



OBJEKTIF LAPORAN HARIAN **OBJECTIVES OF DAILY REPORT**

1. Menerangkan kerja / aktiviti harian semasa latihan industri secara ringkas. Ini akan membantu pelajar untuk menyediakan Laporan Teknikal Latihan Industri setelah tamat latihan industri.

To describe briefly daily job / activities during industrial training. This will assist the student to prepare Industrial Training Technical Report upon completion of the industrial training.

2. Membantu Penyelia Industri untuk menilai prestasi pelajar semasa latihan industri.

To assist Industry Supervisor in evaluating the student during industrial training.

3. Membantu Penyelia Fakulti menilai kerja/aktiviti pelajar.

To assist Faculty Supervisor in assessing student's job / activities.

PERHATIAN **ATTENTION**

Buku Laporan Harian ini mesti diserahkan kepada Penyelia Fakulti pada tarikh yang ditetapkan oleh Fakulti.

This Daily Log Book must be submitted to the respective Faculty Supervisor on the date determined by the faculty.

Pengenalan

Introduction

Salah satu syarat utama sebelum seseorang pelajar UTeM diperakukan untuk penganugerahan Diploma atau Ijazah adalah lulus latihan industri. Pelajar akan ditempatkan di organisasi kerajaan atau swasta selama satu jangka masa yang ditetapkan dan akan didedahkan dengan suasana alam pekerjaan yang sebenar serta berhadapan dengan pelbagai cabaran dan masalah yang baru.

Tujuan utama Buku Laporan Harian ini ialah untuk memberi bimbingan kepada pelajar supaya bersedia untuk menempuhi segala cabaran dan sentiasa mematuhi peraturan-peraturan yang telah ditetapkan oleh UTeM dan juga industri tersebut. Adalah diharapkan pelajar UTeM dapat menjalani latihan dengan berjaya, berkesan dan sedaya upaya di samping menjaga imej baik dan reputasi UTeM.

It is compulsory for a UTeM student to pass the industrial training before being awarded the degree or diploma. Students will be attached to the government or private industry for a specified period of time, to be exposed to the actual working environment whereby students will encounter new problems and challenges.

The primary purpose of this Daily Log Book is to provide guidance to students in order to prepare themselves to face these new challenges and to ensure that they abide by the rules and regulations of UTeM and the industries. It is hoped that UTeM students will undergo the industrial training successfully, effectively and to the best of their ability while maintaining the good image and reputation of UTeM.

1. Hasil Pembelajaran

Learning Outcomes

Setelah menjalani LI, pelajar boleh:
After the industrial training, students would be able:

- 1.1 menyesuaikan diri dengan persekitaran kerja dan mengamalkan cara kerja yang efisien

To adapt readily to real-life working environment and practice the right working attitude

- 1.2 mengaplikasikan pengetahuan yang dipelajari, memperolehi kemahiran baru dan peka terhadap teknologi terkini

To apply knowledge learned, gain new skills and be aware of current technologies

- 1.3 mengenalpasti masalah industri dan mencadangkan cara penyelesaian

To identify industrial problems and suggest possible solutions

- 1.4 membentangkan laporan secara lisan dan bertulis tentang pengalaman kerja

To present a proper report, both orally and in writing, regarding working experience

2. **Melapor Diri di Industri** *Registration at the Industry*

- 2.1 Pelajar dikehendaki melapor diri di industri yang ditentukan pada tarikh yang telah ditetapkan.

Students are required to report/register at the designated industry on the specified date.

- 2.2 Pelajar yang tidak menerima sebarang tawaran penempatan dua (2) minggu sebelum tarikh permulaan Program Latihan Industri UTeM dikehendaki menghubungi Penyelaras Latihan Industri Fakulti (PLIF) dengan segera.

Students who have not received placement offer two (2) weeks before the commencement of UTeM Industrial Training Programme are required to contact the respective Faculty Industrial Training Coordinator immediately.

