



INTERNATIONAL ISLAMIC UNIVERSITY MALAYSIA

ENGINEERING INDUSTRIAL TRAINING LOGBOOK

STUDENT NAME: _____

MATRIC NO. : _____

PROGRAMME : _____

TRAINING PERIOD : FROM: _____ TO: _____

COMPANY (NAME & ADDRESS):

SUPERVISOR (NAME & POSITION): _____

ENGINEERING INDUSTRIAL TRAINING STUDENT GUIDELINES

Procedure DURING Industrial Training

1. REGISTRATION AT HOST COMPANY

You are required to report for duty and register at the internship company on the date agreed upon in the “**Confirm Placement Form.**” Please bring the following documents during registration:

- a. EIT Log Book
- b. Letter of Offer for EIT Placement / Company Reply Form from the host company
- c. Report Duty Pack as shared by your Coordinator containing:
 - Letter of Reporting for Duty
 - Letter of Indemnity from IIUM
 - Letter of Confirmation on Takaful Coverage from IIUM

2. SUBMIT EIT JOBSCOPE CONFIRMATION FORM

Once you have started your EIT, find out your job scope at the company and complete the ‘EIT Jobscope Confirmation Form’. This form will be shared during the second week, and it must be submitted **no later than THREE (3) weeks** from the date you reported duty.

3. IMPORTANT RULES TO OBSERVE

Discipline

You are expected to demonstrate excellent conduct and behaviour that reflect the good character of IIUM students. Always strive to cooperate and understand your fellow colleagues and strictly adhere to the company's rules and regulations throughout your training.

Note: Any student found in breach of the company's rules or involved in disciplinary issues will be terminated from the industrial training.

Company Confidentiality

You must not disclose any company policies or confidential information obtained during the training without **explicit consent** from the company.

Change of Company for EIT

Changing your company is **NOT ALLOWED** once you have registered. If you encounter any problems, discuss them with your company supervisor and your EIT coordinator. In unavoidable circumstances, written approvals from both the company and the EIT Kulliyah Coordinator are required.

Accident / Insurance Claim

All students must maintain a high level of safety awareness. Every student is covered under IIUM's **Group Personal Takaful/Insurance**. In case of an accident:

- Inform your coordinator and the Welfare Unit of STADD immediately.
- Lodge a police report within 24 hours of the accident.

Leave Application

Leave is only allowed for medical or emergency reasons. Leave must be applied directly to the company and is subject to the company's approval.

- Fill in the 'Leave Form' provided in the logbook.
- The form must be signed by your supervisor.
- Unapproved leave will result in disciplinary action.

Change of Address

Inform your EIT coordinator **immediately** if your residential address changes. This is crucial for the Kulliyyah to maintain communication during your training.

4. DAILY LOGBOOK REPORTING

You are required to write a brief daily report in the EIT logbook. A weekly reporting template is provided in this document; additional space may be added to ensure clarity and completeness. Ensure that your company supervisor verifies and stamps the logbook at the end of each week.

Note: The logbook must be submitted ONLINE at the end of the training.

Procedure AFTER Industrial Training

1. VISITING LECTURER

Your presentation will be assessed by a visiting lecturer assigned by the EIT Coordinator. Kindly make the necessary arrangements with your company supervisor for the time and location.

2. PREPARATION OF EXECUTIVE SUMMARY (FOR XXXX 3500)

You must prepare and submit a soft copy of your EIT Executive Summary ONLINE by the specified deadline. It must include your supervisor's signature and company stamp.

