

INFORMATION ON INDUSTRIAL ORIENTATION

IMPORTANT:

1. Depending on various Schools' requirement, students may or may not be allowed to do their attachment in their final semester.

Students who choose to do IO in the final special sessions will not be able to attend the convocation in that year following the completion of their IO. These students will still graduate and be conferred their degree after successful completion of their IO. They can join the following year's convocation by informing OAS. The IO results will normally be available in September.

2. The placements secured by CAO may not be sufficient for everyone. Students are encouraged to source for their own IO placements.
3. Each student is only allowed to do one attachment option from IO/IA/EIA/IRA/GEM Discoverer Work & Study/GEM Discoverer Research. The work component in GEM Discoverer Work & Study is towards fulfilling the requirement for attachment for the respective courses.
4. Students on IO are not allowed to read courses during attachment.
5. Students on attachment are not allowed to shift their attachment period, take leave or end their attachment earlier to participate in the Summer Programmes, Work & Travel, other internships, read courses etc.

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A) OBJECTIVES OF ATTACHMENT

In the curriculum structure at NTU Engineering students must successfully complete one of the attachment programmes before their graduation.


The attachment programme is considered as partial fulfillment for the Bachelor of Engineering degree courses at NTU.

The purposes of attachment are to supplement NTU's in-house practical professional training and to instill in the students the right work attitudes and professionalism so that they could become effective and productive to their respective organisations much sooner than is usual for fresh graduates.

Attachment is a learning process which by exposing the students in real life working environment as part of an academic curriculum helps the students to develop and enhance academic, personal and professional competencies. Due to the diversity of the training environments and backgrounds of organisation supervisors, a significant part of the attachment programme is based on a self-directed learning approach by the students.

Organisations participating in our attachment programmes are required to provide a structured attachment programme with emphasis on applications, management and hands-on experience for the students to:

- (a) apply knowledge learned
- (b) acquire practical skills
- (c) strengthen work values
- (d) gain interpersonal skills

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B) INDUSTRIAL ATTACHMENT STEERING COMMITTEE

The Industrial Attachment (IA) programme is administered by the Industrial Attachment Steering Committee (IASC) and the Career & Attachment Office (CAO).

The respective School Representatives appointed by the Chairs as the members of IASC for Academic Year 2014-2015 are:

School	Name	Tel No.	Rm No.
CEE	Dr Lum Kit Meng	6790 5318	N1-01b-52
CEE	Mr Teh Kong Leong	6790 5282	N1-01c-76
EEE	Assoc Prof Tan Soon Yim	6790 4505	S1-B1b-44
EEE	Assoc Prof Soon Ing Yann	6790 5638	S2-B2c-114
MAE	Assoc Prof Teo Ee Chon	6790 5529	N3-02b-44
MAE	Assoc Prof Huang Weimin	6790 4859	N3.2-02-11
SCE	Assoc Prof Deepu Rajan	6790 4933	N4-02c-78
SCE	Asst Prof Philip Fu Chi-Wing	6790 4928	N4-02c-104
MSE	Assoc Prof Oh Joo Tien	6790 6408	N4.1-01-12
MSE	Assoc Prof Chen Zhong	6790 4256	N4.1-01-24
SCBE (BIE)	Asst Prof Kang Yuejun	6316 2894	N1.3-B3-05
SCBE (CBE)	Asst Prof Lau Wai Man	6790 8830	N1.2-B2-32

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C) CRITERIA FOR ATTACHMENT


FOR ALL COURSES

'A' level students:

- **admitted to Year 1 in AY2010-2011 and before**
Year 3 standing and have completed at least 4 semesters of study
- **admitted to Year 1 in AY2011-2012 and after**
Likely to be Year 3 standing and have completed at least 4 semesters of study

Direct Entry students:

- **admitted to Year 2 in AY2011-2012 and before**
Year 3 standing and have completed at least 2 semesters of study
- **admitted to Year 2 in AY2012-2013 and after**
Likely to be Year 3 standing and have completed at least 2 semesters of study

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D) DATES OF REGISTRATION & SELECTION OF ORGANISATIONS/PROJECTS FOR IO

Please read the Section F on 'Registration, Selection & Application Framework' before you proceed with the IO registration.

