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UNIVERSITI PUTRA MALAYSIA
BERILMU BERBAKTI



**Universiti
Putra
Malaysia**

Industrial Training Briefing Semester 1 2023-2024
Date : 23 November 2023 (8:00 p.m. – 9:10 p.m.)
<https://zoom.us/j/99860671020?>

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Agenda

1. Pre-requisite for Industrial Training (LI)
2. Industrial Training Timetable Semester 2 2023-2024
3. LI coordinators & officers
4. Types of placement & examples
5. LI application flow chart
6. Things To Do (form & document)
7. FAQ

Pre-requisite for Industrial Training (0+6)

Code	Program	Pre-requisite
BCH4901	Bachelor of Science in Biochemistry with Honours	BCH3109 or BCH3110 or BCH 3111
BMV4901	Bachelor of Science in Microbiology with Honours	BMV3203
BSM4901	Bachelor of Science in Cell & Molecular Biology with Honours	-
BTC4901	Bachelor of Science in Biotechnology with Honours	-

Have you taken and passed all necessary courses?
Have you fulfilled your ELEX?

LI Schedule Semester 2 2023/2024

Minggu	Tarikh	Tindakan Pelajar	Catatan
1	18/3/2024 - 24/3/2024	Pelajar Lapor Diri di Industri	Hantar Borang Lapor Diri ke Pejabat Timbalan Dekan (Akademik dan HEP) melalui emel/faks
2	25/3/2024 - 31/3/2024	Menjalani Latihan Industri	
3	01/4/2024 - 07/4/2024	Menjalani Latihan Industri	
4	06/4/2024 - 14/4/2024	Menjalani Latihan Industri	
5	15/4/2024 - 21/4/2024	Menjalani Latihan Industri	
6	22/4/2024 - 28/4/2024	Menjalani Latihan Industri	
7	29/4/2024 - 05/5/2024	Menjalani Latihan Industri	
8	06/5/2024 - 12/5/2024	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
9	13/5/2024 - 19/5/2024	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
10	20/5/2024 - 26/5/2024	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
11	27/5/2024 - 02/6/2024	Menjalani Latihan Industri	Lawatan Pensyarah Pemantau
12	03/6/2024 - 09/6/2024	Menjalani Latihan Industri	Tamat Latihan Industri
13	10/6/2024 - 16/6/2024	Proses akhir penyediaan Laporan LI	
14	17/6/2024 - 23/6/2024	Penghantaran Buku Log & Laporan LI kepada Penyelaras	

WEEK	DATE	ACTIVITY
1	18/3/24 – 24/3/24	Report on duty
1-12	18/3/24 – 9/6/24	Industrial Training
8-11	6/5/24 – 5/6/24	Visit by lecturer
13	10/6/24 – 16/6/24	Report preparation
14	17/6/24 – 23/6/24	Report submission

LI coordinators & officers

Department	*Coordinator / Assistant Coordinator
Biochemistry	*Dr. Noor Dina Muhd Noor
Microbiology	*Dr. Saila Ismail & Dr. Fairolniza Mohd Shariff
Cell & Molecular Biology	*Dr. Mohd Azuraidi Osman & Dr. Nur Fatimah Mohd Yusoff
Bioprocess Technology	*Dr. Fadzlie Wong Faizal Wong & Dr Mohamad Faizal Ibrahim

*Who will be assisting you during the application and placement?
 Department – LI coordinator, Pn. Jorainiah & Pn. Siti Zaiton
 Deputy Dean (Academic) office - Pn. Siti Norhasiken Abdul Rahman
 Assoc. Prof. Dr. Phang Lai Yee (Head of LI unit)*



Types of Placement

1. Research Institutions

R&D scientists in Medical / Clinical , Pharmaceutical, Agricultural, Molecular Biology, Food, Industry, Environmental, Forensic research

