



**PRAKTIKUM REPORT  
GUIDELINES**

**ISLAMIC BUSINESS SCHOOL  
COLLEGE OF BUSINESS  
UNIVERSITI UTARA MALAYSIA**

**BACHELOR OF ISLAMIC FINANCE  
AND BANKING WITH HONORS  
BIFB (Hons)**

## **FOREWORD**

The aim of this Practicum Guidelines is to provide the Islamic Business School (IBS) students with pertinent information pertaining to their practicum training. With these guidelines, the students are expected to understand the objectives and requirement of the practicum training. The students are advised to understand the content of these guidelines in order to fully benefit from the practical training.

The writing format for the final report, the front page as well as the assessment components are also outlined to facilitate the students in the preparation of the final report which will be submitted to IBS at the end of the practicum.

Best wishes for your practicum training.

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## **INTRODUCTION**

Practicum is one of the elective components under the Bachelor of Islamic Banking and Finance with Honors [BIFB (Hons)] programmes carrying 8 credit hours.

The students are required to undergo practicum for a period of 16 weeks and they are encouraged to do so during their final year semester break. This practical training has been included in their respective programmes consisting of 135 credit hours.

Practicum will enhance the students' knowledge of the industries related to their field of studies as well as providing them the proper skill and qualities before they venture into the working atmosphere. The students also have the opportunity to apply the knowledge learnt in class into the real scenario. Feedbacks and criticisms by the employers will be embodied in the syllabus to enhance the programme curriculum, thus ensuring that it meets the current market needs.

## **PRACTICUM OBJECTIVES**

The purpose of making practicum as one of the components in the programmes are to:-

1. Expose the students to the real working environment before graduating.
2. Give opportunities to the students to link theories learnt with the practical aspects of by placing them in the industries relevant to their respective field of studies in the university.
3. Introduce the students from Islamic finance and banking programmes to the existing financial institutions and banks in Malaysia; and
4. Create and strengthen bilateral business relationship between the university and financial institutions and banks.

## **PRACTICUM UNDER COB PROGRAMMES**

Islamic Business School (IBS) believes that practicum is an important training to be followed by all students in the era of globalization. Besides providing the opportunities to experience the real working environment, the students will also be able to put the theories learnt in the university into practice. Hence the students are expected to be more confident when they graduate and venture into real working world.

The objectives of Practicum at IBS are to:

- i. Produce confident individuals who are adaptable to any kind of financial institutions
- ii. Produce individuals who are creative, innovative and dynamic
- iii. Produce individuals who are knowledgeable about the intricacies of their jobs.

## **PRACTICUM PERIOD**

The practicum period for the students of Bachelor of Islamic Banking and Finance with Honors BIFB (Hons) is 16-week. Grades obtained in the Practicum Training are taken into account and will be reflected in their overall point average (CGPA). Codes and course names used is BWSX4908 Practicum for BIFB (Hons) carrying 8 credit hours.

## **PRACTICUM PLACEMENT**

Students are encouraged to undergo practical training in financial institutions, banking sectors, insurance companies or multinational companies. Students may also be placed in the private sectors, manufacturing companies, accounting firms or entrepreneurial sectors.



Placement of students into organizations for practical purposes is the responsibility of the UIL. Upon approval by the Practicum Centre, the student who has been placed into an organization is not permitted to make further changes.

## **PREPARING PRACTICUM FINAL REPORT**

Students are required to prepare a practicum report which is an important aspect in the assessment of the practicum. The report is to be submitted to the respective supervisor (lecturer) along with the log book on the date specified by the Practicum Centre. Only ONE (1) copy of the report required. The report must be typed and hard bound using **hard cover**. Use font 12 "Times New Roman" with double spacing. The report should not exceed 50 A4 pages (excluding appendices). The report must be written in English.

