

# Southern University College

## Industrial Training

### FAQ

1. When are the commencing months of Southern University College (thereafter Southern UC) industrial training?
  - ✓ February, May and September
2. What are the courses that require industrial training?
  - ✓ You may refer to page 5 to page 7
3. What is the number of current industrial training students?
  - ✓ There are approximately 200 students for May and September semesters, while February has slightly less students going for industrial training.
  - ✓ Half of the industrial training students are from business backgrounds.
4. Do students complete their studies immediately upon completion of their industrial training?
  - ✓ Depends. Some courses' industrial trainings are set in final semester while some other set on their final year.
  - ✓ Companies should check with industrial training candidates before making final decisions.
5. How much should I pay for industrial training allowance?
  - ✓ There is no fixed amount of allowance for industrial training students.
  - ✓ Companies may discuss with candidates personally.
6. Should we pay EPF & SOCSO for students doing industrial training?
  - ✓ It is not mandatory for companies to contribute EPF and SOCSO for students undergoing industrial training.
  - ✓ Companies should discuss with candidates personally.

7. Which department is in charge of industrial training?

- ✓ Since 2020, faculty that sends their students is the department in charge for industrial training. You may contact them at +607-5586605, then enter the following extension numbers when prompted,

<b>Faculty</b>	<b>Extension</b>
Faculty of Business & Management	161
Faculty of Art & Design	109
Faculty of Humanities & Social Sciences	114
Faculty of Engineering & Information Technology	159
Faculty of Education & Psychology	234

8. How to advertise my company's industrial training vacancies?

- ✓ Companies may fill in the *Internship Request Form* at <https://forms.gle/83kFn5v4LZXAzmqh9>.
- ✓ Student Affairs Office will then archive the company requests for internal circulation with faculties. Students who are looking for industrial training opportunities will be able to access the archives through the faculties.

9. How do we collaborate with Southern UC industrial training?

- ✓ Companies should appoint a supervisor to guide students undergoing industrial training.
- ✓ Companies should inform the faculty regarding any dissatisfaction or misconduct of industrial training students before making any final decisions against them.

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## 南方大学学院 实习培训 常见问题

1. 南方大学学院（其后称 Southern UC）的实习在什么月份进行？
  - ✓ 一般来说，Southern UC 的实习培训于每年的 2 月，5 月和 9 月进行。
2. 需要进行实习的课程有哪些？
  - ✓ 请参阅第五至第七页。
3. 目前的实习学生人数有多少？
  - ✓ 一般上，5 月和 9 月的学期约有 200 名学生，而 2 月则略少。
  - ✓ 其中，半数以上的实习生来自企业与管理学院。
4. 学生在完成实习后是否立即完成学业？
  - ✓ 依情况而定。有些课程的实习设定在最后一个学期，其他一些课程则在最后一年。
  - ✓ 公司可向实习面试生询问了解。
5. 我应该支付多少津贴给实习生？
  - ✓ 实习生没有固定的津贴数额。
  - ✓ 公司可与实习面试生讨论。
6. 我应支付 EPF 和 SOCSO 给实习培训的学生吗？
  - ✓ 实习并不是工作，所以 EPF 和 SOCSO 不是强制性缴付的实习津贴。
  - ✓ 公司可与实习面试生讨论。
7. 哪个部门是实习培训的中心？
  - ✓ 自2020年起，所有实习生都交由各自的学院负责及处理。若欲与相关学院联系，可拨电+607-5586605，并在提示后输入以下分机号码：

学院 Faculty	分机号 Extension
企业与管理学院 Faculty of Business & Management	161
艺术与设计学院 Faculty of Art & Design	109
人文与社会学院 Faculty of Humanities & Social Sciences	114
工程与资讯学院 Faculty of Engineering & Information Technology	159
教育与心理学学院 Faculty of Education & Psychology	234

8. 如何宣传我们公司的实习培训空缺？
- ✓ 公司可到<https://forms.gle/83kFn5v4LZXAzmqh9>填写表格。
  - ✓ 学生事务处将存档公司表格，并发送给相关学院以供实习生参考。
9. 我们应该如何与Southern UC 合作有关实习培训？
- ✓ 公司需指定一名主管来指导实习培训学生。
  - ✓ 公司需在做任何最终决定前，告知相关学院关于实习生的任何不满或不当行为。

