



MAICSA INTERNSHIP SCHEME

GUIDELINES

The Malaysian Institute of Chartered Secretaries and Administrators
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MAICSA Internship Scheme

1. BACKGROUND

- 1.1 The objective of the MAICSA Internship Scheme is to provide MAICSA students with practical training opportunities to develop their skills and knowledge in preparation for the job market and the corporate environment.

2. DURATION OF TRAINING PERIOD

- 2.1 The duration of the Internship Scheme training period shall be three months, commencing from the first day of reporting for duty of the Intern.

3. MONTHLY SUSTENANCE ALLOWANCE

- 3.1 For the duration of the Internship Scheme training period and subject to full attendance by the Interns at the offices of the Internship Partners, the Internship Partners will pay the Interns a minimum monthly sustenance allowance of RM700 (Ringgit Malaysia Seven Hundred only).

4. MEDICAL BENEFITS

- 4.1 Internship Partners are encouraged to provide medical benefits and personal accident insurance coverage for the Interns throughout the duration of the Internship Scheme training period.
- 4.2 MAICSA shall not be held responsible for any medical expenses, including hospitalisation and surgery, for any injury or illness sustained by Interns during the Internship Scheme training period.

5. WORK LOCATION AND HOURS

- 5.1 The work to be performed by the Interns during the period of Internship Scheme training will be done at the premises and during the normal office hours of the Internship Partners to which they are assigned, or as otherwise determined by the Internship Partners.

6. STATUS OF EMPLOYEMENT

- 6.1 Interns are not employees of MAICSA or the Internship Partners, unless they are officially offered employment by the Internship Partners.
- 6.2 Participation in the MAICSA Internship Scheme does not in any way guarantee future employment of the Interns with the Internship Partners.

7. AREAS OF CO-OPERATION

7.1 MAICSA agrees:

- 7.1.1 To review and evaluate Internship Scheme, including the Guidelines and application forms, for further improvement on a regular basis.
- 7.1.2 To promote the Internship Scheme to Internship Partners and MAICSA students.

7.2 Internship Partners agree:

- 7.2.1 To participate in the Internship Scheme from the date of signature of the Letter of Agreement for the Internship Scheme for a period of three (3) years.
- 7.2.2 To arrange for a suitably qualified staff to act as Mentor to the Intern(s), each Mentor being restricted to two (2) Interns at any one period of time.
- 7.2.3 To provide professional training for the Interns in the areas agreed upon for the duration of the Internship training period, in line with the Internship Log attached as Appendix A.
- 7.2.4 To comply with the Guidelines for the Internship Scheme as much as possible and obtain consent in advance from MAICSA for all major deviations.
- 7.2.5 To pay a minimum stipend of RM700 per month to the Interns, which amount can be increased at the discretion of the Internship Partners.
- 7.2.6 To provide feedback and evaluation of the Intern(s) at the conclusion of the Internship Scheme training period to MAICSA.
- 7.2.7 To sign a letter to confirm the completion of the Internship training by the Interns.
- 7.2.8 To have the discretion to deduct the stipend for the day(s) on which the Intern is absent for whatever reasons, subject to the Intern replacing the days on which he is absent in order to complete the training period of three months.

- 7.2.9 To have the discretion to immediately terminate any Intern from continuing with the Internship Scheme training if the conduct of the Intern, in the opinion of the Internship Partners, is disruptive, harmful or potentially harmful to the Internship Partners.

8. MENTOR – DUTIES AND RESPONSIBILITIES

- 8.1 The Internship Partners shall appoint a suitably qualified staff to act as Mentor for each Intern and the Mentor should help, guide, supervise and advise the Interns in all aspects of their work and portfolios so that they may obtain maximum benefit from their Internship training.
- 8.2 In the distribution of work, the Mentor should ensure that the Interns receive exposure to as wide a variety of work as possible, in line with the Internship Log attached as Appendix A.
- 8.3 The Mentor should ensure that the Interns are well informed on the ethics and practices of the organisation during the induction process.
- 8.5 The Mentor should take a direct interest in and monitor all work done by the Interns.
- 8.6 The Mentor should impress upon the Interns the necessity for confidentiality in all matters pertaining to the affairs of the Internship Partners.

9. MISCONDUCT

- 9.1 MAICSA and the Internship Partners reserve the right to terminate the participation of an Intern in the Scheme if there is evidence that the Intern has:
- 9.1.1 Been absent from work for more than two (2) days without informing or attempting to inform the Internship Partners of the reasons for absence.
- 9.1.2 Committed theft and dishonesty;
- 9.1.3 Committed sexual harassment or any act of gross indecency or immoral act;
- 9.1.4 Indulged in drug or alcohol abuse;
- 9.1.5 Acted in an insubordinate or disrespectful way;
- 9.1.6 Committed any criminal offence or been involved in any criminal activities;
- 9.1.7 Disclosed or divulged to any person any confidential information relating to MAICSA, the Internship Partners and the Internship Scheme which has come to the knowledge of the Intern;

- 9.1.8 Committed any act which may directly or indirectly bring MAICSA or the Internship Partners into disrepute;
 - 9.1.9 Engaged in or undertaken any employment whether on full or part-time basis and whether paid or unpaid without prior written consent of MAICSA;
 - 9.1.10 Participated in preparing or disseminating in whatsoever manner or form of incitement, demonstration, causing public disorder or rioting at any place, by any society, body, organisation or group;
 - 9.1.11 Issued, made or supported any statement in any social media platform or any gathering of any body, organisation or group that would prejudice the name and goodwill of MAICSA or the Internship Partners;
 - 9.1.12 Represented himself or herself as an officer or employee of MAICSA or the Internship Partners to any person in any dealings whether officially or unofficially.
- 9.2 In the event misconduct is alleged to have been committed by an Intern during the duration of the Internship training period, the Internship Partners shall first conduct an inquiry into the allegation.
- 9.3 If there is basis to the allegation, the Internship Partners shall as soon as practicable submit a report to MAICSA containing details of the alleged misconduct committed by the Intern together with supporting evidence.
- 9.4 MAICSA together with the Internship Partners, upon assessing the report from the Internship Partners and hearing the explanation provided by the Intern and subsequently finds that the Intern is guilty of such misconduct, will then determine the appropriate course of action to be taken, which may include terminating the participation of the Intern in the Internship Scheme.

10. WITHDRAWAL FROM THE PROGRAMME

- 10.1 The Interns shall diligently participate in all training and undertake all duties and responsibilities assigned by the Internship Partners until the completion of the Internship training period.
- 10.2 An Intern may, during the Internship Scheme training period, seek permission from the Internship Partners to withdraw from the Internship Scheme if:
- 10.2.1 The Intern has secured employment and able to produce a letter of offer as evidence; or
 - 10.2.2 The Intern is unable to continue with the Internship training due to health or medical conditions as certified by a specialist from a hospital.

- 10.3 An Intern is required to give one (1) month's notice in writing for withdrawal from the Internship Scheme, for any reason other than as stipulated on paragraph 10.2 above.
- 10.4 The Intern shall return all documents and properties belonging to the Internship Partner upon withdrawal from the Internship Scheme.

11. ENQUIRIES

- 11.1 Further information and clarification on the Internship Scheme may be obtained from the MAICSA Secretariat as follows:

Members & Students Department

Tel Number: 03-22829276 ext 201 or 208

Fax Number: 03-22829281

Email: members@maicsa.org.my

July 2014