



MEMORANDUM OF UNDERSTANDING

BETWEEN

PULLMAN KUALA LUMPUR BANGSAR

AND

WALAILAK UNIVERSITY

The General Manager of **PULLMAN KUALA LUMPUR BANGSAR**, No. 1, Jalan Pantai Jaya, Tower 3, 59200, Kuala Lumpur, Malaysia, Hotel Tel: (+60) 3/22981888 and the Director of The Center for Cooperative Education and Career Development, **WALAILAK UNIVERSITY**, Thaiburi, Thasala, Nakhon Si Thammarat, Thailand, hereby express having reached agreement to cooperate in their performance of education and training manpower.

Believe that the proposed cooperation would benefit and enhance the existing relationship and could contribute to mutual understanding of both parties.

It is agreed that:

1. **PULLMAN KUALA LUMPUR BANGSAR** will provide the appropriate training activities to meet the objectives of the attachment that is so provide practical hands on experience for the students.
2. Period of attachment for each batch is 4-6 (four to six) months.
3. **WALAILAK UNIVERSITY** will provide number of students who have successful selected during the interview for each attachment.
4. Both Parties have the right to terminate the said attachment agreement by giving 2 (two) months written notice, based on 6 (six) months evaluation.
5. Projected date of commencement in August 2019 until August 2021.
6. This agreement takes effect as from the date of this MEMORANDUM OF UNDERSTANDING for the period of 2 (two) years which can be prolonged based upon the consent of both parties.
7. **PULLMAN KUALA LUMPUR BANGSAR** will:
 - i. Educate the students to master the technical service and the other matters of the hotel.
 - ii. Provide an orientation for the students in order for them to be familiar with the rules and regulations of the hotels as well as the city and Malaysian Government.



- iii. Conduct regular meetings with the students to solve their problems or difficulties.
 - iv. Assist the students to overcome any difficulties and other unexpected problems or accidents as well.
 - v. Inform the **WALAILAK UNIVERSITY** as soon as possible should any accident or unexpected serious problem occur to the students.
8. **WALAILAK UNIVERSITY** will provide all necessary documentation for training Visit Pass applications. This include the following:
- i. Write up of **WALAILAK UNIVERSITY**.
 - ii. Copies of Academic Certificates, Identity card, passport and 6 passport size photographs of selected students.
 - iii. Students Curriculum Vitae.
 - iv. Medical Check-up report.
 - v. Insurance coverage policy for students.
9. **PULLMAN KUALA LUMPUR BANGSAR** will:
- i. Pay RM500 (Five Hundred Ringgit) per month per student of practical work allowance to each students per month.
 - ii. Provide 3 (three) meals (breakfast, lunch & dinner) per day in hotel's employee cafeteria.
 - iii. Provide uniform given by the hotel during working hours.
 - iv. Provide Outpatient Medical Consultation at company's doctor at RM50.00 per person/ per month (dental excluded).
 - v. Provide accommodation with sharing basis.
 - vi. Transportation to/from Airport to **PULLMAN KUALA LUMPUR BANGSAR**.
 - vii. Professional visit pass (visa) fees for each students for 4-6 (four to six) months per batch to Immigration Malaysia.
 - viii. On work schedule based on the following conditions:
 - a. Training hours is minimum of 48 (forty eight) hours per week (excluded break time).



- b. 6 (six) working days and 1 (one) rest/off day per week.
- c. 1 (one) replacement day off if student working on Malaysia public holiday.
- d. Students will be given the privilege to perform overtime or part time at RM 7 (Seven Ringgit) per hour.
- e. Students will be given a night shift allowance at RM 4 (Four Ringgit) per hour for every night schedule assigned by the department.
- f. Students in split shift will be given RM 4 (Four Ringgit) per day.
- g. Students who misbehave or violets the hotel policy and procedure will be terminated and the return air-ticket will be borne by the respective student.

10. **WALAILAK UNIVERSITY** will act on behalf of the students for the following:

- i. Providing flight ticket to/from Malaysia.
- ii. Providing Hospitalization, life and personal accident insurance.
- iii. Paying Fiscal exit tax.

11. **WALAILAK UNIVERSITY** will be responsible for the following:

- i. Send maximum **2** (two) instructors to **PULLMAN KUALA LUMPUR BANGSAR** once per batch attachment, to monitor the progress of their students. **WALAILAK UNIVERSITY** will be responsible for all expenses for the visit. However **PULLMAN KUALA LUMPUR BANGSAR** will provide complimentary **Two** (2) days **One** (1) night accommodation inclusive breakfast for **two** (2) and dinner at the hotel restaurant and it subject to availability. Other expenses are on guest account. All visits for the instructors must be notified **two** (2) weeks in advance.
- ii. Repatriating any student who has violated the hotel or local rules and regulations.
- iii. Review the progress and performance of each student with **PULLMAN KUALA LUMPUR BANGSAR** management staff.



12. **WALAILAK UNIVERSITY** will inform the students of the following:

- i. To comply with the hotel's policies, rules and regulations.

- ii. To carry out duties given by Head of Department or appointed supervisors.
 - iii. To refrain from any divulging of hotel confidential information
 - iv. Air ticket will be kept by **PULLMAN KUALA LUMPUR BANGSAR** upon arrival and will be used for return of the student to Thailand at the end of the Industrial Attachment Training.
13. **PULLMAN KUALA LUMPUR BANGSAR** will issue certificates to students whom have successfully completed the supervised field training.
14. The attachment to **PULLMAN KUALA LUMPUR BANGSAR** is subjected to an approval of training visit passes of the students.
15. The agreement takes effect as from the date of signing the **MEMORANDUM OF UNDERSTANDING** for the period of 2 (two) years which can be prolonged based upon the consent of both parties.
16. Should mistake/error be found in the **MEMORANDUM OF UNDERSTANDING** at later date, necessary amendments will be made between agreements of both parties.

Signed at :
Dated :

Signed by:

WALAILAK UNIVERSITY

PULLMAN KUALA LUMPUR BANGSAR

Attanan Tachopisalwong


Dr. Attanan Tachopisalwong
Director,
Center for Cooperative Education
and Career Development
Walailak University

Andrew Carlile
General Manager

Sep. 3, 2019