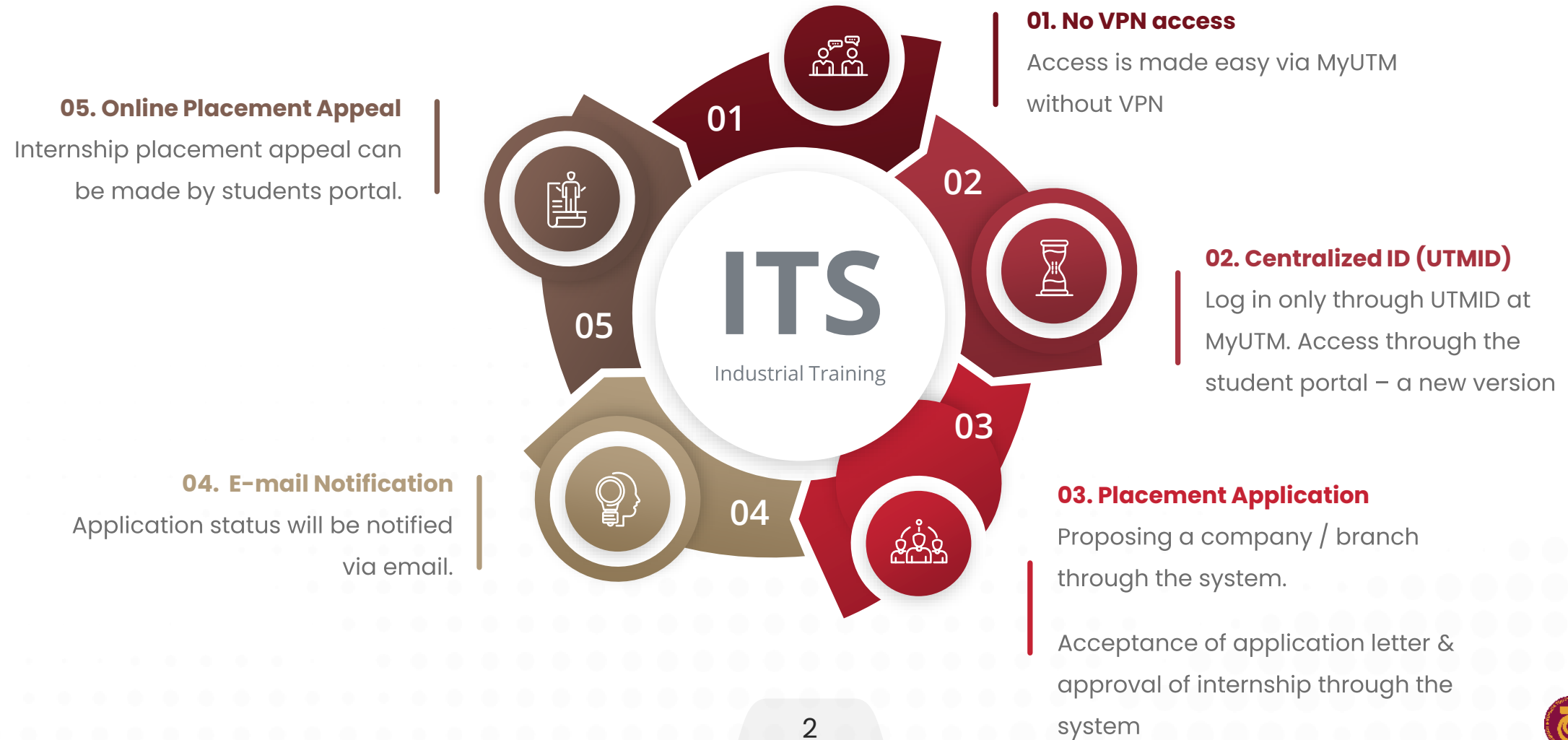




Portal Usage Guideline for Industrial Training @studentportal



New Adoption



INTERNSHIP PLACEMENT ONLINE FLOW WORK

Determination of internship to students will be determined by the faculty administrator based on the criteria that have been set



* EMAIL NOTIFICATION

Students who are eligible for internship will receive an email notification from the system when processed by the faculty administrator.

