

## INFORMATION ON BS INDUSTRIAL INTERNSHIP PROGRAMME (IIP)

### IMPORTANT:

1. As IIP is in the final semester, if students' IIP end later than the official end date (15 June 2013 for IIP S2, AY2012/2013), they will not be able to attend the convocation in July that year. These students will still graduate and be conferred their degree after successful completion of their IIP. They can join the following year's convocation by informing OAS.
2. Each student is only allowed to do one attachment type from IIP/GIP Work & Study Programme/GIP Research. The work component in GIP Work & Study Programme is towards fulfilling the requirement for IIP.
3. Students are not allowed to read courses during IIP. Students on IIP in Semester 1 are not allowed to read courses during Special Term II. Students on IIP/GIP Work and Study Programme/GIP Research in Semester 2 are not allowed to read courses during Special Term I.
4. Students on IIP are not allowed to shift their IIP period, take leave or end their IIP earlier to participate in the Summer Programmes, Work & Travel, other internships, read courses, etc.



### **Industrial Internship Programme (IIP)**

Acad Year 2012-2013 (Semester 2)

14 January 2013 to 15 June 2013

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## CONTENT

	<u>Page</u>
A) Objectives of Industrial Internship Programme	3
B) Dates for Selection of Organisations for IIP	4
C) Definition/Terms for Participating IIP Organisations & Projects Offered	5
D) Selection of IIP Organisations/Projects	6
E) Rules on Allocation of IIP Organisations/Projects	8
F) IIP for Sponsored Students	9
G) IIP for Students on INSTEP	10
H) Rules on Sourcing for Your Own IIP Placement in Singapore	11
I) Rules on Sourcing for Your Own Overseas IIP Placement	13
J) In-Camp Training (ICT) During IIP	16
K) Vacation Leave During IIP	17
L) IIP Briefing	18
M) NTU Attachment Assessment System	19
N) Engaging Student's Service Before/After The Official IIP Period	21


## **A) OBJECTIVES OF INDUSTRIAL INTERNSHIP PROGRAMME (IIP)**

The purpose of IIP is to give students the opportunities to experience the actual working environment and to instill in them the right kind of work attitudes and professionalism so that they could become effective and productive to their respective organisations much sooner than is usual for fresh graduates without such experience.

IIP 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 IIP is based on a self-directed learning approach by the students.

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

- (a) apply knowledge learnt in the University
- (b) acquire practical skills required of a practice-oriented scientist or researcher
- (c) strengthen work values through an improved understanding of themselves and the work environment; and
- (d) gain interpersonal skills that promotes personal growth and development


 [Back to Content](#)

## B) DATES FOR SELECTION OF ORGANISATIONS FOR IIP

### Selection of Organisations/Projects for IIP (Phase 1) S2, AY 2012-2013

Programme	Period
BS	6 September 2012 (Thu) 9.00am to 12 September 2012 (Wed) 5.00pm

Notices on Interview Schedule	:	<u>24 September 2012 onwards/as and when the organisation enters the interview schedule in the system.</u>
Interviews by organizations	:	<u>1 to 5 October 2012 (main period) or other dates proposed by the organisations</u>
Results of IIP allocation (first round)	:	<u>11 December 2012</u>
Phase 2 selection (first-come-first served) for students who do not get any of their choices	:	<u>11 December 2012 (viewing)</u> <u>12 to 13 December 2012 (selection)</u>
Full results of IIP allocation & online IIP package	:	<u>2 January 2013</u>

 [Back to Content](#)

### C) DEFINITION/TERMS FOR PARTICIPATING IIP ORGANISATIONS & PROJECTS OFFERED

During the period of Selection of IIP Organisations, students will be given access to view the list of organisations and the projects they offer for IIP through [Search of Organisations/Projects](#).


Participating organisations are classified as:

'Overseas'	One which offers overseas IIP placement(s).
'Interviewing'	One which wants to select suitable students by 'interview' or other means.
'Non-interviewing'	One which does not require selection of students by interview or other means.

