



UTM
UNIVERSITI TEKNOLOGI MALAYSIA

Industrial Training (SEMM/SEMO 3915) Briefing Phase 2 Semester 3 Session 2025/2026

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-
- Administrative staff For Industrial Training:
Pn Nur Juniza Binti Kusnin / En Razlan Syah Bin Yussoff
Academic Office (E07 – Aras 4)
Faculty of Mechanical Engineering, UTM
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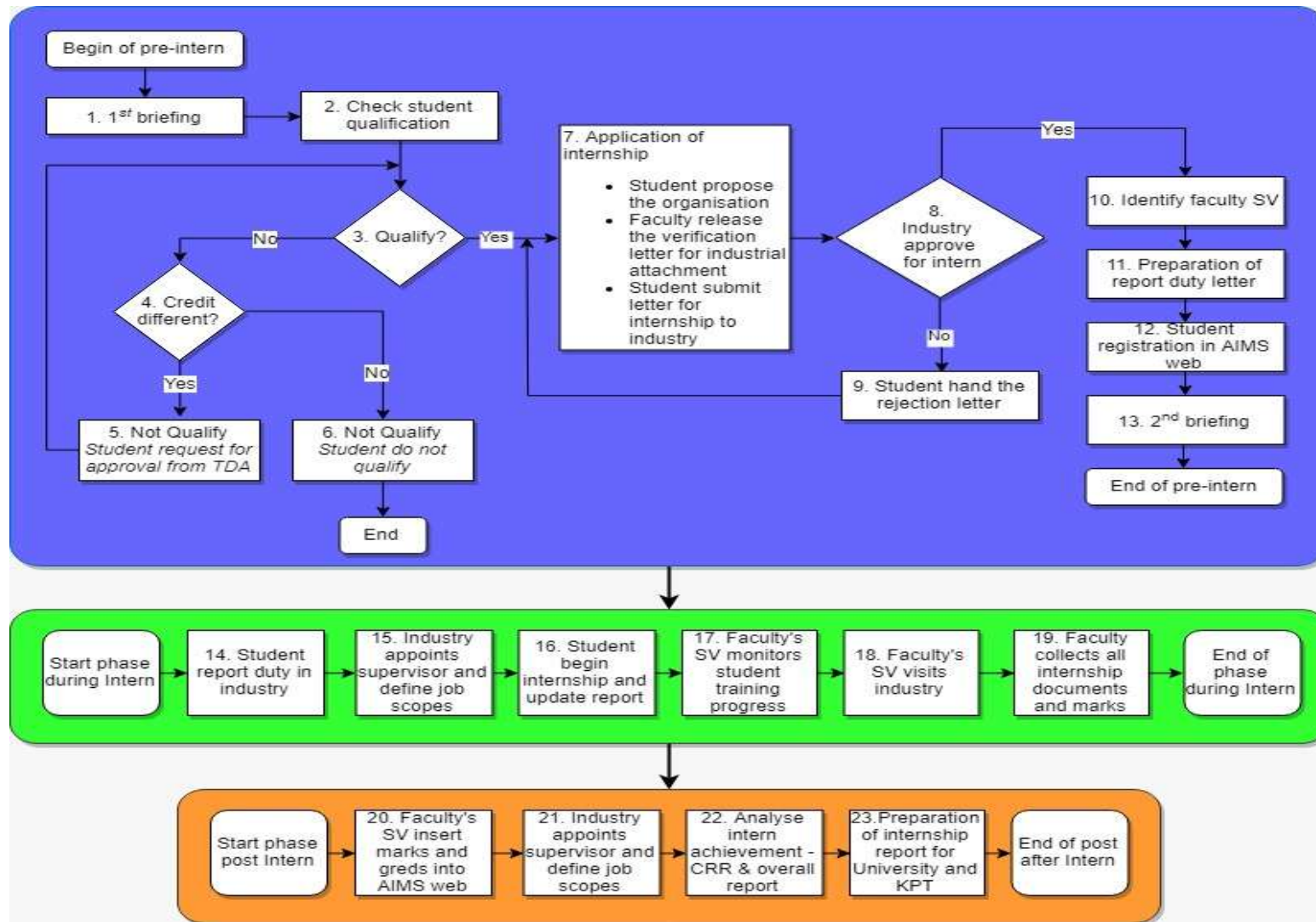


