

10 August 2022

Dear Sir/Madam,

STUDENT INDUSTRIAL PLACEMENT/INTERNSHIP RECOMMENDATION LETTER

This letter serves to introduce the following student who is currently enrolled in Monash University Malaysia. The industrial placement/internship provides students with the opportunity to integrate theory with practice, and to gain first-hand experience in working in the area of specialty in which they want to pursue after graduation.

The following student is applying to your organisation:

Name of student	Course Name
TAN KAI GIN	BACHELOR OF SOFTWARE ENGINEERING

The University has purchased a **Student Group Personal Accident [policy](#)** for all its enrolled students. We note that all organisations have a duty of care for all students who are engaged as trainees/interns. For international students, we advise that the Malaysian law and regulations (including visa conditions) permit international students to undertake work experience as part of their course of study.

Please note that the relevant regulations place various constraints on international students taking on paid employment. Organisations that provide for industrial placements/internships should be cognisant of and adhere to relevant regulations and guidelines. This letter does not constitute approval for paid employment of any student. Should you require further advice on this matter, please contact - Registrar and Chief Governance Officer, Monash University Malaysia (email: registrar@monash.edu)

I would be grateful if you could email a copy of the offer letters for each student to mum-cmo.soe@monash.edu should industrial placements/internships be offered to the students. I trust that your organisation will be able to provide appropriate and substantial work experience for the student(s) above. I hope that your Organisation and the student will find the time spent together to be beneficial and productive.

Yours sincerely,



Associate Professor Dr Wang Xin
Industry Coordinator,
School of Engineering Jalan Lagoon Selatan,
47500 Bandar Sunway Selangor, Malaysia, Tel: 603-55146247