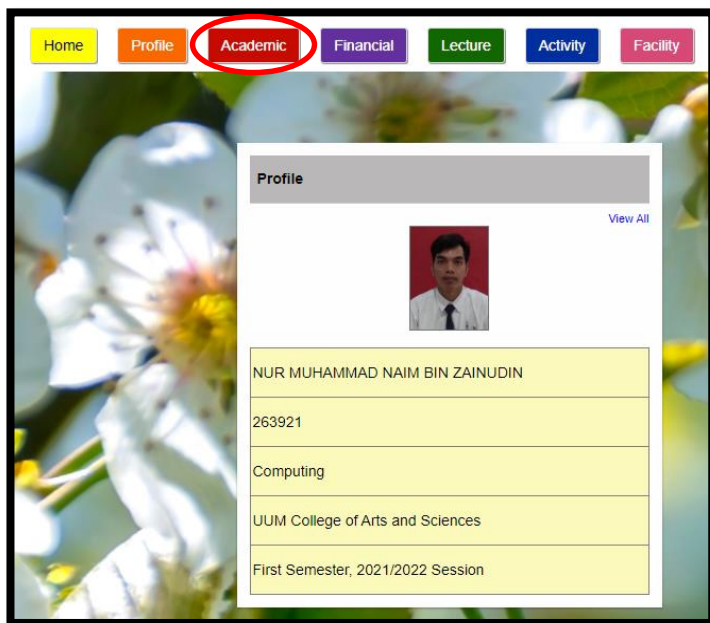


PANDUAN PENEMPATAN SECARA ATAS TALIAN (ONLINE PLACEMENT NOMINATION MANUAL GUIDE)

Login ke **portal.uum.edu.my**. Input maklumat login dan password.

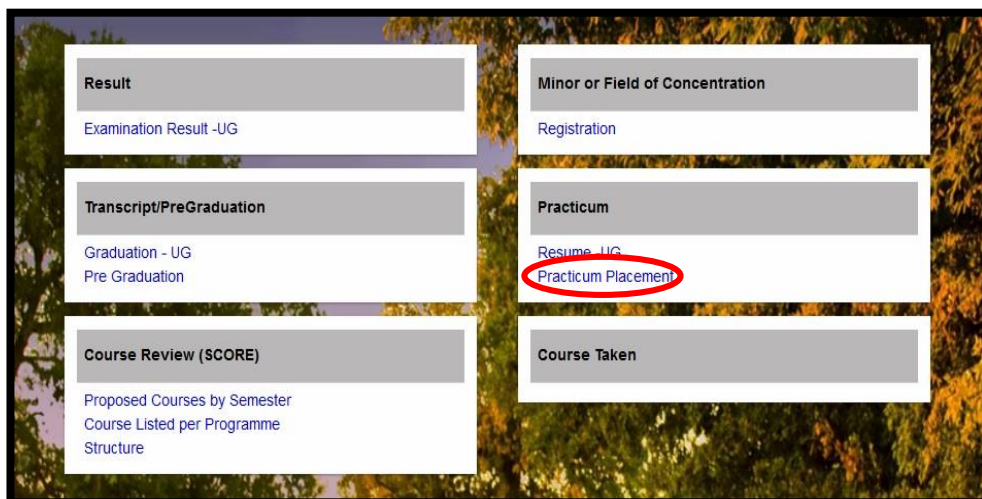
Klik menu **Academic** > *Practicum Placement* > *Type of Placement*

Skrin seperti di bawah:



1

PRACTICUM PLACEMENT



2

TYPE OF PLACEMENT

3

UUM STUDENT PORTAL

Home Profile Academic Financial Lecture Activity Facility

Theme

List of Organization
Practicum Eligibility Status
Type of Placement
Placement Details

Type of Placement (228653)

Please choose three (3) Organization for your practicum placement.

First Choice:	Second Choice:	Third Choice:
Country/State: <input type="text" value="Select Country/State:-"/>	Country/State: <input type="text" value="Select Country/State:-"/>	Country/State: <input type="text" value="Select Country/State:-"/>
City: <input type="text" value="Select City:-"/>	City: <input type="text" value="Select City:-"/>	City: <input type="text" value="Select City:-"/>
Organization: <input type="text"/>	Organization: <input type="text"/>	Organization: <input type="text"/>

Save Confirm

Pelajar dibenarkan untuk memilih negeri, bandar dan organisasi cadangan untuk **tiga (3)** cadangan penempatan.

Kemudian klik **butang Save** untuk menyimpan maklumat berkenaan.

