Faculty of Engineering
Summer Industrial Training calendar for academic year 2017

Students at the International School of Engineering who wish to register for the subject **2140301 Industrial Training** in the summer of academic year 2017 need to register and confirm to the following rules and procedures. Students who do not follow accordingly are not eligible to register in this summer industrial training course for academic year 2017.

Within Mar 2018	<u>Internship intention expression</u> All 3rd year students: • Update student's information, contact number and upload student's official picture in ISE intranet. • Express intention to register the Industrial Training Course in ISE intranet.
Jan 2018 – Mar 2018	<u>Finding workplace</u> • ISE will announce overseas and local internship opportunities on ISE website. Normally, there are 2 types of opportunities posted: 　1. Application to be sent through ISE. For this case, student will need to apply for the position in ISE intranet. 　2. Application to be sent directly to the organization. For this case, student will first apply to the organization directly. When got accepted by the organization, student will need to submit the detail of the workplace in ISE intranet. • Students can also contact his/her own industrial training besides those limited position posted on ISE website. For this case, student needs to fill in and submit detail of the workplace in ISE intranet. • ISE will issue an official letter and attach FC2 form asking for the industrial collaboration to the organization/workplace according to the detail that the students submit in the intranet. • The company/organization will officially reply the acceptance or rejection of student's internship position on FC2 form. • A new official letter for industrial collaboration will be issued for the student by ISE only when "not accept students for industrial training" is marked and signed by the company/organization in FC2 returned to ISE.
Apr 2018	Last day for students to submit the detail of industrial training place on the intranet.
Feb - Apr 2018	<u>Confirm Internship placement</u> • Every student is responsible to follow up and confirm his/her own placement with the company/organization and return FC2 that was signed by company/organization to ISE. • The official letter to send intern student to company/organization will be issued only for the positive reply in FC2 submitted to ISE.
March 29, 2018	<u>Orientation for the industrial training</u> • Students who fail to attend the orientation will fail **2140301 Industrial Training** subject.
June 4, 2018	1st day of the summer industrial training course.
July 20, 2018	Last day of the summer industrial training course
July 27, 2018	Last day for submitting a final report via intranet

Please submit the final report within two weeks after the last day of the industrial training course via intranet. If the last day is later than July 20, 2018, the report must be submitted no later than July 27, 2018.

Students who do not submit all required documents in time will obtain "U-unsatisfactory result" for the industrial training course.