Once
accepted:

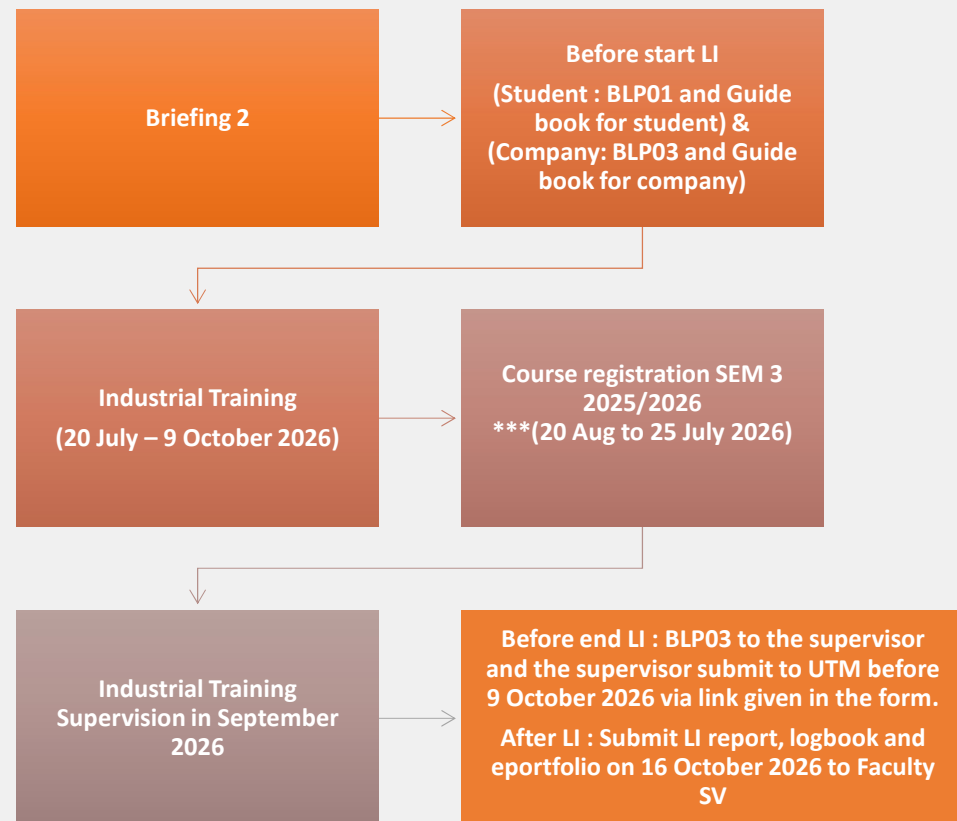
Confirmation letter &
Indemnity Letter from
UTM to the company

Done and complete
the placement

Industrial training Implementation



Industrial Training Work Schedule For Sem 3 2025/2026 (Phase 2)





Course Registration

(20 July – 25 July 2026)

SEMM3915/SKMO3915/SEMO3915 –check
the correct section according to your program.

Online Registration : Industrial Training 20252026 Semester 3
From 20-25 JULY 2026

STEP 1 : Go to link
<https://my.utm.my>

STEP 2 : Click at
course registration

STEP 3 : Click at
short semester

STEP 4 : Choose
correct programme
code & section

(Please refer table below)

No	PROGRAMME	CODE SUBJECT	SECTION
1	SEMM SEMMH	SEMM3915 SEMM3915	SECTION 01
2	SEMB SEMBH	SEMM3915 SEMM3915	SECTION 02
3	SKMI SEMI SEMIH	SKMM3915 SEMM3915 SEMM3915	SECTION 03
4	SKMP SEMP SEMPH	SKMM3915 SEMM3915 SEMM3915	SECTION 04
5	SKMT SEMT SEMTH	SKMM3915 SEMM3915 SEMM3915	SECTION 05
6	SKMV SEMV SEMVH	SKMM3915 SEMM3915 SEMM3915	SECTION 06
7	SKMO SEMO SEMOH	SKMO3915 SEMO3915 SEMO3915	SECTION 01



Documents for the Internship.

