

GUIDELINES for OVERSEAS INTERNSHIP

Students who wish to have the internship placement outside Peninsular Malaysia must abide to these stated rules and regulations carefully.

1. Students must:
 - seek and apply for internship placement, obtain the offer and confirm the acceptance all on your own
 - inform ERO and Faculty upon receiving the letter
 - enroll EGE 283 module and pay the fee before departure
 - obtain valid insurance and visa (outside Malaysia)
 - bear with all the cost and expenses involved during the internship i.e. airfares, ground transportation and accommodation etc (INTI-UC is not liable for these)
 - obtain learning outcomes of the internship module from host company
 - show proof and certify that the company you are attached to is a legitimate host company from Commission of Oath
 - arrange a video conference between internal and external supervisor

2. To satisfy the due Diligence Checking, the host company:
 - must have a physical office or factory
 - should have video conferencing or email facilities in order to enable communications to ERO or Faculty supervisor
 - must ensure that all communications to ERO or Faculty are in English Language
 - must provide full details of the company to ERO; i.e facilities, the work to be done, the supervision, insurance
 - to provide host contact person and host supervisor details to ERO (host company)
 - must assign the student(s) with duties and responsibilities that are related to Electrical and Electronic field

3. The host company or host supervisor must not be the relatives of interns

4. During internship, please be informed of the following items:
 - a. There will be NO visitation by university / faculty supervisor but video conference between internal and external supervisor should be conducted.
 - b. For Assessment & Monitoring process, students must provide the followings:
 - evidence & correspondence learning work diaries
 - time card – rigid submission of report
 - word diaries – rigid submission of report
 - work portfolio – rigid submission of report
 - host company evaluation form

- evidence of correspondence done between student / host supervisor & faculty supervisor (for evaluation)
 - o a compulsory weekly communications
 - o communications can be done via email / messenger / video call / online phone call or bulletin board / groups / forum depending on the total number of interns in the company

- 5. After internship, please be informed of the following items:
 - Submit:
 - o Report
 - o Logbook
 - o Photos or video clips or your internship experiences
 - o Host Supervisor Evaluation Form
 - o Intern's Midterm Report
 - o Intern's Profile and On – Site Work Experience
 - o Intern's Supervisor Feedback Profile
 - Present you industrial training work

Failing to comply with all the above requirements, you will not be graded, hence **FAIL** the EGE 283 Module and will **NOT BE ALLOWED** to graduate.

Please sign duly if you agree of all the above.

I, _____, ID Number: _____ fully understand and agree to all of the above items and will provide all the required documents. I also understand that I shall be responsible of the consequences if I fail to comply with any of the above items.

(please sign here)

(Date)