	Period
Round 1	24 January 2014 (Friday) 9.00am to 30 January 2014 (Thursday) 5.00pm
Round 2	21 February 2014 (Friday) 9.00am to 25 February 2014 (Tuesday) 5.00pm
Round 3	21 March 2014 (Friday) 9.00am to 25 March 2014 (Tuesday) 5.00pm
Round 4	18 April 2014 (Friday) 9.00am to 21 April 2014 (Monday) 5.00pm

1. Interview schedule for interviewing organisations for either local or overseas IO placement will be updated by the organisations concerned directly.

An email will be sent to your NTU email account directly as and when the organisation enters the interview schedule in the system. Please check your email regularly for updates. Alternatively, you can also logon to StudentLink to check the status of your application.

2. If you are selected by the organisation, you have to accept or decline the offer by **30 April 2014 or an earlier date requested by the organisation**. Please note that you can only accept one offer.
3. **Under the policy of CoE, students who rescind accepted offer will be dropped from the current IO/IA. You may participate in the next attachment programme.**
4. The full results of IO allocation & online IO package will be available from **29 April 2014**.

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E) DEFINITION/TERMS FOR PARTICIPATING IO ORGANISATIONS & PROJECTS OFFERED

During the period of Registration for IO and Selection of IO Organisations/Projects, students who are eligible for IO will be given access to view the list of organisations and the projects they offer for IO under [Search for Attachment Projects](#).

Participating organisations are classified as:

Overseas	One which offers overseas IO placement(s).
Interviewing	One which wants to select suitable students by 'interview' or other means.
IO+FYP (only applicable to EEE, MAE and MSE)	One which students will start their IO with first, followed by a semester of FYP, full time working in the same organisation.

Each organisation will have a code number (**Organisation code**). The projects by participating organisations will be classified by field of engineering (**Field code**) and work nature (**WN code**). Each project will also have a code number (**Project code**) which is unique for the course.

The fields of engineering and work nature for each of the courses are as follows:

School	Field of Engineering	Work Nature (for each field of engineering)
CEE	1-Structures 2-Geotechnics 3-Transportation 4-Water & Environment 5-Construction Management	1-Design & Analysis 2-Site Construction 3-Site Investigation 4-Surveying/Field Work 5-Computer/Software Development 6-Laboratory 7-Planning
EEE	1-Power 2-Electronic Circuits & Systems 3-Computer Engineering 4-Intelligent Systems & Control 5-Biomedical Electronics 6-Communication 7-Microelectronics 8-Photonics 9-InfoComm 10-Digital Media Processing 11-IC Design 12-Interactive Digital Media	1-Computer Applications/Software Engineering 2-R&D/Design 3-Manufacturing/Process Engineering 4-Project Management/Engineering 5-Marketing/Sales 6-Site/Field Work
MAE	1-Engineering Mechanics 2-Manufacturing Engineering 3-Thermal & Fluids Engineering 4-Systems & Engineering Management 5-Design Specialisation 6-Mechatronic Specialisation 7-Aerospace Engineering	1-Automation & Control 2-Design/Analysis/Fabrication 3-Computer Application/Software Development 4-Manufacturing Operations / Quality Assurance 5-Mechanical & Electrical Services 6-Operations/Processes 7-Operation/Project/Quality Management 8-Aircraft Design & Manufacturing 9-Aircraft Maintenance, Reliability & Overhaul