## Front Page Final Report

The Practicum report cover page must be of light blue color (navy blue) and must contain the following details:

 
<b>PRACTICUM REPORT</b>
<b>SEMESTER TWO SESSION 2019/2020</b>
<b>ORGANIZATION/COMPANY NAME</b>
<b>PREPARED FOR: LECTURER'S NAME</b>
<b>PREPARED BY:</b>
<b>STUDENT'S NAME (MATRIC NO)</b>
<b>BACHELOR OF ISLAMIC FINANCE AND BANKING ISLAMIC BUSINESS SCHOOL</b>

The hard cover report must contain the following items:

- Student's Name
- Organization / Company
- Session



## Contents of Final Report

The full report should contain items 1-7 as listed below. The percentage of each items is also stated.

1. Initial part.....5%
  - i. Acknowledgements (dedication is not allowed)
  - ii. Contents
  - iii. Introduction
2. Organization information .....10%
  - i. Organization Profile (history and background)
  - ii. Mission/Organization objectives
  - iii. Organizational structure
3. Analysis one of the financial or management aspects .....20%

**Financial aspect:**

  1. Introduction
  2. Formula and calculation
  3. Analysis of financial ratio
  4. Ability to recommend solution(s) to the financial problem(s)

**Management aspect:**

  1. Planning: determining issues of action
  2. Organizing: Coordination activities and resources
  3. Leading: Managing and motivating people
  4. Controlling: Monitoring and evaluating activities
4. A summary of the scope of work / responsibility assigned .....30%
  - i. Brief description of the new experience gained
  - ii. Problems occurred and how the problem was solved by the student
  - iii. Student's contribution to the organization (if any)
5. SWOT analysis (strength, weakness, threat and opportunities).....20%
6. Recommendation ..... 10%
7. Conclusion .....5%
8. Appendices

## PRACTICUM ASSESSMENT

Students who have successfully completed their practicum will be evaluated based on the followings:-

Employer assessment	40%
Supervisor assessment IBS	
-Log book	10%
-Final presentation	10%
Student practicum final report	40%
<hr/>	
<b>Total Marks</b>	<b>100%</b>

## PRACTICUM SUPERVISION

The purposes of having UUM lecturers assigned to visit practicum students in the respective organizations are to provide guidance to the students in the implementation of the practical work and to supervise the preparation of their assignments to ensure that the students gain maximum benefits from the training, as well as to monitor their progress from time to time.

Supervision of the programme will be done by two separate parties:

1. Supervisor (IBS Lecturer) – supervision will be done by IBS lecturer.
2. Supervisor (Employer) – supervisor (employer) is an offer appointed by the organization in which the student is placed.

The supervisor from IBS or UUM will visit the organizations where the students are placed at least once during the practicum period.

## **STUDENTS RESPONSIBILITY**

Practicum students must be present for work on every working day except with the permission of the supervisor (employer).

### **Students are also required to:**

- i. Meet and discuss with the respective supervisors (IBS lecturer) before starting their practicum to arrange a meeting between the supervisors (both the employer and the IBS lecturer) and the students.
- ii. Discuss with supervisors (employer) regarding the tasks that are given to them upon report for duty.
- iii. Present the log book to be signed by supervisors (employer) every day (or at least once a week) throughout the practicum period.
- iv. Contact their respective supervisors (employer) and / or supervisors if they have difficulties.
- v. Submit the log book to be signed by respective supervisors (IBS Lecturer) during their visits.
- vi. Ensure that discussions are held between both supervisors (UUM Lecturer and Employer) during the visit by the lecturer.

## **PRACTICUM ETHICS**

### **Students should observe the following code of ethics:**

- i. To give fullest commitment to the task assigned by the employer.
- ii. To be disciplined in terms of clothing and time.
- iii. To be respectful to all the staffs in the organizations.
- iv. To aim at gaining experience, direction and practical guidance throughout the practicum period.
- v. To refrain from asking, demanding or influencing the employers in the assignment of scores, token or other form of payment of payment of other form of payment of remuneration to any assignment given my employers.
- vi. Always maintain and promote the good name of UUM, Colleges and School.