



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

Employer Guide:

NTU INTERNSHIP

NTU
CAREER &
ATTACHMENT
OFFICE

by NTU CAO

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NTU INTERNSHIP

NTU Colleges & Schools

(Approximate Yearly Student Population)

Engineering

2,400 students

- Chemical & Biomedical
- Civil & Environment/Maritime Studies
- Computer Science & Engineering
- Electrical & Electronic
- Materials Science & Engineering
- Mechanical & Aerospace
- Renaissance Engineering

Humanities, Arts & Social Sciences

1,200 students

- Arts, Design & Media
- Humanities
- Social Sciences
- Communication & Information

Science

700 students

- Physical & Mathematical Sciences
- Biological Sciences
- Environmental Sciences

Business & Accountancy

1,200 students

- Business
- Accountancy

Sports

80 students

- Sports Science & Management

Internship Terms

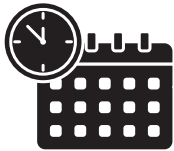
Programme	Semester 1 Professional Internship (20 to 24 weeks)	Semester 2 Professional Internship (20 to 30 weeks)	Summer Professional Attachment (10 to 12 weeks)
College of Engineering			
Engineering Year 3/4	Jul - Dec (20 weeks)	Jan - May (20 weeks)	
Engineering Year 3/4 (Double Major/Degree)			May - Jul (10 weeks)
Enhanced Professional Internship/International Research Attachment		Jan - Aug (30 weeks)	
Maritime Studies Year 3		Jan - May (20 weeks)	
College of Science			
Asian School of the Environment Year 3	Jul - Dec (20 weeks)	Jan - May (20 weeks)	
Biological Sciences Year 3/4	Jul - Dec (22 weeks)	Jan - Jun (22 weeks)	
Biomedical Sciences and BioBusiness Year 3		Jan - May (20 weeks)	
Chemistry and Biological Chemistry Year 3/4	Intake 2019 & after: Jul - Dec (20 weeks)	Intake 2019 & after: Jan - May (20 weeks)	
Mathematical Sciences Year 2/3/4	Intake 2018 & before: Jul - Dec (22 weeks)	Intake 2018 & before: Jan - Jun (22 weeks)	May - Jul (12 weeks)
Physical and Applied Physics Year 2/3/4			May - Jul (10 weeks)
College of Humanities & Social Sciences			
Art, Design and Media Year 3			May - Jul (10 weeks)
Communication Studies Year 3		Jan - Jun (22 weeks)	
Humanities Year 2/3	Jul - Jan (24 weeks)	Jan - Jun (24 weeks)	May - Jul (10 weeks)
Social Sciences Year 3			May - Jul (10 weeks)
Nanyang Business School			
Accountancy/Business Year 1			May - Jul (10 weeks)
Accountancy and Business Year 1			
Business and Computer Science Year 1			
Business and Computer Engineering Year 1			
Sports Science & Management			
Sports Science and Management Year 4		Jan - May (20 weeks)	

Note: Invitations for the internship will be sent approximately 6 months prior to the start date.

Employer Eligibility Criteria



Valid ACRA UEN code



At least 2 years of operation



Paid-up capital above \$10,000



Have 3 employees or more



At least 1 full-time staff with relevant competencies to supervise and assess students



Clear and relevant learning outcomes



Proper office setup



No independent financial organisations/insurance agencies that require certification or license

REQUIREMENTS FOR INTERNSHIP

EMPLOYERS

1

Personnel Management

- Designated supervisor (to manage progress and assessment)
- Designated job description and scope of work
- Journal and work assessment submissions

2

Allowance Guideline

- Suggested range between SGD1,000 to 1,500 per month
- Recommended SGD1,250 per month
- No CPF contribution required

3

Work Conditions and Benefits

- Provide safe and suitable working environment
- Insurance covered with university group coverage
- Public liability insurance covered

4

Leave and Absence

- Medical leave requires authorized medical certificate
- Compassionate and other urgent leave on case-by-case basis
- Internship office has to be informed

Internship Terms and Conditions

For Companies Offering Credit-Bearing Internships to NTU Students

Updated on: 1 December 2023

The NTU internship program is a structured talent development program that involves the partnership of both Nanyang Technological University ("NTU") and the Company in the co-training and development of NTU students to be prepared for work as prospective employees in various industries.