- 2.3 Pelajar dikehendaki membawa dokumen berikut semasa lapor diri:

Students are required to bring the following items when reporting:

- a) Surat Penempatan Pelajar
Industrial Training Placement Confirmation letter to the company / organisation
- b) Salinan Surat Tawaran
Copy of Offer Letter
- c) Kad Matrik Pelajar
UTeM Matric Card
- d) Buku Laporan Harian
Daily Log Book
- e) Surat Perlindungan Insurans Berkelompok UTeM atau Polisi Insurans peribadi (sekiranya ada)
UTeM Insurance Letter
- f) Resume Pelajar Latihan Industri (PLI)
Resume
- g) Gambar bersaiz passport
Passport Size Photos
- h) Salinan Kad Pengenalan / Passport
Copy of Identity Card / Passport
- i) Salinan Slip Akaun Bank (Jika perlu)
Copy of bank account statement (Only if needed)

Borang Pengesahan Lapor Diri (**Form A**) yang telah ditandatangani dan dicop oleh Penyelia Industri perlu dihantar kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan memuatnaik borang ke dalam Sistem LI di dalam format pdf.

*Industrial Training Confirmation Form (**Form A**) which has been signed and stamped by Industry Supervisor must be submitted to the respective Faculty Industrial Training Coordinator by uploading the form to the Industrial Training System with pdf format.*

3. Semasa Latihan Industri ***During Industrial Training***

3.1 Disiplin dan Tatatertib ***Discipline and Code of Conduct***

Pelajar bertanggungjawab menunjukkan disiplin diri yang tinggi dan kelakuan yang melambangkan seorang pelajar UTeM samada di tempat latihan atau di luar tempat latihan.

Peraturan UTeM masih berkuatkuasa terhadap pelajar semasa menjalani latihan industri. Pelajar-pelajar juga adalah tertakluk kepada segala peraturan dan undang-undang industri di mana latihan industri dijalankan.

Students are responsible to show the highest level of discipline and appropriate behavior as a student of UTeM in the industry as well as outside the place of industrial training.

Students are subjected to rules & regulations of UTeM and the industry during the duration of industrial training.

3.2 Kehadiran, Cuti Rehat & Cuti Sakit ***Attendance, Leave and Medical Leave***

Setiap pelajar yang menjalani latihan industri mesti akur dengan peraturan kehadiran/waktu kerja yang ditetapkan oleh industri berkenaan. Sebarang permohonan cuti adalah tertakluk kepada peraturan/dasar tersebut dan mesti dibuat terus kepada pihak pengurusan industri.

Pelajar dibenarkan mengambil cuti rehat tidak melebihi tujuh (7) hari bagi pelajar Ijazah Sarjana Muda di bawah FTMK, FPTT dan FTK (Tempoh LI selama 24 minggu) dan tiga (3) hari bagi pelajar Program Diploma dan Sarjana Muda Kejuruteraan (Tempoh LI selama 10 minggu) sepanjang tempoh menjalani latihan.

Selain itu, pelajar dibenarkan cuti sakit tidak melebihi tujuh (7) hari bagi pelajar Ijazah Sarjana Muda di bawah FTMK, FPTT dan FTK (Tempoh LI selama 24 minggu) dan tiga (3) hari bagi pelajar Program Diploma dan Sarjana Muda Kejuruteraan (Tempoh LI selama 10 minggu) sepanjang tempoh menjalani latihan.

Salinan Borang Permohonan Cuti Rehat yang diluluskan (Seperti dilampirkan) dan salinan Sijil Cuti Sakit mesti dihantar ke Penyelaras Latihan Industri Fakulti (PLIF) dengan segera.

Students must comply with industries regulations pertaining to attendance/working hours. Application for leave is subjected to the rules/policies enforced and the application has to be made directly to the management of the industry.

Students are allowed for not more than seven (7) days of leaves throughout the training period for practical training students from Faculty of Information and Communication Technology, Faculty of Technology Management and Technopreneurship and Faculty of Engineering Technology (24 weeks of industrial training); and three (3) days for Diploma and Degree of Engineering course (10 weeks of industrial training).

