

PROFESSIONAL INTERNSHIP

OBJECTIVE

In NTU, all engineering students must successfully complete one of the attachment programmes before their graduation.

The purposes of the attachment programme are to supplement NTU's in-house practical professional training and to lessen the on-the-job training of these students when they graduate, as well as to instill in them the right kind of work attitude and work professionalism, so that they can become effective and productive to their respective organizations much sooner than is usual for fresh graduates.

ATTACHMENT PROGRAMMES/PERIODS

Student	Programme	Duration	Period	AUs	Criteria for PI or PA
All Engineering students	Professional Internship (PI)	20 weeks	Semester 1: Aug – Dec Semester 2: Jan – May	8	A level students admitted to Year 1 in AY2014-2015 and after: <ul style="list-style-type: none">Likely to be Year 3 standingCompleted at least 4 semesters of study Direct Entry students admitted to Year 2 in AY2015-2016 and after: <ul style="list-style-type: none">Likely to be Year 3 standingCompleted at least 2 semesters of study
	Enhanced Professional Internship (EPI)	30 weeks	Semester 2: Jan – Aug	12	
Engineering students on special programmes *	Professional Internship (PI)	20 weeks	Semester 1: Aug – Dec Semester 2: Jan – May	8	
	Enhanced Professional Internship (EPI)	30 weeks	Semester 2: Jan – Aug	12	
	Professional Attachment (PA)	10 weeks	Special Terms: May – Jul/Aug	4	

* Please refer to your course curriculum or consult your School administrator.

ASSESSMENT OF STUDENTS

Participating organization is required to assign a supervisor, preferably an engineer, to supervise the student and assess his/her work performance during attachment. Students will also be assessed by NTU staff.

ATTACHMENT PROGRAMME

Participating organization is also required to provide an attachment programme. The programme should emphasize on applications, management and hands-on experience for the student to meet the following attachment objectives:

- to apply knowledge learned in the University;
- to acquire skills needed to become practice-oriented engineers;
- to strengthen work values through an improved understanding of themselves and the work environment; and
- to gain interpersonal skills that promotes personal growth and development.

ALLOWANCE AND WORKING HOURS

The allowance to be paid to the student will be determined by the organization. As a guide, for attachment in Singapore, organizations are paying S\$800 to S\$1500 per month (CPF exempted). This subsistence allowance paid to students to meet his/her daily expenses and board and lodging (in the case of foreign student) is not liable to income tax in Singapore, as long as there is no employment contract between the student and the participating organization. Students will follow the normal office working hours of the organization.

For overseas attachment, students are normally paid according to the industrial norms in the country of attachment.

WORK PERMIT

Organization taking in a foreign student who is a full-time matriculated or registered student of NTU for local attachment programme is exempted from applying for a work permit in respect of that foreign student.

INSURANCE

Students are insured against industrial hazards or accidents through a Group Personal Accident Insurance Scheme arranged by NTU. The University has also taken up a Public Liability Policy Insurance to indemnify organizations against claims and damages arising as a result of providing such training facilities.

CERTIFICATE OF ACCOMPLISHMENT

Upon completion of the attachment programme, students will be awarded Certificates of Accomplishment, jointly signed by the Director of Career & Attachment Office, NTU and a nominated representative of the organization.

CONTACTS

- Career and Attachment Office | Temporary Office Building 2, Level 1 | Webpage: <http://www.ntu.edu.sg/cao/home/>
- School Attachment Coordinator(s) | Assoc Prof Tan Soon Yim ; Assoc Prof Soon Ing Yann
- EEE Undergraduate Programme Office (Block S2, Level B2a) | Email: eeeundgrad@ntu.edu.sg