SCE	<ul style="list-style-type: none"> 1-Software 2-Hardware/Software 	<ul style="list-style-type: none"> 1-Manufacturing/Production/Process 2-Services/Support 3-Research/Development/Design 4-Marketing/Sales
MSE	<ul style="list-style-type: none"> 1-Microelectronics/Optoelectronics Materials 2-Metallic Materials 3-Polymeric/Composite Materials 4-Ceramic Materials 5-Bio-materials 	<ul style="list-style-type: none"> 1- Materials testing & characterization/Reliability & performance testing/Failure analysis & prevention / Non-destructive evaluation 2- Product design, optimisation & qualification/ Simulation & modeling/New product introduction/Selection of materials 3- Quality assurance & control/Standardisation & specifications/Quality audit/Inspection & certification/Engineering materials procurement & logistics 4- Corrosion control & protection/Wear & erosion/ Environmental & bio-degradation of materials 5-Processing of materials/Process problem solving & improvement/Process engineering 6-Production planning & control/Project evaluation & management/Systems management 7- Tissue engineering/Drug delivery mechanisms/ Implant biomedical devices
SCBE (BIE)	<ul style="list-style-type: none"> 1-Biomedical Electronics & Devices 2-Bioanalytical Instrumentation 3-Biomechanics 4-Biomaterials Engineering 5-Biocomputing 6-Biotechnology & Bioprocessing 7-Medical Diagnostics & Technology 8-Biomedical Engineering & Design 9-Healthcare Management 10-Nanobiotechnology/Nanotechnology 	<ul style="list-style-type: none"> 1-Simulation & modeling/Signal processing/Medical Imaging 2-Computer Assisted Surgery/Bioinformatics/ Database Organization 3-Quality Assurance & Control/Inspection & Certification 4-Standardization & Specifications/Safety 5-Product Design/Project Management 6-Optimization/Manufacturing & Maintenance 7-Tissue Engineering/Drug Delivery/Bio-degradation 8-Synthesis & Characterization of Biomaterials 9-Animal/Clinical Trials & Experimental Surgery 10-Environmental/Waste Management/Monitoring & Toxicology 11-Product Technology & Development in Diagnostics & Treatment
SCBE (CBE)	<ul style="list-style-type: none"> 1-Petroleum/Oil & Gas/Energy 2-Petrochemicals 3-Specialty Chemicals/Fine chemicals 4-Polymers 5-Pharmaceuticals/Drugs 6-Biotechnology/Bioprocessing 7-Food/Flavour/Fragrances 8-Consumer care products 9-Semiconductor/Microelectronics 10-Nanotechnology 11-Materials Engineering 12-Environment/Water resource Engr. 13-Biomedical Engineering 	<ul style="list-style-type: none"> 1-Process Design/Optimization 2-Simulation/Experimental Modeling/Scale up 3-Process Control 4-Processing of materials/Process problem solving 5-Quality Assurance & Control/Inspection & Certification 6-Standardization & Specifications/Safety/Risk Analysis 7-Production planning & control/Scheduling 8-Product Design/Project management 9-Synthesis & Characterization of chemicals/materials/drugs 10-Environmental/Waste Management/Water treatment 11-Tissue Engineering/Drug Delivery

F) REGISTRATION, SELECTION & APPLICATION FRAMEWORK

1. Every student, who is eligible for IO, MUST register for IO if he/she wants to do IO.
2. The Registration & Selection of IO is done through the Registration & Selection of Organisations/Projects for IO. To register for IO, you have to
 - Step 1- Attend an online safety training via the NTULearn and pass the quiz.
 - Step 2- Prepare your resumes. You can create your own version or use the template in 'Create/Update Resume(s) for IA' in the StudentLink. If you do not include your modules and results in your resume, please append your degree audit to your resume. Your resume must be in PDF format and maximum 1 Mb File-size. You will be prompted to upload your resume if you have selected overseas and/or local organisation choices.
 - Step 3- Search for IO organisations & their projects you are interested in.
 - Step 4- Register for IO by keying in your choices of organisations and their respective field of engineering, work nature and project codes you prefer, and other relevant information via Registration & Selection of Organisations/Projects for IO.
3. You are allowed to select up to 6 choices as follows:

Overseas choice	Local choice (all interviewing organisations)
<ul style="list-style-type: none">• can select up to three overseas organisations• organisations are in order of priority	<ul style="list-style-type: none">• can select up to three local choices• organisations must be of different organisations• organisations are of equal priorities

It is not compulsory for you to fill in all the choices if the projects are not of your interest.

You may wish to be selective about the number of organisations that you would like to apply to so that you do not have too many tests or interviews to attend.

For each choice, please check carefully the organisation code and the field of engineering, work nature and project code you prefer and key in the respective codes. Please refer to the Definition/Terms for Participating IO Organisations & Projects Offered for the fields of engineering relevant to your course of study.

