

## **Sunway University (“Sunway University” or “Sun-U”) Internship and Onboarding Policy for Employers**

Thank you for visiting our Sun-U Career Portal and considering our students and graduates for employment within your organization. Sunway Career Services encourages employers who need part-time and full-time employees & interns to utilize Sun-U Career Portal for their recruitment initiatives.

**Symplicity:** Symplicity is the Career Services Office online management system. Through this system you may post jobs & internship vacancies. Employers who post jobs with us on a regular basis, and/or who participate in our on-campus recruiting programs, must have a Symplicity account, which enables them to post positions directly, and to also receive information on engagement opportunities and other happenings on Campus. If you do not have a Symplicity account, please sign up at <https://sunway-csm.symplicity.com/>

As part of this policy, to ensure service quality, Sunway University’s student wellbeing, protect student privacy, and limit risks to Sunway University students, alumni, and other users of our services; the Sunway Career Services establishes expectations & guidelines for all employers we serve.

The requirements below are for all employers who choose to engage and recruit Sunway University students.

Your use of Sunway Career Services and the Sun-U Career Portal is deemed to constitute your binding agreement to the following terms. If you do not agree to these terms, you may reconnect with Sunway Career Services at a later stage to discuss access to services.

### **Internship Opportunities**

#### *Definition*

An internship or referred as Experiential Learning throughout this portal. It is a structured and supervised learning experience in the area of a student’s career interest and in a work setting for which the student will earn academic credits. Internships are driven by intentional learning goals and objectives which extend the student’s knowledge and understanding of their field of study

#### *Internship Policy*

Sunway Career Services thrives to meet the needs of students and employers based on the needs and specific requirements to be met for internship. Some of the expectations for an internship including but are not limited to the following: -

#### What is the expectation of INTERNSHIP (expected outcomes)

- It must provide an opportunity for students to gain professional skill development and experiences that would enhance their resume.
- It must have potential to increase the marketability of the student on the job front.
- It allows and provides networking opportunities.
- It provides a space where students can practice communication and collaboration skills.
- It provides valuable work experience which complements classroom preparation.
- It acts as a bridge between school and the professional world.
- It heightens the focus and facilitates a greater appreciation for the relevancy of coursework the student is undertaking.

#### What are the basic expectations that an EMPLOYER should be aware of and able to accommodate?

- **Duration:** The internship period should be 10 to 12 weeks (about 3 months) minimum length, preferably coinciding with semester dates (especially if student is receiving academic credit). Length can be adjusted with mutual consent between employers and students.
- **Contract of Employment/ Offer Letter:** Learning Agreement (JD)/Offer Letter between employer and student (working hours, internship duration, task/job roles, allowance, etc.) to

be stipulated clearly before the commencement of internship. Any contract of internship outside the approved internship duration is between employer and student. School or Employer will not hold any responsibility beyond that duration.

- **Supervisor:** Employer must provide a competent and experienced supervisor for the intern and Supervisor Evaluation at conclusion of internship is also a mandatory requirement.
- **Role/Tasks:**
  - Employer must provide the tasks relevant to the job role mentioned in the employment contract/offer letter. Any major changes to the job description must be notified and agreed by both employer and student.
  - Employers must offer opportunities to explore a career field or develop new skills.
  - The employer must advise the intern of the inherent risks in working in that workplace, training him or her in safety procedures, and providing adequate supervision.
  - Other requirements may be added for specific programme/school and will be communicated to the employer before the start of internship.

### *Paid or Unpaid Internship*

Internships are becoming more crucial for a student's job market competitiveness after graduation. While many internships are paid (either by an hourly wage or stipend), many are unpaid and offer priceless experiences within a student's field of interest. Most internships hosted by non-profit organizations are unpaid, however Sunway University encourages the same criteria/expectation listed above, be applied to all unpaid internships

### *Other Type of Internships*

#### Remote/Virtual Internship

- Remote internships involve work arrangements that take place away from the primary business address. Virtual internships are a type of remote internship that involves primarily the use of online and cloud-based technologies for conducting assigned work activities.
- The items mentioned under the Internship Policy will be applicable to any remote/virtual internship undertaken by students and employers.

