

TERMS AND CONDITIONS

1. The terms and conditions set out hereunder apply to East Asia Institute of Management (EAIM) students of Advanced Diploma (2nd year of Bachelor degree) in International Hospitality Management programme, who attached to our organization partner for Industrial Attachment (IA).
2. The minimum duration of the IA will be 6 months. All IA for EAIM foreign students will be subject to Ministry of Manpower's approval of Training Work Pass (TWP).
3. After the completion of the IA, students are required to return to EAIM to continue their 3rd year (final year) of BA (Hons) in International Hospitality & Tourism Management. Therefore, organization partner is strictly not allowed to offer any employment (work pass, S-pass or E-pass etc) to EAIM interns upon finishing their IA. Alternatively, every quarter, there will be many EAIM Hospitality & Tourism foreign graduates available for selection, ready and committed for full-time employment, subject to work pass approval from MOM.
4. Students will be assessed by **Log Book** to be provided by EAIM. Organizations are required to complete the Log Book assessment at least 4 times throughout the 6- month IA. An average of around 1.5 month for each assessment. Such Log Book is to be returned to EAIM after student completed the IA with page 19 being filled up and page 20 being endorsed by the Director of HR.
5. Organizations are required to produce a Certificate or Testimonial for the student upon successful completion of the IA. However, Certificate or Testimonial **should not** be passed to the student, and instead, it should be sent to EAIM, and the school will give out to the student during their final year study.
6. EAIM Placement & Training Dept (P&T) will visit interns periodically, to assess and monitor on the students' progress. Advance notice will be given to the Organization for such visit. Organizations are required to give EAIM the fullest cooperation by facilitating the visit.
7. The conduct and discipline of the student is crucial to determine if the student deserves to be awarded the Certificate, or successfully completed the IA. Organizations are required to closely monitor the conduct and discipline of the student throughout the IA, and must notify EAIM P&T Dept if the student's conduct or discipline is unsatisfactory.
8. Organization may terminate the IA if the student has committed a serious breach of conduct or discipline during the attachment. Organization is required to notify EAIM immediately of such a serious breach of conduct or discipline and give EAIM the opportunity to investigate the matter before taking action to terminate the student.
9. Student is not allowed to terminate the IA without the consent of both EAIM and the Organization.

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10. EAIM student is entitled to minimum allowances of SGD650 per month paid by the Organization during the IA period.
11. The student may only work 6-day week, if student is asked to work overtime, s/he should be entitled to time off in lieu or overtime payment, as well as split shift allowance, according to the Organization's payment policy.
12. Student paid leave and MC entitlement are subject to the Organization's HR policy.
13. Other benefits such as medical and hospitalization, duty meals, uniforms, transport, annual leave, compassionate leave etc shall granted according to the Organization's HR policy.
14. As being organization partner of the IA, we will include your organization's logo in the publication of our programme-related promotional collaterals.

Any matter arises which is not mentioned in the above terms and conditions will be subject to both parties (EAIM and the Organization) discussion and mutual agreement.

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