A Data Entry Guide (in Registration & Selection of Organisations/Projects for IO) has been prepared for you to note down the relevant code numbers while searching for attachment projects before keying in your choices. Please print a copy for use.

4. **For EEE, MAE and MSE, your local choices may consist of IO+FYP organisation if you have met the eligibility criteria set by your School.**

IO+FYP is a new scheme offered by your School. Selected students will start their IO with the organisation first, followed by a semester of FYP, full time working in the same organisation. The FYP is normally expanded from the IO project or in an area related to the IO project. The timeline is as follows:

IO : 19 May - 26 July 2014 (10 weeks)
Leave : 27 July - 10 August 2014 (2 weeks) (optional)
FYP : 11 August - 12 December 2014 (18 weeks)

As students will spend a full semester on FYP under this scheme, i.e. not allowed to take any other module, to ensure that students are able to graduate on time, the School has set up the following eligibility for IO+FYP. Do check that you meet the eligibility criteria before you apply. Please note that the School will drop you out from this scheme if you do not meet the criteria.

School	Criteria for IO+FYP
MAE	<p><u>For A-level students:</u></p> <ul style="list-style-type: none"> - At the point of application, students must have obtained at least 78 AUs. - They are only allowed to proceed to do IO+FYP provided they have obtained at least 87AUs. <p><u>For Direct entry students:</u></p> <ul style="list-style-type: none"> - At the point of application, students must have obtained at least 49 AUs. - They are only allowed to proceed to do IO+FYP provided they have obtained at least 61 AUs.
EEE	<p>At the beginning of Semester 2:</p> <ol style="list-style-type: none"> 1. <u>For A-level (Year-1 admission) students</u> Must earn at least 84 AUs for their degree requirements. <u>For Direct-entry (Poly) students</u> Should earn at least 55 AUs for their degree requirements. 2. Have at least a CGPA of 3.5 <p>Students are allowed to proceed to do the IO+FYP if they meet the following requirements after the examination results for Semester 2 are available.</p> <ol style="list-style-type: none"> 1. Year-4 standing or in the final year. 2. Have a balance of no more than 40 AUs (inclusive of the 4 AUs for IO and 8 AUs for FYP) before graduation. 3. Have at least a CGPA of 3.5.
MSE	<ol style="list-style-type: none"> 1. Only for students who are eligible to do FYP after IO and have cleared the following minimum AUs: <ul style="list-style-type: none"> - For Year 1 intake, the AUs will be 85AUs. - For Year 2 direct entry intake, the AUs will be 50AUs. 2. Have at least a CGPA of 3.5.

5. **Overseas organisation choices will have priority over your local choices, and/or self-sourced application.**

6. If you have received approval to take up the IO placement sourced by yourself, you only need to register for IO. **DO NOT** key in any selection of IO organisation/project. CAO will update you to the approved placement.

If you have submitted (but yet to receive approval) or intend to submit a self-sourced application, you are allowed to select overseas IO (if you are interested) and/or local organisations publicised by CAO.

- If you accept an offer from the interviewing organisation, your self-sourced application will be voided.

- Once your self-sourced application is approved, your interviewing choices/offers will not be available to you anymore.

Your overseas IO organisation choices will have priority over your self-sourced application.

7. Interview schedule for interviewing organisations for either local or overseas IO placement will be updated by the organisations concerned directly.

An email will be sent to your NTU email account directly as and when the organisation enters the interview schedule in the system. Please check your email regularly for updates. Alternatively, you can also logon to StudentLink to check the status of your application.

8. If there is a conflict of interview sessions scheduled by different organisations, you are required to contact the organisation to request for a re-scheduling of your interview appointment.
9. Interview results will be updated by the organisation through NTU's system and you will be notified by an email sent to your NTU email account directly as and when the organisation enters the interview results in the system.

Please note that the organisations are not obliged to explain:

- why they do not shortlist a certain student for interview and/or
- why they do not select a student after the interview.

10. If you do not receive any offer online via the StudentLink, you will be allowed to participate in the next round of selection. The process from point 1 to 4 will repeat until you are successfully placed or all the placements have been exhausted.
11. The full allocation result will available through StudentLink in April. The final IO project may be modified or changed due to organisation's needs.

