

VERSION	DATE	
2	05.12.2019	

FORM

# **INDUSTRIAL ATTACHMENT AGREEMENT**

**EHL Campus (Singapore)** 



## Administration

APPROVED BY				
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Designation(s)	Student Affairs Manager			

REVISION HISTORY					
Version	Approval Date	Valid as of	Modifications	Modified by (designation)	
2	05.12.2019	05.12.2019	Addition of a <i>Revision History</i> field  Alignment of the format with the new brand guidelines	Risk & Compliance	
1	28.08.2018	28.08.2018	First version	STA	



# **INDUSTRIAL ATTACHMENT AGREEMENT**

The present agreement is drawn up between the company and the student. It is subject to EHL Campus (Singapore) validation.

COMPANY (EMPLOYER) DETAILS	
Company Name :	
Address:	
ZIP code :	Town :
Country:	Internet website:
CONTACT PERSON (HR or equivalent)  ☐ Mr ☐ Mrs	DIRECT SUPERVISOR (IF DIFFERENT)  ☐ Mr ☐ Mrs
Last name :	Last name :
First name :	First name :
Title:	Title:
Tel. (with country code):	Tel. (with country code):
E-mail:	E-mail:
INDUSTRIAL ATTACHMENT LOCATION (IF DIFFERENT)	
Company Name :	
Address :	
ZIP code :	Town:
Country:	Internet website:
STUDENT DETAILS	
Last name :	First name :
Date of birth :	Nationality:
EHL e-mail:	Private e-mail:
Mobile phone (with country code) :	
Permanent address	
Address:	ZIP code :
Town:	Country:
Emergency contact	
Last name :	First name :
Relation to student	Tel. (with country code):
E-mail :	
Health/accident insurance	
Name of insurance:	
Card number or policy number :	



#### INDUSTRIAL ATTACHMENT INFORMATION

Department :						
				ust be provided as an attachment to this		
Starting date:			Finishing date:.	Finishing date :		
It is the employer's res employment of trainee	•	that the follow	ing information is in a	ccordance with the local laws governing the		
Gross monthly salary	y:	(sp	ecify currency)			
Trial period :	☐ yes, duratio			☐ yes, duration: days		
Number of weekly w	-			□ 110		
Number of weekly w	orking nours :					
Number of weekly w	vorking days:					
Compensation for ov	vertime :	□ N/A	$\square$ time off in lieu	$\square$ financial compensation		

#### **OTHER PROVISIONS**

### Legal authorization for industrial attachment (Visa or Work permit, if applicable)

EHL Campus (Singapore) cannot allow that its students work illegally. Therefore, all necessary steps must be taken by both the employer and the student intern to ensure that his/her status and documentation are in full compliance with local laws and authorizations prior to the start of the industrial attachment period.

#### Industrial attachment validation

At the end of the industrial attachment, an online evaluation must be completed by the supervisor and a work certificate or letter of reference must also be issued.

BOSC students will have to fill out a final assessment to validate the administrative aspects of their industrial attachment. The academic assessment of the industrial attachment takes into account a first report, the first report interview as well as the final report.

### Changes to or cessation of the present agreement

Given that the industrial attachment as described above is a mandatory part of the student's academic programme, and therefore required for further study and/or graduation, prior approval of any change to or cessation of this agreement must be obtained from EHL Campus (Singapore), even in the event of gross misconduct or force majeure.

There will be no possible industrial attachment validation, industrial attachment rating, or academic credits without a validation of the present agreement. For the industrial attachment agreement to be validated, it must be signed by the two parties, i.e. the employer and the student, as well as by a Student Services Officer. A scanned copy will be sent by email to the student and to the employer. Originals will only be sent upon request.

The industrial attachment agreement remains at all times related to the academic success of the student (resolutory condition).

#### Signature of the two parties

Both parties certify that the information herein is accurate, they understand the EHL Campus (Singapore) industrial attachment requirements and they are signing in full understanding of the mutual responsibilities and benefits as described.

1. Company (employer)
Date, Stamp & Signature

**2. EHL Student**Date & Signature

Validated by EHL Campus (Singapore)
Date, Stamp & Signature