

INDUSTRIAL TRAINING PROCEDURE

Activity	Details	Action by
Before going for the training		
1	Apply and get placement.	Student
2	Submit the Industrial Training Registration Form and the acceptance letter to the industrial training coordinator for approval.	Student
3	Approval of the placement.	Coordinator
4	Register the industrial training details in http://coe3.uniten.edu.my/coe/index.php .	Student
5	Submission of approved Industrial Training Registration Form and the acceptance letter to the COE industrial training officer, Ms Dhiya Syazana. The forms must be submitted only after the online registration. (Ms Dhiya will lock the system from further amendment)	Student
Upon completion of the training		
6	Submit the Industrial Training Completion Certificate to Ms Dhiya.	Student
7	Upload the Training Report at COE Online.	Student
8	Submit the Industrial Training Completion Report Form online at http://coe3.uniten.edu.my/coe/index.php .	Student
9	Submit the certified log book to the assigned visiting supervisor.	Student
10	Marks on the assessment of the training will be recorded at COE online.	Visiting Supervisor /Examiner
11	Submission of grades to the Registrar	Coordinator