- **You may receive FIVE documents from your Internship Program Coordinator/via telegram group on 24th July 2026**
- 1) BLP01 Form (Submission link written in the form)
- 2) BLP03 Form (Submission link written in the form)
- 3) Guide book for student
- 4) Guide book for company
- 5) A softcopy of logbook
- 6) Slides of the 2nd Briefing and the recorded

Beginning of the Industrial Training:



Report to the company on

20th JULY 2026

or

other dates based on the agreement between
UTM and Company



Bring the offer letter, the reply
form, any documents need to cross
the border(district/state)

- Prepare your journey accordingly

What's
next??

Submit BLP01 Form to the school

Form BLP-01 is considered invalid without confirmation by the organization/company.

Note : This form is required to be returned by student within **TWO WEEK** after reporting at the organization/company.

Submission link written in the BLP01 Form.

Google Form link : **<https://forms.gle/foDe2MhRQcX2JGNy6>**

Note : This link will be updated in telegram group

Important forms:

BLP-01

BLP-02

BLP-03

BLP-04

BLP-05

BLP-06



- BLP-01 (to be completed by the student, submit within two week after starting the LI using the link given in the form)
- Report Duty in the ITS website system need to be completed



BLP-03 (for the organisation supervisor to be completed and submit mark at given link in ITS website System)



* Organisation supervisor (company)



* Faculty supervisor (UTM)

Important forms for the students



- BLP-01 (to be completed by the student, submit within two week after starting the internship. Using the link given the BLP01 form)
- Report Duty in the ITS website need to be completed



BLP-03 (for the organisation supervisor to be completed and submit using the link given in ITS website)
And please submit in the last week of practical training



* Organisation supervisor



* Faculty supervisor

Assessment Items From the students:

- final report
- logbook
- eportpolio

1) Industrial Training Report – submission online via e-learning, ITS and email to the Faculty Supervisor

2) Logbook- submission online via e-learning, ITS and email to the Faculty Supervisor

3) Eportfolio (compulsory for all mechanical students)
- update weekly in the UTM Student Portal.

Pass/Fail

Pass if the mark above 60.

Report Duty

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: [Add New](#) ☐ Not in the list?

Supervisor Official Email:

Position:

Office No.:

Mobile No.:

Report On Duty:

Internship Allowance: ☒ Yes ☐ No

Allowance Amount(RM):

Remarks (if any):

[Submit](#)

(13) Completing Supervisor Information

Assessment

- **Evaluation** aspect: **Performance**, **Personality** and **Outcomes**
- Mark distribution:

CONTENT	MARKS(%)
Final report (BLP 05)	40
Organization evaluation report (BLP 03)	30
Faculty evaluation report (BLP 04)	20
Log book (BLP 06)	10

- Result:

Hadir Lulus, HL (Pass)	> 60%
Hadir Gagat, HG (Fail)	< 60%

SUBMISSION FLOW FOR LOGBOOK & FINAL REPORT

1. Submission of Logbook i.e. *UTM Logbook Format LB07* to the Industry Supervisor (SV)
 - Please do the Logbook Verification from Industry SV including Sign and Company Stamp. **Due Date: 9/10/2026.**
 - Update Daily Logbook and Final Report in ITS System for-student's reference and Industry SV's reference
 - Request the Industry SV to fill up BLP-03 form on the ITS website system . **Due Date : 9/10/2026**
 - Link for Submission *Organization Evaluation Report - BLP03 using ITS Website System*



2. Logbook and Final Report submission to Faculty SV by email is due before or on **16/10/2026**



3. Faculty SV returned the Marked Logbook and Marked final Report to student by due before or on **23/10/2026**



4. Student need to upload all *Marked Logbook* and *Marked Final Report* on E-learning (i.e. kindly ensure your Faculty SV write the mark on the front page) is due before or on **23/10/2026**
 - Please upload on the E-Learning link for current semester : <https://elearning.utm.my/25263/login/index.php>

