



RUL 474: 2025/2026

Compulsory Industrial Training (CIT)
Latihan Amali Wajib (LAW)

By:

Gs. Dr. Mohd Ismail Isa

Deputy Dean (Academic, Career & International)

Overview

This course is a compulsory 24-week practical training program for students in Urban & Regional Planning, Interior Architecture, and Construction Project Management.

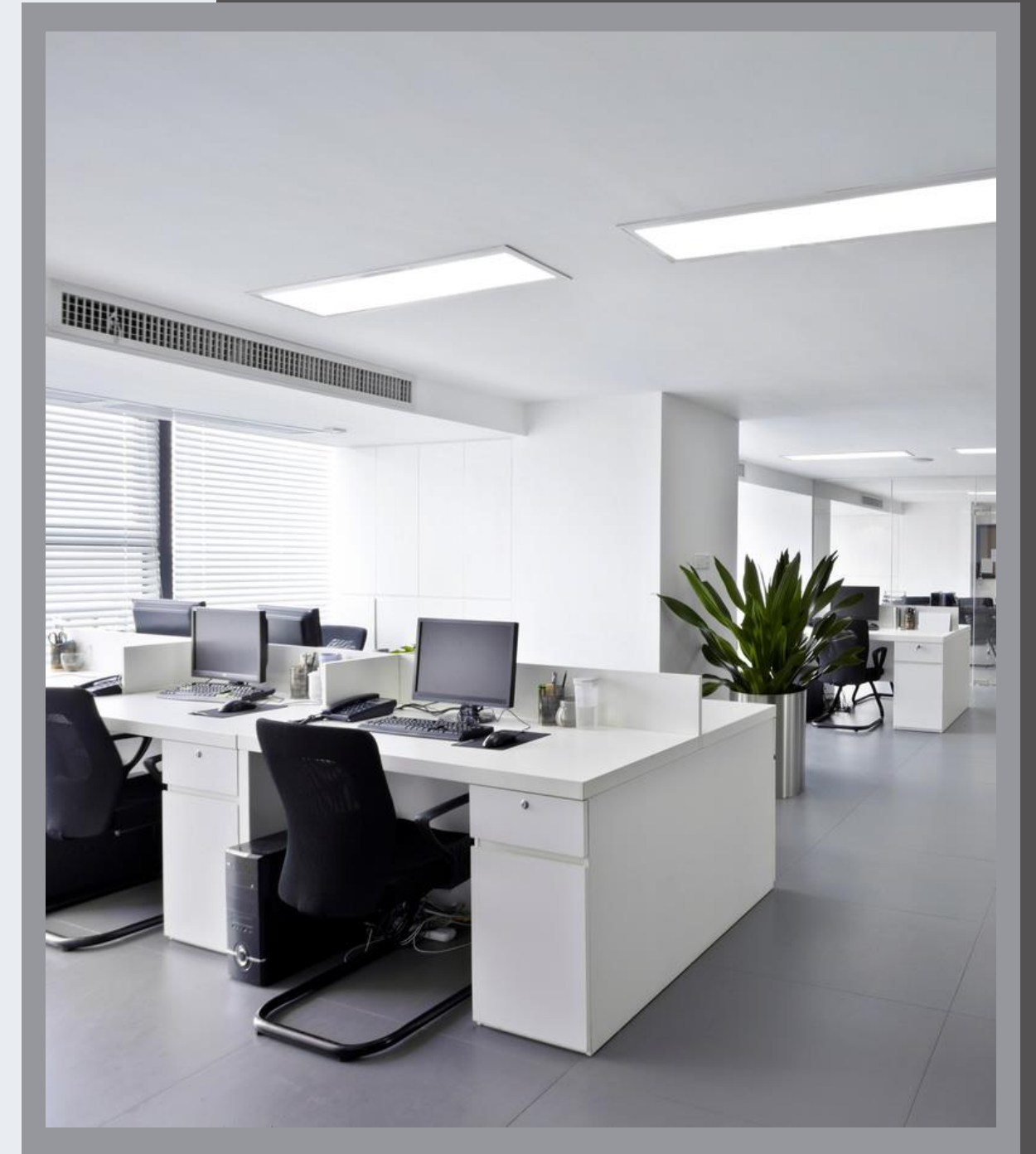
It focuses on internships in professional practice in respective fields to prepare students with real-life challenges in a built environment. The practical training starts during the long holiday and the whole of Semester 1, followed by evaluation at the end of Semester 1.

Programs Involved

Bachelor of Urban and Regional Planning (Honours)

Bachelor of Interior Architecture with Honours

Bachelor of Science in Construction Project Management with Honours



Aims



To expose students to a working environment, providing experiences and understanding through guidance and advice from professional firms, and to 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 be able to...

- Think critically and relate problems and solutions to the tasks within the industry.
- Explain ideas clearly and communicate well at various levels.
- Display good work relationships, interaction, and teamwork to achieve objectives.
- Practice ethics, integrity and professionalism in the work environment.
- Organise information from various sources when conducting projects and reporting tasks in the industry.
- Develop project materials skillfully using computer software in the industry.

Training Duration

RUL474/12

**27 July 2026 - 8 January 2027
(24 weeks)**

*RUL474: Will be registered by HBP Administration during First Semester 2026/2027

**Final Examination 2025/2026:
6 July 2026 – 26 July 2026**

Training Duration & Important Dates

**27 July 2026 -
8 January 2027**

CIT starts

**9 January 2027 -
17 January 2027**

Report Preparation

**18 January 2027
(Monday)**

To Submit:

Submission of Firm's Assessment Form, Logbook,
Report & Questionnaire

**18 January 2027 -
29 January 2027**

Presentation to Evaluation Panel

**8 March 2027
(Monday)**

Registration for the new semester



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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

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 2. Placement Form

[Download](#)

 3. Compulsory Practical Training Visit Assessment

[Download](#)

 4. Industrial Training Performance Evaluation

[Download](#)

 5. Industrial Training Survey

[Download](#)

What to do now?

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 CIT 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 CIT 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 CIT.

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 CIT.
- 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.

27 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 CIT.

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 Elearning 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 CIT**

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	40
Pembentangan (53) PRESENTATION	20

RESULT:
PASS /
FAIL

HBP CONTACT

HBP OFFICE: 04-653 2547

Mrs Nur Fadhilah Kosim (ext. 6128)

Fax HBP: 04-656 4067

Email: nfadhilahk@usm.my

Co-coordinator

Dr. Nor Arbina - URP

Dr. Syarmila - IA

Assoc. Prof. Dr. Radzi - CPM

THANK YOU



School of Housing, Building & Planning
Universiti Sains Malaysia
11800 USM
Pulau Pinang



+604 653 3173 / 2752



+604 657 6523



<https://hbp.usm.my/>