



INTERNSHIP AGREEMENT

This offer is conditional upon the two parties, Taylor's University, School of Hospitality, Tourism and Culinary Arts (TCHT) and the Company accepting all the terms below:

_____ (Company Name)

_____ (Company Address)

_____ (Company Contact Details)

1. The university has to inform the student about this convention and request the student to acknowledge on the terms and conditions before the commencement of this internship programme.
2. As part of the course requirement for our hospitality, tourism and culinary arts programme, students are compelled to undertake an internship during their studies either abroad or in Malaysia.
3. The internship should ensure a good mix of the practical application of the knowledge gained at the university and the Company sharing expertise (**Internship Curriculum enclosed / Internship Schedule**).
4. During student placement in the company, the student will remain a registered student of Taylor's University, School of Hospitality, Tourism and Culinary Arts.
5. As a student of Taylor's University, School of Hospitality, Tourism and Culinary Arts, the student is provided with a Personal Accident Insurance coverage of RM 30 000. Should any accident occur, the company will send any declaration within 24 hours to the Manager of the Career Centre Department of TCHT.
6. Should the student receive an allowance, it shall not be considered as compulsory. The amount of the allowance granted by the company to the students is the result of a mutual agreement between both parties.
7. The Manager of the company will be requested to appraise the student's performances and abilities (**Internship Assessment enclosed**). The student will receive a testimonial stating the duration and the theme of the internship.
8. Trainee's Industrial Training shall be on a temporary contract basis for the period beginning _____ :

_____, (Commencement Date)

_____, (Completion Date)

_____, (Duration)

9. Trainee shall be provided with the following during their term of employment:

_____ (**Company Name**) please check which ever applies:

- Duty meals (minimum 1 meal for every 8 hrs of work) – for Hotel students ONLY
- Transportation (home-hotel-home/drop off point- if service already provided to staff)
- Accommodation
- Uniform
- Monthly allowance (please specify exact amount) _____

10. Trainee shall carry out their duties in Malaysia based on a six-day working week, the schedule of which to be decided by your Department Head. Each working day shall consist of eight hours, included therein a meal break of 45 minutes.

- (a) Notwithstanding the aforesaid working hours, trainee may be required to work extra or longer hours as may from time to time become necessary in order to meet the needs of the company.

- (b) Trainee may also from time to time be assigned to additional duties, without receiving any additional remuneration, and/or be transferred to other departments/sections at any time at the discretion of the Company.
- 11. The place of training attachment is to be based in any country, and the laws of that selective country shall govern your contract of Industrial Training.
- 12. During the term of Industrial Training, the trainee will be covered by Taylor's University current Insurance Policy.
- 13. During the continuance of your Industrial Training, the trainee shall devote the whole of their time and attention in performing and discharging their duties and they shall not engage or indulge in any other business or undertake any part of part time work for any other employer.
- 14. Confidentiality:
 - (a) The trainee are aware that in the course of their training attachment with the company, they will have access to and be entrusted with information in respect of the business of the company related directly or indirectly to the company and all its dealings, transactions and affairs all of which information is or may be confidential.
 - (b) Trainee shall not during or after the period of their employment disclose or divulge to any person or otherwise make use of private and confidential information. The trainee shall use their best endeavors to prevent the disclosure of any information about the company, its directors, shareholders and associates or any trade secret or any confidential information concerning the company or any clients, suppliers, agents, distributors or customers of the company.
- 15. In the event that the trainee needs to take a medical leave, the trainee is required to inform the Human Resources Department before 9.00 am on the day that the trainee is absent.
- 16. Should the trainee fail to attend their Industrial Training within 48 hours without any notice to the company, the company will have the right to terminate the trainee without giving any notice to the trainee.
- 17. Trainees do not have the right to self withdraw themselves from Industrial Training without prior notice and authorization from TCHT.
- 18. Missed Training Days:
 - (a) In the event where the trainee misses more than an accumulated 1-week of their required training days, the trainee will be required to re-do their full Industrial Training following the subsequent batch.
 - (b) Should the trainee misses less than 1 week of their Industrial Training, He/she is required to complete the remaining days during the term break before the new term.
- 19. To organize internships each party has to cover below responsibilities

A. National Internship

I. TCHT Responsibilities

- a. To send Internship agreement to company
- b. To provide industrial training curriculum document to company
- c. To provide industrial training assessment document to company
- d. To provide suitable students in accordance with company core values
- e. To organize students interview session with company
- f. To provide administrative support to the students for their travel
- g. To provide TCHT's internship code of conduct to company

II. Student Responsibilities

- a. To respect company code of ethics
- b. To complete the entire duration of the internship
- c. To make accommodation arrangement (if not provided)
- d. To report to TCHT if trainee is required to re-sit for the examination during internship (**mandatory*)
- e. To ensure proper clearance according to company policy

III. Company Responsibilities

- a. To fill and sign the internship agreement and send to TCHT
- b. To fill and sign the internship curriculum and send to TCHT
- c. To fill and sign the internship assessment and send to TCHT
- d. To provide internship completion letter to TCHT
- e. To provide internship completion letter to student

B. International Internship

I. TCHT Responsibilities

- a. To send Internship agreement to company
- b. To provide industrial training curriculum document to company
- c. To provide industrial training assessment document to company
- d. To provide suitable students in accordance with company core values
- e. To organize students interview session with company
- f. To provide administrative support to the students for their travel
- g. To provide TCHT's internship code of conduct to company

II. Student Responsibilities

- a. To respect company code of ethics
- b. To complete the entire duration of the internship
- c. To make arrangement for their visa
- d. To make arrangement for their flight tickets
- e. To make arrangement for their accommodation (if not provided)
- f. To report to TCHT if trainee is required to re-sit for the examination during internship
*(*mandatory)*
- g. To ensure proper clearance according to company policy

III. Company Responsibilities

- a. To fill and sign the internship agreement and send to TCHT
- b. To fill and sign the internship curriculum and send to TCHT
- c. To fill and sign the internship assessment and send to TCHT
- d. To provide internship completion letter to TCHT
- e. To provide internship completion letter to student

20. Termination of Industrial Training

- a. During this period of assignment in the company, the trainee will be strictly bound by the Rules and Regulations of the company and the company will not hesitate to terminate any trainees who infringe such regulations.
- b. Please be informed that any trainee who misses or stops his/her training period prematurely for whatever reasons or be terminated by the company for poor attendance or violation of the company regulations will not be allowed to sit for the Professional Conduct segment of the final examination. He/she shall not receive his/her Diploma until he/she completes another industrial training period and the subsequent examination segment in the following year.
- c. Prior to termination, the Career Center Manager of TCHT is to be notified in advance.
- d. The trainee is not allowed to change the venue of his/her Internship. An administration fee of RM100 will be imposed for every arrangement made thereafter.

Signed and agreed by:

1.

Name:
Designation:

Company Stamp

2.

Neethiahnanthan A.R
Dean

TCHT Stamp

3.

Name of trainee :
Student No :
Batch :
Academic year :

Please do not hesitate to contact the undersigned for any further information pertaining to the above.

Yours Faithfully,

TAYLOR'S UNIVERSITY
School of Hospitality, Tourism & Culinary Arts

MR NEETHIAHNANTHAN A.R
Dean
Division of Hospitality, Tourism and Culinary Arts