

## ATTACH@UM PROGRAM - FREQUENTLY ASKED QUESTIONS (FAQs)

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- What is the Attach@UM program?

A program that provides exposure and opportunities for UNDERGRADUATE students (local and international) to gain hands-on knowledge and experience on the aspects of administration, management and operations of the Responsibility Centre (RC) at the Universiti 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, Entrepreneurship and Student Development Centre, 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 2<sup>nd</sup> Semester Break of the 2019/2020 academic session.  
20 working days from 29 June to 24 July 2020 only.

- What are the program requirements?

Need to attend the program in full for 20 working days.

ONLY for UNDERGRADUATE students (local and international).

- Will I get any allowances?

Yes, RM10.00 per day for 20 working days. Accommodation fees at your respective Residential College will be waived from 28 June to 25 July 2020.

- How about my accommodation during the programme?

You may stay at Residential College for free starting from 28 June to 25 July 2020.

- Where will I be placed?

Throughout 41 Responsibility Centre's (RC) located in the Universiti Malaya.

List of Responsibility Centre's (RC) are on the website.

Kindly read information on Responsibility Centre (RC) before applying and rate your selection based on preference.

- 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) Participation in departmental meetings;
- f) Participation in site visits; and
- g) Other suitable tasks.

- How do I apply for the program?

Go to this link: [bit.ly/applicationattachatum](http://bit.ly/applicationattachatum)

- Is there a deadline to apply for the program?

Application opens from 17 February until 10 April 2020.

- How will the placement of students be conducted?

We will match your selections with the availability and suitability of Responsibility Centre.

- When will I know the result of my application?

We will announce the results of successful applications from 13 – 15 April 2020.

- Is placement guaranteed?

Based on availability at the Responsibility Centre (RC).

300 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, Entrepreneurship and Student Development Centre, Student Affairs Division (BHEP)

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