



UNM Vacancy Handling Policy for Employers	
PO-CAS/Rev01	29 March 2023

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1. Introduction Purpose & Background

- 1.1 The Careers Advisory Service (CAS) of the University of Nottingham Malaysia (UNM) offers a free employers advertising service for students and alumni to access available vacancies and internship opportunities through our online channels.
- 1.2 The vacancy opportunities on our online channels are intended to be accessed only by University of Nottingham Malaysia students although we cannot absolutely guarantee this. Contrary, all our Careers social media are accessible to the public.
- 1.3 All details on the vacancy advert must be accurate and valid to the best of the employer's knowledge. CAS reserves the right to advertise only roles that meet criteria of relevance to our students or to make minor amendments to job adverts in line with our communication guidelines. CAS shall not be held responsible for the content on any site linked outside of the vacancy advert.
- 1.4 We encourage employers to share your vacancies with a realistic lead time, to allow us time to publish them and to give the students time to engage with them. Please be advised that CAS is not able to guarantee the level of their engagement towards the vacancy postings. CAS can assist to re-advertise the vacancy upon request by the employer, subject to the availability of the advertisement slots.
- 1.5 The purpose of this policy is to enable CAS to establish expectations and guidelines for all employers we serve and ensure service quality, acknowledge UNM's student well-being, protect student privacy, and limit risks to UNM students, alumni, and other users of our services.

2. Scope

- 2.1 CAS is not an employment agency on behalf of the organisation or students and will not participate in any Terms of Business with the participating organisation or Terms and Conditions of employment with the students. Any contracts of employment are between the students and the hiring organisation.
- 2.2 The promotional services for vacancy and internship opportunities do not imply endorsement of the vacancies. Any views and opinions expressed by the advertised organisations do not constitute an endorsement by UNM, and the University is not liable for it.

3. Definitions

3.1 Vacancy refers to a vacant job position within a company. It can be:

- a) Internship/ Industrial Training/ Practical Training /Industrial Attachment
- b) Full-time (Permanent and Contract)
- c) Part-time
- d) Voluntary

4. Responsibilities

4.1 Careers Advisory Service (CAS)

- (a) All vacancy and internship opportunities submitted are subject to a screening process and CAS reserves the right to refuse any opportunities listed in the Non-Permitted Lists below, or from any organisation that communicates with the University in what we deem to be an unprofessional and inappropriate manner
- (b) By placing the vacancies at the University, employers confirm that they comply with the latest Malaysia Employment Act and applicable legislation
- (c) Vacancy or internship opportunities offered in countries outside Malaysia must comply with the home country's relevant employment legislation
- (d) Any vacancy advertisements including statements such as 'must be able to gain or have permission to work in Malaysia' will be amended to read 'the successful candidate must, by the start of their employment, have permission to work in Malaysia'

4.2 Recruitment agencies and intermediaries

- (a) Recruitment intermediaries can recruit for their own organizations and for their clients
- (b) Opportunities must be clearly stated whether they are recruiting for their own or for their clients
- (c) CAS has the right to request a copy of the retainer signed between the recruitment intermediary and their client that authorises them to act as their campus representative/ talent engagement/ recruitment
- (d) We will not post adverts asking our students to register with a recruitment intermediary
- (e) We will not post opportunities asking our students to register with a recruitment intermediary, where the client's name has been withheld
- (f) Any graduate or internship opportunities with the recruitment intermediary itself will be treated in line with our vacancy guideline



- (g) The client company's names must be included in the job advert or made known to the CAS (We will not disclose in advertising the name of the client if instructed by the agency)
- (h) If the client company is promoting the opportunity with us directly, we will not advertise the agencies opportunities
- (i) If more than one recruitment intermediary submits the same vacancies, we will post on a first-come-first-served basis

5. Permitted Lists

5.1 We invite employers to submit the following vacancies in accordance with the guidelines listed below. All adverts need to submit at our Jotform page, and employers must fulfil the requirements below:

