



UNIVERSITI MALAYSIA PAHANG

INDUSTRIAL TRAINING REPORT GUIDELINES

1. Objectives

- 1.1 To train students to prepare a technical report after completing their industrial training session.
- 1.2 To help students produce a structured and standardised report.

Note: *Should you need more clarifications, please refer to your Faculty Industrial Training Coordinator. Nevertheless, the Industrial Training Report will be reviewed and evaluated by your Faculty Supervisor.*

2. Report Format

- 2.1 The report must contain both front and back covers and should be neatly bound.
- 2.2 The colour of the cover is according to the one decided by the faculty.
- 2.3 The front cover must include; UMP logo, title, name of industrial training company/organisation, student's name, etc. Please refer to **Attachment 1**.
- 2.4 Please follow the format in **Attachment 2** for the first page right after the front cover.
- 2.5 Please use double spacing except for tables where single spacing is allowed. It is recommended for students to use **Times New Roman or Arial** font type in **12-point** font size. The same type of font must be used throughout the report.

Left margin : 2.5cm

Right margin : 2.5cm

Top margin : 3.0cm

Bottom margin : 2.5cm

- 2.6 In general, the contents must include:
 - a. **Non-confidential Declaration by Organisation**
 - b. **Abstract**
 - c. **Acknowledgement**
 - d. **List of Tables**
 - e. **List of Figures**
 - f. **Abbreviations**
 - g. **Table of contents**
 - h. **Introduction**
 - A brief introduction about the objectives and scope of industrial training.
 - The introduction length should be around **100 - 200** words.

i. Training Report

- The Industrial Training Report should include the organisational background and chart, detailed information about the training and job scope including work schedule, project reports and other related information.
- The number of pages should be in accordance with the faculty's requirement.

j. Conclusion

k. References

l. Attachments

- All attachments must be indexed.
- The sample of contents in Attachment 3 is for general reference only. Students must follow the **DETAILED FORMAT RULED OUT BY THEIR RESPECTIVE FACULTIES.**

3. Submission Date

- 3.1 Students must submit their industrial training reports before the deadline prescribed by their respective faculties.

ATTACHMENT 1

SAMPLE OF FRONT COVER FOR INDUSTRIAL TRAINING REPORT



UNIVERSITI MALAYSIA PAHANG

FACULTY OF XXX

INDUSTRIAL TRAINING REPORT

NAME :
STUDY PROGRAMME :
YEAR :
TRAINING DURATION :
ORGANISATION NAME :

ATTACHMENT 2

SAMPLE OF FIRST PAGE

**INDUSTRIAL TRAINING REPORT
AT
XXX SDN. BHD.**

**Duration of Training:
dd/mm/yyyy - dd/mm/yyyy**

**Submitted By:
[Student's Name]**

**This Report is submitted to the Faculty of XXX,
Universiti Malaysia Pahang
In partial fulfillment of the requirements for the degree of Bachelor of XXX / for the
Diploma in XXX**

**Faculty of XXX
Universiti Malaysia Pahang (month/year)**

ATTACHMENT 3
SAMPLE OF CONTENTS

(Please refer to the respective faculty for specific requirements)

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(Including a proposal of or suggestions for your final year project)	

ATTACHMENT A

ATTACHMENT B

IMPORTANT INFORMATION

Name of Faculty Supervisor	Supervision Period	Tel. No.	Email Address

CHECKLIST

Item	Date	Tickbox (/)
Report to the Organisation		
Industrial Training Visit by Faculty Supervisor		
Presentation of Industrial Training		
Submission of Industrial Training Log Book		
Submission of Industrial Training Report		
Feedback Form		
Industrial Training Completion Declaration		