Besides, students are allowed for not more than seven (7) days of medical leaves throughout the training period for practical training students from Faculty of Information and Communication Technology, Faculty of Technology Management and Technopreneurship and Faculty of Engineering Technology (24 weeks of industrial training); and three (3) days for Diploma and Degree of Engineering course (10 weeks of industrial training).

A copy of approved Leave Application Form (As per attached) and copy of medical leave has to be submitted to the respective Faculty Industrial Training Coordinator immediately.

3.3 Buku Laporan Harian **Daily Log Book**

Pelajar dikehendaki mengisi Buku Laporan Harian ini setiap hari untuk menunjukkan kerja / aktiviti harian yang telah dijalankan. Buku Laporan Harian ini boleh digunakan sebagai rujukan dan panduan dalam penyediaan Laporan Teknikal Latihan Industri pada akhir latihan nanti. Buku Laporan Harian ini perlu mendapat nasihat dan **PENGESAHAN** daripada Penyelia Industri **SECARA BERKALA** dan Penyelia Fakulti semasa Lawatan Latihan Industri.

*Students are required to record daily job / activities in this Daily Log Book. The Daily Log Book could be used as reference and guideline in preparing Industrial Training Technical Report at the end of training. The Daily Log Book needs to be advised and **VERIFIED PERIODICALLY** by the Industry Supervisor and the Faculty Supervisor during the Industrial Training Visit.*

3.4 Kerahsiaan Industri **Industry Confidentiality**

Pelajar adalah dilarang untuk mendedahkan sebarang maklumat (sulit atau tidak) mengenai industri kepada pihak luar kecuali dengan kebenaran pihak industri. Pelajar juga dilarang untuk mencetak, membuat salinan atau mengambil gambar sebarang dokumen atau alat yang dianggap rahsia oleh industri tanpa kebenaran pihak industri seperti termaktub didalam Borang Aku Janji Dan Tanggung Rugi.

Students are prohibited from divulging information (confidential or otherwise) regarding the industry to any outside party without the consent of the industry. Students are also prohibited from printing, making copies or photographing documents or equipment considered as confidential without prior approval from the industry as stipulated in the Forms of Promise And Indemnity.

3.5 Tempoh Latihan ***Duration of Training***

Pelajar **MESTI** memenuhi tempoh latihan iaitu 10 minggu bagi kursus Sarjana Muda Kejuruteraan dan peringkat Diploma manakala 24 minggu bagi kursus Sarjana Muda di bawah Fakulti Teknologi Maklumat dan Komunikasi (FTMK), Fakulti Pengurusan Teknologi dan Teknousahawanan (FPTT) dan Fakulti Teknologi Kejuruteraan (FTK). Pelajar **TIDAK BOLEH** sama sekali menamatkan latihan lebih awal dari tarikh yang ditetapkan.

Pelajar yang menamatkan latihan lebih awal dari tarikh yang ditetapkan adalah melanggar peraturan Program Latihan Industri UTeM.

*Students **MUST** complete the whole duration of training period i.e. 10 weeks for Engineering Degree and Diploma course and 24 weeks for Faculty of Information and Communication Technology, Faculty of Technology Management and Technopreneurship and Faculty of Engineering Technology. Students are **NOT PERMITTED** to end the training earlier than the specified date.*

Students who end the training earlier than the specified date are in breach of regulation of UTeM Industrial Training Programme.

3.6 Insurans – Prosedur Tuntutan ***Insurance – Claim Procedures***

Semua pelajar adalah dilindungi dengan insurans menerusi Skim Insuran Takaful Berkelompok Pelajar dan Skim Tabung Khairat & Kematian Pelajar. Sekiranya berlaku kemalangan, industri dikehendaki menghubungi Penyelaras Latihan Industri Fakulti (PLIF) dengan segera. PLIF bertanggungjawab untuk memaklumkan kepada Unit Kebajikan Pelajar, Pejabat Hal Ehwal Pelajar (HEP) dengan serta-merta.

