
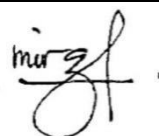


# REPORTING ON STUDENTS INTERNSHIP DATA TO MyMoheS

Prepared By:-	Approved By:-
(Signature) 	(Signature) 
Name : Farizah binti Mohd Ramli	Name : Mir Azrul bin Shaharudin
Position : Senior Assistant Director	Position : Director
Date : 20 <sup>th</sup> August 2024	Date : 20 <sup>th</sup> August 2024

## 1.0 OBJECTIVE

- 1.1 Fostering, maintaining, coordinating and developing the highest quality workforce via sustainable links with the industry which leads to mutually beneficial networking

between university and industries which will positively impact the community.

## **2.0 SCOPE**

2.1 Data collection of students who undergo internship for submission to MOHE.

## **3.0 ACCOUNTABILITY**

3.1 The following offices are accountable for the data collection:

3.1.1 Office of Deputy Rector (Academic and Internationalisation)

3.1.2 Office of Industrial Links

3.1.3 Centre of Studies

## **4.0 ABBREVIATION (If any)**

4.1 OIL : Office of Industrial Links

4.2 OSIC : Office for Strategy and Institutional Change

4.3 CoS : Centre of Studies

4.4 D : Director

4.5 DD : Deputy Director

4.6 I : Industries/Companies

4.7 S : Students

## **5.0 REFERENCE**

5.1 MoHEs Official Letter

5.2 Email OSIC on request data

5.3 Template internship data based on MyMohes latest module

5.4 Letter Request Data to Kulliyyah

## **6.0 RECORD RETENTION PERIOD**

5 years

NO	RECORDS	LOCATION	RETENTION PERIOD
1.	Email instruction received from OSIC on Request of Internship Data	OSIC	Internship 5 years xxxx 03 03 20-Aug-2024
2.	Template internship data based on MyMohes latest module	Title Ref. No. Version No: Revision No Effective Date	
3.	Letter/Email of Data Request to Kulliyyah's Internship Coordinator	OSIC	
4.	Email Reminder of Data Submission	OIL	

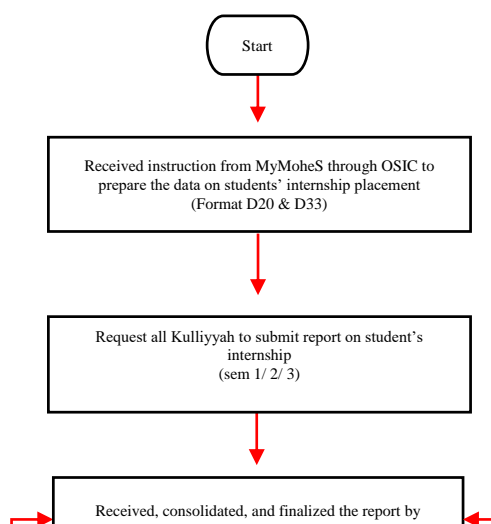
## 7.0 PROCESS FLOW

Responsibility

Flow Chart

Remarks

OSIC



Format D20 & D33 based on MyMoheS current student module (frequently revised by MoHE)

CoS

14 Working Days

OIL

7 Working Days

2 Endorsement by OIL:

1. Every data submitted will be endorsed by Director/Deputy Director
2. Endorsement form provided by MyMoheS to system for data owner

OIL

7 Working Days