#### Internship Abroad

- All Sunway University students can explore internship opportunities outside of Malaysia according to the internship guideline.
- All companies outside of Malaysia must be registered in the Symplivity Sun- U Career Portal before an intern can engage with the said company.
- The internship documentations, visa processes etc., will be handled between the Employer and the student.
- The student must, however, complete all the steps/documentation for internship in the portal accordingly.

### *Early Release or Termination*

In the event of any misconduct or other performance-related issue throughout the internship, employer may issue a termination notice or early release letter to the student which must clearly state the reason for the termination/ early release, the effective date of dismissal and any other relevant details including the dismissal reasons. Employer must show clear indication where prior warning and discussion have been done with the student to address the performance issues, however termination is the final result deemed to be the best option for both parties.

Acceptable reasons for dismissal includes: -

- Unsatisfactory performance
- Poor attendance
- Health issues

- Failure to honor the learning contract
- Unethical, inappropriate or threatening behavior
- Disruptive or insubordinate behavior
- Violation of confidentiality or College's Drug/Alcohol policy

The University/Sunway Career Services reserves the right to terminate the internship at any time if the internship deems incompatible with the principles, values, and any of the guidelines/policy stated above.

In an event where termination has been agreed by both party, Employer is still required to submit Supervisor Evaluation based on the student performance until the official internship early released/termination date.

### *Third-Party Recruiters*

Sunway Career Services defines third-party recruiters as agencies, organizations, or individuals recruiting candidates for temporary, part-time, or full-time employment opportunities for other organizations rather than for internal positions (“Third-party Recruiters”). This includes entities that make referrals or recruit for profit or not for profit, and it includes agencies that collect student information to be disclosed to employers for purposes of recruitment and employment. *Examples are employment agencies, search firms, contract recruiters, venture capital firms acting on behalf of their portfolio companies, and online job posting or resume referral services.*

Third party recruiters may utilize Sunway Career Services job listing services, participate in on-campus recruiting and attend selected career fairs. They will be required to verify in advance whether they are recruiting for their own organizations or for their clients. Third-party firms who are recruiting for positions within their own organizations must clearly differentiate those opportunities from their client engagements. Failure to abide by these third-party requirements will result in loss of access to Sunway Career Services.

Third-party Recruiters representing client organizations must:

- Verify that they charge no fees of any kind to student or alumni applicants.
- Identify themselves as a third-party recruiter in their portal employer profile and all job postings/announcements.
- Provide the Sunway Career Services in advance with a list of the employer clients for whom they are recruiting (if applicable), and, if requested after review, provide a copy of the retainer(s) signed by their employer client(s) authorizing them to act as their sole campus representatives.
- Provide accurate position descriptions and include specific client names in all jobs posted on the portal.
- Only release candidate information provided to the identified employer in accordance with the Malaysian Personal Data Protection Act 2010 (PDPA). Re-disclosure of candidate information to any other parties is not permitted.
- Warrant that they have not violated and undertake not to violate and will continue to institute, maintain and practice policies and procedures designed to ensure continued compliance of the following laws: (a) anti-bribery and corruption laws (b) anti-money laundering laws in particular the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 and as amended and supplemented from time to time.
- Comply with Malaysian applicable laws, rules and regulations and policies from time to time in force.

### *Employers (including SMEs, Start-ups or International Employers)*

Sunway Career Services has established the criteria below for any employers who wish to engage and recruit our students. This due diligence will help safeguard Sunway University students and the engagement.

- Provide a company name, business address, website and email address, and identify a principal as the key contact.
- Verify that they are not seeking potential partners or investors.
- Confirm that they have obtained the necessary business licenses from the Companies Commission of Malaysia (Suruhanjaya Syarikat Malaysia or SSM), Employer Identification Number (EIN) and/or verified statutory body as well as sufficient funding, which includes their funding model and investors (for Start-ups), if requested.
- Provide clearly defined organization, nature of business and job role/position descriptions in portal.
- The nature of business and the positions offered must not be involved directly/indirectly with tobacco and gambling.
- Insurance agencies have to be registered under the main group employer to the portal and for any job posting advertisement.
- Warrant that they have not violated and undertake not to violate and will continue to institute, maintain and practice policies and procedures designed to ensure continued compliance of the following laws: (a) anti-bribery and corruption laws (b) anti-money laundering laws in particular the Anti-Money Laundering, Anti-Terrorism Financing and Proceeds of Unlawful Activities Act 2001 and as amended and supplemented from time to time.
- Comply with Malaysian applicable laws, rules and regulations and policies from time to time in force.