The definitions of terms referred in this document are as follows:

Company providing the internship also referred as "Company", is the organization that is identified to participate in this internship programme and to provide internship arrangement for NTU students.

Faculty Supervisor also referred as "FS", is a faculty member who oversees a student's learning experience, welfare and progress throughout the student's internship period.

Company Supervisor also referred as "CS", is a member of the Company who supervises and guides students during their internship.

Career & Attachment Office also referred as "CAO", is the central office in NTU that co-ordinates all internship activities of the internship students and the Company.

Respective School also referred as "School", is the academic school in NTU that is responsible for all the respective academic activities of the students, and this would also include credit bearing internship of the student with the company.

NTU the University also referred as "NTU", is the collective entity comprising "School", "CAO" and "FS".

NTU Student who is attending the internship at a Company also referred as "Intern", is a matriculated* student of NTU who is eligible for enrolment and participation in the internship programme.

Internship Terms and Conditions

By participating in the NTU Internship Programme, the Company agrees to provide relevant internship work opportunities for the Intern(s) and shall comply strictly with the terms and conditions of the internship programme below ("**these Terms**").

Internship Terms and Conditions

1. INTERNSHIP WORK ARRANGEMENTS

1.1 Internship Type and Period

NTU provides credit-bearing internship arrangements as a part of its academic curriculum requirement to all its full and part-time matriculated students. The period of internship varies across different programmes according to its students' respective programme curriculum needs.

The period of internship including the start and end dates of internship must be adhered to in accordance with stipulated NTU Schedule of Attachment & Internship Programmes schedule that is found in the NTU academic calendar. Companies must consult the respective schools' internship schedule or NTU Career & Attachment Office (NTU CAO) for the most updated internship period.

1.2 Students in Internship

Credit-bearing internship is open to all NTU students which include both local and international students. For the avoidance of doubt, international students who are full-time matriculated students and holding a valid Student Pass issued by the Immigration and Checkpoints Authority (ICA) are not required to apply for Employment Pass and/or Work Permit for the internship.

1.3 Internship Allowance and Miscellaneous Costs

Internship is a workplace learning arrangement between the Company and the Intern; and it is not an employment agreement. The internship allowance is a discretionary allowance provided by the Company to help interns defray their daily transportation and meal expenses for the duration of the internship. Internship allowance is exempted from Central Provident Fund (CPF) contributions.

The Company must clearly communicate the amount of internship allowance (stipend) and time to pay to the Intern at the time of interview and the internship offer to the Intern. The terms of the offer must be accepted in writing by the student.

Internship Terms and Conditions

1.3 Internship Allowance and Miscellaneous Costs (cont'd)

The internship allowance stipulated during the offer shall exclude cover for additional allowance for extra overtime or over weekend or public holiday(s). The Company will have to seek the agreement of the Intern in respect of any additional allowance as remuneration for extra overtime or over weekend or public holiday(s).

The Company shall not require Interns to always pay any personal out-of-pocket for any purchases and/or transactions by monetary or in kind on behalf of the Company at all times.

All payment(s) of the agreed internship allowance must be made within seven (7) calendar days from the agreed allowance pay-out period. Should the Company fail to make any payment due to the Intern by the Company pursuant to the internship, NTU CAO shall have sole discretion to terminate the said internship without notice and the Company agrees that it shall have no recourse whatsoever thereof.

1.4 Working Hours

The Company must communicate its expected normal working hours clearly to the Interns at the time of its offer. Pursuant to the Manpower (MOM) Employment Act; Interns shall not work more than 8 hours in one day or more than 44 hours in one week. If the Company requires the Intern to work beyond the agreed working hours, they must seek written consent from the Intern, subject to a limit of no more than 12 working hours in a day; and the total overtime must not exceed 72 hours per month.