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## Faculty of Business & Management

No	Courses	Internship Required	Duration	Semester
<b>A) <u>Department of Management / Department of Human Resource</u></b>				
1	Bachelor of Business Administration (Honours)	Yes	3 Months	Final Year
2	Bachelor of Business Administration (Hons) in Human Resource Management	Yes	3 Months	Final Year
3	Bachelor of Property Management (Honours)	Yes	3 months	Final Year
<b>B) <u>Department of Accounting</u></b>				
1	Bachelor in Accounting (Honours)	Yes	6 Months	Final Year
2	Diploma in Accountancy	Elective	6 Months	Final Year
<b>C) <u>Department of Finance</u></b>				
1	Bachelor of Business Administration (Hons) in Finance & Investment	Yes	3 Months	Final Year
<b>D) <u>Department of Marketing</u></b>				
1	Bachelor of Business Administration (Hons) in Marketing	Yes	3 Months	Final Year
2	Diploma in Marketing	Elective	3 Months	Final Year
3	Diploma in Logistics Management	Yes	3 Months	Final Year
4	Diploma in International Business	Elective	3 Months	Final Year
<b>E) <u>Department of Tourism and Hospitality Management</u></b>				
1	Bachelor of Business Administration (Hons) in Tourism Management	Yes	4 Months	Final Year
2	Diploma in Tourism Management	Yes	4 Months	Final Year

## Faculty of Engineering & Information Technology

No	Courses	Internship Required	Duration	Semester
<b>A) <u>Department of Computer Science</u></b>				
1	Bachelor of Software Engineering (Hons)	Yes	3 Months	Final Semester
2	Diploma in Information Technology	Yes	3 Months	Final Semester
3	Diploma in Computer Science	Yes	3 Months	Final Semester
<b>B) <u>Department of Electrical &amp; Electronic Engineering</u></b>				
1	Bachelor of Electronic Engineering with Honours	Yes	2 Months	Any Semester
2	Diploma in Electrical & Electronic Engineering	Yes	3-6 Months (Vary from batches)	Final Semester

## Faculty of Education and Psychology

No	Courses	Internship Required	Duration	Semester
<b>A) <u>Department of Education</u></b>				
1	Bachelor of Education (Hons) Information Technology and Multimedia	Yes	4 Months	Final Semester
2	Bachelor of Education (Hons) (Guidance and Counselling) (4 years)	Yes	4 Months	Final Year
3	Bachelor of Early Childhood Education (Honours)	Yes	4 Months	Final Semester
4	Diploma in Early Childhood Education	Yes	3 Months	Final Semester
<b>B) <u>Department of Psychology and Counselling</u></b>				
1	Bachelor of Psychology (Honours)	Yes	4 Months	Final Semester

## Faculty of Humanities & Social Sciences

No	Courses	Internship Required	Duration	Semester
<b>A) <u>Department of Journalism and Communication Studies</u></b>				
1	Bachelor of Communication (Hons) (Mass Communication)	Yes	3 Months	Final Year (Short Semester)
2	Diploma in Journalism	Yes	3 Months	
<b>B) <u>Department of Malay Studies</u></b>				
1	Ijazah Sarjana Muda Pengajian Bahasa Melayu (Kepujian)	Yes	3 Months	Final Year (Short Semester)
<b>C) <u>Department of English Studies</u></b>				
1	B.A. (Hons) English Language Teaching	Yes	3 Months	Final Year (Short Semester)

## Faculty of Art & Design

No	Courses	Internship Required	Duration	Semester
<b>A) <u>Department of Industrial Design</u></b>				
1	Bachelor of Design (Honours) Industrial Design	Yes	3 Months	Final or 2nd Final Semester
2	Diploma in Industrial Design	Yes	3 Months	
<b>B) <u>Department of Art</u></b>				
1	Diploma in Visual Art	Yes	3 Months	Final or 2nd Final Semester
<b>C) <u>Department of Visual Communication</u></b>				
1	Bachelor of Design (Honours) Computer Graphic Design	Yes	3 Months	Final or 2nd Final Semester
2	Diploma in Advertising Design	Yes	3 Months	
3	Diploma in Multimedia Design	Yes	3 Months	