SUBMISSION FLOW FOR INDUSTRY SUPERVISOR – ORGANIZATION EVALUATION REPORT (BLP-03)

Link ITS System UTM : <https://myaims.utm.my/its/assessForm/indexExt>

Step for Assessment :

Industrial Training >> Company Supervision >> Student Assessment >> Select the student by click the Action Icon
>> Fill up BLP03 Form >> Click Submit

Academic Session : UG/PG: 202520261
Academic Session : Diploma: 202520261

Industrial Training • Assessment Form

Assessment Form List

#	NAME	IC/ID NO	PROGRAMME	REPORT ON DUTY	INTERNSHIP PERIOD	ASSESSMENT	ACTION
1	TAYEB MAHMOOD SAMI	202203M10136	SEMMH - BACHELOR OF MECHANICAL ENGINEERING WITH HONOURS	23/07/2025	21/07/2025 - 31/10/2025	N/A	[Action Icon]
2	SHAHIN SUKID WAS	202110M10177	SEMMH - BACHELOR OF MECHANICAL ENGINEERING (AUTOMOTIVE) WITH HONOURS	27/07/2025	21/07/2025 - 31/10/2025	N/A	[Action Icon]

Showing 1 to 2 of 2 entries

Click here

Click Action

Academic Session : UG/PG: 202520261
Academic Session : Diploma: 202520261

Industrial Training • Assessment Form

Student For Assessment SEMMH-Y3-SEM309-20253 - BLP-03 - BLP-03

Student Name : TAYEB MAHMOOD SAMI
Matric No. : AZTEM0007
Programme/Session : SEMMH / 202420253
Course : SEMMH3095 -
Assessment Form : BLP-03
Contribution(Ng) : 30
Target : (Organisation Supervisor
Company : (OTORAKA AUTONOMOUS VEHICLE (OAV) - EDIG LABORATORY
Faculty Supervisor : (DEMOND DANIEL CHAN YU SHENG
Company Supervisor : (AHMAD HUMAZI BIN ROZAINI)

BLP03 FORM

WORK PERFORMANCE (PRESTASI KERJA)

Knowledge On Work Assigned
(Tahap Pengetahuan Terhadap Kerja)
Knowledge and competency in work area
(Pengetahuan dan kompetensi dalam bidang kerja)

(1)

Very poor Unsatisfactory Satisfactory Good Excellent

Ability To Complete Assignments
(Kemampuan Menyelesaikan Tugas)
Potentiality to carry out jobs within the specified time frame
(2) (Kemampuan melaksanakan tugas dalam masa yang ditetapkan)

Very poor Unsatisfactory Satisfactory Good Excellent

☐ Very poor ☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Discipline

(Disiplin)

- Attendance, punctuality, conform to organization's rules, proper attire, etc.

(3) (Kehadiran, ketepatan masa, mematuhi peraturan organisasi, kesesuaian berpakaian, dll.)

☐ Very poor ☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Creativity And Innovation

(Kretiviti dan Inovasi)

- Ability to give new ideas and improve existing process of executing the jobs.

(Kebolehan mengeluarkan dan melaksanakan idea baru dalam

(4) mempertingkatkan kualiti hasil kerja).

☐ Very poor ☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Cooperation and Teamwork

(Kerjasama dan Berpasukan)

- Ability to associate self with other staff in carrying out jobs.

(5) (Sikap mahu melibatkan diri bersama pekerja lain dalam menjalankan tugas).

☐ Very poor ☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Leadership and Decision Making

(Kepimpinan dan Pembuatan Keputusan)

- Ability to plan, manage and make decisions in carrying out tasks and solving problems.