Dokumen yang perlu dikemukakan oleh pelajar atau wakil ke HEP untuk membuat tuntutan adalah seperti berikut:-

All students are covered by Takaful Student Grouping Protection Insurance Scheme and 'Skim Tabung Khairat & Kematian Pelajar'. In the event of accidents, the industry should inform the respective Faculty Industrial Training Coordinator immediately. Faculty Industrial Training Coordinators are responsible to contact Student Welfare Unit, Student Affairs Office immediately.

Documents need to be submitted by the student or representative to Student Welfare Unit for claim procedures are as follows: -

Kes Bukan Kematian
Non-Fatality Case

- a) Laporan Polis
Police Report
- b) Laporan Perubatan
Medical Report
- c) Salinan Kad Pengenalan
Photocopy of IC
- d) Salinan Kad Matrik Pelajar
Photocopy of Student Matric Card
- e) Nota Discaj
Discharge Note
- f) Gambar (sekiranya berkaitan)
Photo (If relevant)

Kes Kematian
Fatality Case

- a) Sijil Kematian
Death Certificate
- b) Permit Pengkuburan
Burial Permit (Funeral)
- c) Salinan Kad Pengenalan/Sijil Kelahiran
Photocopy of IC/Birth Certificate
- d) Laporan Polis
(sekiranya terlibat dalam kes kemalangan)
Police Report (If involved in accident)
- e) Salinan Laporan Perubatan (jika ada)
Photocopy of Medical Report (if any)

3.7 Penukaran Syarikat / Organisasi Latihan Industri
Change of Industrial Training Company / Organisation

Pelajar **TIDAK** dibenarkan menukar syarikat/organisasi latihan industri selepas bermulanya latihan. Sebarang masalah berkaitan dengan penempatan latihan industri perlu dibincangkan terlebih dahulu dengan Penyelaras Latihan Industri Fakulti (PLIF).

Students are **NOT** allowed to change the place of training once the training has commenced. Any problems regarding the industrial training placement must first be discussed with the respective Faculty Industrial Training Coordinator.

3.8 Perubahan Alamat Syarikat / Organisasi Latihan Industri ***Change of Industrial Training Company / Organisation Address***

Sebarang perubahan alamat syarikat / organisasi mesti dimaklumkan kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan menggunakan borang seperti di **Form B** dan pelajar perlu memuatnaik borang tersebut ke dalam Sistem LI.

*For any changes of Industrial Training Company/Organisation address, students must inform respective Faculty Industrial Training Coordinator using **Form B** and students must upload the form into the Industrial Training System..*

3.9 Elaun / Kemudahan Semasa Latihan ***Allowance / Facilities Provided during Training***

Bayaran elaun dan kemudahan (tempat tinggal, pengangkutan) oleh pihak industri semasa latihan adalah mengikut polisi dan budi bicara pihak berkenaan dan pelajar sama sekali **TIDAK BOLEH** mempertikaikan perkara ini.

*Allowance and facilities (such as accommodation and transportation) provided during training are at the discretion of, and dependant on the policies of the industry and **NOT** to be disputed by the student.*

3.10 Borang Penilaian Penyelia Industri ***Industry Supervisor Evaluation Form***

Borang Penilaian Penyelia Industri perlu diisikan oleh Penyelia Industri untuk penilaian terhadap pelajar. Selepas lengkap diisikan, ia perlu diserahkan semula kepada Penyelia Fakulti semasa lawatan atau dihantar melalui pos, faks atau emel secara terus TANPA melalui pelajar.

*Industry Supervisor Evaluation Form has to be completed by Industry Supervisor in evaluating student. Once the form is completed, it has to be returned to the Faculty Supervisor during the visit or by post, fax or email directly **WITHOUT** going through the student.*

3.11 Lawatan Latihan Industri ***Industrial Training Visit***

Lawatan Latihan Industri oleh Penyelia Fakulti akan dibuat sekiranya perlu.

Industrial Training Visit by the Faculty Supervisor would be carried out if needed.

4. Selepas Latihan Industri *After Industrial Training*

4.1 Penyerahan Laporan Teknikal Latihan Industri & Buku Laporan Harian

Submission of Technical Report for Industrial Training and Daily Log Book

Laporan Teknikal Latihan Industri dan Buku Laporan Harian mesti diserahkan kepada Penyelia Fakulti sebelum tarikh akhir yang telah ditetapkan. Garis Panduan Penulisan laporan tersebut adalah seperti pada bahagian akhir buku ini. Sila rujuk kepada fakulti untuk maklumat tambahan.

