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UNIVERSITI
TEKNOLOGI
MARA

INDUSTRIAL TRAINING REPORT

THE INSTITUTE OF POSTGRADUATE STUDIES (IPSis)

UITM KAMPUS BANDARAYA MELAKA

(3 MARCH – 15 AUGUST 2025)



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EXECUTIVE SUMMARY

My six-month industrial training at the Institute of Postgraduate Studies (IPSis), UiTM Melaka was an eye-opening and meaningful experience. IPSis is a department that manages all postgraduate matters such as student admissions, thesis processes, and academic coordination. It plays an important role in ensuring smooth operations for Master's and PhD programs offered by UiTM Melaka.

As a third-year student pursuing a Bachelor of Business Administration (Hons.) in Human Resource Management, I was eager to apply my academic knowledge in a professional setting. This 24-week internship gave me the opportunity to develop practical skills while supporting postgraduate administrative processes.

Throughout my placement, I was involved in various tasks such as assisting with Defence of Research Proposal (DRP) and viva scheduling, coordinating with supervisors and panels, managing postgraduate student records, and preparing documents for academic events. I also contribute to centralizing student data into a single Excel file to help simplify data tracking for future use.

Despite being an intern, I was entrusted with meaningful responsibilities, including communicating directly with students and handling academic-related correspondence.

Overall, this internship not only improved my communication, organizational, and digital skills but also gave me a deeper understanding of administrative workflows in higher education. It boosted my confidence in handling real tasks, interacting with diverse parties, and contributing effectively in the department.

ACKNOWLEDGEMENT

First and foremost, I would like to express my deepest gratitude to Allah the Almighty for His blessings and guidance throughout the course of my internship. Without His mercy and strength, I would not have been able to complete this journey successfully.

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My sincere appreciation goes to my internship supervisors, Dr. Rizuwan and Dr. Hafiz, for their invaluable guidance, support, and constructive feedback throughout my internship at the Institute of Postgraduate Studies (IPSis). Their mentorship has greatly contributed to my learning experience and personal growth.

Not to be forgotten, special thanks to my internship advisor, Madam Musliha, for her constant support, advice, and guidance during my internship journey.

Thank you all for your contributions and support that have made this internship a meaningful and enriching experience.

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