for the update of the student status (Industry Offer) in the eLI system

6.6.5 Prepare an official rejection letter of offer to the relevant organisation if the students get more than one offer

6.6.6 Ensure the settlement of outstanding debt

6.6.7 Ensure the registration of IT subject/course

6.6.8 Enter the organisation's information for the acceptance of IT place offer into the eLI system for the approval of the respective Head of Programme

6.6.9 Update the offer acceptance status (Accept Offer) in the eLI system.

7.0   INDUSTRIAL TRAINING ASSESSMENT

7.1   Purpose of Assessment:

7.1.1 Measure the work/training performance and work production quality of IT students.

7.1.2 Evaluate student character development and guide the IT students.

7.2   Method of Assessment

7.2.1 The assessment is done on **THREE (3)** levels:

Industry (Weightage according to the requirements of each programme)

7.2.1.1 Students will be evaluated by the Organisation through its Industry Supervisor Appraisal in the eLI system.

7.2.1.2 The things that are taken into account in this assessment are based on the Course Learning Outcomes (CLO) according to the needs of each programme.

7.2.2 **Faculty (Weightage according to the requirements of each programme)**

7.2.2.1 Students' performance will be evaluated by their University Supervisor through the University Supervisor Assessment Form.

7.2.2.2 The things that are taken into account in this assessment are based on the Course Learning Outcomes (CLO) according to the needs of each programme.

7.3   Report (Weightage according to the requirements of each programme)

7.3.1 Students will be evaluated by their University Supervisor in the eLI system. The things that are taken into account in this assessment include the Weekly Reports, Industrial Training Final Report and Oral Presentation.

7.3.2 The Industrial Training Final Report will be based on the format set by the faculty and sent in the form of 'softbound' on the Industrial Training presentation day.

7.3.3 The Special Assignment refers to a specific assignment given by the Faculty to the students.

8.0   LIST OF APPENDICES

- Sample of IT Place Application Official Letter

- Sample of IT Place Offer Response For

- Sample of IT Place Acceptance Confirmation Letter

- Sample of Letter of Undertaking

- Sample of Insurance Guarantee Letter

- Sample of IT Place Offer Rejection Letter

* Industrial Training Guideline has been approved by the 110th University Senate Meeting No. 2/2019*

APPENDIX

CONTOH SURAT AKUJANJI (*LETTER OF UNDERTAKING*)

UNIVERSITI SAINS ISLAM MALAYSIA
جَامِعَةُ العُلُومِ الإسلاميَّةِ المَالِيزِيَّة
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

AKU JANJI PELAJAR

UNIVERSITI SAINS ISLAM MALAYSIA

Saya,███████████████████████████████ (No. K/P:████████████, seorang warganegara Malaysia dan beralamat di ██ ████████ dengan sesungguh dan sebenarnya mengakujanji seperti berikut:-

1. Bersetuju untuk mengikuti Program Latihan Industri yang dianjurkan oleh Universiti Sains Islam Malaysia (USIM) di PEJABAT PENGARAH TANAH DAN GALIAN NEGERI SEMBILAN

2. Bahawa saya akan sentiasa melakukan tugas dengan cermat, cekap, jujur, amanah dan bertanggungjawab;

3. Bahawa saya akan melindungi dan amanah dalam menjalankan tugas di Syarikat/Organisasi tersebut di atas dan akan sentiasa memastikan segala maklumat, pendapat dan dokumen yang berada di dalam pengetahuan saya sebagai perkara sulit dan rahsia yang hanya boleh dikongsi untuk tujuan Program Latihan Industri ini sahaja. Saya juga tidak boleh mendedahkan maklumat tersebut kepada mana-mana pihak ketiga tanpa kebenaran pihak Syarikat/Organisasi tersebut; dan

4. Bahawa saya amat jelas dan faham bahawa sekiranya saya telah melanggar Akujanji ini, maka saya boleh dikenakan tindakan tatatertib di bawah Akta Universiti dan Kolej Universiti 1971, Kaedah-Kaedah Universiti Sains Islam Malaysia (Tatatertib Pelajar-Pelajar) 2009 dan juga tindakan undang-undang di bawah undang-undang Malaysia.

Diperbuat dan diakui   )
sebenar-benarnya   )
oleh   )
Nama Pelajar: ████████████)
████████████████   )

NAEEM   )
No. K/P:)

di Universiti Sains Islam
Malaysia, Nilai,
Negeri Sembilan Darul
Khusus,
pada 14 haribulan May 2019

Di hadapan saya,

....
Ketua Program / Penyelaras Latihan Industri
SARJANA MUDA FIQH DAN FATWA DENGAN
KEPUJIAN
Universiti Sains Islam Malaysia

*Surat Aku Janji Pelajar ini perlulah disimpan oleh Ketua Program dan
diberikan satu salinan kepada penyelia industri oleh pelajar semasa melapor
diri menjalani Latihan Industri.