The Industrial Training Technical Report and Daily Log Book must be submitted to the faculty supervisor before the specified deadline. Guidelines for the report is provided at the end section of this book. Please refer to the faculty for additional information.

4.2 Penyerahan Borang Maklum Balas Pelajar dan Borang Perakuan Tamat Latihan Industri

Submission of Feedback Form and Industrial Training Completion Declaration Form

Borang Maklum Balas Pelajar dan Borang Perakuan Tamat Latihan Industri mesti diserahkan kepada Penyelia Fakulti bersama Laporan Teknikal pada tarikh yang ditetapkan oleh fakulti.

Feedback Form and Industrial Training Completion Declaration Form have to be submitted to the Faculty Supervisor with the Technical Report on the date determined by the respective faculty.

**BORANG PENGESAHAN LAPOR
DIRI REGISTRATION CONFIRMATION**

FORM A

UTeM (ISO)/PP/PK04/F9

MAKLUMAT PELAJAR (STUDENT INFORMATION)

Nama (Name):

No. Matrik (Matrix No.):

No. Kad Pengenalan:
(IC / Passport No.)

Alamat E-mel:
(Email Address)

Alamat rumah (semasa latihan):
(Address-during training)

Poskod (Postcode):

Negeri (State):

No. Telefon Pejabat (Office Tel No.):

No. Tel Bimbit (H/p No.):

Tarikh Mula Latihan:
(Training Start Date)

Tarikh Tamat Latihan:
(Training End Date)

Elaun diterima: RM sebulan (per month) **Biasiswa (scholarship):**
(Allowance received)

**Borang ini hendaklah dihantar ke Penyelaras Latihan Industri Fakulti (PLIF), UTeM dalam seminggu selepas melapor diri
(This form should be sent to Faculty Industrial Training Coordinator within one week after reporting for training)*

MAKLUMAT INDUSTRI (INDUSTRY INFORMATION)

Nama Pegawai Dihubungi (Name of Liaison Officer):

Jawatan (Designation):

Alamat Emel:
(Email Address)

Alamat (Address):

Poskod (Postcode):

Negeri (State):

No. Pendaftaran Syarikat (ROC):

No. Telefon (Tel No.):

No. Faks (Fax No.):

***Sektor Industri:**
(Industry Sector)

***Kategori Industri:**
(Industry Category)

(*Sila rujuk senarai kod Please refer to the code listing)

Nama Penyelia Industri:
(Name of Industry Supervisor)

Jawatan (Designation):

Alamat Emel:
(Email Address)

Tandatangan Pelajar
(Student's Signature)

Tandatangan Penyelia Industri
(Industry Supervisor's Signature)

Cop Industri:
(Industry Stamp)

Lakaran Lokasi/Pelan Tempat Latihan Industri
(Sila buat lakaran atau letakkan pelan di ruang yang disediakan)

Location Sketch/Map for Industrial Training Place
(Please sketch or place the location map in the provided space)

Atau / or

Nyatakan koordinat GPS bagi alamat Tempat Latihan Industri
(State the GPS coordinates of the Industrial Training Place address)