2. Manufacturing / industry

Quality Control, product development, production management

3. Civil service/government agencies

4. Business development

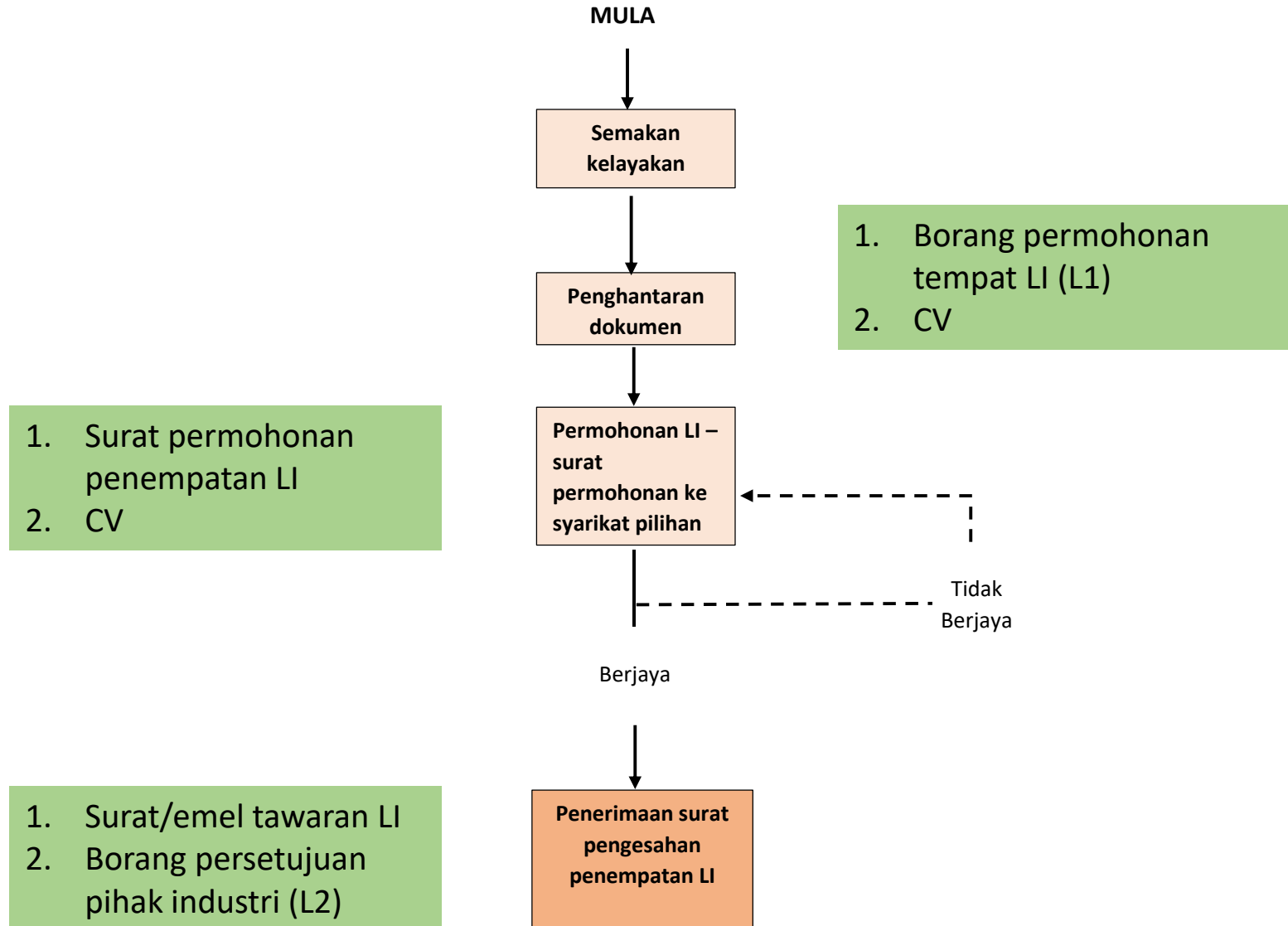
Marketing & sales of Biotech equipment/ products, patent agents

Examples of Organisation/Company

RESEARCH INSTITUTE	Agricultural based department/agency /company	Analytical Lab/Research centre/lab	Biotech related company & others
MPOB	Jabatan Pertanian	Kedah Bioresources	Return 2 Green Sdn Bhd
MARDI	Jabatan Kimia Malaysia	Nova Lab	Alam Flora
	Jabatan Veterinar	Sime Darby	Kualiti Alam
MINT	Tanaman Ind. & Florikultur	Duopharma (M) Sdn Bhd	Bioeconomy Corp
ABI	FPG Kuantan	Freshwater Fisheries Research Division	Wiranda (M) Sdn Bhd
ACGT	Felda Palm Industries S/B	Viroxy Labs	Kelantan Biotech Corp
Lembaga Koko Malaysia	Jabatan Perhilitan	Labs in private hospitals	Vivantis Technologies Sdn Bhd



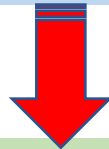
Carta Alir Permohonan Tempat LI



Things To Do

- Identify the potential companies (3 choices)
- Submit LI Placement Application Form, L1
- Submit your CV

Submission of L1 & CV



- Send in application (LI application letter & CV)
- Application in process – waiting for answer, follow up by calling & sending email
- Application is successful – receive offer letter/email
 - endorse the L2 (borang persetujuan)

Submission of offer letter & L2



FAQ

1. Can I change my internship place/company after receiving the offer letter? Can I change my placement after reporting on duty?
2. Can I start my internship earlier?
3. Can I extend my internship (> 12 weeks)?
4. Am I covered by insurance during my internship?
5. Am I allowed to take leave during the internship? Can I have a break (1 week) according to the academic calendar?
6. Can I change the working hours?
7. Can I request for allowance?
8. Can I apply for non-science related company/placement such as working in marketing, admin, or finance?
9. Can I join the internship/attachment offered by the academic institution/research institutes in oversea?



Insurance Package

Company	AIA	AIA	Prudential
Room & Board (RM)	200	160	100
Claim limit (RM)	20,000	20,000	20,000
*Estimated premium per pax (RM)	676	595	250

*For a coverage period of 12 months
Please refer to the proposal for details for each package.



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Thank you



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