For overtime work by the Intern, the Company is expected to pay the Intern for the additional hours of work beyond the agreed normal working hours, inclusive on rest days or public holidays, at a rate of no less than one-and-a-half times the Intern's hourly basic rate of pay or days off-in-lieu. The Company must also grant the Intern at least one (1) full day of rest (which is not paid) within a calendar week.

Internship Terms and Conditions

1.5 Internship Leave Matters

1.5.1 Outpatient Medical Leave

Medical Leave are allowed for Interns enrolled in full-time internship only and must be supported by medical certificate issued by an approved medical practitioner registered at the Singapore Medical Council or a local medical authority (in the case of overseas internships). Interns are expected to inform the Company about the medical leave. The Company shall allow the Intern up to a maximum number of outpatient medical leave based on the internship duration as in the table below.

Internship Duration	Max Allowance Outpatient Medical Leave (Number of Days)
10 weeks	2
20 weeks to 30 weeks	5

Any additional outpatient medical leave required by the Intern shall be referred to NTU.

1.5.2 Hospitalization Leave

If the Intern is admitted for hospitalization leave during the internship period, they MUST inform NTU CAO and the School for review immediately. NTU CAO and the School shall review each hospitalization leave matter on a case-by-case basis. Should Interns whose hospitalization period taken has substantial impact on the internship and Intern's learning, CAO and the School may advise the intern to exit from the internship program until full recovery.

1.5.3 Annual Leave

NTU does not facilitate any annual leave in respect of the internship. Subject to the applicable laws and regulations, the Company may facilitate an annual leave arrangement with the Intern in accordance with the Company's policies. Such leave arrangements agreed during the period of internship MUST be communicated clearly to the Intern(s) in writing at the time of offer.

Internship Terms and Conditions

1.5.4 Special Leave

Special leave may be granted under exceptional circumstances subject to the appropriate assessment by the Company and NTU CAO shall in connection with the Intern's request. Such exceptional circumstances may include, but not limited the following:

- a. Reservist In-camp Training.
- b. Representing Singapore or NTU in sports, cultural events and competitions etc.
- c. Compassionate reasons affecting an Intern's direct family member. A direct family member for an unmarried person includes paternal and maternal grandparent and/or step-grandparent, parent and/or step-parent and sibling(s). For a married person, direct family member will include the above for unmarried person and including spouse, children (natural, step and adopted), parent-in-law and sibling(s) of spouse.
- d. Intern's own marriage.
- e. Taking examination of failed modules in NTU (applicable to graduating Interns only).

1.6 Overseas Work Trip and VISA Applications

All credit-bearing internship programs, unless otherwise stated otherwise, are deemed as local internship to be served within Singapore only. In the event where the Intern is required to perform any work pursuant to the internship overseas, the Company MUST notify the School and CAO immediately and the Company shall comply with the following undertakings:

- a. The Company MUST obtain NTU's written approval for any overseas work trip during the period of internship. Such approval shall be sought with the School and NTU CAO at least 10 working days prior to the overseas work trip.
- b. The Company must carry out reasonable due diligence on the country where the overseas work trip will take place, taking into consideration that certain countries may have border restrictions that do not permit inbound travel for reasons of internship. The Company shall be responsible for ensuring that appropriate travel arrangements for the overseas work trip are made to enable the Intern to enter and carry out the internship in the foreign country legally.

Internship Terms and Conditions

1.6 Overseas Work Trip and VISA Applications (cont'd)

c. Destination of the proposed overseas work trip during the period of internship MUST be evaluated by the Company for health and security risks. The Company must conduct such risk assessment and share with and NTU CAO and the School their evaluation. The Company and/or the Interns must be prepared to take full responsibility for any expenses incurred, cancellation and delay in academic studies due to unforeseen circumstances should the trip application is approved by NTU.

d. The Company shall exercise its duty of care on the safety, well-being of the Intern for any overseas work trip during the period of internship, and these obligations include the Company providing, at its own expense, supporting documents for valid visa application and exit/entry requirements for the Intern throughout the trip. Any accident or significant incident which occurs during the overseas work trip MUST be reported to the School and NTU CAO immediately.

e. The Company agrees that NTU reserves the right to approve or reject any overseas work trip during the period of internship, without any reasons whatsoever.

