



RUL 274: 2025/2026

Compulsory Practical Training (CPT)
Latihan Amali Wajib (LAW)

By:

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Deputy Dean (Academic, Career & International)

Overview

This course is a compulsory 12-week practical training program for students in Quantity Surveying and Architecture Programs.

It focuses on internships in professional practice in respective fields to prepare students with real-life challenges in a built environment. The practical training starts during the long holiday, followed by an evaluation in Semester 1.

Programs Involved

Bachelor of Science in Architecture with Honours

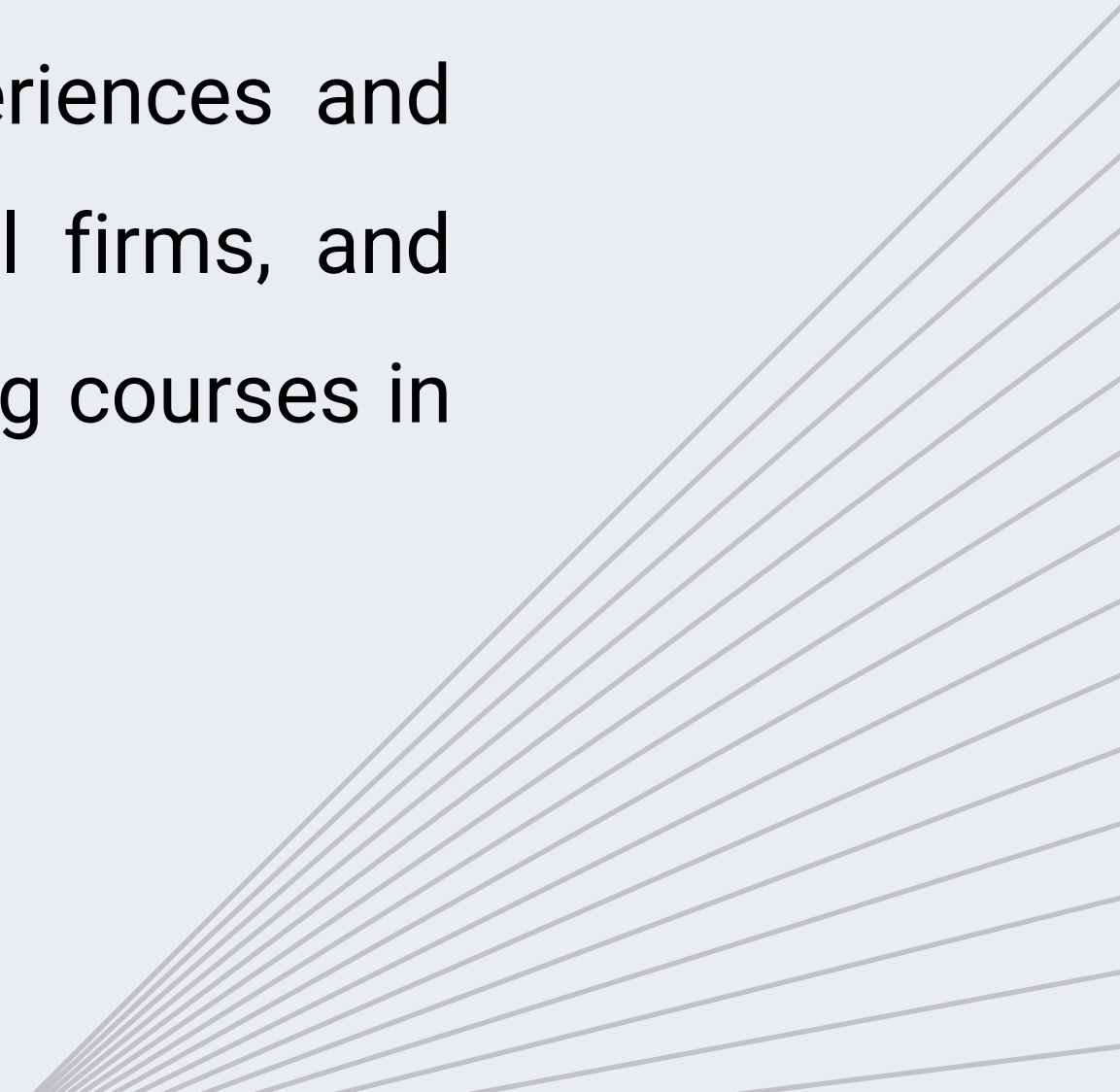
Bachelor of Science in Quantity Surveying with Honours





Aims

To expose students to a working environment, providing experiences and understanding through guidance and advice from professional firms, and gain insights into the firms' requirements for students undergoing courses in the School of Housing, Building and Planning.