CONTOH SURAT RASMI PERMOHONAN TEMPAT LI

UNIVERSITI SAINS ISLAM MALAYSIA
جَامِعَةُ الْعُلُومِ الإِسْلَامِيَّةِ الْمَالِيْزِيَّةِ
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

Pusat Libatsama Masyarakat & Jaringan Industri

Rujukan : USIM 1.1.21/176/3/SM4771/1151461
Tarikh :14 May 2019

SEKOLAH TINGGI ISLAM AS-SOFA
LOT 11A,LORONG BUNGA TANJUNG,
1/1 SENAWANG INDUSTRI PARK
70450 SENAWANG
NEGERI SEMBILAN

Tuan / Puan,

PERMOHONAN PENEMPATAN LATIHAN INDUSTRI

Dengan hormatnya saya merujuk kepada perkara di atas.

2. Universiti Sains Islam Malaysia (USIM) ingin memohon kebenaran daripada pihak tuan/puan untuk menerima pelajar USIM seperti yang berikut untuk menjalani program Latihan Industri di syarikat/organisasi tuan/puan:-

NAMA	:	
NO. K/P	:	
NO. MATRIK	:	
FAKULTI	:	FAKULTI SYARIAH DAN UNDANG-UNDANG
PROGRAM	:	SARJANA MUDA FIQH DAN FATWA DENGAN KEPUJIAN (QI08)
NO. TEL	:	
EMEL	:	
TEMPOH L.I.	:	04/02/2019 SEHINGGA 24/05/2019
CAWANGAN *Sekiranya berkaitan	:	

3. Untuk pengetahuan pihak tuan/puan, Latihan Industri merupakan satu subjek yang wajib diambil oleh setiap pelajar USIM sebagai satu syarat untuk bergraduasi. Objektif kepada program Latihan Industri ini adalah untuk memberi latihan secara langsung kepada pelajar dan memberi pendedahan mengenai aspek pengurusan di dalam organisasi/syarikat dan seterusnya membantu mereka untuk mendapatkan pengalaman kerja di luar kampus.

4. Sehubungan dengan itu, disertakan bersama-sama surat ini juga resume pemohon berserta surat maklum balas daripada pihak tuan/puan untuk tindakan pihak tuan/puan yang seterusnya. Pihak USIM 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. Segala perhatian dan kerjasama daripada pihak tuan/puan berhubung perkara diatas amatlah dihargai dan diucapkan terima kasih.

Sekian,

"BERILMU, BERDISIPLIN DAN BERTAKWA"

Saya Yang Menjalankan Amanah,

YBHG. PROF. MADYA DR. RAFIDAH HANIM MOKHTAR
Pengarah
Pusat Libatsama Masyarakat & Jaringan Industri

/goal-itqan/mha

CONTOH BORANG MAKLUMBALAS PENAWARAN TEMPAT LI

UNIVERSITI SAINS ISLAM MALAYSIA
جَامِعَةُ العُلُومِ الإِسْلَامِيَّةِ الْمَالِيْزِيَّةِ
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

MS ISO 9001 : 2000 REG NO. JR3454

Tarikh :14 May 2019

Pengarah
Pusat Libatsama Masyarakat dan Jaringan Industri
Aras 3, Bangunan Canselori
Universiti Sains Islam Malaysia
71800 Nilai
NEGERI SEMBILAN

No Tel: 06 - 7988155 / 8051 / 8078
No Fax : 06 - 7986291
Emel : info.plmji@usim.edu.my

No. Rujukan : **USIM 2.28.1/176/A182/2019/SM4771**

Tuan/Puan

SURAT MAKLUM BALAS PERMOHONAN LATIHAN INDUSTRI

Dengan segala hormatnya saya merujuk perkara diatas.

Dengan ini pihak kami MENERIMA/TIDAK MENERIMA* permohonan menjalani latihan industri di tempat kami mengikut tempoh seperti yang telah dinyatakan di dalam surat permohonan penempatan latihan industri USIM.

