

EMPLOYER ON-BOARDING HANDBOOK

INTERNSHIPS

2023



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Introduction

Thank you for your interest in Sunway University students!

As of June 2022, we have revised our internship hiring policy, terms & conditions. As such, please read through this handbook entirely to better understand.

Internship is a compulsory module for all degree & diploma* students here at Sunway. In this handbook, you will be provided with an overview of the development of our internship program and the steps on employer on-boarding process.

**only School of Hospitality & School of Arts diploma students are required to do internship*

Employers who wish to hire Sunway students must first be registered in the Sun-U Career Portal. Employers are invited to register free of charge, after which, they will be able to post internship & full time/part-time opportunities directly through the portal & you will also have direct access to Sunway students' applications.

Internship purpose

This internship period is used as an opportunity for students to gain valuable hands-on experience in their field of study/interest. Students are to gain employability skills such as teamwork, problem-solving, and effective communication within the workplace.

Employers who wish to hire Sunway interns must have a structured internship programme in place, which ties back to the learning objectives set by the University.

Prohibited Industries

As per our University policy, we do not collaborate with industries involved with **gambling and tobacco**. As such, we will be unable to entertain requests from these industries.

Insurance & financial agencies

Insurance/Financial agencies must be registered under their HQ. For hiring purposes, Sunway will only liaise with the HQs directly.

Internship Basics

Before taking in Sunway interns, employers must identify their business demands as this will help in selecting the right position, meanwhile, ensuring the requirements below are met.

- The internship must be **beyond the classroom**: It must not be simply to advance the operations of the company.
- Defined **learning objectives/goals** tied to the objectives of the student's academic coursework.
- Clear **job descriptions** with desired **qualifications/requirements** outlined.
- Interns must be equipped with the right **tools & resources** to conduct his/her internship task.
- Student must be **supervised by a professional** with experience about the job/field of study.
- An **evaluation** from the University must be filled & submitted before the end of internship. This applies to early termination/resignation cases as well.

Internship timeline

The main internship is held during the short semester, from January – March. There are other internship terms in a year, which varies between different schools. You may refer to the link below for more information.

[Sunway Course Summary](#)

Internships are self-placed. Students going out in January would typically start searching for placements from July onwards – ideally 5-6 months before. Likewise, this applies for all other internship terms as well.

Note: Any extension of internship beyond the minimum requirement will require a separate offer letter, as this is only between employer & student. School will not be held responsible throughout this duration.

Internship Planning

Planning of the internship programme is important. Employers must take into consideration the University's academic calendar, to understand the peak months, before finalizing their internship schedule.

The best time to engage with Sunway interns would be from July onwards. Students would start searching for opportunities between July – November, before their submission deadline end of November/early December. This applies to students from all faculties except Hospitality & Service Management*.

*Our hospitality students have multiple internship intakes. Internship opportunities should be shared 5-6 months before the respective internship intake. **Examples:** *January internships should be promoted by August; March internships by November & August internships by April.*

Sharing internship opportunities outside the time frame shared above may result in low response.

Note: For fresh graduate, full-time, part-time opportunities, employers are welcome to share them in the portal throughout.



International Students

Sunway University encompasses 20% international students, with majority hailing from Indonesia, Pakistan, India, Maldives, China & Vietnam.

They are also required to undergo internships, just like the local students. When international students apply for internships within Malaysia, they are covered under their student visas. As such, they are authorized to intern in Malaysia (*unless it is a permanent/full-time position*).

Internship Job Posting

Every internship posting must have a clear job description spelt out, in providing the interns with sufficient details pertaining to the position being advertised. Every job description must outline, but not limited to, the responsibilities of the intern, qualifications required & learning objectives.

- 1. Job/Internship Title:** Ensure that there is a proper internship title for that particular role and it should relate to the work being performed (*Business Development Intern* is better than just Intern).
- 2. Responsibilities:** Outline the duties & responsibilities of the intern.
- 3. Requirements/Qualifications:** Specify the major, skill sets, certifications, etc.
- 4. Learning Outcomes:** It is advisable to list out the learning outcomes/what would interns gain at the end of their role.

5. **Supervisor/Reporting line:** It is advisable to state who the intern would be reporting to (*designation only*) should he/she accept the internship role at your company.



Internship Allowances

Allowances are be considered when your company plans for an internship programme. Although in some industries, unpaid internships are very common, however, employers wanting to hire Sunway interns are encouraged to consider a paid internship.

Paid internships can motivate interns to perform at a high level, and this ensures productivity & performance.

Additional incentives from the Malaysian Government

The Malaysian Government provides double-tax deduction incentives to employers who hire Malaysian talents, with a minimum allowance of RM 500. For more information & application process, visit [TalentCorp Structured Internship Program](#)

Intern Evaluation & Overall Feedback

Every intern will have to be evaluated at the end of their internship period, based on individual performance throughout.