- (a) Company/ organisation name
- (b) Company registration number
- (c) Company/ organisation web address
- (d) Company/ organisation postal address
- (e) Recruiter contact details, i.e., name and designation, office telephone number or business mobile number, and official email address
- (f) CAS reserves the right to request any additional supporting details and documents

5.2 Upon successful screening, CAS may publish the vacancy and internship opportunities if they fall into the following categories:

- (a) Graduate vacancies with an immediate or future start date
- (b) Graduate recruitment schemes available throughout the year
- (c) Internships and industrial training opportunities
- (d) Voluntary work with a non-governmental organization (NGO) and a registered charitable organization

6. Non-Permitted Lists

6.1 We are unable to provide promotional services to any advertisements that, to our knowledge:

- (a) Have misleading, incomplete, or inaccurate job descriptions
- (b) Do not include an address, phone number, or business email address
- (c) Does not comply with Malaysia's national laws, including but not limited to laws relating to labour and employment, equal employment opportunity and employment



- eligibility requirements, data privacy, data access and use, and intellectual property
- (d) Discriminate because of age, gender, race, religion, disability, marital status, pregnancy, or sexual orientation
 - (e) Are not of Higher Education calibre. We offer degree programmes and above hence we are not able to promote vacancies which are lower than degree levels such as those with SPM, STPM, and Diploma qualifications
 - (f) Promote or endorse illegal activity, such as gambling, online gambling, casino, and online casino
 - (g) Promote or endorse pyramid selling, multi-level marketing opportunity, and/or related financial schemes
 - (h) Are high-interest loan non-banking organisations
 - (i) Require a student to pay any kind of fees, such as deposits, placement, and processing fees, and purchasing fees
 - (j) Promote services to our students and graduates at a cost where the university already offers the equivalent service free of charge
 - (k) Represent an undue health or safety risk that imposes hazards to the student
 - (l) involve students in writing academic work such as essays or personal statements for use by other students
 - (m) Are self-employment opportunities
 - (n) Are commission-only roles
 - (o) Are based in a private household
 - (p) Require a student to do an unpaid trial period
 - (q) Are connected to the adult industry or associated with adult content
 - (r) Are courses such as PhD, fellowship, and research assistant that the University of Nottingham already offers
 - (s) Are companies that produce nicotine or tobacco-based products due to the cancer research carried out by the University of Nottingham
 - (t) Are listed under Financial Consumer Alert List by Bank Negara Malaysia (BNM)
 - (u) Are payment systems entities but not listed under the List of Regulatees by Bank Negara Malaysia (BNM)
 - (v) Do not pay the legal Malaysia National Minimum Wage unless they are volunteering opportunities with registered charities (Recommended that employers pay a salary that reflects the level of work our students or graduates will be undertaking)
 - (w) Risk reputational damage to the University of Nottingham

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7. Support and further information

7.1 UNM reserves the right to change this Policy at any time without notice. If you need support on this policy and its implementation, please contact careers@nottingham.edu.my.

7.2 This policy was approved on 29 March 2023 by the Student Experience Committee. It will be reviewed in March 2025 or whenever necessary.

8. Document change history

Policy name	UNM Vacancy Handling Policy for Employers
Reference number	PO-CAS/Rev01
Policy Category	CAS
Subject	This policy sets out the guidelines for all employers CAS serve and ensure service quality, acknowledges UNM's student well-being, protect student privacy, and limit risks to UNM students, alumni, and other users of CAS services.
Approving authority	Student Experience Committee
Accountable person	Registrar
Responsible Team	Careers Advisory Service
First approved	29 March 2023
Last review date	nil
Next review date	29 March 2025
Application	University of Nottingham Malaysia
Related Policies	nil
Guidelines	MyCareer employers - Vacancy handling policy (nottingham.ac.uk)