Each organisation will have a code number (**Organisation code**). The projects by participating organisations will be classified by field (**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 and work nature for BS IIP are:

Field		Work Nature	
1	Healthcare Management	1	Quality Assurance & Control / Inspection & Certification
2	Environment / Water Resources Mgmt	2	Standardization & Specifications / Safety / Quality Audit
3	Pharmaceuticals / Drugs	3	Environmental / Waste Management / Monitoring
4	Food	4	Synthesis & Characterization
5	Specialty Chemicals	5	Project Management
6	Scientific Management	6	Optimization / Manufacturing & Maintenance
7	Sterilization Services	7	Analysis
8	Waste Disposal	8	Material Testing & Characterization
9	Diagnostics	9	Research & Development
10	Logistics Support / Facilities	10	Marketing / Sales
11	Intellectual Property Services	11	Scientific Conference Management
12	Infrastructure Contractors	12	Clinical work / support
13	Finished Products – Distributors		
14	Facility Providers		
15	Equipments / Reagents Manufacturers & Suppliers		

 [Back to Content](#)

## D) SELECTION OF IIP ORGANISATIONS/PROJECTS

1. During the period of selection of IIP organisations, students will be given access to make their selection of organisations/projects through *Selection of Organisations/Projects*.
2. The 4 steps to selection of organisations/projects:

Step 1 - Fill in the on-line Student Data Sheet for IIP

Step 2 - Prepare your resumes.

Step 3 - Search for organisations and the projects you are interested in.

Step 4 - Key in your preferred choices of organisations and their respective field, work nature and project codes, and other relevant information via *Search & Selection of Organisations/Projects for IIP*.

3. You are allowed to select up to **9 local interviewing choices** (in the order of priority). However, if you select an Overseas organisation, you will not be allowed to select any local interviewing choices.

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

For each choice, please check carefully the organisation code, and the field, work nature and project code and key in the respective codes. Please check the Data Entry Guide for the fields and work natures.


The Data Entry Guide for you to note down the relevant code numbers while searching for the organisations/projects before keying in your choices in the system is available in *Search & Selection of Organisations/Projects for IIP*. Please print a copy for use.

3. If you have received approval to take up the IIP placement sourced by yourself, you only need to enter other information without having to key in any selection of organisation/project. CAO will update you to the approved placement.
4. If you have submitted (but yet to receive approval) or intend to submit a self-sourced application, you will not be allowed to select any local interviewing organisation or overseas organisation publicised by CAO. By applying to an overseas or local interviewing organisation publicised by CAO, your self-sourced application will be void.
5. Please use *Create/Update Resume(s) for IIP* option in the IIP module to prepare your resumes first. You will be prompted to attach the appropriate resume to your selection of overseas or local interviewing organisation choices.
6. Interviews by the organisation will be conducted during the 1<sup>st</sup> week of October. Interview schedule for interviewing organisations for either overseas or local IIP placement will be updated by the organisations concerned directly or CAO.

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 if you have selected an interviewing organisation. Alternatively, you can also logon to Studentlink to check the status of your application.

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.
7. 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 IIP.
  8. Please note that
    - a) if you do not key in any information at all under the *Search & Selection of Organisations/Projects for IIP* option in StudentLink by the closing date and time, you will be deemed as not applied for IIP and hence will not be allocated any IIP organisation.
    - b) the final IIP project may be modified or change due to organisation's needs.
  9. CAO is located at the Student Services Centre, Level 4. For enquiries, please call 6790 5764 or 6790 4017.

 [Back to Content](#)

## **E) RULES ON ALLOCATION OF IIP ORGANISATIONS/PROJECTS**

1. The allocation of IIP organisation/project is based on the selection by the interviewing organisation.
2. Your next choice (if available) will be used when your earlier choice is not successful.
3. Students who are not successful in the Phase 1 selection will be given the list of organisations/projects that are still available to choose from on a first-come-first-served basis during the Phase 2 selection.
4. The full allocation result will be announced to you through StudentLink in December.

The final IIP project may be modified or change due to organisation's needs.


 [Back to Content](#)



## F) IIP FOR SPONSORED STUDENTS

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

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


 [Back to Content](#)

## **G) IIP FOR STUDENTS ON INSTEP**

The selection of organisations/projects for IIP will be in early September through *Search & Selection of Organisations/Projects for IIP* via StudentLink. Please refer to Section D (page 6 and 7) for details.