Setelah pasti tiada perubahan atas cadangan berkenaan, klik butang **Confirm** untuk mengesahkan pilihan berkenaan dan mencetak surat cadangan. Sebarang perubahan selepas butang **Confirm** diklik, sila hubungi Unit Praktikum, HEA.

Sekiranya organisasi tersebut tiada dalam senarai pangkalan data Unit Praktikum, HEA, sila ikut langkah seperti berikut:

ORGANISATIONAL REGISTRATION FORM

4

Guideline
List of Organisation
Type of Placement
Placement Details
Organisational Registration Form

List of Organization

Please select preferred country/state and city for your practicum:

Country/State:

City:

APPLY

Organisational Registration Form

Name/Matric Num. : NUR MUHAMMAD NAIM BIN ZAINUDIN (263921)
 Practicum Session : A211
 Programme : U5A - Bachelor of Science with Honours (Information Technology)
 Phone no. : 0129458184
 Email : UUM :nur_muhammad_naim@soc.uum.edu.my Alternative :Nmuhdnaim72@gmail.com

NO.	Organization	City/State	Date Apply	Status	Detail
NO DATA					

Apply

Pelajar perlu mengisi semua maklumat dan perlu memuatnaik profil syarikat/SSM dan klik butang **Save** serta **Submit** seperti paparan di bawah.

Organisation Registration Form

Company Name

Branch No

Address

Postcode

Phone Fax No.

Email Website

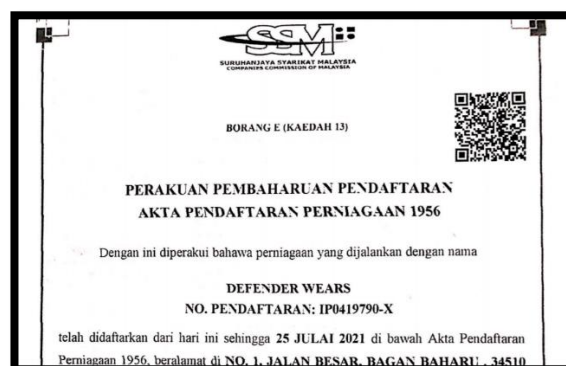
State Select Country/State:- City Select City:-

Agency Select Agency:- Category Select Category:-

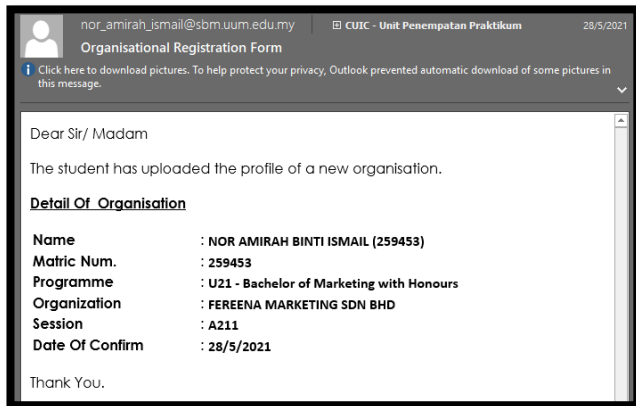
Person In Charge Organisation

Upload (Company Profile/Companies Commission Of Malaysia (SSM)) Choose File No file chosen

Save
Submit
Close



Selepas pelajar klik butang **Save** dan **Submit**, satu (1) **notification** melalui emel internship@uum.edu.my akan diterima seperti paparan di bawah.



Person in charge (PIC) akan menyemak butiran maklumat dan profail syarikat yang dilengkapkan oleh pelajar seperti paparan di bawah. Setelah semua maklumat dan syarikat menepati syarat, PIC akan **key in** di bahagian **Note** sama ada permohonan pelajar berkenaan **DILULUSKAN/TIDAK DILULUSKAN**.

Organisation Registration Form

Company Name: FERRENA MARKETING SDN BHD Branch: No

Address: NO 14-A, JALAN BISTARI JAYA UTAMA, TAMAN BISTARI JAYA, 08100 SEDONG, KEDAH

Postcode: 08100 Phone: 019-3496214 Fax No: 04-4500716

Email: customerservice@fennabe Website: fennabeauty.com

State: Kedah City: Sedong

Agency: Swasta Category: Kesihatan manusia kerja sosial

Person In Charge Organisation: [Blank]

Upload [Company Profile/Companies Commission Of Malaysia (SSM)] 259453-1.pdf Download

