

**CAO's Guidelines on Summer Internship (May – Aug 2017)
in relation to NTU's Credit-Based Internship Programmes**

Students are free to take up summer internships offered by companies. However, for students who are participating in NTU's credit-based Internship Programmes during AY16/17 Semester 2, Special Terms (May to July 2017) and AY17/18 Semester 1 (starting in July/August 2017), please take note of the following:

Students	Attachment/Internship Programmes	Important Notes
1) Engineering students 2) BS, PAP & CBC students	Professional Internship (PI) Industrial Internship Programme (IIP)	Engineering students going for 20-week PI from 9 Jan to 27 May 2017 and Science students going for the 22-week IIP from 9 Jan to 10 June 2017 can only start the summer internship programme (vacation work experience) after the end of PI/IIP on 27 May 2017/10 Jun 2017 or any extended date. No early release or leave will be granted for the purpose of this summer internship. Engineering students going for 20-week PI and Science students going for 22-week IIP from Aug/Jul – Dec 2017 must end this summer internship before the start of PI or IIP. No shifting of internship period is allowed.
3) Engineering students 4) PAP & MAS students	Professional Attachment (PA) Industrial Internship Programme (IIP)	Engineering students going for 10-week PA and Science students who have applied for 10/12-week IIP from May to Jul/Aug 2017 may use this summer internship to fulfil their attachment/internship requirement provided that the scope of work is relevant to their course of studies by putting this up as their self-sourced placement to CAO by 14 Mar 2017 . Please note that all self-sourced placement is still subject to School's evaluation and approval.
5) CS Year 3 Students	Professional Internship (PI)	Students who are participating in PI from 3 Jan to 3 Jun 2017 can only participate in summer internship that commences after PI ends officially or after any extended end date. No leave of absence will be granted from PI for summer internship.
6) SSM Year 4 Students	SSM Internship	Students going for 22-week attachment from Jul to Dec 2017 must end this summer internship before the start of SSM Internship. No shifting of attachment period is allowed.
7) HSS Year 3 students 8) NBS Year 2 students 9) ACBS Year 2 students 10) BCE Year 3 students 11) BCG Year 3 students 12) MS Year 3 Students 13) ADM Year 3 Students	HSS Professional Attachment (HPAP) NBS Professional Attachment (NBS PA) Industrial Immersion (II) ADM Internship	Students may submit their summer internships as self-sourced placements to fulfil their NTU's credit-internship requirement, for period 8 May to 15 Jul 2017 , provided that the scope of work is relevant to their course of study or meet the School's requirement . The deadline for submission of self-sourced placements to CAO is 31 Mar 2017 . All self-sourced placements are still subjected to School's evaluation and approval. If not approved, this summer internship will be treated as vacation work experience.

Additional Notes:

- Students should ensure that their summer internships end before the new term starts in August 2017. If students are required to work into the teaching weeks, please apply of leave absence from study which is subjected to approval by your school. Do not commit to organisations until you have the approval from your school.
- International students on student passes are not allowed to work for more than 16 hours per week during term time. So, international students must end their summer internships before new term starts in August 2017.

Updated on August 2016