**PLACEMENT APPLICATION

Students request placement by selecting the associated company. Students can also suggest a company / branch company for university approval.

Students are compulsory to upload CV before placement application

FACULTY VERIFICATION

Each application will be reviewed by faculty administration for company verification.

Students can download Cover Letter application to company after verified.

COMPANY FEEDBACK

Student must upload company approval or reply form to indicate company confirmation for internship placement acceptance.

FACULTY APPROVAL

Faculty administrator will approve if placement verification information from respective company has been made.

When approved, student can download approval letter and insurance information,

LAPOR DIRI

Student need to make confirmation in the system when report duty to the respective company.

Tips

Those who are not receive email notification can appeal in the system However, approval is subject to faculty administrator discretion .

Students are not allowed to request internship beyond the permissible limit for each application.

Students can apply for another placement if the application is not confirmed by the faculty administrator. Subject to permitted limits.

Students can cancel applications with 'Pending' status only. Subject to permitted limits.

If student wants to cancel an APPROVED application, student needs to contact the faculty administrator.

Can

No

Can

Can

-

There are several things that need to be paid attention to for every application to ensure that the process runs smoothly.

01

EMAIL NOTIFICATION

MYAIMS <myaims@utm.my>

to me ▼

Dear TEO JIN XUAN,

Congratulations! You now are eligible to participate in the industrial training scheduled for Session **202220231**. Please use the student portal for make a placement application.

Thank You.

**** This is a Notification Email. Please Do Not Reply.***

EMAIL NOTIFICATION RECEIVED

Students who are eligible to attend Industrial Training automatically after the faculty administrator completes screening each semester.

Application appeals

If there are students who did not receive the email or were not listed as eligible to attend Industrial Training, student can appeal the application



ITS Access for student



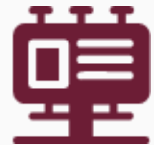
Login MYUTM

Use UTMID



Student Portal

Click Student Portal
in Academic
Section

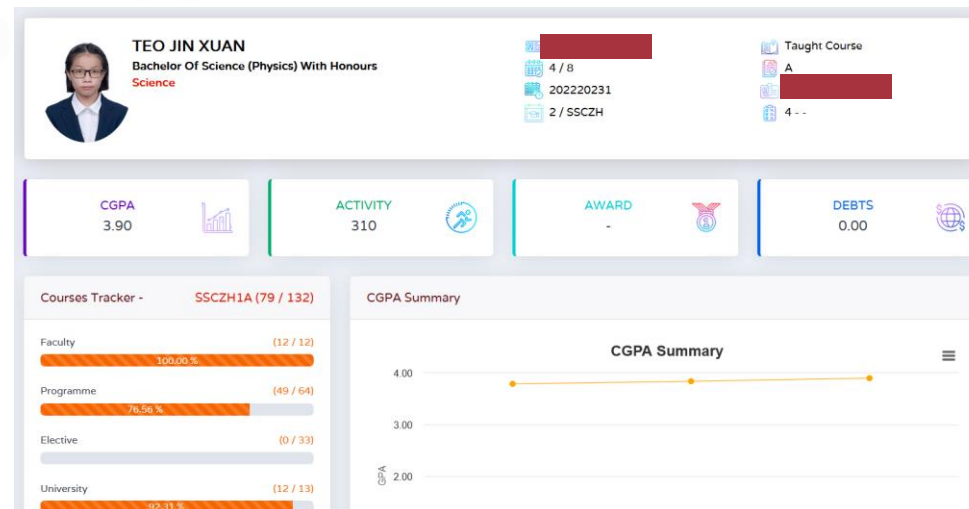


Menu Industrial Training

Click Menu
Industrial Training

02

APPLY



(1) Student Dashboard

Student Portal

Dashboard

MENU

- Student Info
- Financial Info
- Credit Transfer
- Digital File
- ePPPK
- Industrial Training**
 - Placement Application**
 - Duty Verification
 - Income Classification

(2) Industrial Training

Congratulations, you have fulfilled the criteria to participate in the industrial training expected in Session 202120223

+ Make A Placement Application

Announcement

- Untuk makluman!, Jika terdapat masalah dalam penggunaan sistem ITS, sila rujuk ke panduan pengguna ITS di alamat berikut, its.utm.my/ext. Sila login menggunakan katanama iaitu user dan katalaluan iaitu user2012.
- Untuk makluman semua pelajar yang menjalani LI, jika ada permasalahan mengenai pengurusan LI di sistem ITS termasuk user dan password sila rujuk dengan penyelaras di fakulti masing-masing terlebih dahulu.

