TERMS & CONDITIONS FOR PARTICIPATING EMPLOYERS OF
THE NUS CO-OP PROGRAMME

RECITALS:

(A) The NUS Co-operative Education (Co-Op) Programme formally integrates academic studies with relevant work experience (the “Co-Op Programme”). Students participating in the Co-Op Programme (collectively the “Programme Students” and individually a “Programme Student”) will be required to complete multiple internship periods with companies, alternating with regular academic semesters over their candidature at NUS.

(B) The Host Company agrees to participate in the Co-Op Programme by offering internships to the Programme Students, in accordance with the Terms of Employment as set out in Clause 5.

(C) These Terms and Conditions set out the understanding and certain terms and conditions governing the relationship between Parties in respect of the internship arrangements at the Host Company for the Programme Students.

1. OBJECTIVE OF CO-OPERATIVE EDUCATION PROGRAMME

1.1 The objective of the Co-Op Programme is as follows:

(a) To provide Programme Students with opportunities to apply and test skills learned in the classroom, and to expand their knowledge through related work experience.

(b) To allow Programme Students to explore career options with potential employers.

(c) To give the Programme Students a competitive edge when going out into the workforce.

1.2 The Host Company acknowledges the aforementioned Co-Op Programme objectives and shall provide the Programme Students with as many opportunities to grow through a wide spectrum of involvement with the different functional groups within the Host Company.

2. DURATION OF INTERNSHIP STINTS IN THE CO-OPERATIVE EDUCATION PROGRAMME

2.1 The Programme Student who undertakes the Co-Op Programme with the Host Company shall be engaged by the Host Company on a full time basis during each internship period over the Programme Student’s candidature, as set out in the Programme Schedule in the Annex A.
2.2 The internship duration for each Programme Student under the Co-Op Programme is detailed in Annex A. Subject to the foregoing, the review and approval of NUS and the Host Company must be obtained by the Programme Student for any extension of the agreed internship duration.

2.3 During the internship periods, the Programme Student may be required to attend courses or take up modules organised by NUS. The period of the internship and hours to be spent at course attendance at NUS shall be agreed to by the Parties in relation to each internship undertaken by a Programme Student at the Host Company.

2.4 The Host Company shall make provisions to allow Programme Students to serve their National Service obligations, should they be required to do so during internship periods.

3. ADMINISTRATIVE MATTERS

3.1 NUS shall assume overall responsibility for co-ordinating and administering the arrangements for posting of the Programme Students to Host Company.

3.2 NUS shall appoint “NUS Co-Op Advisors” who shall liaise with the Host Company for the co-ordination of activities relating to the Co-Op Education Programme.

4. OBLIGATIONS OF THE HOST COMPANY

4.1 In addition to the obligations set out in Clause 1.2 above, the Host Company shall perform the following:

(a) Appoint a dedicated representative (the “Company Supervisor”) of the Host Company for the management / administration and technical supervision of the Programme Student assigned to the Host Company;

(b) Undertake to use best endeavours to complete the duration of the Co-Op Programme with NUS to host Programme Students as set out in Annex A. Any changes must be agreed by both Parties prior to such change;

(c) To jointly scope the internship job scopes and expected outcomes with NUS, with higher capabilities development expectations to be set with each progressive internship period in the candidature of the Programme Students;

(d) Provide close mentorship to the Programme Students in the form of weekly or fortnightly meetings with the Programme Students to provide feedback and evaluation;

(e) Assess the performance of the Programme Students jointly with NUS. The assessment criteria of the Programme Students must be set and agreed by both NUS and the Host Company and communicated to the Programme Students;
(f) Keep records of the performance and progress of each of the Programme Students in respect of the functions / roles assigned to the Programme Students by the Host Company and provide NUS with an evaluation report of the Programme Students’ performance at the conclusion of such Programme Student's internship period;

(g) Provide briefing of the Host Company’s business operations and relevant safety and security policies to the Programme Students participating in the internship; and

(h) Provide a safe environment for Programme Students to carry out the activities.

4.2 During the internship stints, the Host Company shall allow NUS Co-Op Advisors to meet with the Programme Students as necessary at the Host Company’s premises for the purposes of discussion between such NUS personnel and the Programme Student on his / her progress at the Host Company. Parties shall mutually agree on the timing and / or arrangement for such meetings in relation to each Programme Student.

5. TERMS OF EMPLOYMENT

5.1 The Host Company shall pay the Programme Student a fixed monthly stipend of at least SGD 1,200 throughout the 4-year programme. Alternatively, subject to the Programme Student's voluntary acceptance, the Host Company may propose to pay the Programme Student a monthly stipend of at least SGD 700 for the first internship stint not exceeding 12 weeks and thereafter a higher stipend for the remaining months of the internship. The actual amounts shall be reflected in the internship offer letter and contract of service to be signed by the student upon acceptance of the offer.

