

Students

RESPONSIBILITY	DOCUMENTS INVOLVE
1. Fulfill all the academic requirement and apply for industrial training using document provided by ITU college in previous semester	<ul style="list-style-type: none"> ▪ Application/Permission Letter ▪ Resume ▪ Organizational Reply Form ▪ Letter of Proclamation Form
2. Confirm with the company applied after receive Organizational Form.	-
3. Report duty on time and reply with appropriate form to ITU.	<ul style="list-style-type: none"> ▪ Report Duty of Notification Form
4. Students must be committed to all tasks given during the industrial training.	-
5. Students must adhere to the rules and regulations of the organization at all times and fulfill the report every day.	<ul style="list-style-type: none"> ▪ Daily Task Report Sheet
6. Students must obey the working hours of the organization during the industrial training period. However, in case of emergency students must apply for leave in writing to the organization and ensure that the leave is approved.	-
7. Students should not reveal any confidential information relating to the organization or its customers during or after the period of industrial training without the organization's approval.	-
8. Students should be fully responsible for any damage(s) done to the organization during the training period.	-
9. Students are required to submit the Industrial Training Final Report and log record to the AS no later than ONE (1) week after the completion of the training.	<ul style="list-style-type: none"> ▪ Final Report
10. Students are NOT allowed to change placement without ITU permission, however may do so with written approval from both the College Director and current organization within the first two weeks of industrial training.	-
11. Disciplinary action will be taken against students who do not comply with the rules and regulations of the Industrial Training.	-
12. The rules and regulations will take effect upon reporting for Industrial Training	-

Attendance

Application of leave due to personal reasons (e.g. attending wedding, family vacation, etc.) are not encouraged, however students may do so upon approval by the organization before going on-leave.

For a sick leave, students must obtain a valid medical certificate according to T&C provided by the organization.

Students must inform Academic Supervisor (AS) when taking leave via telephone or e-mail.

(Copies of leave application and medical certificate must be submitted to the organization and attached in log record)