

**GUIDELINE FOR PREPARING A PRACTICAL TRAINING REPORT I
FOR LL.B STUDENTS OF
UNIVERSITI UTARA MALAYSIA**

1.0 GENERAL CLAUSE

- 1.1 Students in semester 4 are required to undergo Practical Training I (GLUX 2012).
- 1.2 Each student is compulsory to prepare a report of his/her practical training.

2.0 REQUIREMENT FOR THE REPORT

- 2.1 The report must be in type-written form, font size 12 – Times New Roman and double spacing.
- 2.2 Students must fulfill the followings for the front cover of the report:
 - (a) hard cover binding
 - (b) colour: dark purple and
 - (c) wordings for front cover should be in gold.
- 2.3 The name of the organisation of the practical training must be printed on the spine of the report in capital letter.
- 2.4 The report should be between 40 - 50 pages (excluding appendices).
- 2.5 Samples of the front cover, declaration, table of content are shown in the appendices.

3.0 SUBMISSION OF THE REPORT

- 3.1 Each student must submit the final report together with a log book to the supervisor (lecturer):
- 3.2 Students must submit **1 copy of the final report in hard copy and 1 CD** to the supervisor in charge, on the relevant date as bellow:

Practicum I :

4.0 CONTENT OF THE REPORT

4.1 The report of Practical Training I (GLUX 2012) shall contain the followings:

- i. Declaration
- ii. Certification
- iii. Acknowledgement
- iv. Table of Content
- v. Organisation Information
 - a. Introduction
 - b. Mission
 - c. Objective
 - d. Organisation Structure
- vi. Work Process and Procedures
(Note: Depending on the topic assigned by the supervisor)
- vii. Analysis of work process and procedures
- viii. Conclusion
- ix. References
- x. Appendices

4.2 Assessment:

- | | |
|--------------------------------|-----|
| • Confidential Report: | 60% |
| • Final Report: | 30% |
| • Log Book: | 5% |
| • Attendance on Briefing/ Talk | 5% |

SAMPLE

**PRACTICAL TRAINING REPORT I
(GLUX 2012)**

BY:

xxxxxxx

MATRIC NO: _____

**COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA**

JULY 2015

SAMPLE

DECLARATION

I am fully responsible for the accuracy of all opinion, technical comment, factual report, data, figures and tables in the report. I bear full responsibility for the checking whether material submitted is subject to copyright or ownership right. UUM does not accept any liability for accuracy of such comment, report and other technical and factual information and the copyright or ownership rights claims.

NAME:
MATRIC NO:
DATE:

SAMPLE

ACKNOWLEDGEMENT

I am grateful to all those who had given their support and assistance, directly or indirectly throughout writing of this final report, without the support of whom this report would not be a reality.

My utmost gratitude goes to my supervisor Assoc. Prof./Dr./Mr./Mdm _____, College of Law, Government and International Studies and Puan _____, Deputy Registrar, High Court of _____, for the guidance and assistance to the completion of this report.

(Note: Insert additional acknowledgement if necessary)

SAMPLE

CERTIFICATION

I hereby certify that _____, matric no: _____ has completed and submitted her final Practical Training Report I / II to me as her supervisor on the date as specify by the Centre for University-Industry Collaboration (CUIC), Universiti Utara Malaysia.

Assoc. Prof./Dr./Mr/Mdm_____

School of Law

COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES

UNIVERSITI UTARA MALAYSIA

DATE:

SAMPLE: PRACTICAL TRAINING REPORT I

TABLE OF CONTENT

CHAPTER	PAGE
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1.0 Chapter One: Organisation Information	
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1.1 Organisation Background	
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1.2 Mission	
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1.3 Objective	
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1.4 Organisation Structure	
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2.0 Chapter Two: Work Process and Procedures (Insert Title)	
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3.0 Chapter Three: Analysis on Work Process and Procedures	
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4.0 Conclusion	
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References	
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Appendices	
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