SENARAI RUJUKAN SEKTOR INDUSTRI *(Reference Listing for Industry Sector)*

SEKTOR <i>(SECTOR)</i>	KOD <i>(CODE)</i>
Pertanian,Perhutanan dan perikanan <i>Agriculture, forestry and fishing</i>	30
Perlombongan dan Pengkuarian <i>Mining and quarrying</i>	31
Pembuatan <i>Manufacturing</i>	32
Bekalan Elektrik, Gas, Stim, dan Penyaman Udara <i>Electricity, gas, steam, air conditioning supply</i>	33
Bekalan Air, Pembetulan,Pengurusan Sisa dan Aktiviti Pemulih <i>Water supply, sewerage, waste management and remediation activities</i>	34
Pembinaan <i>Construction</i>	35
Perdagangan Jual Borong dan Jual Runcit, Pembaikan Kenderaan <i>Wholesale and retail trade, repair of motor vehicles and motorcycles</i>	36
Pengangkutan dan Penyimpanan <i>Transportation and storage</i>	37
Penginapan dan Aktiviti-Aktiviti Perkhidmatan Makanan <i>Accommodation and food service activities</i>	38
Maklumat dan Komunikasi <i>Information and communication</i>	39
Kewangan dan Insurans/Aktiviti Takaful <i>Financial and insurance/takaful activities</i>	40
Aktiviti Hartanah <i>Real estate activities</i>	41
Profesional, Aktiviti Sainifik dan Teknikal <i>Professional, scientific and technical activities</i>	42
Pentadbiran dan Aktiviti Perkhidmatan Sokongan <i>Administrative and support service activities</i>	43
Pentadbiran Awam dan Pertahanan; Keselamatan Sosial Wajib <i>Public administration and defence; compulsory social security</i>	44
Pendidikan <i>(Education)</i>	45

Kesihatan Manusia dan Aktiviti Kerja Sosial <i>Human health and social work activities</i>	46
Seni,Hiburan dan Rekreasi <i>Arts, entertainment and recreation</i>	47
Aktiviti perkhidmatan lain <i>Other service activities</i>	48
Aktiviti Isi Rumah Sebagai Majikan Bagi Personel Domestik ;Aktiviti Mengeluarkan Barangan dan Perkhidmatan Yang Tidak Dapat Dibezakan Oleh Isi Rumah Persendirian Untuk Kegunaan Sendiri <i>Activities of households (as employers; producing goods and services)</i>	49
Aktiviti organisasi dan badan-badan luar wilayah <i>Activities of extraterritorial organizations and bodies</i>	50

SENARAI RUJUKAN KATEGORI INDUSTRI
Reference List for Industry Category

KATEGORI CATEGORY	KOD CODE
Kerajaan <i>Government</i>	1
Badan Berkanun <i>Statutory Body</i>	2
Swasta Multinasional / Asing <i>Private (Multinational)</i>	3
Swasta Tempatan <i>Private (Local)</i>	4
Perusahaan Sendiri <i>Own Firm / Business</i>	5
Syarikat Berkaitan Kerajaan <i>Government-Linked Company (GLC)</i>	6
Pertubuhan Bukan Kerajaan <i>Non-Governmental Organization (NGO)</i>	7
Lain-lain <i>Others</i>	999



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

BORANG MAKLUMAN PERUBAHAN ALAMAT SEMASA LATIHAN CHANGE OF INDUSTRIAL TRAINING COMPANY/ORGANISATION ADDRESS

(dilengkapkan oleh pelajar)
(completed by student)

Nama (Name): **Kursus (Course):**

No. Matrik (Matrix no.): **Industri (Industry):**

Perubahan Alamat Syarikat/Organisasi

Change of Industrial Training Company/Organisation address

* Sila potong mana yang tidak berkenaan

* Please delete as appropriate

Alamat lama (Previous Address):

.....
.....
.....

Poskod (Postcode):.....

Negeri (State):.....

No. Tel (Phone No.):.....

No. Faks (Fax No.):

Alamat baru (New Address):

.....
.....
.....

Poskod (Postcode) :.....

Negeri (State):.....

No. Tel (Phone No.):.....

No. Faks (Fax No.):.....

.....

Tarikh (Date):.....