Sila potong yang TIDAK BERKENAAN

BIL	NAMA PELAJAR	NO MATRIK	TEMPOH LI	INDUSTRI YANG DIMOHON OLEH PELAJAR	MAKLUMAT TAWARAN PENEMPATAN (DIISI OLEH PEGAWAI INDUSTRI)
1			04/02/2019 SEHINGGA 24/05/2019	IBU PEJABAT: SEKOLAH TINGGI ISLAM AS-SOFA LOT 11A,LORONG BUNGA TANJUNG,, 1/1 SENAWANG INDUSTRI PARK,70450 SENAWANG,NEGERI SEMBILAN CAWANGAN:	

KEMUDAHAN YANG DISEDIAKAN	YA	TIDAK
ELAUN		
PENGINAPAN		
PENGANGKUTAN		

Sekian, terima kasih.

_____
(NAMA DAN COP RASMI)
Tarikh :

/goal-fqan/mha

CONTOH SURAT PENGESAHAN PENERIMAAN TEMPAT LI

UNIVERSITI SAINS ISLAM MALAYSIA
جَامِعَة العُلوم الإسْلامِيَة المَالِيزِية
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

Pusat Libatsama Masyarakat & Jaringan Industri
Tel: 06-798 8078/ 8155/ 8051   Faks: 06-798 6291

Rujukan :USIM: 1.1.21/176/3/KJ224
Tarikh:14 - 05 - 2019

PEJABAT PENGARAH TANAH DAN GALIAN NEGERI SEMBILAN
TINGKAT BAWAH, WISMA PERSEKUTUAN, JALAN DATO ABDUL KADIR
70000 SEREMBAN
NEGERI SEMBILAN

Tuan/Puan,

PENGESAHAN PENERIMAAN MENJALANI LATIHAN INDUSTRI

Berdasarkan kepada maklumbalas yang telah diberikan oleh pihak tuan/puan kepada pihak kami berkaitan dengan permohonan penempatan Latihan Industri pelajar Universiti Sains Islam Malaysia (USIM), kami ingin membuat pengesahan bahawa pelajar seperti dinyatakan di bawah **MENERIMA** dan **BERSETUJU** untuk menjalani Latihan Industri di organisasi/syarikat tuan/puan.

NAMA			
NO. K/P		NO. MATRIK	
FAKULTI	FAKULTI SYARIAH DAN UNDANG-UNDANG		
PROGRAM	SARJANA MUDA FIQH DAN FATWA DENGAN KEPUJIAN		
TEMPOH L.I.	04/02/2019 HINGGA 24/05/2019		
CAWANGAN *Sekiranya berkaitan			

2   Pihak USIM ingin mengucapkan ribuan terima kasih di atas kerjasama dan kesudian pihak tuan/puan untuk menerima pelajar kami tersebut menjalani Latihan Industri. Kami berharap agar kerjasama ini dapat memberi faedah dan manfaat kepada kedua-dua belah pihak.

"BERILMU, BERDISIPLIN, BERTAKWA"

" SURAT INI ADALAH CETAKAN KOMPUTER MENERUSI SISTEM E-LI DAN TIDAK MEMERLUKAN TANDATANGAN"

CONTOH SURAT JAMINAN INSURANS

UNIVERSITI SAINS ISLAM MALAYSIA
جامعة العلوم الإسلامية الماليزية
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

Unit Penajaan, Kebajikan dan Tatatertib, Bahagian Hal Ehwal Pelajar
Tel: 06-7986151/6160 Fax: 06-7986171

USIM : 1.5.1/102/1 Jld 4 (KJ224-1151461)
14 May 2019

PEJABAT PENGARAH TANAH DAN GALIAN NEGERI SEMBILAN
TINGKAT BAWAH, WISMA PERSEKUTUAN, JALAN DATO ABDUL KADIR

70000 SEREMBAN
NEGERI SEMBILAN

Tuan / Puan,

PENGESAHAN PERLINDUNGAN INSURAN PELAJAR UNIVERSITI SAINS ISLAM MALAYSIA (USIM)

Berhubung perkara di atas, dimaklumkan bahawa pelajar USIM yang menjalani Latihan Industri/Praktikum di organisasi Tuan/Puan telah dilindungi oleh Pelan Takaful Keluarga Berkelompok merujuk butiran maklumat berikut:-

NAMA	:	
WARGANEGARA	:	WARGANEGARA
PROGRAM	:	SARJANA MUDA FIQH DAN FATWA DENGAN KEPUJIAN
JENIS PERLINDUNGAN	:	PELAN TAKAFUL KELUARGA BERKELOMPOK
NO. RUJUKAN	:	3791100001175-2
TEMPOH PERLINDUNGAN	:	01 SEPTEMBER 2018 HINGGA 31 OGOS 2019

2. Butiran perlindungan adalah seperti di lampiran. Sebarang pertanyaan lanjut, sila berhubung dengan Pn. Siti Khadijah atau Pn. Haslinda, Unit Penajaan, Kebajikan dan Tatatertib, Bahagian Hal Ehwal Pelajar di talian 06-7986151 atau 06-7986160.