### **Sun-U Career Portal Job Posting Guidelines**

- **Job Posting Fee:** All bona fide full-time, part-time, short-term positions or other types of recruiting opportunities for small and large businesses, government agencies, non-profit organizations, and on-campus employers must adhere to the Employer Policies noted above and will then be allowed to post job opportunities via the portal with no charges/fee.
- **Type of Job Posting:** All types of professional jobs applicable to the programs/majors listed under Sunway University are acceptable in the portal. Non-professional type of jobs such as driver and pet sitter are NOT allowed. Any job that requires student to pay any type of fee i.e. certification fee, must be stated clearly in the offer letter.
- **Preselection Screening Criteria:** Major, school year, GPA and work authorization are the screening criteria used for positions in the portal. Employer is required to include relevant key screening criteria and avoid any statements/requirements that may lead to any form of hate, racism, sexism, etc., as per our university policy.
- **Student Applications & Details:** All Sunway University students will be able to apply if they fully meet your requirements. You may see student details once they have applied to any job posting made by the Employer. Student details may change from time to time, hence employers may request additional details from students such as unofficial transcripts, etc.
- **Posting Date:** Employers are encouraged to post the internship opportunity from July onwards as the main internship term for students is from January until March. Job posting outside of this duration may result in low application. This is not applicable to fresh graduate opportunities, as you may post the opportunity for fresh graduate at any point of time.

All job postings must comply to the above guideline and the university internship objective, else the job posting will be rejected/deleted from the portal.

### **Confidentiality of Student Information**

Employment professionals must maintain the confidentiality of all student information released to them, regardless of the source, including personal documents, written records/reports, and computer databases. This means that there should be no disclosure of student information to another organization without the

prior written consent of the student, unless necessitated by health and/or safety considerations, in accordance with the PDPA.

### **Grievance**

Sunway Career Services staff will investigate complaints by users of our services about job postings, employers, or work assignments. If we determine that a complaint is justified, we may choose not to engage with the Employer and further actions can be taken depending on the nature of the grievances.

### **GPA**

Students' GPAs are self-reported in Symplicity and the Sunway Career Services does not verify the accuracy of student GPAs. Employers may include this information in their job descriptions as a point of information for potential candidates. Employers may also request for unofficial grade reports or transcripts from students or alumni as part of their required Symplicity application documents to verify academic performance.

### **Exceptions to Policies and Guidelines**

Sunway Career Services reserves the right to make exceptions to these policies and guidelines as warranted by exceptional circumstances, i.e., in certain situations deemed to be acceptable and beneficial to our students, the Sunway Career Services, the University, or recruiters using our services. Such exceptions will be considered on a case-by-case basis. Any exception made does not constitute a change in policy, nor is there a guarantee that this same decision will apply in the future.

Sunway Career Services reserves the right to refuse service to employers for factors such as the following:

- Misrepresentation by dishonesty or lack of information
- Fraud
- Complaints by students (valid and evidence based)
- Harassment of Sunway University students, alumni, or staff
- Breach of confidentiality
- Requiring, at the time of application, personal information such as bank and social security numbers
- Positions not likely to interest university students or alumni
- Excessive outlay of personal funding required to obtain the position
- Excessive changes of work content/responsibility that deviates from the student's expertise & JD
- Failure to adhere to Sun-U Employer Policy and/or any violation of university rules and regulations, and local, state, or federal laws.
- Any other reasons deem necessary by discretion of Sunway Career Services

If for any of the above reasons the company breaches its code of conduct, the company's advertisement and services will be put on hold for a period of 2 years and the company will receive an email notification regarding this.

Following the 2-year period, Sunway Career Services will re-assess the company again for reutilization of the portal.