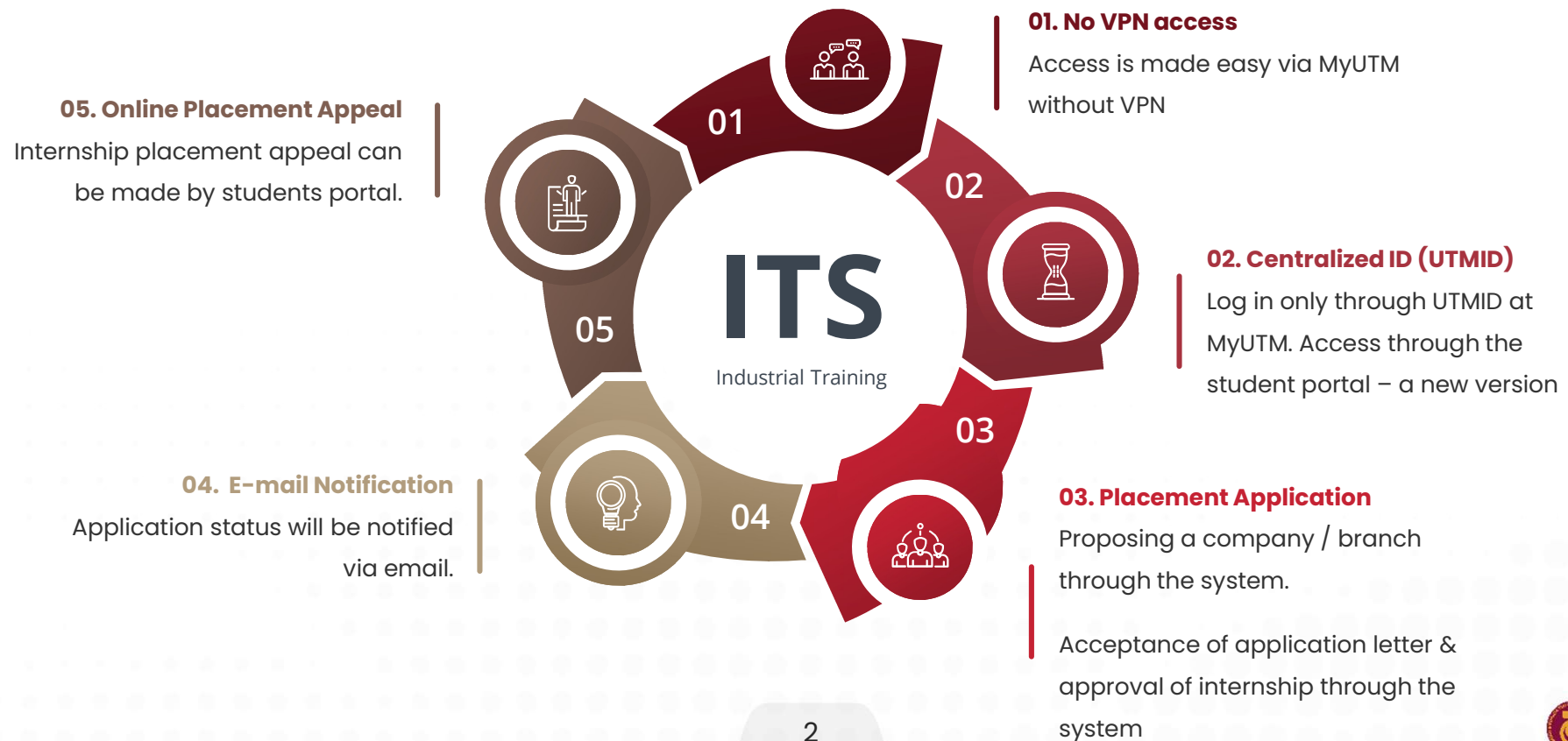




Portal Usage Guideline for Industrial Training @studentportal

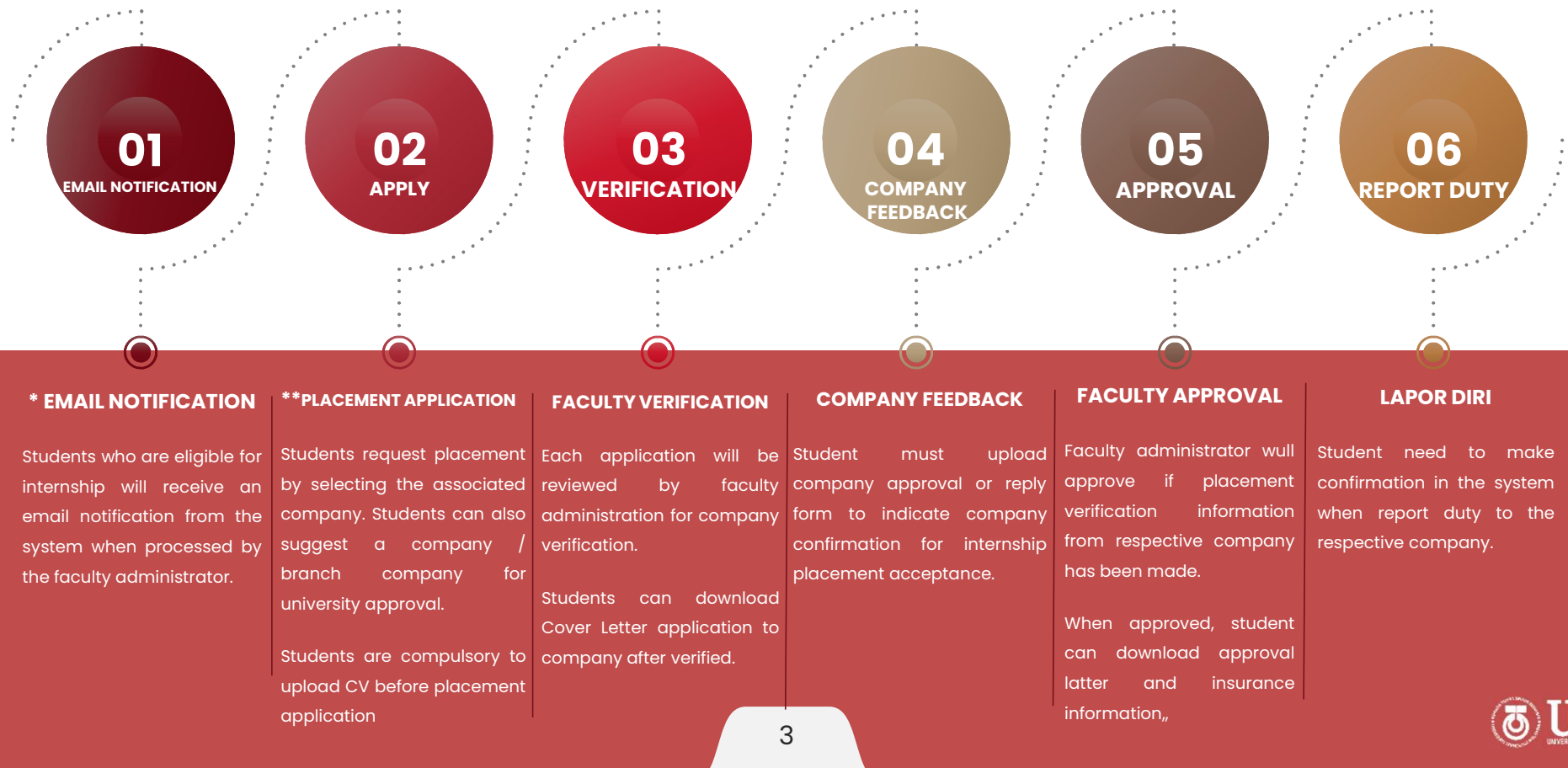


New Adoption



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



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

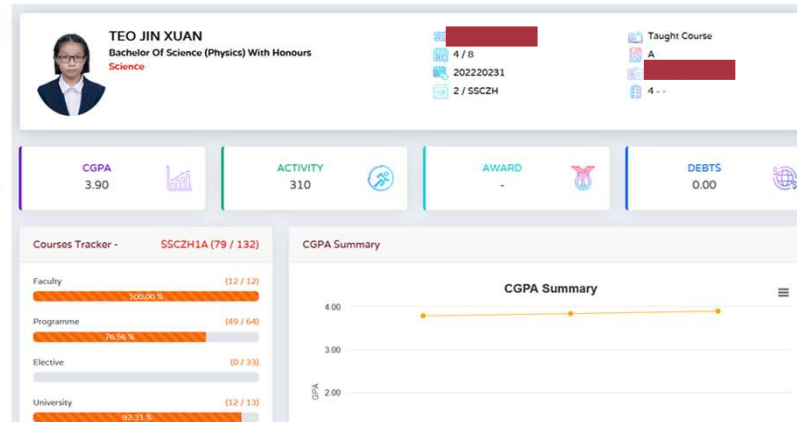


Menu Industrial Training

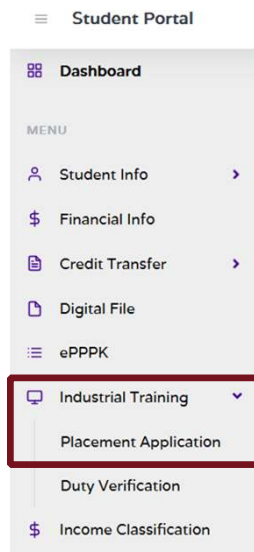
Click Menu
Industrial Training

02

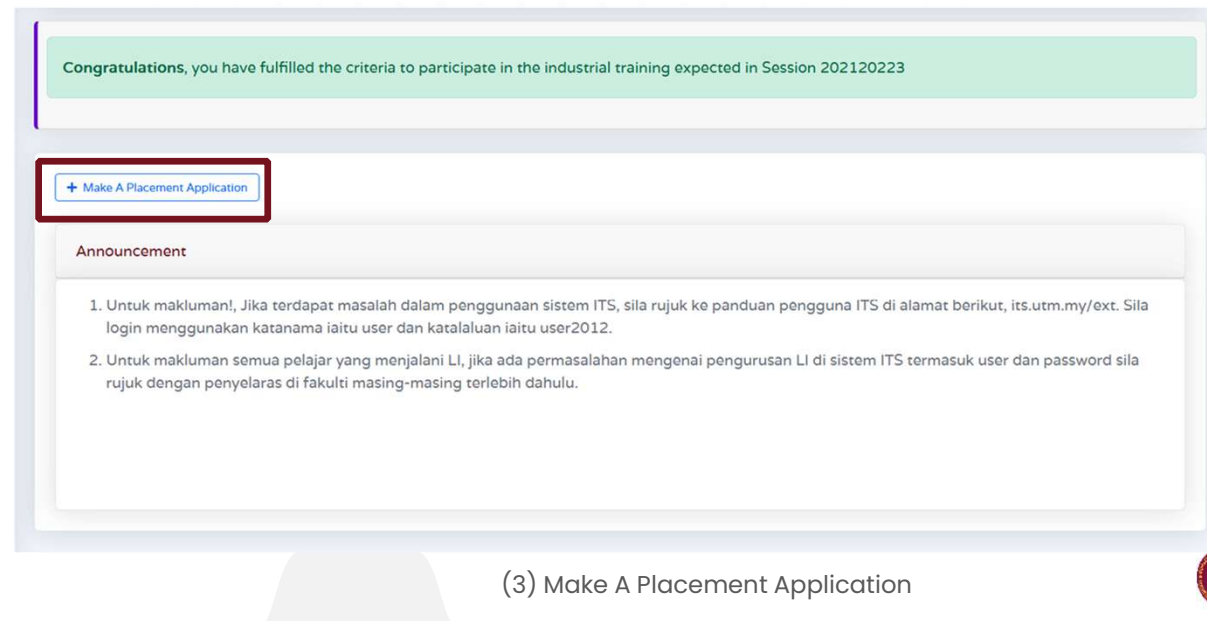
APPLY



(1) Student Dashboard



(2) Industrial Training



(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 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](#)

CV UPLOAD

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

(4) Muat Naik CV

[+ Upload CV](#)

#	Document Name	Upload Date	Action
1	DemoPagetDDWR1_aims.pdf	18/06/2023	Download Delete

Showing 1 to 1 of 1 entries

< 1 >

[Back](#)

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	1 2

(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	

Showing 1 to 1 of 1 entries

< 1 >

Close

2

Upload File

