

PRACTICUM GUIDELINES FOR EMPLOYERS

UNIVERSITI UTARA MALAYSIA

1.0 POLICY STATEMENT

Practicum is a mandatory requirement for all students enrolled in Universiti Utara Malaysia (UUM) study programmes. This practicum programme aims to meet the requirements of the Bachelor Degree for their respective academic programmes. Practicum placement in an organisation is decided by UUM, given to students pursuing practicum in a UUM recognised organisation, both locally and abroad.

2.0 PRACTICUM DEFINITION

Practicum refers to the placement of students in an organisation to perform supervised practical training in selected industries, whether locally or overseas, for a specified period of time before they are awarded a Bachelor's Degree.

3.0 PRACTICUM OBJECTIVES

The objectives of UUM practicum are to:

- 3.1** Give students exposure to the work environment before completing their studies in their respective fields of study.
- 3.2** Relate theoretical understanding that is learned in class to the application in the organisation that they are placed.
- 3.3** Produce more competent and competitive students with knowledge, soft skills, and technical skills, and experience, while at the same time increase the marketability of UUM students toward developing the country's professional workforce.

4.0 PRACTICUM LEARNING OUTCOMES

Upon completion of the industrial training programme, students will be able to: -

- 4.1** Associate the experience gained in the organisation with the knowledge learned at the university, and has sufficient preparation before entering the workforce.
- 4.2** Able to demonstrate competence and competitiveness as well as be prepared to meet any challenges in the workplace.
- 4.3** Improve communication skills, critical thinking, higher self-esteem, and understanding of work culture of outsiders.

5.0 PRACTICUM SCOPE

An agreement between UUM and the host organisation (the organisation that accepts students for practicum) is necessary to determine the specific tasks of the student pursuing relevant practical experience. The scope of the task should provide the opportunity for students to apply the knowledge and skills learned and gain exposure to work practices in their respective fields. Organisations are encouraged to provide a scope of training before the student reports for duty or, using the scope of training set by UUM according to the student focus area.

6.0 UUM STUDENTS WITH NON-CITIZEN STATUS

The practicum programme also involves international students studying at UUM. However, students who choose to undergo practicum abroad other than Malaysia or their home country must take responsibility for and manage visa-related matters, and require approval from their sponsors if applicable.

7.0 PRACTICUM CREDIT

The practicum program is a mandatory requirement for the purpose of graduation and is given credit hours in accordance with the Malaysian Qualifications Framework or relevant Professional Bodies.

8.0 REMUNERATION

Organisations are encouraged to provide allowances or provide basic amenities, such as accommodation, transportation, or other appropriate benefits to students who are currently performing their practicum duties with the organisation.

9.0 INSURANCE

9.1 All UUM Students are covered by group insurance throughout the duration of their practicum in Malaysia only. Information on additional insurance requirements by the organisation should be made available to students by the Academic Affairs Department.

9.2 For students who have been approved for placement abroad, they are required to obtain accident insurance coverage, health insurance, or other appropriate

insurance coverage as outlined by the organisation or authority of a country. This insurance cover is also applied to UUM international students returning to their home countries for practical purposes.

10.0 LEAVE

10.1 Student leave can only be considered by the organisation for cases of emergency or illness. All leave applications may be considered by the Organisational Supervisor, and should be notified to UUM immediately.

10.2 Eligibility for leave during the practicum period is subject to Table 1.

Table 1: Leave Eligibility during Practicum

Type of Leave	Practicum Duration	Leave Taken
Emergency Leave	4 months	2 days
	6 months	3 days
Medical Leave - Hospitalization - Non-hospitalization	4 or 6 months	The number of doctor / specialist leave is not more than 20% of days worked

10.3 Emergency leave that is allowed involves personal matters and general emergency. Personal emergency leave involves immediate family member deaths, immediate family marriages, and leave to care for a sick mother, father, or guardian. Meanwhile, general emergency leave involves students who are restrained from going to practicum areas, such as floods, landslides, earthquakes, collapsed bridges, natural disasters, curfews, and general sanctions.

10.4 Students who do not attend their practicum beyond the eligibility criteria limit in paragraph 10.2 are deemed to be inadequate in their practicum requirements and will need to re-do the complete practicum programme again.

ORGANISATIONAL RESPONSIBILITY

- 1.0 To provide learning guidelines to students.
- 2.0 To appoint supervisors in accordance with planned training and qualifications.
- 3.0 To assist in the placement of students in appropriate department / unit / section
- 4.0 To ensure the scope of training is appropriate for the student's study programme.
- 5.0 To monitor student progress and provide appropriate guidance and feedback on student development.
- 6.0 To provide feedback to student's supervisor report at UUM.
- 7.0 Notify UUM in the event of any disciplinary action or student misconduct.
- 8.0 Supervisors in the organisation should be responsible for keeping track of student skills development, while providing feedback to students and evaluating student performance throughout the practicum programme.