12. **Important Rule:**

If you are selected by the organisation, you have to accept or decline the offer by **30 April 2014 or an earlier date requested by the organisation**. Please note that you can only accept one offer.


Under the policy of CoE, students who rescind accepted offer will be dropped from the current IO/IA. You may participate in the next attachment programme.

13. Please update your address, contact numbers and handphone number through the StudentLink – Change of Personal Particulars. We may need to contact you urgently on matters relating to Industrial Orientation.
14. Please note that
 - a) if you do not key in any information at all under the "Attachment Registration & Selection of Organisations/Projects for IO" option in StudentLink on web by the closing date and time for your School, you will be deemed as not registered for IO and hence will not be allocated any IO organisation.
 - b) the final IO project may be modified or changed due to organisation's needs.
15. CAO is located at the Student Services Centre, Level 4. For enquiries, please call 6790 4017 or email CAO_EngrgAttachment@ntu.edu.sg

G) IO FOR SPONSORED STUDENTS

If your study in NTU is sponsored, in the nature of a scholarship, by an engineering or computer organisation, please check with your sponsoring organisation whether you are required to do your IO with them. If so, the organisation is required to send a written request to the following **before the IO registration starts**.

Director
Career & Attachment Office
Nanyang Technological University
Student Services Centre, Level 4
42 Nanyang Avenue
Singapore 639815
Fax: 6791 6178

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H) RULES ON SOURCING FOR YOUR OWN IO PLACEMENT

Sourcing for own overseas IO only applies to students who are Singapore Citizens or Singapore Permanent Residents. For Singapore Permanent Residents, home placement is not allowed.

Students who opted for IO are strongly encourage to source for their own IO placement.

The placement secured by the student **MUST** meet the following conditions before it can be considered as an attachment placement:

- a) the organisation paid-up capital is at least S\$20,000.
- b) the number of employees in the organisation is at least 5.
- c) the organisation should have been incorporated for at least 2 years.
- d) the organisation must have a proper office setup and not one that operates from home or virtual office.
- e) the training programme/project must be relevant to the student's course of study with sufficient technical content.
- f) the organisation should have a full time staff (as the student's supervisor) who has the relevant technical knowledge to provide supervision to the student.
- g) the organisation is able to provide supervision and conduct assessments on the student during the attachment according to NTU's Attachment Assessment System.
- h) the period of the attachment must be as stipulated in the NTU's academic calendar and meets the course requirement on the attachment programmes.
- i) the organisation indicates its preference to have the particular student as the attachment student.
- j) the student is not associated with the organisation and has no immediate family members, close relatives or friends either working in the organisation or is/are director(s) or substantial shareholder(s) of the organisation which may give rise to conflicts of interest.

Please refer to the table below for the submission deadline for the self-sourced IO application:

Attachment	Submission Deadline
Industrial Orientation	13 March

Students are required to submit the following forms and print-outs to CAO by the above deadline.

- i) Declaration by Student (Sourcing for Own Attachment Placement Scheme), **DPA/S/OS/Declaration**.
- ii) Letter of Offer from the organisation, **DPA/S/OS/Offer**.

- iii) NTU's Attachment Response Form, DPA.F10, duly filled by the organisation.

Industrial Orientation	DPA.F10 (for Local Attachment)
Industrial Orientation (Overseas)	DPA.F10 (for Overseas Attachment)

Please click on the respective links (highlighted in blue) to download the forms.

- iv) NTU's Attachment programme form, DPA/30, for the relevant course, duly filled by the organisation.

Industrial Orientation	<ul style="list-style-type: none"> - DPA/30/CEE(Part 1) - DPA/30/EEE(Part 1) - DPA/30/MAE(Part 1) - DPA/30/CE(Part 1) - DPA/30/MSE(Part 1) - DPA/30/BIE(Part 1) - DPA/30/CBE (Part 1)
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Please click on the respective links (highlighted in blue) to download the forms.

- v) Print-out of the '[Instant Company/Business Information](#)' of the organisation from the Registrar of Companies and Businesses, only if the organisation is a Singapore registered company. No print-out is required for Singapore government bodies or agencies, e.g. National Environment Agency (NEA), MOE etc.
- vi) Print-out of '[People Profile Information](#)' under your NRIC/passport no. from the Registrar of Companies and Businesses (print out showing nil record is also necessary).