5.2 The Host Company will also state in the internship offer letter and contract of service, any additional allowances provided, the number of paid public holidays and the number of days for annual vacation, when making an offer of internship to the relevant Programme Student.

5.3 The Host Company shall at the minimum, cover the Programme Student under the Host Company’s work injury compensation insurance (WICA) and any other insurance that are required by applicable law.

5.4 The Host Company will comply with its obligations under applicable laws and regulations including the Employment Act, and abide by employment best practices, in respect of the activities to be carried out under this Co-Op Programme.

6. SUBMISSIONS BY PROGRAMME STUDENT

6.1 As part of the academic requirements of the Co-Op Programme, the Programme Students will be required to submit their logbooks and reports to NUS on a regular basis as set out in the Annex A.

6.2 Programme Students shall consult with the Company Supervisor, prior to submitting reports to NUS. Company Supervisor shall review the contents of the Programme Student’s report
and the Host Company shall have the right to request the removal of any Host Company's confidential information from such reports.

7. PROGRAMME STUDENTS CODE OF CONDUCT

7.1 Programme Students, while being attached to the Host Company during internship periods shall continue to observe the NUS Code of Student Conduct, as well as to abide by the Employee Code of Conduct (or equivalent) of the Host Company for the duration of the internship. The Host Company shall make available Employee Code of Conduct (or equivalent) to the Programme Students and NUS Co-Op Advisors.

7.2 In the event of any misconduct or unexplained absence by a Programme Student, the Host Company shall notify NUS as soon as it becomes aware of such incident. Thereafter both Parties shall jointly consult and assess the severity and determine whether the internship for that Programme Student should continue.

7.3 To the extent permitted by law, neither party to these Terms and Conditions shall be liable to the other party, or the Programme Student, or any third party, for any indirect, consequential, special or incidental loss, damage, expense or liability, or any exemplary or punitive damages, regardless of the form of action, whether in contract or tort (including negligence), whether or not the other party has been advised of the possibility of such damages arising out of or related to this Agreement. For the avoidance of doubt, even though the Programme Student participating in the Co-Op Programme is a student of NUS, NUS shall not be liable, to the Host Company for any negligent or wrongful act or omission of the Programme Student, or to any third party, or to the Programme Student for any negligent or wrongful act or omission of the Host Company, arising out of or in connection with the internship stints and activities.

8. DURATION AND TERMINATION

8.1 These Terms and Conditions shall come into force on the date that the Host Company acknowledges its acceptance (electronically or otherwise) and it will remain valid until expiry or earlier termination in accordance with Clause 8.

8.2 Without prejudice to such other remedies or rights of recourse it may have, each Party may terminate these Terms and Conditions forthwith by notice with immediate effect:

(a) In the event any other Party commits a breach of a material term of these Terms and Conditions that is incapable of remedy;

(b) In the event any other party (“the Defaulting Party”) commits a breach of these Terms and Conditions that is capable of remedy where (i) a notice specifying the breach and requiring its remedy has been given to the Defaulting Party and (ii) the Defaulting Party has failed to remedy or cause to be remedied that breach within fourteen (14) days after such notice; or
(c) If an order should be made or an effective resolution passed for the winding up of any party (except in the course of a voluntary liquidation for the purpose of reconstruction or amalgamation) or if any party otherwise becomes insolvent or fails to meet its liabilities as they fall due.

8.2 In the event of expiry of these Terms and Conditions or earlier termination for any reason whatsoever, the Host Company and NUS shall use best endeavours to ensure the following are carried out (hereinafter the “winding down obligations”):

(a) Programme Students participating in internships at the Host Company shall continue until completion of that in-progress internship stint; and

(b) Supervision of students and ongoing assessment shall be completed as per the agreed arrangements.

9. CONTINUED PARTICIPATION OF STUDENTS IN CO-OP PROGRAMME

9.1 Subject to clause 8, the Parties agree to first consult with each other in good faith regarding any change, suspension or termination of any individual Programme Student placement made under these Terms and Conditions. Such changes include a Programme Student or the Host Company requesting for change in placement arrangement for any reason other than the formal completion of the Co-Op Programme.