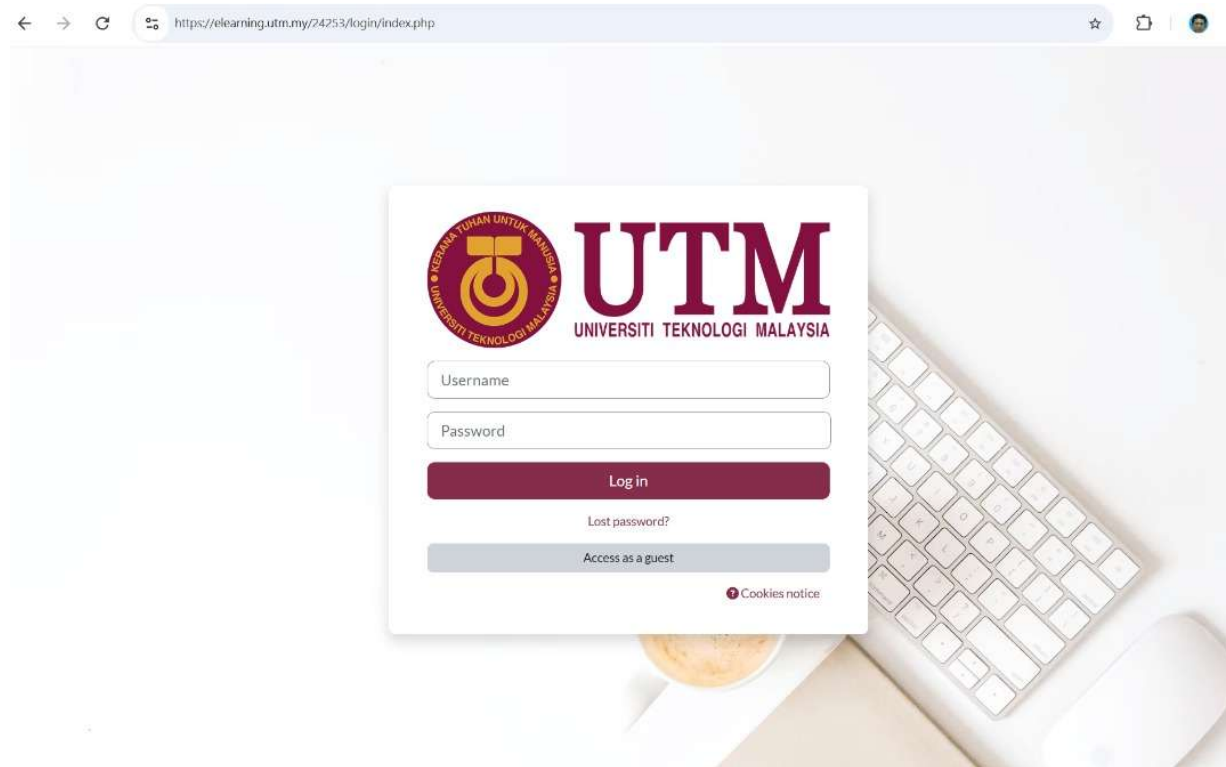
(6) (Kebolehan merancang, mengurus dan membuat keputusan dalam melaksanakan tugas serta menyelesaikan masalah).

☐ Very poor ☐ Unsatisfactory ☐ Satisfactory ☐ Good ☐ Excellent

Click Submit

SUBMISSION LINK ON E-LEARNING FOR SEM 3 20252026

<https://elearning.utm.my/25263/login/index.php>



A screenshot of a web browser displaying the login page for the UTM e-learning system. The browser's address bar shows the URL <https://elearning.utm.my/24253/login/index.php>. The login form is centered on the page and features the UTM logo (Universiti Teknologi Malaysia) at the top left. Below the logo, there are two input fields: 'Username' and 'Password'. A prominent red 'Log in' button is positioned below the password field. To the right of the 'Log in' button, there is a link for 'Lost password?'. Below the 'Log in' button, there is a grey button labeled 'Access as a guest'. At the bottom right of the form, there is a small link for 'Cookies notice'. The background of the page is a light blue and white abstract design.

← → ↻ <https://elearning.utm.my/24253/login/index.php> ☆ 📁 👤 ⋮

 **UTM**
UNIVERSITI TEKNOLOGI MALAYSIA

Username

Password

Log in

[Lost password?](#)

[Access as a guest](#)

[Cookies notice](#)



Industrial Training for Sem 3
2025/2026

From 20 July To 9 Oct. 2026
(12 weeks)



Thank You