

GARIS PANDUAN LATIHAN PRAKTIK

GUIDELINES PRACTICAL TRAINING

1. Melaporkan Diri **Reporting For Duty**

Semasa anda melapor diri untuk membuat latihan di organisasi yang telah ditetapkan, serahkan Surat Pengenalan Diri, dan satu salinan Peraturan dan Syarat-Syarat Latihan Praktik kepada Pegawai yang berkenaan untuk tindakan seterusnya.

When reporting for practical training at the assigned organization, submit your Letter of Introduction and a copy of the Regulations and Terms for Practical Training to the officer concerned for further action.

2. Perjanjian **Agreement**

Anda dikehendaki mengisi dan menandatangani borang Perjanjian Latihan Praktik dalam dua salinan untuk:
You are required to complete and sign the Practical Training Agreement Form in two copies to be kept:

a. Fail peribadi pelajar di Bahagian kemasukan dan rekod Pelajar di Bahagian Hal Ehwal Akademik.
In the students personal file at the Student's Admission and Records, Academic Affair Division.

b. Rujukan dan simpanan anda sendiri bersama-sama Peraturan dan Syarat-Syarat Latihan Praktik
By your reference together with the Regulations and Terms for Practical Training.

Anda diingatkan supaya membaca dan memahami perjanjian serta peraturan dan syarat-syarat latihan praktik sebelum memulakan latihan.

You are advised to read and understand the agreement as well as the regulations and terms for practical training before you begin your training.

3. Buku Log **Log Book**

Laporan mengenai aktiviti anda semasa latihan hendaklah ditulis di dalam buku log. Buku log hendaklah diserahkan kepada Pensyarah Penyelia bersama-sama laporan akhir untuk dinilai. Buku log akan diserahkan semula kepada anda untuk disimpan.

Your report on the activities carried out during the practical training must be written in the log book. The log book must be submitted to the Supervising Lecturer with the final report evaluation. The log book will be returned to you for you to keep.

4. Cuti **Leave**

Pelajar-pelajar tidak dibenarkan mengambil cuti semasa menjalani latihan kecuali sakit dan telah disahkan oleh doktor dan tidaklah melebihi daripada tujuh hari.

Students are not allowed to take leave throughout the practical training except for reasons of health and the illness should be verified by a doctor, the sick leave should not be more than seven days.