(3) Make A Placement Application

02

APPLY

Note : READ FIRST

1. All new application must be submitted in order to enable the practical training committee to approve the application. Kindly upload your resume (CV) before applying (mandatory).

2. Only pending practical places application can be removed from the list

3. Student can apply for another placement if they has permission from the Practical Training Administrator

4. If the placement is being rejected, the student can apply for another placement

**Max 2 Companies / Application

Show 50 entries

+ List of Companies To Apply

+ Upload CV

Search:

#	Company Name	Address	Email	Contact	Branch / HQ	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

Back

(4) Muat Naik CV

+ Upload CV

#	Document Name	Upload Date	Action
1	DemoPagetDDWR1_aims.pdf	18/06/2023	<div><div></div><div></div></div>

Showing 1 to 1 of 1 entries

Back

CV UPLOAD

Students are required to upload their CV before applying for placement.

02 APPLY

Note : READ FIRST

1. All new application must be submitted in order to enable the practical training committee to approve the application. Kindly upload your resume (CV) before applying (mandatory).
2. Only pending practical places application can be removed from the list
3. Student can apply for another placement if they has permission from the Practical Training Administrator
4. If the placement is being rejected, the student can apply for another placement

**Max 2 Companies / Application

Show 50 entries

[+ List of Companies To Apply](#) [+ Upload CV](#)

Search:

#	Company Name	Address	Email	Contact	Branch / HQ	Status	Action
No data available in table							

Showing 0 to 0 of 0 entries

< >

[Back](#)

**Max 'X' Companies / Application

The number of applications allowed for each application

(5) List of Companies to Apply

List All Companies To Apply - By Categories

Find By

☒ By Category

☐ All

There is not any company information in the database? [Request Here](#)

-- Please Select --

[Find](#)

Show 10 entries

[Print](#)

[Excel](#)

Search:

#	Company Name	Website	Availability	State	Contact	Action
No data available in table						

Showing 0 to 0 of 0 entries

< >

Company Database

Students can choose to search by company name

- Categories
- All by Keyword

Students can also suggest other Company Names
– [Request Here](#)

02 APPLY

Show 10 entries

[Print](#) [Excel](#) Search:

#	Company Name	Website	Availability	State	Contact	Action
1	1. JING SHENG CONSTRUCTION & ENGINEERING SDN BHD	www.jsce.com.my	[HQ] CHERAS	SELANGOR	0342957713	Select
2	2H OFFSHORE ENGINEERING SDN BHD 748420-U	www.2hoffshore.com	[HQ] KUALA LUMPUR	WIL PER K.LUMPUR	+60321627500	Select
3	A + I DESIGN		[HQ] BANDAR PUTERI PUCHONG	SELANGOR	03-80606775	Select
4	A & D DESIGN NETWORK SDN BHD		[HQ] BAYAN LEPAS	PULAU PINANG	046447718	Select
5	A & N INGENIEUR		[HQ] KOTA BHARU	KELANTAN	09-7480245	Select
6	A + I DESIGN		[HQ] PUCHONG	SELANGOR	03-80606775	Select
7	A JALIL & CO SDN BHD		[HQ] IPOH [HQ] PUTRAJAYA	PERAK WIL PER	0388902388 05-3132072	Select

Select Company/Branch

Students choose the relevant branch
Students can also suggest other company branches.