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

Browse... No file selected.

Save Close

Universiti Teknologi Malaysia

 81300 Skudai Johor

 Bahru, Malaysia

 Tel: +607-552 1000

 Petaling Jaya

 19th June 2023

 AKER SOLUTIONS MALAYSIA SDN BHD

 JALAN FZ3-P2/KS12, PERSIARAN PORT KLANG FZ4,

 PULAU INDAH,

 42900,

 SELANGOR,

 MALAYSIA

 Tuan,

 PERMOHONAN PENEMPATAN PROGRAM LATIHAN INDUSTRI UNTUK MAHASISWA

 FAKULTASAINS, UNIVERSITI TEKNOLOGI MALAYSIA

 - TEO JIN XUAN (001023011752 / A205C0407)

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		1
---	--------------------	--	------------------	---	----	----------	--------------------------------------	---

(12) Download supporting documents

Approval - ACCEPTED

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

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 mkhairimkhairi@gmail.com	Office No. 013344556	Report On Duty 27/12/2023
Internship Allowance ☒ Yes ☐ No	Allowance Amount(RM) 500	Remarks (if any) test

Submit

(13) Completing Supervisor Information



STUDENT DASHBOARD PLACEMENT APPLICATION– INTERNSHIP APPEAL

APPLICATION FOR 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



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. *
123DCK

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 DEBUKAYAN
KAMPUS UTARA

Contact Person *
HAMIDAH HASSAN

Postcode *
81102

City *
SKUDAI

State *
JOHOR

Country *
MALAYSIA

Status
HO

Office Number *
074335656

Email *
sp-kham@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

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

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 PERTAMANA
745000 JOHOR

Contact Person *
AHMAD CHANG

Postcode *
81102

City *
skudai

State *
JOHOR

Country *
MALAYSIA

Status
Branch

Office Number *
074355656

Email *
sp-khairi@utm2.my

Mobile Number *
0134455465

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

Browse... McczLmkmrpwB02pw9yCkYfNPSzwUtd0mns8LZnmJ0K/Lnml-1.pdf

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

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