Objectives

- To gain insight and understanding of the firms involved in the built environment.
- To gain practical experience in related fields of study.
- To develop practical skills in relation to:
 - Problem solving
 - Communication and interpersonal skills
 - Work ethics & integrity
 - Professional competencies
 - Research and reporting
- To establish critical connections between academic theory and practical application.
- To apply academic learning to an industrial situation and bring relevant experience back to university.
- To encourage independent learning among students.
- To enable the university and sponsoring company to assess students' adaptability to and compatibility in the real industry

What we want you to achieve



Use your knowledge & think critically

Able to effectively communicate

Form contacts & interact with people in the industry

Able to work together

Ethical, integrity & professionalism

Ability to research & report

Training Duration

RUL274 (2nd Year):

**20 July 2026 - 9 October 2026
(12 weeks)**

RUL274: Will be registered during KSCP 2025/2026

Final Examination 2025/2026:

6 July 2026 – 19 July 2026

- * HBP will ensure that undergraduate students complete their final-year exams before **19 July 2026**
- * KSCP: Kursus Semasa Cuti Panjang / Course During Long Break

**20 July 2026 -
9 October 2026**

CPT starts

**28 September 2026
(Monday)**

Registration for the new semester

**12 October 2026
(Monday)**

The Return:

Students return to HBP to start 2026/2027
Academic Session

**6 November 2026
(Friday)**

To Submit:

Submission of Firm's Assessment Form,
Logbook, Report & Questionnaire
(Professionally presented & bounded – A4 size)

**Nov / Dec 2026
(TBC)**

Presentation to Evaluation Panel

What to do now?



ABOUT ▾

PEOPLE ▾

ACADEMICS ▾

RESEARCH ▾

FACILITIES ▾

DOWNLOAD ▲

UNDERGRADUATE ▾

Academic Calendar

Timetable

Student Forms

Exam Timetable

Guideline Book (UG)

Industrial Training

POSTGRADUATE ▾

Program Booklets

Academic Calendar

Timetable

Student Forms

Exam Timetable

Guideline Book

SOP (Research Mode)

Staff HBP ▾

Kewangan



Welcome to School of Housing, Building & Planning

[← Undergraduate](#)

Industrial Training

 1. REL 471 - Application For Compulsory Practical Training-Internship Placement

[Download](#)

 1. RUL 274 - Application For Compulsory Practical Training-Internship Placement

[Download](#)

 1. RUL 474 - Application For Compulsory Practical Training-Internship Placement

[Download](#)

 2. Placement Form

[Download](#)

 3. Compulsory Practical Training Visit Assessment

[Download](#)

 4. Industrial Training Performance Evaluation

[Download](#)

 5. Industrial Training Survey

[Download](#)

01.

Contact the firms and obtain an approval letter

- Please download & print the standard letter available on the HBP website. **APPLICATION & CONFIRMATION OF COMPULSORY PRACTICAL TRAINING**
- A list of firms will be uploaded to the HBP website.
- If you wish to apply for CPT at a firm not on the list, please contact Mrs Nur Fadhilah Kosim for assistance.
- The firm's response letter will be sent to HBP's office.
- Students must check with the HBP office for their placements.

02.

- With the approval letter, immediately confirm the placement (**with only ONE firm**) with the HBP office before training starts.
- Please register your CPT company details using the **GOOGLE FORM** linked on the HBP website. Ensure all details are filled out completely.
- Download & print the **REPORT DUTY FORM, LOGBOOK, PRACTICAL TRAINING BRIEF, & INDUSTRIAL TRAINING PERFORMANCE EVALUATION** during the study week, & before your date of CPT.

Important !!!

Please update through the Google Form

- Name of Company
- Company's Address
- Company's telephone number
- Company's Fax number
- Name of Supervisor
- Your OWN contact number

Incomplete Information

Will cause problems for assessment by HBP lecturers.

03.

- Remember to contact all the companies that accepted you, **but you chose not to pursue** for your CPT.
- Write a letter or email and call them as soon as possible to inform them that you will not be joining their company.

04.

Company Feedback Q

- Print and download the **INDUSTRIAL TRAINING SURVEY** questionnaire on the HBP website to gather feedback regarding HBP students' overall perception, the courses offered, and their relevance to industries and firms.
- Compulsory for students to request the supervisor to fill out the questionnaire.

05.

- The HBP office will notify the employer of the final list of students assigned to their firm.
- The list of students and their practical training employers will be shared with the Co-Coordinator of each program.

06.

When the training starts

- Students start training at approved firms.

20 July 2026

- Students must bring the standard **REPORT DUTY FORM** from the HBP website and submit it to the HBP office on the first day of CPT.

Practical Training Logbook

Go to the HBP Website during the study week.



DOWNLOAD Logbook / Practical Briefing / Assessment Form/
Report Duty Form & Industrial Training Survey



USE Printed copies to report your training activities. Get it
endorsed by a supervisor



Submit to the HBP admin office after completion of the training

Practical Training Plan (PTP)

- Students are expected to propose a Practical Training Plan (PTP) in the first two (2) weeks of the training period after having discussions with the appointed supervisor from the firm.
- This will ensure that students will have realistic and attainable objectives.
- This Practical Training Plan (PTP) must be endorsed by the respective supervisor for record and will be part of the practical training report to be submitted to the university.



Important!!!

Please download

**What you have learned
&
HBP Expectations from CPT**

from the Google Drive and submit/discuss with your
supervisor/employer

Practical Training Plan



General Placement Specifications

Office-Based Training

- This should be at the head or branch office. Students are expected to work in their respective office environment, i.e. design, planning, estimating, scheduling.

Site-Based Training

- This should be site-based to experience and observe the construction process and supervision.

Management Training

- In general, students are expected to accept increasing responsibility after being exposed to the previous office and site-based training, e.g. preparing schedules, designing within a project team, supervising construction, attending meetings and presenting proposals.

Practical Training Assessment

Buku Log (25) LOG BOOK	20
Laporan (37) REPORT	20
Latihan Amali (42) PRACTICUM	50
Pembentangan (53) PRESENTATION	10

RESULT:
PASS /
FAIL

HBP CONTACT

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Dr. Izyan - QS

THANK YOU



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