An intern evaluation is done based on individual performance. The internship evaluation/work appraisal form will be sent to the respective supervisor, by the school coordinator. The supervisor is responsible to evaluate the intern fairly, and submit the signed form back to the respective school coordinator.

The overall feedback form is done to rate the overall satisfaction of Sunway interns. This is sent by Sunway Career Services, at the end of the 3 month internship term.

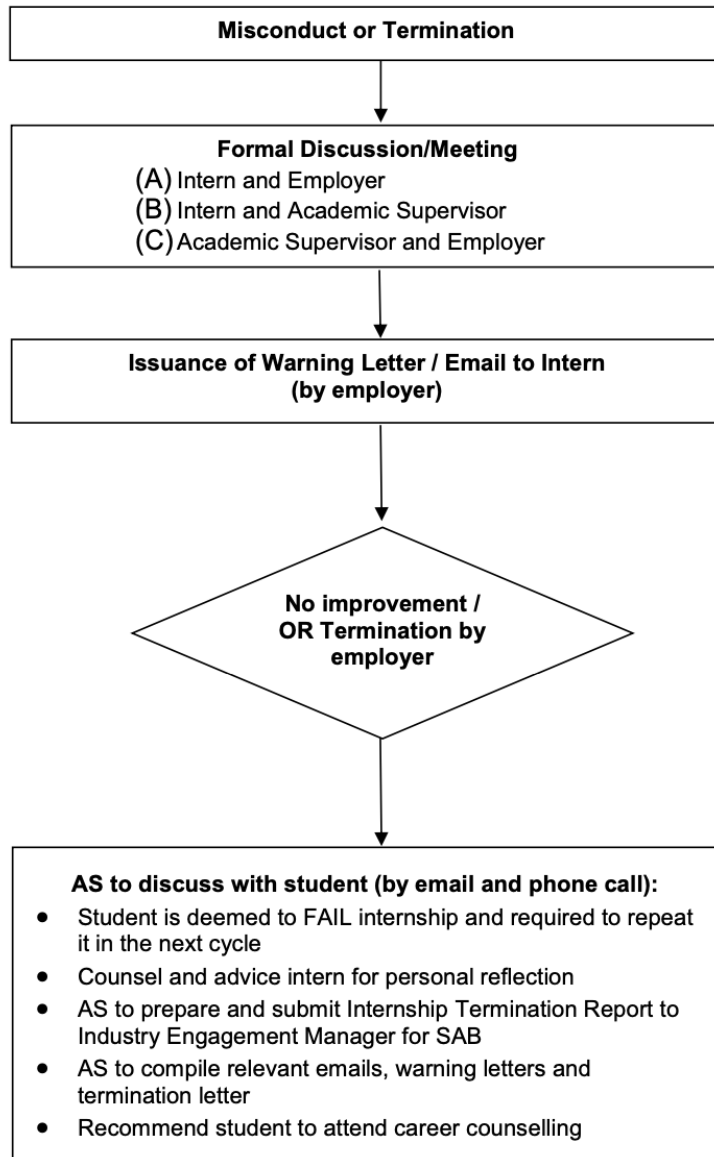
In the event where an intern is terminated, dismissed earlier than supposed, or resigns, the evaluation form must still be completed & signed by the supervisor.

The University has the right to request for an explanation on the evaluation given to the student, if needed.

Note: Supervisor is the direct line manager and to whom the intern reports to. This is someone who has knowledge of the interns daily activities & work, and would be in the best position to evaluate the intern.

Dismissal of an Intern

Dismissal of interns should only occur in cases of major misconduct or significant violation of company policy after prior instructions. Should dismissal of an intern be considered, the supervisor must submit a written statement to the School internship coordinator, stating clearly the reasons.



Legend:
 AS – Academic Supervisor
 SAB – School Assessment Board



Employer Misconduct

It is important that an employer takes steps that are consistent with their organizations policies. **Harassment & discrimination** towards a certain religion, race, gender, age,

disability & use of foul language must be forbidden in a workplace. Whether on purpose or by accident, discrimination is illegal.

As an education institution, we take this matter very seriously. Employers caught breaching the code of conduct will result in being **blacklisted** by Sunway University. Employer will be blacklisted for 2 internship cycles (2 years).

Complaint received from intern > Meeting between Career Services, School & employer > Involvement of relevant people (HR/Police/Welfare Dept) > Deliberation with School Internship Committee & Career Services > Blacklisting of Employer

Malaysian Employment Act

The Act enshrines the rights of both the employees and employers, and the obligations or responsibilities they are obliged to fulfil in order to have the legal protection.

For more information, read [here](#)