(6) List of Companies to Apply >> Select

List All Companies To Apply

Suggest us a new headquarters or branch? [Request Here](#)

Company Name : 1. JING SHENG CONSTRUCTION & ENGINEERING SDN BHD ()
 Company Web : www.jsce.com.my
 CEO / GM :
 Company Category : LOCAL PRIVATE
 Company Sector : PEMBINAAN


Show 10 entries

[Print](#) [Excel](#) Search:

#	Email	Address	Contact	Branch / HQ	Action
1	jingshengce@gmail.com / ibrahim.rabani@gmail.com	BG-16, JALAN MESTIKA 17, TAMAN MESTIKA CHERAS, SELANGOR, MALAYSIA, 56100	0342957713	HQ	Apply

Showing 1 to 1 of 1 entries

(7) List of Companies to Apply >> Apply



Please Confirm

Are you sure to apply this company?

[Yes, do it!](#) [Cancel](#)

(8) Make a confirmation to apply

02

APPLY

Note : READ FIRST

1. All new application must be submitted in order to enable the practical training committee to approve the application. Kindly upload your resume (CV) before applying (mandatory).
2. Only pending practical places application can be removed from the list
3. Student can apply for another placement if they has permission from the Practical Training Administrator
4. If the placement is being rejected, the student can apply for another placement

****Max 2 Companies / Application**Show entries[+ List of Companies To Apply](#)[+ Upload CV](#)Search:

#	Company Name	Address	Email	Contact	Branch / HQ	Status	Action
1	1. JING SHENG CONSTRUCTION & ENGINEERING SDN BHD /	BG-16, JALAN MESTIKA 17, TAMAN MESTIKA	jingshengce@gmail.com / ibrahim.rabani@gmail.com	0342957713	HQ	Pending	

Showing 1 to 1 of 1 entries





< 1 >

Add Another Application

Students can apply for another placement on the List of Companies to Apply. Subject to permitted limits

(9) List of Application

03 VERIFICATION

#	Company Name	Address	Email	Contact	Branch / HQ	Status	Action
1	2H OFFSHORE ENGINEERING SDN BHD /	SUITE 16-3, 16TH FLOOR, WISMA UOA II, 21 JALAN PINANG	info@2hoffshore.com	+60321627500	HQ	Rejected	
2	FARMASIA SDN BHD / HUMAN RESOURCE	B2-2, RIBOSOM BLOCK, UKM-MTDC TECHNOLOGY CENTRE	ain@farmasia.com.my	03-89251888	HQ	Company Accepted	 
3	A + I DESIGN / PRINCIPAL	43-2-T, AIHAUS JALAN PUTERI 4/1, SEKSYEN 2, WANGSA MAJU	tanya@ahausz.com	03-80606775	HQ	Rejected	
4	PROTON HOLDINGS BERHAD / HUMAN RESOURCE DEPARTMENT	KM33.8 WESTBOUND SHAH ALAM EXPRESSWAY, SUBANG JAYA	mazuinmn@proton.com	1-800-88-8398	HQ	Pending	
5	3A GLOVE SDN BHD /	PTD 2058 & 2059, JALAN CYBER 4, KAWASAN PERINDUSTRIAN SENAI FASA 3	hr01@3aglove.com	-	HQ	Approved	 
6	AKER SOLUTIONS MALAYSIA SDN BHD / RECRUITMENT CONSULTANT	JALAN FZ3-P2/KS12, PERSIARAN PORT KLANG FZ4	nurizzati.hidayah@nesfircroft.com	+603 9212 6666	HQ	Rejected	

Application Verification

Each application will be screened by the faculty administrator

(10) List and Application Status

Status	Glosari	Tindakan Pelajar
Pending	The application has not been approved by the faculty	
Approved	The application has been accepted by the faculty.	Students can download internship Cover Letter in the system Students need to upload an acceptance letter / reply form for the chosen company
Company Accepted	The internship application has been approved by the selected company. The application will be approved (Accepted) by the faculty	
Accepted	Internship applications approved by the faculty	Students can download the Internship approval letter and insurance documents on the chosen company
Rejected	Internship applications are not approved by the faculty	Students can apply for a new Internship placement. Subject to permitted limits

04

COMPANY
FEEDBACK

#	Company Name	Address	Email	Contact	Branch / HQ	Status	Action
1	AKER SOLUTIONS MALAYSIA SDN BHD / HUMAN RESOURCES	JALAN FZ3-P2/KS12, PERSIARAN PORT KLANG FZ4	logesvaran.muniandy@akersolution.com	0331692643	HQ	Approved	<div><div></div><div></div></div>

(11) Download & upload supporting documents

Approval – Approved

(1) Students download the internship application letter to the company

(2) Students must upload a letter agreeing to accept the company

** Only **one application** will be approved for each student

1

Company Name

Show 10 entries

Search: Search records

#	Document	Action
1	Surat Permohonan Penempatan Pelajar	<div></div>

Showing 1 to 1 of 1 entries

Close

2

Upload File

Max File Size : 50mb. Recommended file size : <= 10mb.