Tandatangan pelajar

Signature Student

Pengesahan Oleh Penyelia Industri

confirmation by the Industry Supervisor

(Untuk Perubahan Alamat Industri Sahaja)

(For the changing of industry address only)

Nama (Name) :

Jawatan (Designation) :

Cop Industri
(Industry Stamp)

Lakaran/Pelan Lokasi Tempat Latihan Industri

(Untuk penukaran alamat industri, sila buat lakaran atau letakkan pelan baru di ruang yang disediakan)

Location Sketch/Map for Industrial Training Place

(for the changing of industry address please sketch or place the new location map in the space provided)

Atau / or

Nyatakan koordinat GPS bagi alamat Tempat Latihan Industri

(State the GPS coordinates of the Industrial Training Place address)

REKOD KEHADIRAN

ATTENDANCE RECORD

[illegible]

REKOD KEHADIRAN

Attendances Record

[illegible]

REKOD KEHADIRAN

Attendances Record

[illegible]

REKOD KEHADIRAN

Attendances Record

[illegible]

REKOD CUTI REHAT RECORD OF LEAVE

Bil. <i>No.</i>	Tarikh Cuti <i>Date of Leave</i>	Sebab <i>Reason</i>	Bilangan Hari <i>No. of Days</i>	Tandatangan Kelulusan <i>Approval Signature</i>
Jumlah <i>Total</i>				

- | | | |
|--|---|---|
| >>> Kursus Sarjana Muda FTMK, FPTT & FTK
<i>Degree Course for FTMK, FPTT & FTK</i> | - | Maksima 7 hari
<i>7 days maximum</i> |
| >>> Kursus Diploma & Sarjana Muda Kejuruteraan
<i>Diploma & Degree Engineering Course</i> | - | Maksima 3 hari
<i>3 days maximum</i> |

Pelajar dikehendaki merekodkan semua cuti yang diambil. Setiap cuti mesti diluluskan oleh industri. Pastikan Penyelia Industri menandatangani ruang yang berkenaan. Sila hantarkan salinan borang cuti yang telah diluluskan kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan segera. Tindakan boleh diambil terhadap pelajar yang mengambil cuti tanpa kebenaran.

Students are required to record all leaves taken. All leaves must be approved by the industry. Please make sure that the Industry Supervisor signs in the relevant space. Please submit a copy of the approved Leave Application Form to the Faculty Industrial Training Coordinator immediately. Action will be taken against students who take leave without proper approval.

REKOD CUTI SAKIT
RECORD OF MEDICAL LEAVE

Bil. <i>No.</i>	Tarikh Cuti Sakit <i>Date of Medical Leave</i>	Sebab <i>Reason</i>	Bilangan Hari <i>No. of Days</i>	Tandatangan Penyelia Industri <i>Signature of Industry Supervisor</i>
Jumlah <i>Total</i>				

- | | | |
|--|---|---|
| >>> Kursus Sarjana Muda FTMK, FPTT & FTK
<i>Degree Course for FTMK, FPTT & FTK</i> | - | Maksima 7 hari
<i>7 days maximum</i> |
| >>> Kursus Diploma & Sarjana Muda Kejuruteraan
<i>Diploma & Degree Engineering Course</i> | - | Maksima 3 hari
<i>3 days maximum</i> |

Pelajar dikehendaki merekodkan semua cuti sakit yang diambil. Setiap cuti sakit mesti dimaklumkan kepada Penyelia Industri. Sila hantarkan salinan sijil cuti sakit kepada Penyelaras Latihan Industri Fakulti (PLIF) dengan segera.

Students are required to record all medical leaves. Industry Supervisor must be informed regarding all medical leaves. Please submit a copy of Medical Leave Certificate to the Faculty Industrial Training Coordinator immediately.



UNIVERSITI TEKNIKAL MALAYSIA MELAKA

LEAVE APPLICATION FORM

(Application for leave must be submitted at least 3 working days before the date of leave)

Name : _____
Course : _____
Matric No. : _____
Date : _____

To,

(Industry Supervisor/Authorizing Personnel)

Address : _____

I would like to apply leave for ____ day/days*effective from _____ to _____

because _____

Thank you.

Signature: _____

The application for leave is **approved / not approved***

Signature: _____
(Industry Supervisor/Authorizing Personnel)

Date: _____

** Students are allowed for not more than seven (7) days of leaves for Faculty of Information and Communication Technology, Faculty of Technology Management and Technopreneurship and Faculty of Engineering Technology, and three (3) days for Engineering Degree & Diploma courses during the training period.*

** Please make copies if needed. A copy of this application should be sent to respective Faculty Industrial Training Coordinator.*