

STUDENT INTERNSHIP ATTACHMENT – TERMS AND CONDITIONS

The following Terms and Conditions govern the internship attachment for students enrolled in the **Foundation Programme in Travel and Tourism Operations** and the **Advanced Diploma in Travel and Tourism Management** at TMIS. These requirements ensure compliance with regulatory standards, including the Ministry of Manpower (MOM)

1. Eligibility & Scope
 - a. These Terms and Conditions apply to all TMIS students enrolled in programmes with compulsory internship attachments.
 - b. Students must fulfil all academic prerequisites before beginning their internship.
2. Work Authorisation Requirements
 - a. All students must obtain an approved Training Work Permit (TWP) from the Ministry of Manpower prior to commencement.
 - b. A TWP is issued for one employer only.
 - c. Upon issuance of the TWP, the student's Student Pass will be cancelled.
 - d. Students must adhere to all MOM work permit regulations throughout the internship.
3. Internship Placement Process
 - a. TMIS will provide students with two (2) interview opportunities.
 - b. If the student is not selected after both interviews, a project dissertation will be assigned.
 - c. Students must attend all interviews arranged by TMIS and display professionalism.
4. Duration of Internship
 - a. The minimum internship duration is six (6) months.
 - b. Any early completion, extension, or changes require approval from both TMIS and the host organisation.
5. Assessment & Logbook Requirements
 - a. Students will be assessed using a TMIS Internship Logbook.
 - b. Host organisations must complete assessments at least four (4) times across six months.
 - c. Students must submit the completed Logbook to TMIS at the end of their internship.
 - d. Incomplete Logbooks may affect the internship grade.
6. Certification of Completion
 - a. Host organisations must provide either a Certificate of Completion or a Testimonial confirming the internship period, duties, and performance.
7. TMIS Monitoring & Site Visits
 - a. TMIS staff will conduct monthly visits or check-ins to monitor student progress.
 - b. Host organisations must facilitate these visits.
 - c. TMIS may conduct additional visits if concerns arise.
8. Conduct & Discipline
 - a. Students must adhere to professional conduct, organisational rules, and TMIS's Code of Conduct.

- b. The organisation must report misconduct, poor performance, or disciplinary issues to TMIS immediately.
- c. TMIS will investigate and advise before any action is taken.

9. Termination Conditions

- a. Host organisations may terminate the internship only for serious misconduct, after notifying TMIS.
- b. TMIS must be given the opportunity to investigate before termination proceeds.
- c. Students cannot terminate their internship without written consent from both TMIS and the host organisation.
- d. TMIS will determine alternative arrangements if early termination occurs.

10. Allowance & Working Conditions

- a. Students are entitled to a monthly internship allowance, exempt from CPF contributions.
- b. A student may work up to six (6) days per week.
- c. Overtime must be compensated with time off in lieu or overtime pay, per the organisation's policy.
- d. Leave and medical entitlement follow the organisation's HR policy.

11. Benefits

- a. Additional benefits such as medical coverage, duty meals, uniforms, transportation, or compassionate leave are at the organisation's discretion.
- b. All benefits must be communicated clearly at the start of the internship.

12. Confidentiality & Data Protection

- a. Students must maintain strict confidentiality regarding all organisational information, data, processes, client records, and proprietary materials.
- b. Students must comply with the organisation's data protection policies.
- c. Students are prohibited from copying, sharing, or disclosing confidential information unless authorised.
- d. Any breach of confidentiality must be reported immediately to the organisation and TMIS.
- e. Breaches may result in disciplinary action or termination.
- f. Confidentiality obligations continue after the internship ends.

13. Safety, Welfare & Support

- a. Host organisations must provide a safe and compliant work environment.
- b. Students must report safety issues or workplace concerns to TMIS.
- c. TMIS will support students facing internship-related difficulties.

14. Dispute Resolution

- a. Any dispute must be reported to TMIS for mediation.
- b. TMIS will document discussions, findings, and resolutions.
- c. Both parties must cooperate to reach a fair outcome.

15. Matters Not Covered

- a. Any issues not stated in these Terms and Conditions will be resolved through joint discussion and mutual agreement between TMIS and the host organisation.
- b. TMIS reserves the right to update these terms to meet regulatory requirements.