Our Ref.: InTra /MTM/2/2013

1st February 2013

Human Resources Manager
(Students Industrial Attachment)

Dear Sir,

Industrial Training (InTra) Attachment for Academic Session 2013/2
(Bachelor of Engineering Technology: Machine Tools Manufacturing – MTM)

With reference to the above matter, we would like to view the prospect of our students carrying out their industrial training at your premise for the period of 16 weeks starting from 1st July 2013 to 18th October 2013.

The General Descriptions of the Industrial Training are as follows;
1. The industrial training is compulsory for our final semester students. The main objective of this training attachment is to expose our students to the real industrial working experiences.

2. During the attachment, a representative from your company and a representative from our University will jointly carry out follow-up sessions and assessment on the trainee(s). This way, the development of the trainee(s) can be better viewed. The ongoing evaluation carry out on the trainee(s) will also help your company in identifying students with good potential for future recruitment at your company.

3. Throughout the training period, trainees will remain as students of Universiti Kuala Lumpur Malaysia France Institute. Therefore, the university will provide them with insurance coverage (hospitalization only).

4. We greatly appreciate the willingness of your company to take our students to undergo industrial training. Please find enclosed the InTra Acceptance Form to be filled by the company and to fax to us at Fax No. 03-89201011 latest by 3rd June 2013. We shall assist you should you need more information, please do call us at Tel No. 03-89262022 as follows:

   En. Mohd. Kamil Bin Md. Said, InTra Coordinator – ext. 1606 (kamil@mfi.unikl.edu.my)
   Pn. Hasnah Bt Abdul Rahman, Senior Executive – ext. 1464 (hasnah@mfi.unikl.edu.my)
   Pn. Marina Hishmah Bt Ahmad Hisham, Senior Officer - ext. 1315 (marina@mfi.unikl.edu.my)

Thank you.

Yours Sincerely,

MOHD. KAMIL BIN MD. SAID
Industrial Training Coordinator
Universiti Kuala Lumpur Malaysia France Institute

cc: ENGR. DR. KAHRUL PARMA BIN ZAKARIA
Deputy Dean (Academic & Technology)
Universiti Kuala Lumpur Malaysia France Institute

Where Knowledge Is Applied
Managed by Universiti Teknikal MARA Sdn.Bhd. (570132-T)
INDUSTRIAL TRAINING ATTACHMENT FOR UNIVERSITI KUALA LUMPUR MALAYSIA FRANCE INSTITUTE STUDENT, ACADEMIC SESSION 2013/2 from 1st JULY 2013 TO 18th OCTOBER 2013.

(Student name) ................................................................. from Bachelor of Engineering Technology: Machine Tools Manufacturing - MTM section to be attached to our company for their industrial training.

To be filled in by company

Company name/address:
(company official stamp)

Telephone number: .......................................................... Fax number: ..........................................................

Contact Person: .............................................................. Designation: ............................................................

We hereby, ................................................................. (Please ✓)

Agreed
We apologize, we are unable to accommodate

Students will be receiving the following facilities
Monthly/weekly/daily training allowance (if any) RM
Accommodation will / will not be provided

Student Acceptance (to be completed by student)

Reminder, student final choice must be relevant to their program. Student is not allowed to change the location of INTRA after duly signed this acceptance.

I have read and understood the above and with this

I, hereby (student name): ..................................................

Contact no.: ................................................................ Agree | Reject

Please ✓ in the appropriate box

Signature: ................................................................. Date: ..........................................................

For INTRA Office use only

Signature .................................................................
Industrial Training Coordinator
Universiti Kuala Lumpur Malaysia France Institute

Please reply and fax this form to UniKL MFI at 603-89201011 by 3rd June 2013.
Your cooperation is highly valued
Thank you