For (v) & (vi), students may access the following website and make payments wherever applicable.

http://www.acra.gov.sg/Quick+Links/Purchase_of_Information/About+iShopatACRA.htm

Alternatively, students can submit their request online via NTU Library: <https://venus.wis.ntu.edu.sg/lib/DatabaseService/>. It will take 3 working days for NTU Library to process your request.

Please note that


- The acceptance of the company and its programme for attachment and the allocation of the student concerned to take up the placement secured is subject to the final approval by the Industrial Attachment Steering Committee.
- Students who received approval to take up the IO placements sourced by themselves only need to register for IO. **DO NOT** key in any selection of IO organisation/project. CAO will update the students to the approved placements.

Students who have submitted (but yet to receive approval) or intend to submit a self-sourced application, he/she will be allowed to select overseas IO (if they are interested) and/or local organisations publicised by CAO.

- If you accept an offer from the interviewing organisation, your self-sourced application will be voided.
- Once your self-sourced application is approved, your interviewing choices/offers will not be available to you anymore.

The overseas IO organisation choices will have priority over the self-sourced application.


- Students are only allowed to submit one self-sourced application at a time.
- Once approved, students are not allowed to submit another self-sourced application.
- Students are required to convey the status of their self-sourced placement to the companies themselves.
- Any false declaration by the student will lead to disciplinary action (including failing the attachment, suspension or expulsion from NTU) regardless of whether it is found out before, during or after the attachment.

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I) OVERSEAS IO

1. Every year CAO contacts suitable local and overseas organisations to source for overseas placements for our students. NTU also has exchange programmes with some overseas universities. Under such exchange programmes, the overseas universities will assist to find suitable placements for our students in their countries. These placements will be announced during the Viewing & Selection of Organisations/Projects for Industrial Orientation.
2. The selection criteria are as follows:
 - a. Eligibility for consideration will depend on academic merit, personal qualities and other selection criteria adopted by the different Schools in NTU, and participating host universities and organisations.
 - b. International students are allowed to attend only **ONE** Overseas Programme (can be study, attachment, etc.) conducted during either semester 1 or 2. This restriction does not apply to overseas programmes conducted during vacation time

However, if you are in your final year of study, regardless if it is term time or not, you must not attend any Overseas Programme.
 - c. The number of placements for Singaporeans and international students of all nationalities will be dependent on the ratio of Singaporean to international student enrolment for the year.
 - d. Home country placement is not advisable.
 - e. All scholarship holders must submit a letter of consent from their sponsors for their participation in the overseas programmes at the time of application
3. Students will normally be paid an allowance which is guided by prevailing norms within the industry in the country of attachment. Different organisation may also offer different package to cover (or not cover) the costs of airfare, accommodation, insurance (medical / personal accident / travel) and other expenses (eg meals, transportation etc) during the overseas attachment. Students are advised to take these into consideration when applying for the placement. Other possible source of financial assistance is:
 - a) Overseas Student Programme (OSP) Loan or Travel Award, administered by Office of Admissions and Financial Aid, is available for application. Please refer to their website for details
<http://admissions.ntu.edu.sg/UndergraduateAdmissions/FinancialAssistance/Pages/OSEP.aspx>

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J) IN-CAMP TRAINING (ICT) DURING IO

Students who are called up for ICT during the ICT Call-Up period are required to apply for special leave and submit the ICT Call-Up notification via the online 'Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in the StudentLink, as early as possible and at least 14 days in advance of the training. Students must also keep the organisation supervisors informed of the impending ICT as early as possible, so that the project or work activities can be planned around the ICT period.

However, if the ICT is outside the ICT Call-Up period, students should write directly to their units to apply for deferment of their ICT as soon as they have been notified of their ICT. A letter to certify your status as a student of NTU must be attached. You can obtain the certification letter from the Office of Academic Services, Student Services Centre, Level one. Copies of the letter to the units for deferment and results of the deferment application must be submitted to CAO. Students must also keep the organisation supervisors informed of the impending ICT as early as possible, so that the project or work activities can be planned around the ICT period in case the application for deferment is not successful.