The maximum length of the executive summary is 5 pages (EXCLUDING preliminary pages, references and appendix). The contents of the executive summary must include the following:

1) Preliminary pages

- a) Company verification statement and company stamp (on contents)

Standard Verification Statement:

*I hereby declare that (<name of student> and <matric no>), student of <programme>, International Islamic University Malaysia (IIUM) has successfully completed his/her Engineering Industrial Training fromtill
at <name of company>. This report is prepared by the above-mentioned student as a partial fulfillment of this training. All information given in this report is true and does not contain any confidential information or classified data that might in a way or another abuse the company's policies.*

.....
(Signature, name of authorized person and company's stamp)

- b) Acknowledgement
c) Table of Contents

2) Body of the summary (5 pages MAXIMUM, excluding reference and appendix)

- a) Company background
- b) Work Experiences
1. Engineering Knowledge Application
 - i) Description of the engineering principles applied during the internship.
 - ii) Examples of projects/tasks where engineering knowledge was utilized.
 - iii) Discussion on how theoretical concepts were translated into practical solutions
2. Problems solving
 - i) Overview of challenges encountered during the internship.
 - ii) Description of problem-solving methodologies employed.
 - iii) Analysis of the effectiveness of solutions implemented.
 - iv) Lesson learned from overcoming obstacles.
3. Professional Ethics
 - i) Overview of ethical considerations faced during the internship.
 - ii) Discussion on adherence to Professional Standards and Codes of Conduct.
 - iii) Reflection on the importance of ethics in the engineering profession.
4. Conclusion
 - i) Summary of key insights gained from the industrial training.
 - ii) Reflection on personal and professional development
- c) References - Include any references or sources used.
- d) Appendix - Add relevant supporting materials (if any).

3) Formatting

- a) NORMAL Margins

LEFT	: 2.5 cm
RIGHT	: 2.5 cm
TOP	: 2.5 cm
BOTTOM	: 2.5 cm
- b) Font – Times New Roman (Font size – 12) (Spacing – 1.15)
- c) Others – You may include creative formatting or design, as appropriate

4. STUDENT SURVEY FORM

Upon completing your industrial training, you are required to fill in the **Student Survey Form** (link will be provided later).

5. SUBMISSION OF LOGBOOK AND EXECUTIVE SUMMARY

To be announced

Narrated Anas bin Malik: The Prophet said, "Make things easy for the people, and do not make it difficult for them, and make them calm (with glad tidings) and do not repulse (them)."

ENGINEERING INDUSTRIAL TRAINING CHECKLIST

(Tick if done)

Upon Arriving at the Host Company	
Submit Report Duty Pack to HR of the host company	
Inquire about job scope within TWO (2) weeks of start date.	
Fill in 'Jobscope Confirmation Form' online within THREE (3) weeks of start date	
Completing EIT	
Arrange presentation date with Visiting Lecturer and Company Supervisor	
Submit Logbook (link will be shared) Make sure it is signed and stamped by Company Supervisor	
Submit Executive Summary/Report (link will be shared) Make sure it is signed and stamped by Company Supervisor	
Fill in 'Student Survey form'	

Note: Details on deadline and submission method will be announced

ENGINEERING INDUSTRIAL TRAINING LEAVE FORM

DATE	REASON	NO. OF DAYS	SUPERVISOR APPROVAL
TOTAL OF DAYS:			

Note:

- a) Leave (medical and emergency leave) should be with the consent of the host company*
- b) Any leave without Company's approval will be subjected to disciplinary actions*

WEEK 1	DAILY WORK DESCRIPTION (Brief explanation of work, type of skills obtained and reflection)	
Date		
		Signed and stamped by Supervisor as a true and accurate record:

WEEK 2	<p align="center">DAILY WORK DESCRIPTION</p> <p align="center">(Brief explanation of work, type of skills obtained and reflection)</p>
Date	

:

Signed and stamped by
Supervisor as a true and accurate
record:

WEEK 3	<p align="center">DAILY WORK DESCRIPTION</p> <p align="center">(Brief explanation of work, type of skills obtained and reflection)</p>
Date	

:

Signed and stamped by
Supervisor as a true and accurate
record:

WEEK —	DAILY WORK DESCRIPTION (Brief explanation of work, type of skills obtained and reflection)	
Date		
		Signed and stamped by Supervisor as a true and accurate record:

WEEK —	DAILY WORK DESCRIPTION (Brief explanation of work, type of skills obtained and reflection)	
Date		
	Signed and stamped by Supervisor as a true and accurate record:	