Please note all interviews must be conducted by 1<sup>st</sup> week of October. It will be entirely up to the organisations whether they want to consider your application if you are unable to attend a face-to-face interview.

Please also keep CAO informed if your INSTEP is such that it ends after the start of IIP so that we could seek approval from your School to adjust your IIP period and inform your IIP organisation accordingly.

 [Back to Content](#)

## H) RULES ON SOURCING FOR YOUR OWN IIP PLACEMENT IN SINGAPORE

Students are allowed to source for their own IIP placements in Singapore.

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

- a) The organisation is not an existing participating organisation in our last IIP.
- b) The organisation and the training programme/project it offers is accepted by the School.
- c) The organisation is able to provide supervision and conduct assessments on the student during the IIP according to NTU's Attachment Assessment System.
- d) The duration of the attachment meets the course requirement on IIP.
- e) The organisation indicates its preference to have the particular student as the IIP student.
- f) 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 interests.

The submission deadline for the self-sourced application is **3 October 2012**.

Students are required to submit the following forms and print-outs to CAO by the stated deadline:

- i) Declaration by Student (Sourcing for Own IIP Placement Scheme), [DPA/S/OS/Declaration](#)
- ii) Letter of Offer from the organisation, [DPA/S/OS/Offer](#).
- iii) NTU's IIP Response Form, [DPA.F10](#), duly filled by organisation.
- iv) NTU's Programme Form, [DPA/30/BS\(Part1\)](#), duly filled by organisation.
- 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](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 organisation and its project for IIP and the allocation of the student concerned to take up the placement secured is subject to the final approval by the School and CAO.
- students who received approval to take up the IIP placements sourced by themselves only need enter other information without having to key in any selection of organisation/project. CAO will update the students to the approved placements.
- if the student has submitted or intends to submit a self-sourced application, he/she will not be allowed to select local interviewing or overseas organisation publicised by CAO. By applying to a local interviewing or overseas organisation publicised by CAO, his/her self-sourced application will be void.
- students are only allowed to submit one self-sourced application at a time. Students are not allowed to submit another self-sourced application if their applications are approved by the School.
- students are required to convey the status of their self-sourced IIP to the companies themselves.
- any false declaration by the student will lead to disciplinary action (including failing the IIP, suspension or expulsion from NTU) regardless of whether it is found out before, during or after the IIP.

 [Back to Content](#)

## I) RULES ON SOURCING FOR YOUR OWN OVERSEAS IIP PLACEMENT

**This only applies to students who are Singapore Citizens or Singapore Permanent Residents.**

Students who are Singapore Citizens or Singapore PRs are allowed to source for their own overseas IIP placements.

If you want to source for your overseas IIP placement by yourself, you could

- 1) engage the service rendered by a suitable attachment placement agency, such as Academic Cultural Exchange Pte Ltd or Speedwing Training Ltd (representing Council on International Education Exchange (CIEE) in Singapore), to find overseas placements. If the placement secured meet the following conditions, it can be considered, subject to approval, as IIP placement:
  - the organisation and the training programme/project it offers are accepted by the School.
  - the organisation is able to provide supervision and conduct assessments on the student according to NTU's Attachment Assessment System.
  - the duration of the attachment meets the course requirement on IIP.

Please take note that student may be required to pay a fee to the attachment placement agency concerned. Students are advised to check with the agency concerned directly before committing themselves.

- 2) proceed to secure the overseas placement through your own means of contact.

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

- a) The organisation is not an existing participating organisation in our last IIP.

Students who are interested to do their IIP in China (Beijing, Shanghai, Suzhou, Tianjin), India, Indonesia and Vietnam are strongly encouraged to apply to the Global Immersion Programme (GIP). Students who do not apply through GIP but would like to source for their own placements in China (Beijing, Shanghai, Suzhou, Tianjin), India, Indonesia and Vietnam are not allowed to approach companies participating in GIP. If the placements of non-GIP companies are subsequently approved, the students will be considered as undergoing Overseas IIP and not GIP and hence will not be involved in the official activities organised for GIP students as part of the Global Immersion Programme.