If your deferment for your ICT is not successful, you are required to apply for special leave and submit the letter on the rejection of your ICT deferment via the 'Online Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in the StudentLink, as early as possible and at least 14 days in advance of the ICT.

Students are required to extend the attachment accordingly to cover the period of absence due to ICT.

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K) LEAVE DURING IO

1. Students are discouraged to take leave during attachment.
2. Students must complete the stipulated period of attachment in order to meet the course requirements.
3. Students who need to go on leave must submit special leave application via the online 'Special Leave Application and Submission of Medical Certificate during Attachment/Internship' in StudentLink **at least 14 days in advance**.
4. All special leave will be approved with extension, subject to joint approval based on exigency of service and agreement on the extension by the attachment organisation and NTU.
5. Students are not allowed to go on leave until approval from NTU has been conveyed to them.

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L) EXEMPTION OF ATTACHMENT

Students who meet the following criteria may apply, subject to approval, for exemption of attachment:


- Poly graduate
- At least 2 years of relevant full time working experience after you graduated from polytechnic.

To apply, student must submit the [Application Form for Exemption of Attachment](#) (*please click the link to download the form*) together with the followings:

- a letter from employer or ex-employer's HR stating the period of employment and job responsibility
- a report of at least 2000 words on the last 6 months of each employment
- testimonial from employer/ex-employer (optional)
- a copy of your Poly Diploma

Students are advised to apply as early as possible and **not later than the start of Semester 2 of Year 2.**

2 January	Latest date of application for exemption of attachment
End February	Result of application
April	Registration for attachment (for semester 1)

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M) NTU ATTACHMENT ASSESSMENT SYSTEM

The student will be assessed on the following:

1. Logbook and Oral Interview using Form DPA/50

Industrial Orientation	One time, during week 10, by your NTU tutor using the criteria stated below.
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- Ability to maintain clear, concise and relevant entries in logbook.
- Ability to analyse, synthesize and interpret information in the workplace.
- Ability to apply theoretical engineering concepts in the work place.
- Ability to evaluate results and formulate appropriate action plans.
- Ability to demonstrate an understanding of the professional ethics and work values through an improved awareness of themselves and the work environment.
- Ability to demonstrate a good understanding of the company's business and a particular career field in this set-up with its associated risks and rewards.
- Ability to explain the technical knowledge learnt.
- Ability to provide evidence of written communication in terms of memo, letter, instruction manual, proposal, specification, technical drawing, etc.

2. Work in Organisation using Form DPA/51

Industrial Orientation	One time, during week 10, by the organisation supervisor for the preceding work period.
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This will be done in conjunction with your NTU tutor. The assessment will be on the following factors:

- Quality of work produced
- Practical ability, creativity & innovation
- Communication ability & logbook
- Work standard & ethics
- Personal discipline
- Initiative/motivation to learn
- Teamwork
- Attendance

3. Final Report using Form DPA/53

Industrial Orientation	Once, in week 10, by your NTU tutor using the criteria stated below.
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- Presentation
- Structure & organisation
- Introduction & information gathering
- Reflective description of industrial experience
- Results & discussions
- Recommendation & Conclusion

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N) ENGAGING STUDENT'S SERVICE BEFORE/BEYOND THE OFFICIAL IO PERIOD

The arrangement to engage the IO student's service before/beyond the IO period or its official extended date will be solely between the student and his/her IO organisation. It will not be counted towards the Industrial Orientation requirements. However, such extension will be viewed favourably by NTU as a part-time employment.

As NTU views all part-time works performed by its students as part of the formal training, all local and international undergraduates are exempted from CPF contributions.

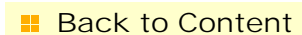
International students who wish to extend their IO period into term time are required to contact NTU's Student Affairs Office at Tel: 6790 5153 to apply for a copy of Letter of Endorsement two weeks before IO ends.

For more details, please visit the SAO's website,

<https://www.ntu.edu.sg/STUDENTS/UNDERGRADUATE/STUDENTSERVICES/STUDENTJOBS/Pages/default.aspx>

Note:

The Public Liability Policy and the additional coverage, if any, taken up by the IO students under the Group Personal Insurance Policy will be lapsed after the IO period or its official extended date.

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