

**Work Attachment Guidelines for Host Organisations**  
(effective for students matriculated from year 2019 onwards)

**1. Work Attachment (“WA”)**

- 1.1 As part of the graduation requirement, WA is an experiential learning opportunity for all full-time undergraduate students to enhance their employment readiness and employability through a supervised work placement with a Host Organisation (HO) in Singapore or overseas.
- 1.2 The minimum duration of a WA is 24 weeks of continuous full-time work of at least 35 hours per week with the exception of programmes that are exempted from WA and Early Childhood Education Programme that only needs to do 12 weeks.

**2. Host Organisations (HOs)**

- 2.1 The Host Organisation (HO) is the organisation which students perform their work attachment with.
- 2.2 Students working in one’s own family business or in HOs where family, relatives, course mates or friends are immediate WA Supervisors will not be counted as fulfilling WA under SUSS graduation requirements. Students on WA shall not be supervised by current undergraduates or polytechnic students, notwithstanding that they may be the founder or owner of the HO, and students who fail to observe this requirement shall be deemed to have failed the WA.

**3. Terms of Appointment**

- 3.1 The Letter of Offer sets out the terms of appointment - duration of WA, working hours, stipend, leave, benefits, and all other terms.
- 3.2 With effect from 1 January 2018, local SUSS students on WA and internships approved by the Career Development Office (CDO) are exempted from making contributions to the Central Provident Fund (CPF) and Skills Development Levy (SDL).

**4. Leave**

- 4.1 Students are required to inform the HO if they fall ill and need to see a doctor, and if medical leave has been granted, within 24 hours upon receipt of the Medical Certificate (“MC”). They should produce the MC when they return to work. A scanned copy of the MC, endorsed by the WA Supervisor, must be submitted to CDO within 1 week of the end of the medical leave.
- 4.2 No-pay Leave is not counted as part of the minimum 24-week WA.

## **5. Insurance**

- 5.1 Students are covered by SUSS's existing insurance scheme (refer to [Student Insurance Scheme](#)). The HO may provide further coverage for the student, particularly in situations with heightened risk or danger.
- 5.2 SUSS partners with International SOS ("ISOS") for the provision of, inter alia, emergency medical and repatriation services for SUSS students who are on overseas study missions or programmes, hence students on Overseas WA ("OWA") should only purchase ISOS-supported travel insurance cover.

## **6. Confidentiality**

- 6.1 Students are required to sign a Confidentiality Undertaking with SUSS on [Kinobi@SUSS](mailto:Kinobi@SUSS) and submit it to CDO before the start of the WA.
- 6.2 The HO may require students to sign any reasonable Confidentiality Agreement.
- 6.3 The WA Supervisor of the HO shall review WA reports (refer to paragraph 9.2 below) before the students submit them to CDO to ensure that confidential information has not been disclosed.

## **7. Students' Safety and Well-being**

- 7.1 Safety at work is paramount. The HO shall ensure that students are briefed on safety guidelines, and provide students with protective equipment under supervision of trained staff where applicable.
- 7.2 Students should raise their safety concerns with their WA Supervisors. If the safety concerns are not adequately addressed, students may politely decline participation in the activity.
- 7.3 When an incident concerning students' safety occurs, students shall immediately inform the WA Supervisor and request for instructions. They shall provide an update to their WA Mentor as soon as possible. If overseas, students shall contact the local emergency service for assistance. They may call ISOS (SUSS Membership no. 02AYCA 093933) at +(65) 6337 9126 or contact the Ministry of Foreign Affairs in Singapore at +(65) 6379 8000 or the local Singapore High Commission/Embassy for advice.
- 7.4 All incidents concerning students' well-being must be reported to CDO. Students may call their WA Mentor or +(65) 6248 9136. The HO may be required to conduct investigations and submit an Incident Report to SUSS in cases where students' safety and/or well-being have been compromised.

## **8. Supervision and Mentoring**

- 8.1 The HO shall assign a WA Supervisor to be the student's Mentor. CDO will also assign a WA Mentor to guide and coach students on their WA learning journey.

- a) **WA Mid-Term Review:** Mid-way through WA, the student and WA Supervisor shall complete the Mid-Term Review form on [Kinobi@SUSS](mailto:Kinobi@SUSS). The student shall arrange for the WA Mentor to meet the WA Supervisor for a Mid-Term Review at the premises of the HO to discuss, in the presence of the student:
  - (i) WA Supervisor's Feedback; and
  - (ii) Student's Reflections on how his/her learnings and contributions during the first half of WA will enable him/her to succeed in completing the WA, prepare him/her for graduation and be portable to his/her future work life.
- b) **WA Final Assessment:** In the final month of the WA, the student and the WA Supervisor shall complete the WA Final Assessment on [Kinobi@SUSS](mailto:Kinobi@SUSS). If the WA Mentor receives feedback from the HO of a student's unsatisfactory performance, the student shall arrange for the WA Mentor to meet the WA Supervisor for a Final Assessment.

## 9. WA Assessment

9.1 The grades for the WA are Pass with Distinction, Pass and Fail.

9.2 Students on WA must complete all of the following within the stipulated deadlines:

- a) Reflection Journal should be written for first half of your WA and submitted in one Word document prior to your MTR, whichever is earlier to [Kinobi@SUSS](mailto:Kinobi@SUSS).
- b) WA Final Assessment by HO to be completed and signed by the WA Supervisor, and uploaded to [Kinobi@SUSS](mailto:Kinobi@SUSS) within 14 calendar days after completing the WA.
- c) [WA Final Report](#) to be sighted by the WA Supervisor to permit redaction of any confidential information and uploaded to [Kinobi@SUSS](mailto:Kinobi@SUSS) within 14 calendar days after completing the WA.

## 10. Overseas WA (OWA) and Travelling during WA

10.1 Unless otherwise agreed in writing between the HO and the student, students are themselves responsible for arranging and paying for travel VISA, insurance, flight, accommodation, vaccinations, meals, transport and all other expenses incurred during the O-WA and any travelling during the WA.

10.2 Students are discouraged from travelling unaccompanied in any foreign country. If the HO requires the student to travel during the WA, it shall be responsible for the travel arrangements and expenses incurred by the student.

## 11. Queries

11.1 Any queries on the WA Programme should be emailed to [CareerDev@suss.edu.sg](mailto:CareerDev@suss.edu.sg).