Note: Lulus

Approved By: Noriza BT Md Yusof Date Of Approval: 29/05/2021

Close

Organisation Registration Form

Company Name: Jabatan Kastam Diraja Malaysia Branch: No

Address: Ibu Pejabat Kastam Diraja Malaysia, Bahagian Khidmat Pengurusan Dan Sumber Manusia, Aras 9 Utara, Kompleks Kementerian Kewangan, No3, Persiaran Perdana Presint 2, 62596 Putrajaya

Postcode: 62596 Phone: 03-88822351 Fax No: [Blank]

Email: reslie.fauzie@customs.gov.my Website: www.customs.gov.my

State: W.P. Putrajaya City: Putrajaya

Agency: Kerajaan Category: Kerajaan

Person In Charge Organisation: Puan Reslie Sinti Fauzie

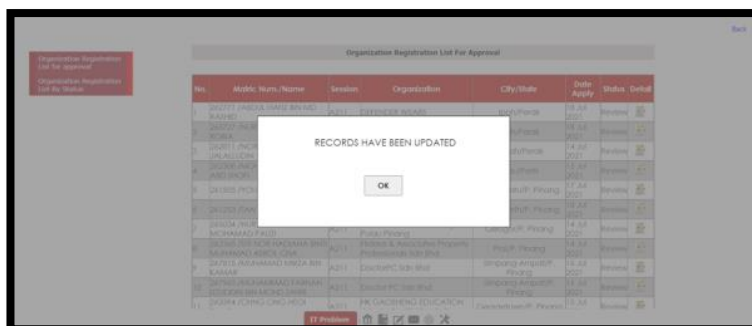
Upload [Company Profile/Companies Commission Of Malaysia (SSM)] 244599-2.pdf Download

Status: Reject Approved By: NORIZA BT MD YUSUF

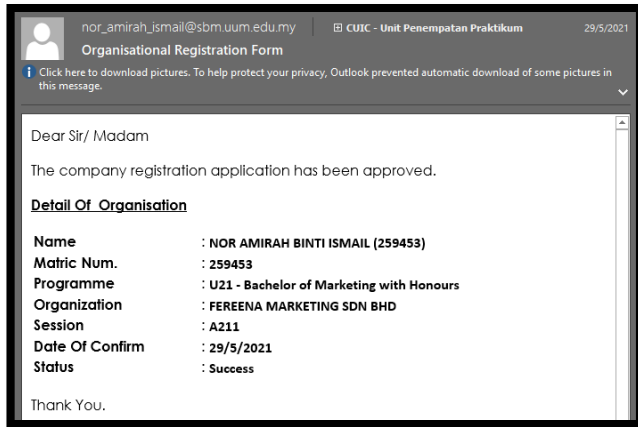
Note: ALREADY EXIST IN CUIC DATABASE

Submit Close

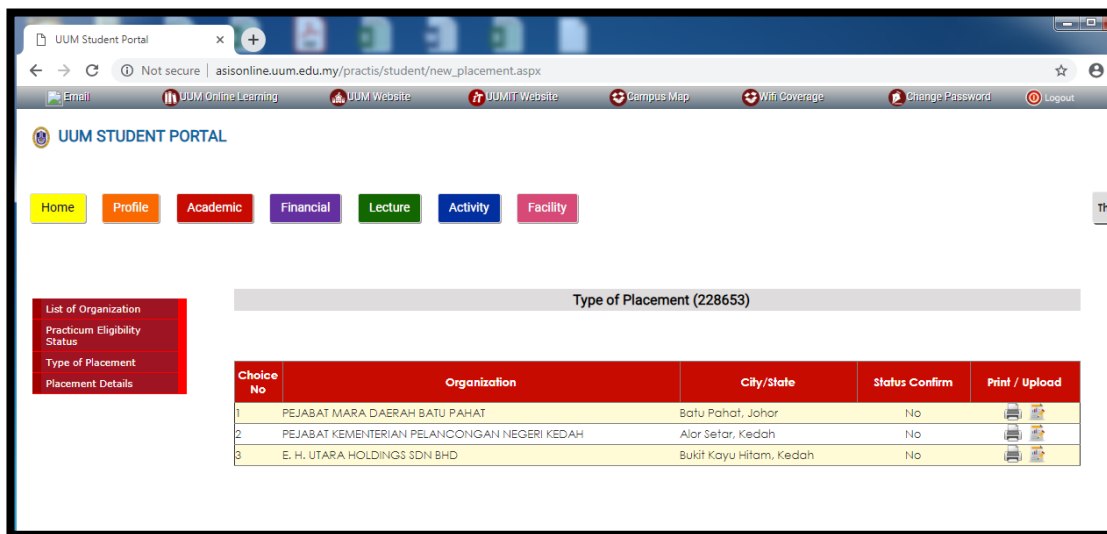
Apabila rekod telah dikemaskini seperti paparan di bawah, emel pemberitahuan akan dihantar secara automatik kepada emel pelajar.



