

STUDENT PLANNER

SEMESTER : JANUARY 2017
ACADEMIC SESSION : 1/17/34
DURATION : 16/1/2017 – 28/4/2017 (15 WEEKS)
PROGRAM : BIM, BOF, BOM, BBM, BHRM, DSIM & DAM

Week	Date	Particulars
1	16/1/2017	Industrial training begins – Submit Report Duty Form to BRIC via Fax/Email.
3		Study Report (project) begins – Degree student is required to discuss with your Industrial Supervisor (IS) on the title/areas of study report. Note: Diploma students are not required to do Part B (study report) but only Part A (general report). Please refer to Industrial Training Final Report Guidelines/Part II for more detail.
4		Finalizing the title/area of your study report.
7		Check out your Academic Supervisor (AS) from Student Portal.
7 - 8		Please inform/email your AS the title of your study report.
11		Complete the general report and study report for AS visit. Students have to complete both reports before the AS visit.
12-13	3/4/2017-14/4/2017	Visit by the Academic Supervisor (AS). All Degree students are to:- <ol style="list-style-type: none"> i) Submit your study report and log book to AS for review. ii) Conduct a presentation on the general and study report to the AS & IS. iii) Make sure form FOB/LI-01 and FOB/LI-03 (IS) are completed by IS, signed and stamp by the company. Note: There will be no field visit for all DIPLOMA students.
15	28/4/2017	Last day of industrial training. Please make sure AS visitation is done before this date.
16	3/5/2017	Last day for all degrees/diploma students to submit the Log book, Final report and assessment form (if any) to their respective Academic Supervisor at FOB, Unisel. Note: Diploma students please submit your Log book, Final Report (Part A) and Form FOB/LI-01 in sealed envelope to your AS at FOB, Unisel.

NOTE:

❖ Please follow the submission date stated above. Otherwise, it will affect your Industrial Training result. For those who started their training on **1st Feb 2017**, your last date of training will be on **12th May 2017**. Please submit all documents to your respective academic supervisor before **16th May 2017**.

STUDENT PLANNER

SEMESTER : JANUARY 2017
ACADEMIC SESSION : 1/17/34
DURATION : 16/1/2017 – 14/7/2017 (6 MONTHS)
PROGRAM : BOA

Week	Date	Particulars
1	16/1/2017	Industrial training begins – Submit Report Duty Form to BRIC via email.
4		Study Report (project) begins – Degree student is required to discuss with your Industrial Supervisor (IS) on the title/areas of study report. Please refer to Industrial Training Final Report Guidelines/Part II for more detail.
7		Check out your Academic Supervisor (AS) from Student Portal.
7 - 8		Please inform/email your AS the title of your study report.
17		Complete the general report and study report (project) for AS visit. Students have to complete both reports before the AS visit.
25-26	19/6/2017-30/6/2017	Visit by the Academic Supervisor (AS). All BOA students are to:- i) Submit your study report and log book to AS for review. ii) Conduct a presentation on the general and study report to the AS & IS. iii) Make sure form FOB/LI-01 and FOB/LI-03 (IS) are completed by IS, signed and stamp by the company.
28	14/7/2017	Last day of industrial training. Please make sure AS visitation is done before this date.
28	19/7/2017	Last day for all BOA students to submit the Log book, Final report and assessment form (if any) to their respective Academic Supervisor at FBA, Unisel.

NOTE:

❖ Please follow the submission date stated above. Otherwise it will affect your Industrial Training result. For those who started their training on **1st Feb 2017**, your last date of training will be on **4th August 2017**. Please submit all documents to your respective academic supervisor before **9th August 2017**.