



# REGAL CITY COLLEGE

(formerly known as Institut Teknologi Maklumat Nusantara) IPTS Reg.no:DK236(Q)

Lot 2765,Block 10,  
Jalan Tun Ahmad Zaidi Adruce,  
93150 Kuching,Sarawak

TEL : (6) 082 242411  
FAX : (6) 082 250481  
EMAIL : info@rccsrwk.edu.my

To : All Students of  
**DBM2022/01**  
**DIE2021/09**  
**DIA2021/09**

From : Department of Admissions and Credit Evaluation, Registrar  
Date : 5<sup>th</sup> May 2023  
Subject : Industrial Training

Please be informed that you are required to attend an industrial training in the next semester (from **3<sup>rd</sup> July 2023 – 26<sup>th</sup> August 2023**). Below are some of the details that require your attention:

(a) Method of Application

Students should write an application letter for placement. Students can choose the organization from the list of organizations posted on the notice boards, or identify their own preferred organization. Students must notify the College (by submitting an offer letter) if they have obtained their placement (**latest by 3<sup>rd</sup> June 2023**). Students need to update the information of the organization a week after the start of their industrial training.

(b) Suitable Organization

Students and college will work together to find a suitable organization for placement. Students must undergo industrial training only in organizations that offer formal working hours and atmosphere. Students are required to apply for placement in an organization which is related to their respective field of academic study:

- i. Accountancy- firms and organizations that are related to accounting/taxation/ finance
- ii. Business management- firms and organizations that are related to sales and marketing/ banking and insurance/ office administration/ human resource
- iii. Information technology- firms and organizations that are related to web designing/ programming/IT management.

(c) Lecturer in Charge for Industry Training

- **Mr. Abner Norman**

(d) Industrial Training Briefing

An industrial training briefing will be conducted on **19<sup>th</sup> May 2023** at 1:30PM in Lecture Room 1 by Ms. Esther Chua and Mr. Ainsley Chin prior to the industrial



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training. All students who are involved are required to attend. Your attendance is **COMPULSORY**.

If you need any assistance or further clarification, please refer to the acting registrar in charge. Also, please refer to the name list attached for your eligibility to attend an industrial training. Only the short-listed students can attend the industrial training.

Thank you for your attention.

Miss Esther Chua  
Acting Registrar  
Department of Admissions and Credit Evaluation  
Regal City College