10. DISPUTE RESOLUTION

10.1 The Parties agree to attempt to settle any conflict stemming from the interpretation or execution of these Terms and Conditions or arising out of these Terms and Conditions through consultation and negotiation in good faith and with a spirit of mutual co-operation. Any dispute between the Parties relating to these Terms and Conditions will first be referred to the Dean of the relevant NUS Faculty/School and the Company Supervisor. In the event that the Dean of the relevant NUS Faculty/School and the Company Supervisor are unable to resolve any dispute within thirty (30) days after submission to them, the dispute shall be referred to the President of NUS and the Chief Executive Officer or Managing Director of the Host Company for resolution.

10.2 In the event that the Parties are still unable to come to a mutually acceptable resolution in accordance with the process set out in Clause 10.1 above, then all such disputes or differences concerning these Terms and Conditions, its construction or effect, or any other matter in any way connected with or arising out of the subject matter of these Terms and Conditions, shall be referred to and finally resolved by arbitration in Singapore in accordance with the Arbitration Rules of the Singapore International Arbitration Centre (“SIAC”) for the time being in force, which rules are deemed to be incorporated by reference to this clause. The arbitration shall take place in English before a single arbitrator jointly appointed by the Parties or, in the event Parties cannot agree on the appointment, as appointed by the President of the SIAC.
11. INTELLECTUAL PROPERTY & CONFIDENTIALITY

11.1 All intellectual property held by a party prior to acceptance of these Terms and Conditions or disclosed or introduced in connection with these Terms and Conditions and all materials in which such intellectual property is held, disclosed or introduced shall remain the property of the Party introducing or disclosing it.

11.2 Each Party undertakes that it shall at all times keep confidential the terms and contents of these Terms and Conditions and any and all information acquired whether verbally or in documentary or other material form, in relation to the other Party and its business, affairs, financial condition and to the NUS Co-Op Programme (the “Confidential Information”). Neither Party shall, without the prior written consent of the other Party, use or disclose the Confidential Information to any person except for the proper performance and discharge of its obligations under these Terms and Conditions.

11.3 Notwithstanding any other provision of these Terms and Conditions, the Parties acknowledge that Confidential Information shall not include any information that:

(a) Is or becomes publicly available without breach of these Terms and Conditions;

(b) Was previously in the possession of one Party and which was not acquired directly or indirectly from the other Party as evidenced by written records;

(c) Is lawfully received by one Party without any obligation of confidentiality from a third party; or

(d) Is required to be disclosed by law.

11.4 The Parties’ obligations herein shall continue in effect for two (2) years from the date of expiry or termination of these Terms and Conditions.

12. DATA PROTECTION

12.1 The Host Company shall comply with all laws in Singapore applicable to the protection of personal data with regard to all personal data that it receives in connection with the Co-Op Programme.

12.2 The Host Company agrees that when dealing with personal data received either directly or indirectly from NUS in connection with the Co-Op Programme or from the Programme Students, it shall:

(a) only use personal data in accordance with the purposes for which the personal data was disclosed;

(b) use its best efforts to protect personal data against accidental or unlawful destruction or accidental loss, alteration, unauthorised disclosure or access and against all other
unlawful forms of processing;

(c) give NUS notice in writing as soon as reasonably practicable should it be aware of, or reasonably suspect, that any of the events referred to in sub-clause (b) above has occurred and shall use its best efforts and render its full co-operation to NUS in remedying the event and preventing its re-occurrence;

(d) not retain personal data for any longer than is necessary for the purposes for which the personal data was disclosed;

(e) limit disclosure of such personal data to its employees on a need to know basis and only for the purposes of processing for which such personal data was disclosed; and

(f) not to disclose or transfer any personal data received to any third party (whether situated in Singapore or otherwise) without the prior written approval of NUS, which approval may contain additional terms and conditions to govern such a disclosure or transfer.

13. GENERAL PROVISIONS

13.1 Despite the statements and obligations expressed herein and save for Clauses 5, 7.3, 8, 10, 11, 12, 13 and 14 that are legally binding, these Terms and Conditions are a non-binding expression of the current intentions of the Parties. Clauses 4, 5, 6, 7.3, 8, 10, 11, 12, 13.1 and 14 shall survive termination for a period of two years from the date of expiry or termination of these Terms and Conditions.

13.2 Each party is independent of the other party and neither party is considered in any way as a representative or an agent of the other. Neither party may create any obligation, either express or implied, on behalf of the other, except as expressly authorised by these Terms and Conditions.

14. GOVERNING LAW

14.1 These Terms and Conditions shall be construed and governed in accordance with the laws of the Republic of Singapore.
NATIONAL UNIVERSITY OF SINGAPORE (NUS)
CO-OPERATIVE EDUCATION (CO-OP) PROGRAMME
TERMS & CONDITIONS FOR PARTICIPATING EMPLOYERS

ANNEX A

NUS CO-OPERATIVE EDUCATION PROGRAMME FOR SCIENCE STUDENTS

The Co-Operative Education (Co-Op) Programme at NUS formally integrates academic studies with relevant work experience, where students complete multiple industrial attachment stints alternating with regular academic semesters over their candidature at NUS.