3. Segala kerjasama dan perhatian Tuan/Puan berhubung perkara ini amatlah dihargai dan diucapkan terima kasih.

Sekian.

"BERILMU, BERDISIPLIN DAN BERTAKWA"

Bahagian Hal Ehwal Pelajar
Universiti Sains Islam Malaysia

SURAT INI ADALAH CETAKAN DARIPADA SISTEM eLI DAN TIDAK MEMERLUKAN TANDATANGAN.

Bahagian Hal Ehwal Pelajar, Universiti Sains Islam Malaysia
Bandar Baru Nilai, 71800 Nilai, Negeri Sembilan
Tel: 06-7986151/6160 | Faks: 06-7986154/6155

/goal-tiqan/mha

LAMPIRAN

BUTIRAN PERLINDUNGAN PELAN TAKAFUL KELUARGA BERKELOMPOK
HSBC AMANAH TAKAFUL (M) SDN BHD UNTUK
UNIVERSITI SAINS ISLAM MALAYSIA
(PELAJAR SARJANA MUDA DAN TAMHIDI)

ITEM	MANFAAT
Kematian	RM 15 000.00
Keliatan Total Kekal	RM 15 000.00 (Sebab Kemalangan)
	RM 10 000 (Sebab Alami)
Perbelanjaan Pengebumian	RM 2000.00
Kemasukan ke Hospital	RM 25.00 sehari (Maksimum 30 hari)
Elaun Ragut	RM 500.00

Nota: Sah untuk tempoh perlindungan sahaja berdasarkan kepada caruman tahunan sebanyak RM 15.16 seorang.

/gcal-itqan/mha

CONTOH SURAT PENOLAKAN PENAWARAN TEMPAT LI

UNIVERSITI SAINS ISLAM MALAYSIA
جامعة العلوم الإسلامية الماليزية
ISLAMIC SCIENCE UNIVERSITY OF MALAYSIA

Pusat Libatsama Masyarakat & Jaringan Industri
Tel: 06-7988155/8078|Faks: 06-7986291

Rujukan : USIM 1.1.21/176/3/SM18830
Tarikh : 14 May 2019

BAHAGIAN FATWA JABATAN MUFTI KERAJAAN NEGERI SEMBILAN
TINGKAT 15, MENARA MAINS, JALAN TAMAN BUNGA,

70000 SEREMBAN
NEGERI SEMBILAN

Tuan / Puan

PENOLAKAN TAWARAN MENJALANI LATIHAN INDUSTRI PELAJAR USIM

Berdasarkan perkara di atas, dukacita dimaklumkan bahawa pelajar Universiti Sains Islam Malaysia (USIM) seperti yang dinyatakan di bawah telah MENOLAK tawaran daripada pihak tuan/puan untuk menjalani Latihan Industri di syarikat/organisasi tuan/puan.

BIL	NAMA PELAJAR	NO MATRIK
1		

2. Walaubagaimanapun, pihak USIM ingin merakamkan penghargaan dan ucapan terima kasih di atas sokongan dan kepercayaan yang telah diberikan oleh pihak tuan/puan dengan menawarkan tempat Latihan Industri kepada pelajar-pelajar USIM.

3. Pihak kami juga berharap agar pihak tuan/puan tidak keberatan untuk menawarkan tempat menjalani Latihan Industri kepada pelajar-pelajar USIM pada masa yang akan datang. Segala kesulitan yang dialami oleh pihak tuan/puan berhubung perkara di atas amat dikesali.

"BERILMU, BERDISIPLIN DAN BERTAKWA"

Saya Yang Menjalankan Amanah,

YBHG. PROF. MADYA DR. RAFIDAH HANIM MOKHTAR
Pengarah
Pusat Libatsama Masyarakat & Jaringan Industri

-/goal-itqan/miha

REFERENCE:

1. Industrial Training Guidelines 2016, Universiti Sains Islam Malaysia

2. Industrial Training Policy, Institute of Higher Education, Ministry of Higher Education Malaysia 2010

3. Industrial Training Guidelines, Universiti Teknikal Malaysia

4. Education Training Guide, Universit Pendidikan Sultan Idris

5. Professional / Industrial Training Guidelines, Universiti Teknologi MARA

6. Practicum Rules, Universiti Utara Malaysia

7. Dewan Bahasa dan Pustaka Online

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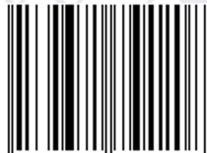UNIVERSITI SAINS ISLAM MALAYSIA
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