Browse...

No file selected.

Save

Close



Universiti Teknologi Malaysia
81310 Johor Bahru
Johor, Malaysia
Tel: +607-553 3333

Peringkat Ketiga

19th June 2023

AKER SOLUTIONS MALAYSIA SDN BHD
JALAN FZ3-P2/KS12, PERSIARAN PORT KLANG FZ4,
PULAU INDAIL,
42920,
SELANGOR,
MALAYSIA

Tuan,
PERMOHONAN PENEMPATAN PROGRAM LATIHAN INDUSTRI UNTUK MAHASISWA
FAKULTI SAINS, UNIVERSITI TEKNOLOGI MALAYSIA
- TEO JIN XUAN (001023011752 / A20SC0407)

Eg. cover letter

05 APPROVAL

5	3A GLOVE SDN BHD /	PTD 2058 & 2059, JALAN CYBER 4, KAWASAN PERINDUSTRIAN SENAI FASA 3	hr01@3aglove.com	-	HQ	Accepted	<div> <div></div> <div></div> </div>
---	--------------------	--	------------------	---	----	----------	--------------------------------------

1

Approval - ACCEPTED

- (1) Students download the internship application letter to the company, approval letter and Insurance

(12) Download supporting documents

1

Company Name

Show entries

Search:

#	Document	Action
1	Surat Permohonan Penempatan Pelajar	
2	Surat Jawapan Penerimaan Penempatan Pelajar	
3	Indemnity	

Showing 1 to 3 of 3 entries



STUDENT DASHBOARD REPORT DUTY CONFIRMATION IN INDUSTRIAL TRAINING ORGANIZATION

06

REPORT DUTY


Industrial Training ▼

Placement Application

Duty Verification

Report Duty

Students need to record the supervisor's details and report duty date when they have reported at the chosen company



NUR AQILAH SYASYA BINTI MOHAMAD NAJIB
Bachelor Of Biomedical Engineering With Honours
Electrical Engineering

5 / 8

202220232

3 / SEBBH

Taught Course

A

4 - 2018

Placement Info

Company Name: AGILENT TECHNOLOGY LDA MALAYSIA SDN BHD (1075825-M)	Company Address: BAYAN LEPAS, FREE INDUSTRIAL ZONE, 11900 BAYAN LEPAS, PULAU PINANG MALAYSIA	Application Date: 14-12-2023	Application Status: Accepted
---	--	--	--

Verification Info

Supervisor Name OSMAN JAILANI 2	Not in the list? Add New	Position MANAGER	Mobile No. 0133045555
Supervisor Official Email mkhairi.mkhairi@gmail.com		Office No. 013344556	Report On Duty 27/12/2023
Internship Allowance <input checked="" type="radio"/> Yes <input type="radio"/> No	Allowance Amount(RM) 500	Remarks (if any) test	

[Submit](#)

(13) Completing Supervisor Information



STUDENT DASHBOARD PLACEMENT APPLICATION– INTERNSHIP APPEAL

APPLICATION FRO APPEALS

1

Your name is **not on Industrial Training Placement** list. Please make an Industrial Training appeal application. Currently Available for program SSCZH year 2 student session 202220231

Appeal Application

+ Apply For An Appeal

Search:

#	Application Date	Programme	Reason	Approved Note	Status
No data available in table					

Showing 0 to 0 of 0 entries

2

Reason :

Nama saya tiada dalam senarai LI.