- b) The organisation and the training programme/project it offers are accepted by the School.
- c) The organisation is able to provide supervision and conduct assessments on the student during the IIP according to NTU's Attachment Assessment System.
- d) The duration of the attachment meets the course requirement on IIP.
- e) The organisation indicates its preference to have the particular student as the IIP student.

- f) 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 interests.

The submission deadline for the self-sourced application is **3 October 2012**.

Students are required to submit the following forms and print-outs to CAO by the stated deadline:

- i) Declaration by Student (Sourcing for Own IIP Placement Scheme), [DPA/S/OS/Declaration](#)
- ii) Letter of Offer from the organisation, [DPA/S/OS/Offer](#).
- iii) NTU's IIP Response Form, [DPA.F10](#), duly filled by organisation.
- iv) NTU's Programme Form, [DPA/30/BS\(Part1\)](#), duly filled by organisation.
- 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.

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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 organisation and its project for IIP and the allocation of the student concerned to take up the placement secured is subject to the final approval by the School and CAO.
- students who received approval to take up the IIP placements sourced by themselves only need enter other information without having to key in any selection of organisation/project. CAO will update the students to the approved placements.
- if the student has submitted or intends to submit a self-sourced application, he/she will not be allowed to select local interviewing or overseas organisation publicised by CAO. By applying to a local interviewing or overseas organisation publicised by CAO, his/her self-sourced application will be void.
- students are only allowed to submit one self-sourced application at a time. Students are not allowed to submit another self-sourced application if their applications are approved by the School.

- students are required to convey the status of their self-sourced IIP to the companies themselves.
- any false declaration by the student will lead to disciplinary action (including failing the IIP, suspension or expulsion from NTU) regardless of whether it is found out before, during or after the IIP.


 [Back to Content](#)

## J) IN-CAMP TRAINING (ICT) DURING IIP

Students who are called for ICT during the ICT Call-Up period are required to apply for special leave and submit the ICT Call-Up notification through the *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.

However, if their 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 through *Request for Letter of Certification* in *Administrative Procedures/Services* in StudentLink. 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 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 through the *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. You may or may not be required to extend your IIP. This depends on the satisfactory completion of your work in the organisation and the total duration of your ICT.

 [Back to Content](#)



## **K) VACATION LEAVE DURING IIP**

As you are not entitled to vacation leave during IIP, please do not make any holiday plan for the entire period of your IIP.

 [Back to Content](#)

## **L) IIP BRIEFING**

There will be briefing in early January for IIP in Semester 2 before the commencement of IIP. The details will be announced later.

[■ ■ Back to Content](#)

## M) NTU ATTACHMENT ASSESSMENT SYSTEM

The student will be assessed on the following:

### 1. Logbook and Oral Interview using Form SBS-A01

SBS	Two times, during week 10 and week 20 by your NTU tutor
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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 Biological / Scientific knowledge 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 SBS-A02

SBS	Two times, during week 10 and week 20 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 standards & ethnics
- Personal discipline
- Initiative/motivation to learn
- Teamwork
- Attendance


### 3. Final Report using Form SBS-A03

At the end of the internship, you are required to submit your final report to your NTU Tutor. The deadline for submission of final report will be Week 20 of IIP or an earlier date specified by your NTU Tutor.

You are reminded to show the report to your organisation supervisor and seek clearance first before submitting the report to your NTU Tutor. You are responsible for the use of confidential information not authorised by the organisation supervisor.

The assessment will be on the following criteria:

- Presentation
- Structure & organisation
- Introduction & information gathering
- Reflective description of industrial experience
- Results & discussions
- Recommendation & Conclusion

 [Back to Content](#)

## **N) ENGAGING STUDENT'S SERVICE BEFORE/AFTER THE OFFICIAL IIP PERIOD**

The arrangement to engage the IIP student's service before/after the IIP period or its official extended date will be solely between the student and his/her IIP organisation. It will not be counted towards the IIP requirements. However, such arrangement 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 part-time works into term time are required to contact Mr William Chan of NTU's Student Affairs Office at Tel: 6790 5153 to apply for a copy of Letter of Endorsement two weeks before IIP ends.

For more details, please visit the SAO's website,  
<http://www.ntu.edu.sg/Services/StudentServices/studentjobs/Pages/default.aspx>

### **Note:**

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

 [Back to Content](#)