Satu (1) **notification** akan terus ke emel pelajar menyatakan sama ada permohonan pendaftaran organisasi baharu **DILULUSKAN/TIDAK DILULUSKAN** seperti paparan di bawah.



PRINT APPLICATION LETTER



5

Klik icon **Print**, skrin untuk pilih gelaran dan tarikh surat dipaparkan seperti Skrin. Input maklumat berkenaan dan klik butang **Print Letter**. Maklumat surat seperti paparan di bawah.

Letter For Student Placement (1st Choice)

Organization: PEJABAT MARA DAERAH BATU PAHAT

Service Title:



Service Call:

Date Letter:

Print Letter **Print Feedback Form** **Close**

PRACTICUM APPLICATION LETTER

6

	<p>PUSAT KERJASAMA UNIVERSITI-INDUSTRI (CUIC) CENTRE FOR UNIVERSITY-INDUSTRY COLLABORATION (CUIC) Universiti Utara Malaysia 06010 UUM SINTOK KEDAH DARUL AMAN MALAYSIA</p>	 <p>Tel : 604-9284927/4929 Faks (Fax) : 604-9284932 Laman Web (Web) : www.cuic.uum.edu.my</p>
<p>Manager PEJABAT MARA DAERAH BATU PAHAT Tingkat 1, Bangunan ARKED MARA Batu Paha Jalan Rahmat 83000,Batu Pahat,Johor Attn:-Azmaen bin Zain</p>		<p>Ref : UUM/CUIC/P-20/3 Date: 07 Apr 2019</p>

Dear Sir/Madam

PRACTICUM APPLICATION FOR UNIVERSITI UTARA MALAYSIA (UUM) STUDENT

The above matter is referred.

2. We are pleased to inform that the Centre for University-Industry Collaboration (CUIC), UUM is currently managing practicum placement for final semester students. Practicum is compulsory for the students to complete their studies.

3. Therefore, we would like to request to place our students at your organisation.Detail of the students and the duration of the practicum as per attachment.

4. Should you agree to accept this application, please return the feedback form to us on or before 21 Apr 2019.If we do not receive any feedback after the date, we assume that this application is not

Klik butang **Print FeedBack Form** untuk cetak borang maklumbalas. Skrin seperti paparan di bawah.

7

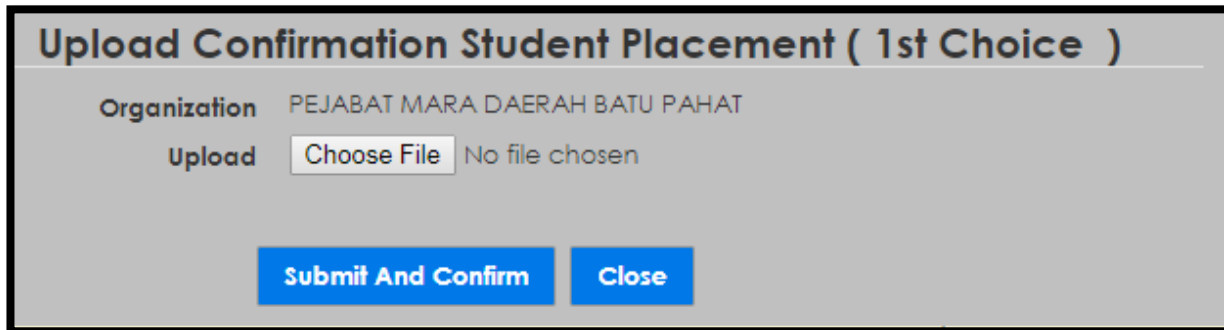
BORANG MAKLUMBALAS (FEEDBACK FORM)

