

LETTER OF UNDERTAKING LOCAL INTERNSHIP PROGRAMME (OVERSEAS TRIP)

- This form is applicable to SP student who is assigned to travel overseas on business trip during their local internship programme (“Programme”).
- This form must be duly signed and submitted to the Singapore Polytechnic (“SP”), Department of Industry & Partnerships, at least 5 working days before the departure date of the business trip.
- Student who is under 21 years old must obtain consent from his/her Parent/Guardian.
- Student is only allowed to travel overseas with proper endorsement from the School Director in this form, Letter of Undertaking.
- Company shall arrange for the student’s relevant visas, travel insurance coverage and air tickets, lodging, transport, and other essentials where necessary. The **travel insurance coverage** should provide a coverage of **at least S\$100,000 for personal accident, as well as at least S\$100,000 for Covid-19 related travel inconvenience, medical treatment and hospitalisation costs, per insured student per trip**, from a reliable insurer.
- Student shall register with the Ministry of Foreign Affairs (MFA) to submit his/her overseas trip details via <https://eregister.mfa.gov.sg/>. The registration assists MFA and their Overseas Missions to contact the student in order to render the necessary consular assistance during an emergency or crisis (e.g. natural disasters, civil unrest etc.)
- **This completed Letter of Undertaking with proper endorsement from the School Director is to be submitted to the Internship Team at the Department of Industry & Partnerships.** A copy of this completed Letter should be sent and kept by the Company Staff In-Charge, the Liaison Officer of the Student, and the corresponding Senior Liaison Officer.

All information collected in this form will be kept strictly confidential and used for the sole purpose of evaluating internship activities by Singapore Polytechnic.

1. STUDENT AND OVERSEAS INFORMATION

Name of Student	
Passport No.	
Admission No.	
Course / Year / Class	
Date of Birth	
Personal Email Address	
Contact No.	(Singapore Mobile) (Overseas Mobile)

I, the Student, have read and shall adhere to the following requirements:

1. I possess an International Passport which is valid for at least six months.
2. If I am a Singaporean male, I have to obtain an Exit Permit from MINDEF permitting me to be attached overseas for 3 months and longer during the internship period.
3. Where applicable, I have obtained a valid entry visa and / or work permit for my attachment in the overseas establishment (“Overseas Establishment”).
4. I understand that students are covered under:
 - i) the Students’ Group Personal Accident Policy which pays a capital sum of S\$50,000 upon death or permanent disability and accident medical expenses up to S\$5,000 per accident; and
 - ii) a S\$500,000 Public Liability Insurance Policy which *inter alia* covers: a) loss or damage to property belonging to the Overseas Establishment or other third parties; b) injury or illness of persons other than myself; and c) injury or illness to myself or loss or damage to my property collectively defined as (“Policies”).
5. The Overseas Establishment has arranged the air tickets, travel insurance policy, lodging and other essentials where necessary.
6. I have registered with the Ministry of Foreign Affairs (MFA) to submit my overseas trip details via <https://eregister.mfa.gov.sg/>. The registration assists MFA and their Overseas Missions to contact me in order to render the necessary consular assistance during an emergency or crisis (e.g. natural disasters, civil unrest etc.).
7. I agree to report to my Liaison Officer of my whereabouts and safety via an agreed platform, such as email, MS Teams, WhatsApp, or Telegram, before end of each day, at an appropriate timing, especially if the overseas trip is longer than a day or if there are any changes to the overseas trip.
8. I understand that I have to be careful of my safety and to return to the provided company lodging by 10:30pm at the overseas timing and that I should not venture out after that timing.
9. I agree not to visit nightlife establishments, example bars, pubs, karaoke establishments, discotheques, and nightclubs, and not consume any illegal substances, for example, Cannabis, even though it may be legal in the overseas country.
10. I understand that anyone found to have consumed illegal substances, even outside Singapore, will face the penalty of imprisonment of up to 10 years, fine not exceeding \$20,000, or both.
11. I agree to report to my Liaison Officer via an agreed platform, such as email, MS Teams, WhatsApp, or Telegram, before boarding the flight/vessel/coach returning back to Singapore and to report to my Liaison Officer again upon reaching home.
12. I understand that I am required to be financially and socially independent.
13. I undertake not to hold SP responsible or liable for any claim or loss whatsoever by reason of any implied warranty, conditions or terms or any duty under common law, for any loss or damage howsoever arising under or through my participation in this Programme or in consequence of anything done or omitted therewith or preparatory thereto save as where such damage or loss is caused or occasioned by the act of gross negligence or wilful default of SP.
14. I acknowledge and agree that where any loss, injury or damage is suffered (whether by myself or any other third party) as a result of, or in the course of my attachment with the Overseas Establishment, SP will to the extent covered by the Policies, attempt to recover such loss, injury or damage suffered under the Policies.

15. I further acknowledge and agree that any claim I may have against SP as a result of my attachment shall be limited to the amount of proceeds recoverable under the Policies.
16. This Letter of Undertaking shall be governed by and construed in all respects in accordance with the laws of Singapore and the parties to this Letter of Undertaking hereby submit to the non-exclusive jurisdiction of the Singapore Courts.