Co-Op Programme education gives students an opportunity to accelerate and deepen their learning as they apply classroom knowledge into practice through related work experience which would give them a competitive edge when going out into the workforce.

PROGRAMME SCHEDULE

A Programme Student is expected to participate in the Co-Op Programme placement for the total duration ranging between a minimum of 66 weeks to 72 weeks. The following schedule of internship is proposed and comprises of four internship periods:

- Internship Period 1: special term of Year 2 (approx. 12 weeks)
- Internship Period 2: semester 1 of Year 3 (approx. 17 weeks)
- Internship Period 3: semester 2 of Year 3 (approx. 17 weeks)
- Internship Period 4: special term of Year 3 to semester 1 of Year 4 (approx. 26 weeks)

<table>
<thead>
<tr>
<th>Year of study</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Special term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programme Modules</td>
<td>Programme Modules</td>
<td>Programme Modules</td>
</tr>
<tr>
<td>2</td>
<td>Programme Modules</td>
<td>Programme Modules</td>
<td>Internship</td>
</tr>
<tr>
<td>3</td>
<td>Internship</td>
<td>Internship</td>
<td>Internship</td>
</tr>
<tr>
<td>4</td>
<td>Internship</td>
<td>Programme Modules</td>
<td></td>
</tr>
</tbody>
</table>

SUBMISSIONS BY PROGRAMME STUDENT

Students shall submit his/her logbook and reports on the progress of his/her internship in accordance to the following schedule:

- Internship Periods 1, 2 and 3: weekly logbook submissions and report submission at the end of each internship period.
- Internship Period 4: weekly logbook submissions and report submission and oral presentation at the end of the internship period.

This Annex A incorporates the Terms and Conditions by reference.
NATIONAL UNIVERSITY OF SINGAPORE (NUS)
CO-OPERATIVE EDUCATION (CO-OP) PROGRAMME
TERMS & CONDITIONS FOR PARTICIPATING EMPLOYERS

NUS CO-OPERATIVE EDUCATION PROGRAMME FOR COMPUTING STUDENTS

The Co-Operative Education (Co-Op) Programme at NUS formally integrates academic studies with relevant work experience, where students complete multiple industrial attachment stints alternating with regular academic semesters over their candidature at NUS.

Co-Op Programme education gives students an opportunity to accelerate and deepen their learning as they apply classroom knowledge into practice through related work experience which would give them a competitive edge when going out into the workforce.

PROGRAMME SCHEDULE

A Programme Student is expected to participate in the Co-Op Programme placement for the total duration ranging between a minimum of 60 weeks to 66 weeks. Three stages of internship are proposed:

- First Internship: special term of Year 1 (approx. 12 weeks)
- Second Internship: semester 2 and special term of Year 2 (approx. 24 weeks)
- Third Internship: either semester 2 and special term of Year 3 OR special term of Year 3 and semester 1 of Year 4 (approx. 28 weeks)

<table>
<thead>
<tr>
<th>Year of study</th>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Special term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Programme Modules</td>
<td>Programme Modules</td>
<td>Internship</td>
</tr>
<tr>
<td>2</td>
<td>Programme Modules</td>
<td>Internship</td>
<td>Internship</td>
</tr>
<tr>
<td>3</td>
<td>Programme Modules</td>
<td>Programme Modules</td>
<td>Internship</td>
</tr>
<tr>
<td>4</td>
<td>Internship</td>
<td>Programme Modules</td>
<td></td>
</tr>
</tbody>
</table>

SUBMISSIONS BY PROGRAMME STUDENT

Students shall submit his/her logbook and reports on the progress of his/her internship in accordance to the following schedule:

First Internship: monthly logbook submissions for 1st and 2nd month, followed by a report at the end of 3rd month

Second Internship: monthly logbook submissions for 1st, 2nd, 4th, and 5th month, interim report for 3rd month, and report submission at the end of the 6th month

Third Internship (two different schedules depending on the programme):

Business Analytics Programme
monthly logbook submissions for 1st, 2nd, 4th, 5th and 6th month, interim report for 3rd month, and final report submission and oral presentation at the end of the 7th month.

Information Security Programme
monthly logbook submissions for 1st, 3rd, 5th and 6th month, interim report at the end of 2nd and 6.5th month, final report and presentation at the end of the 4th and 7th month.

This Annex A incorporates the Terms and Conditions by reference.