

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

1.0 GENERAL CLAUSE

- 1.1 Students in semester 6 are required to undergo Practical Training II (GLUX 3014).
- 1.2 Each student is compulsory to prepare a report of his/her practical training.

2.0 REQUIREMENT FOR THE REPORT PRACTICAL TRAINING REPORT II (GLUX3014)

- 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) within 2 weeks from the date of completion of the practical training.
- 3.2 Students must submit 1 copy of the final report in hard copy and soft copy in form of CD to the supervisor.

4.0 CONTENT OF THE REPORT FOR PRACTICUM II (GLUX 3014)

4.1 Report of Practical Training 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) Case Study
(Note: It is compulsory for each student to prepare two case studies with different issues and area of law in line with current court proceedings)
- vii) Conclusion
- viii) References
- ix) Appendices

4.2 Assessment:

Assessment shall be based on the final report for 30% and log-book & workshop for 10%. Belows are the details of the assessment:

Writing style/ Report presentation
Organisation Information
Case Study I & Analysis
Case Study II & Analysis
Log Book
Workshop

SAMPLE

**PRACTICAL TRAINING REPORT II
(GLUX 3014)**

BY:

NAME:

MATRIC NO:

SCHOOL OF LAW

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

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 Prof./Dr./Ms/Madam, School of Law, College of Law, Government and International Studies, UUM and Madam Salina, Advocate & Solicitor, Salina and Amelda Partners, for the guidance and assistance to the completion of this report.

SAMPLE

CERTIFICATION

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

Prof./Dr./Madam/Ms
School of Law
COLLEGE OF LAW, GOVERNMENT AND INTERNATIONAL STUDIES
UNIVERSITI UTARA MALAYSIA

DATE:

SAMPLE: PRACTICAL TRAINING REPORT II (GLUX3014)

TABLE OF CONTENT

CHAPTER	PAGE
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1.0 Chapter One: Organisation Information

1.1 Organisation Background

1.2 Mission

1.3 Objective

1.4 Organisation Structure

2.0 Chapter Two: Case Study

2.1 Case Study I (Insert Title)

2.2 Case Study II (Insert Title)

3.0 Conclusion

References

Appendices