Signature of Student

Date

2. LIAISON OFFICER (LO) INFORMATION

Name of LO	
Name of School	
Email Address of LO	
Contact No. of LO	(Office Number) (Mobile Number)

I, the Liaison Officer of the Student, have read and shall adhere to the following requirements:

1. I shall take note of the details of the overseas trip as completed in this Letter of Undertaking.
2. I shall ensure that my assigned Student understands the requirements as stated in this Letter of Undertaking and has registered with the Ministry of Foreign Affairs (MFA).
3. I am aware of the Company Staff in-charge of my assigned Student for the overseas trip and their overseas contact details of the Company Staff as well as my assigned Student and that my assigned Student is supervised by this Company Staff in-charge for the overseas trip.
4. I shall ensure that the Company has made the necessary arrangement for student's relevant visa(s), travel insurance coverage, air tickets, lodging, transport, and other essentials.
5. I shall remain in communication with my assigned Student during the overseas trip so that I am aware of the Student's whereabouts and safety.
6. I shall immediately notify my School Senior Liaison Officer and/or Internship Team at the Department of Industry & Partnerships, see below, if my assigned Student requires any urgent overseas medical attention or hospitalization.
7. This Letter of Undertaking shall be governed by and construed in all respects in accordance with the laws of Singapore and the parties to this Letter of Undertaking hereby submit to the non-exclusive jurisdiction of the Singapore Courts.

Internship Team at Department of industry & Partnerships:

For matters of urgent overseas medical attention or hospitalization

Attention: Internship Lead (Catherine Neo)

During Office Hours (Mon - Fri, 9am – 5:30pm)

Hotline Office Number: + 65 6870 6020

Email: industry_and_partnerships@sp.edu.sg

After Office Hours

Mobile Number: +65 8157 6001

Email: neo_hui_kun@sp.edu.sg

Signature of Liaison Officer

Date

3. INTERNSHIP COMPANY INFORMATION

Name of Company	
Name of Staff In-charge of Student During Overseas Trip	
Designation of Staff	
Email Address of Staff	
Contact No. of Staff	(Singapore Mobile) (Overseas Mobile)

I, the Company Supervisor/HR /Hiring Contact Person, have read and shall adhere to the following guidelines:

1. The Company has made the necessary arrangement, such as air/ferry tickets and other land transport, travel insurance policy (covering Covid-19 related travel inconveniences), lodging, and any other essentials, for the overseas trip that the Student is participating in.
2. The Company shall ensure that the Student is not travelling alone on the overseas trip and is accompanied by at least a staff of the Company.
3. The Company shall ensure the safety and well-being of the Student for the entire of the overseas trip.
4. The Company shall immediately notify the Student's Liaison Officer (LO) or the Internship Team at Department of Industry & Partnerships, see below, should the Student require any urgent overseas medical attention or hospitalization.
5. The Company shall ensure that the Student stays connected with his/her assigned LO during the entire duration of the overseas trip.
6. This Letter of Undertaking shall be governed by and construed in all respects in accordance with the laws of Singapore and the parties to this Letter of Undertaking hereby submit to the non-exclusive jurisdiction of the Singapore Courts.

Internship Team at Department of industry & Partnerships:

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Attention: Internship Lead (Catherine Neo)

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Email: industry_and_partnerships@sp.edu.sg

After Office Hours

Mobile Number: +65 8157 6001

Email: neo_hui_kun@sp.edu.sg

 Signature of Company Supervisor/
 HR/ Hiring Contact Person

 Date

4. OVERSEAS TRIP INFORMATION

Destination Country	
Province/State	
City	
Hotel/Accommodation Address	
List other Cities, Province/State travelling on same Trip	

DEPARTURE INFORMATION

Flight/Ferry/Coach No.	
Mode of Transport	
Departure (Singapore) Date and Time (DD/MM/YYYY, HH:MM)	
Arrival (Destination) Date and Time (DD/MM/YYYY, HH:MM)	

ARRIVAL INFORMATION

Flight/Ferry/Coach No.	
Mode of Transport	
Departure (Destination) Date and Time (DD/MM/YYYY, HH:MM)	
Arrival (Singapore) Date and Time (DD/MM/YYYY, HH:MM)	

5. TRAVEL INSURANCE

Name of Insurance Company	
Telephone	
Policy Number	

6. EMERGENCY CONTACT

Name		Relationship	
Home No.		Mobile No.	

7. Parent/Guardian's Consent (Applicable to Student under 21 years old)

I, _____, the * father / mother / guardian give consent for my
 * son / daughter/ ward to be involved in the Overseas Trip as part of the Internship Programme.

 Signature of * Parent / Guardian & Date

 Contact No.

8. ENDORSEMENT BY THE SCHOOL DIRECTOR

I * endorse / do not endorse this Overseas Trip as part of the Internship Programme.

 Name of School Director

 Signature

 Date