

INTRA DEGREE

No	Activities	2013				2014												Date	Note / Action	
		Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Okt	Nov	Dis			
1	Briefing at school level																			PJIPK/InTeam
2	School will submit list of 4th year students who will perform LI to CIC (cc to Pn Salfarina (Unit Peperiksaan dan Pengijazahan) & Pn Nabaida (Unit Penyelidikan))																		Early January	PJIPK
3	Student Course Registration for LI																		Early February	During sem 2 course registration
4	Distribute standard template for LI INFO that MUST be used by all schools																		Early January	Shahfi
5	CIC will send complete students name to Bendahari to verify the payment of tuition fees																		Early May	Shahfi
6	Application : 1st phase																		November - December	2 months
7	Application : 2nd phase																		January - March	3 months
8	Application : 3rd phase																		April - May	2 months
9	Industrial Training*																		16/6/14 - 7/9/14	12 weeks
10	Students send report kad to CIC																		16/6/14-27/6/14	CIC
11	Industrial Visit																		25/8/14 - 1/9/14	Week 11 and 12
12	Logbook & Report Submission																		22/9/2014	2 weeks after the semester begins
13	CIC will add course coordinator into the system																			
14	Key in marks in AMIS (result 2013/2014)																		3/11/2014 - 7/11/2014	
15	CIC Board Meeting (result 2013/2014)																		10/11/2014	

NOTE:
 *please fill in 'borang aduan InTra' if the coordinator helped solve any problems relating to LI during this period. The form(s) must be submitted to CIC as proof that every problem faced has been attended