<p>Manager PEJABAT MARA DAERAH BATU PAHAT Tingkat 1, Bangunan ARKED MARA Batu Paha Jalan Rahmat 83000,Batu Pahat,Johor Attn:-Azmaen bin Zain</p>	<div>FEEDBACK FORM</div>								
<p>Date : 07 Apr 2019</p>									
<p>Director Centre For University-Industry Collaboration (CUI) Universiti Utara Malaysia 06010 UUM Sintok Kedah Darul Aman Tel. No : 04-9284917/4924/4927/4928/4929</p>									
<p>CONFIRMATION OF PRACTICUM PLACEMENT FOR UNIVERSITI UTARA MALAYSIA STUDENT(S)</p>									
<p>We hereby AGREE / NOT AGREE to accept the following student(s) to undergo practicum at our organization.</p>									
<table border="1"><thead><tr><th>Matric No.</th><th>Name</th><th>Programme</th><th>Practicum Duration</th></tr></thead><tbody><tr><td>228653</td><td>Liu Ting Ting</td><td>Bachelor of International Busi</td><td>10/07/2019 - 02/06/2020</td></tr></tbody></table>	Matric No.	Name	Programme	Practicum Duration	228653	Liu Ting Ting	Bachelor of International Busi	10/07/2019 - 02/06/2020	
Matric No.	Name	Programme	Practicum Duration						
228653	Liu Ting Ting	Bachelor of International Busi	10/07/2019 - 02/06/2020						
<p>Remarks:</p>									

Setelah berjaya mendapat maklumbalas organisasi, **upload surat** berkenaan dengan klik **butang Upload**.

8

Skrin seperti paparan di bawah.



Upload Confirmation Student Placement (1st Choice)

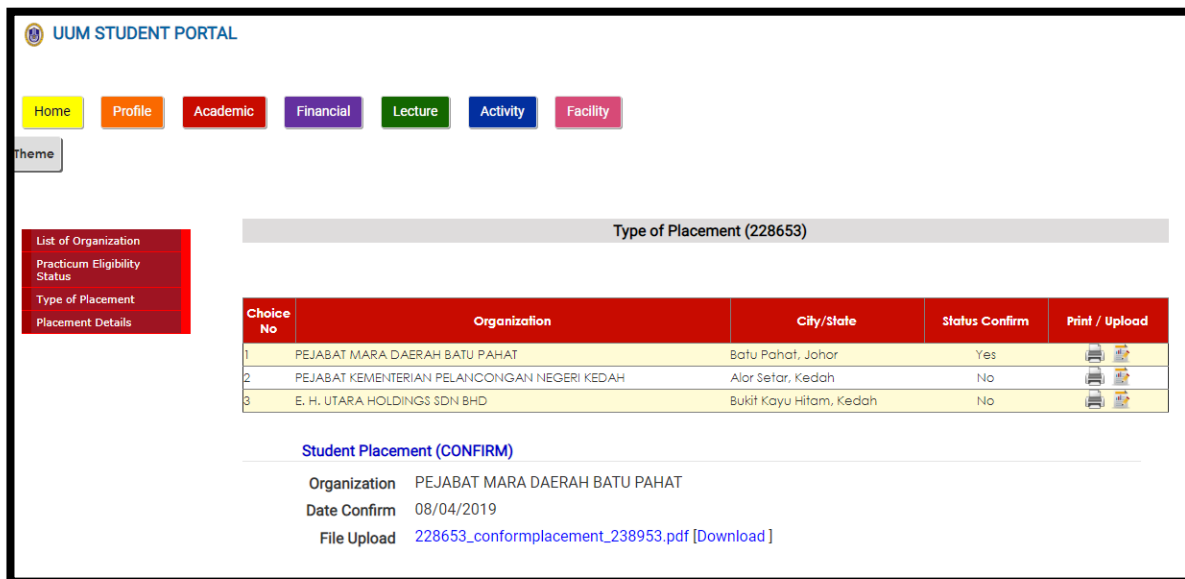
Organization PEJABAT MARA DAERAH BATU PAHAT

Upload No file chosen

Upload surat tawaran/borang maklumbalas organisasi pilihan.

Input maklumat berkaitan dan klik butang **Submit And Confirm**. Maklumat akan dihantar kepada emel Unit Praktikum, HEA secara automatik.

9



UUM STUDENT PORTAL

Home Profile Academic Financial Lecture Activity Facility

Theme

List of Organization
Practicum Eligibility Status
Type of Placement
Placement Details

Type of Placement (228653)

Choice No	Organization	City/State	Status Confirm	Print / Upload
1	PEJABAT MARA DAERAH BATU PAHAT	Batu Pahat, Johor	Yes	
2	PEJABAT KEMENTERIAN PELANCONGAN NEGERI KEDAH	Alor Setar, Kedah	No	
3	E. H. UTARA HOLDINGS SDN BHD	Bukit Kayu Hitam, Kedah	No	

Student Placement (CONFIRM)

Organization PEJABAT MARA DAERAH BATU PAHAT

Date Confirm 08/04/2019

File Upload [228653_conformplacement_238953.pdf](#) [Download]

Paparan selepas **upload** surat terima.