Apply

Close

Application Status

(1) Students will be notified via email for each application

(2) Approval is subject to faculty discretion

(3) If passed, students can do internship placement

3

Search:

#	Application Date	Programme	Reason	Approved Note	Status
1	20/06/2023	SSCZH	Nama saya tiada dalam senarai LI.		Submitted

Showing 1 to 1 of 1 entries

<

1

>

ADDITIONAL COMPANY REQUEST

1

List All Companies To Apply - By Categories

Find By

☒ By Category ☐ All

-- Please Select --

Find

There is not any company information in the database. [Request Here](#)

Click Request Here

Additional Company Request

(1) Students will be notified via email for each application

(2) Approval is subject to faculty & UTMCC discretion

(3) If passed, students can do internship placement

2

Suggest us a new company

Company Name *

ABC COMPANY 2

Company Registration No. *

123DCX

CEO Name *

AHMAD BIN ALI

Official Website *

www.abc2.utm.my

Sector *

AKTIVITI HARTANAH, PENYEWAAN DAN PERNIAGAAN

Category *

GOVERNMENT

Branch / HQ Profile

HQ / Branch / Dept Name (if any)

branch 1

Address *

JALAN KEBUDAYAAN

Contact Person *

HAMIDAH HASSAN

Postcode *

81102

City *

SKUDAI

State *

JOHOR

Country *

MALAYSIA

Status

HQ

Office Number *

074355656

Email *

sp-khair@utm2.my

Mobile Number *

0134455465

Max File Size : 50mb. Recommended file size : <= 10mb.

Browse...

pdfDisplayGradeList.pdf

Submit Close

Fill up information

3

✓

Application Status

Request for additional company are accepted and will be reviewed.
The approval status will be sent to you by email.

Company Name:
ABC COMPANY 2

OK

Application status

4

Industrial Training Application - Add New Company Status

MYAIMS <myaims@utm.my>

to me

The application status is as follow:-

Company Name: **AKER SOLUTIONS MALAYSIA SDN BHD**

Branch: **AKER SOLUTIONS JOHOR**


Status: **Approved**

Please use the student portal to make a placement application.

** This email was generated automatically. Please Do Not Reply.*

Notification of Application Status Via Email

19



Additional Branch of the Company Request

1

List All Companies To Apply

Suggest us a new headquarters or branch? [Request Here](#)

Company Name : BAYOU LAGOON PARK RESORT SDN BHD ()
Company Web :
CEO / GM :
Company : LOCAL PRIVATE
Category :
Company Sector : SENI, HIBURAN DAN REKREASI

Click Request Here

Additional Branch

- (1) Students will be notified via email for each application
- (2) Approval is subject to faculty & UTMCC discretion
- (3) If passed, students can do internship placement

2

Suggest us a new headquarters or branch

Company Name :
BAYOU LAGOON PARK RESORT SDN BHD

HQ / Branch / Dept Name (if any)
BRANCH 3

Address *
123 JALAN PERTANIAN
TAMAN PERINDUSTRIAN
060000 0000000000

Status
Branch

Office Number *
074355656

Max File Size : 50mb. Recommended file size : <= 10mb.
[Browse...](#) MlccLmkmkrpwBG2pa9yChJYNfSzwUlsGhmz6BLZnmJOKrLNml-1.pdf

Contact Person *
AHMAD DHANI

Postcode *
81102

City *
skudai

State *
JOHOR

Country *
MALAYSIA


Email *
sp-khairi@utm2.my

Mobile Number *
0134455465

[Submit](#) [Close](#)

Fill up information

3



Application Status

Request for additional company branches are accepted and will be reviewed.
The approval status will be sent to you by email.


Company Name:
BAYOU LAGOON PARK RESORT SDN BHD

[OK](#)

Application status

4

Industrial Training Application - Add New Company Status

 **MYAIMS** <myaims@utm.my>
to me ▾

The application status is as follow:-

Company Name: **AKER SOLUTIONS MALAYSIA SDN BHD**
Branch: **AKER SOLUTIONS JOHOR**
Status: **Approved**

Please use the student portal to make a placement application.

** This email was generated automatically. Please Do Not Reply.*

Notification of Application Status Via Email

**Feedback / Technical
DigitalCare@utm.my**

Thank you



Innovation Solution



utm.my



univteknologimalaysia



utmofficial