

ATTACH@UM PROGRAM - FREQUENTLY ASKED QUESTIONS (FAQs)

- What is the Attach@UM program?

A program that provides exposure and opportunities for FIRST year UNDERGRADUATE students to gain hands-on knowledge and experience on the aspects of administration, management and operations of the Responsibility Centre (RC) at the University of Malaya.

The program will also help students to understand the nature of work as well as provide early psychological preparations for the work environment.

This program is organized by the Graduate Employability and Entrepreneurship Centre (PKK), Student Affairs Division (BHEP).

- How will the Attach@UM program benefit me?

- a) Students will be given allowance, merit and a certificate of participation;
- b) Preliminary exposure to work environment and working experience;
- c) Acquire hands-on experience;
- d) Identify the functions and operations of the Responsibility Centre (RC); and
- e) Learn new skills and add to your knowledge base while gaining confidence in your abilities.

- When and How long is the program?

During 2nd Semester Break of the 2018/2019 academic session.
10 working days from 1 to 12 July 2019 only.

- What are the program requirements?

Need to attend the program in full for 10 days.

ONLY for FIRST year UNDERGRADUATE students registered in September 2018.

EXCEPT - Students from the Faculty of Dentistry and Faculty of Medicine (using term system).

- Will I get any allowances?

Yes, RM10.00 per day for 10 working days. In addition, accommodation fees at your respective Residential College will be waived from 1 to 13 July 2019.

- Where will I be placed?

Throughout 30 Responsibility Centre's (RC) located in the University of Malaya.

List of Responsibility Centre's (RC) are in the application form.

Kindly indicate your chosen Responsibility Centre (RC) in the application form based on priority.

- What will I learn from the programs?

- a) Participate in / assisting with the organization of programs / activities;
- b) Participate in / assisting student-led activities;
- c) Helping with project / fieldwork;
- d) Help with daily administrative and operational matters;
- e) Use of lab equipments;
- f) Participation in departmental meetings;
- g) Participation in site visits; and
- h) Other suitable tasks.

- How do I apply for the program?

Fill in the application form available at www.hep.um.edu.my >Student Support > Graduate Employability & Entrepreneurship> Attach@UM

Submit the application form to PKK either by email or to the office.

- Is there a deadline to apply for the program?

Application opens from 11 January until 30 March 2019.

- How will the placement of students be conducted?

PKK will match your selections with the availability of places.

- When will I know the result of my application?

The PKK will announce the results of successful applications from 8 – 10 April 2019.

- Is placement guaranteed?

Based on availability at the Responsibility Centre (RC).

150 places are available for the program.

Students will be given 3 choices to select which Responsibility Centre (RC) they want to be placed at.

- What is required from my Supervisor/Responsibility Centre (RC)?

To abide with the UM's rules and regulations.

Not to disclose private and confidential information to others.

- What are the working hours during the program?

Depending on the Responsibility Centre (RC), standard working hours will be from 8.30am to 5.30pm.

- Who should I contact for further information?

Graduate Employability and Entrepreneurship Centre (PKK), Student Affairs Division (BHEP)

Tel: 03- 7967 3505 / 7794

Emel: ukk_hep@um.edu.my

Office: Level 1, Block E, Perdanasiswa Complex.