

**TAKWIM LATIHAN INDUSTRI FAKULTI
BAHASA MODEN DAN KOMUNIKASI
UNIVERSITI PUTRA MALAYSIA SEMESTER KEDUA
SESI 2025/2026**

BIL.	TARIKH	PERKARA
1.	24 November 2025 (Isnin) - Minggu 7 kuliah	Pelajar mula mengisi Borang Permohonan Tempat Latihan Industri (BR00-LI)
2.	2 Februari 2026 (Isnin)	Pelajar telah mendapat tawaran dan penempatan latihan industri
3.	1 - 2 Mac 2026 hingga 14 - 15 Ogos 2026	Minggu latihan industri (24 minggu)
4.	1 - 2 Mac 2026	Pelajar mula melapor diri di syarikat majikan
5.	23 - 29 Mac 2026	Pelajar hantar borang lapor diri ke Jabatan (melalui emel @ hantar ke pejabat FBMK) Borang: PU/PS/BR01/LI
6.	20 - 26 April 2026 (Minggu 5 LI)	Penyerahan agihan kepada Pensyarah Pemantau
7.	14 Jun 2026 - 26 Julai 2026 (Minggu 11 - 17 LI)	Pensyarah Pemantau dan Penyelia Industri melakukan pemantauan dan penilaian
8.	14 - 15 Ogos 2026	Tamat Latihan Industri
9.	17 - 18 Ogos 2026 hingga 23 - 24 Ogos 2026	<ol style="list-style-type: none"> Majikan menghantar Laporan Penilaian penyeliaan (Borang: FBMK3/Q/LI-B (R)) Pelajar menghantar laporan kepada pensyarah pemantau <ul style="list-style-type: none"> Buku log Laporan tugas dan borang: FBMK3/Q/LI-D (Satu salinan diserahkan kepada Penyelia Industri)
10.	27 Ogos 2026 - 2 September 2026	Pensyarah pemantau menghantar markah kepada Penyelaras <ol style="list-style-type: none"> Pemarkahan buku log Pemarkahan laporan tugas Pemarkahan laporan prestasi latihan industri (Borang: FBMK3/Q/LI-B (R)) Pemarkahan pemantauan latihan industri (Borang: FBMK3/Q/LI-C (R))
11.	Akan dimaklumkan kemudian	Penyelaras mula masukkan markah penilaian dalam SMP

- Minggu LI pelajar berdasarkan tarikh pelajar mula melaporkan diri.
- Jumlah minggu pelajar menjalani LI ialah 24 minggu (12 jam kredit).

Disahkan oleh: Timbalan Dekan (Akademik dan Pelajar)

**INDUSTRIAL TRAINING CALENDAR
FACULTY OF MODERN LANGUAGES AND COMMUNICATION
UNIVERSITI PUTRA MALAYSIA
SECOND SEMESTER, SESSION 2025/2026**

NO.	DATE	DESCRIPTION
1.	24 November 2025 (Monday) Week 7 of lectures	Students begin filling in the Industrial Training Placement Application Form (BR00-LI)
2.	2 February 2026 (Monday)	Students have received their industrial training offer and placement
3.	1–2 March 2026 to 14–15 August 2026	Industrial training period (24 weeks)
4.	1–2 March 2026	Students report for duty at the company/employer
5.	23–29 March 2026	Students submit the reporting form to the Department (via email or submit to the FBMK office). Form: PU/PS/BR01/LI
6.	20–26 April 2026 (Week 5 of Industrial Training)	Distribution of Monitoring Lecturers
7.	14 June 2026 – 26 July 2026 (Week 11–17 of Industrial Training)	Monitoring and evaluation conducted by the Monitoring Lecturer and Industrial Supervisor
8.	14–15 August 2026	End of Industrial Training
9.	17–18 August 2026 to 23–24 August 2026	<ol style="list-style-type: none"> 1. Employer submits the Supervision Evaluation Report (Form: FBMK3/Q/LI-B(R)) 2. Students submit reports to the Monitoring Lecturer: <ul style="list-style-type: none"> • Logbook • Assignment report and form FBMK3/Q/LI-D (one copy submitted to Industrial Supervisor)
10.	27 August 2026 – 2 September 2026	<p>Monitoring Lecturer submits marks to the Coordinator:</p> <ol style="list-style-type: none"> 1. Logbook assessment 2. Assignment report assessment 3. Industrial training performance evaluation (Form: FBMK3/Q/LI-B (R)) 4. Industrial training monitoring assessment (Form: FBMK3/Q/LI-C (R))
11.	To be announced later	The coordinator begins entering evaluation marks into the Student Information System (SMP)

- The student's industrial training (LI) period is based on the date they report for duty.
- The total duration of industrial training is 24 weeks (12 credit hours).

Verified by: Deputy Dean (Academic and Student Affairs)