Internship Terms and Conditions

1.7 Insurance Coverages During Internship

All NTU full-time matriculated* students (both local and international) are covered by NTU's Group Personal Accident Insurance scheme and Public Liability Insurance scheme while they are participating in credit-bearing internships. Interns who are on Leave of Absence (LOA) are NOT covered by the said insurance.

The Company acknowledges that any changes to the start and end dates of the internship may affect the Intern's insurance coverage. Hence, the Company MUST contact and seek NTU CAO's approval if there are changes to the start and end dates of the internship to ensure adequate insurance coverage for the Intern.

The Company shall have a duty of care to ensure the safety and wellbeing of the Intern. The Company shall not request any Intern to sign an indemnity form or legally binding documents relating to any indemnification or waiver of rights. Where the need arises whether due to the risks of the scope of work, working environment or otherwise, the Company shall procure, at its own expense, requisite insurance policies to ensure adequate insurance coverage for the Intern during the period of internship.

In a local credit-bearing internship arrangement, NTU insurance scheme does not provide insurance coverage for any working trip(s) outside of Singapore. The Company MUST, at its own expense, provide additional overseas insurance coverage for the Intern, where necessary.

*An NTU student is considered matriculated only when they have made full settlement of all relevant NTU related course fees for the academic period when they participate in credit bearing internship.

Internship Terms and Conditions

1.8 Company Workplace Policy and Benefits

The Company shall provide the Intern(s) the same leave and benefits in accordance with its Human Resources (HR) policies and guidelines. In the absence of such policies and guidelines, the Company MUST comply with all applicable laws and regulations, including the Employment Act, Work Injury Compensation Act and Ministry of Manpower guidelines, and these salient terms shall be included clearly in writing in the internship agreement with the Intern(s).

1.9 Disciplinary Issues During Internship

All disciplinary issues relating to the conduct of the Intern must be first referred to NTU immediately by notifying the FS, School and NTU CAO. NTU will be solely responsible for conducting all necessary investigations with the relevant representatives of the Company and the Intern. The Company shall provide reasonable co-operation to the investigation to enable NTU to make the necessary assessment and findings.

The investigation shall be concluded in consultation with all relevant parties; and NTU shall, in its sole discretion, decide on further action(s) to be taken.

Internship Terms and Conditions

2. INTERNSHIP SCOPE OF WORK

The scope of internship provided by the Company MUST fulfil all of the following requirements:

- a. It must be able to provide valuable aspects relevant to the Intern's study program and align with the Intern's skillsets and competencies.
- b. The Company must provide sufficient structure and rigor that will enable Interns to achieve the intended learning outcomes as provided in the internship opportunity description and/or outline.
- c. Provide appropriate level of supervision, pre-training and coaching support that is necessary for the Intern to perform in the expected role.
- d. Provide fair and appropriate workload and/or work scope in accordance with intern's capacity abilities within the stipulated internship period.
- e. Able to relevantly enhance the intern's skills value after the workplace exposure.
- f. Subjected to review and approval by NTU.

The Company) MUST clearly communicate any changes in the scope of work pertaining to the internship to NTU and/or the Intern immediately. If the Company fails or neglects to do so, NTU reserves the right to terminate the internship and the Company shall have no recourse against NTU and/or the Intern whatsoever.

Internship Terms and Conditions

3. INTERNSHIP SUPERVISION AND ASSESSMENT

3.1 Company Supervisor

The Company is responsible to appoint (or assign) a Company Supervisor (CS) at the time of internship offer to each assigned intern. The CS is a person of responsibility and a qualified individual in the Company who can adequately supervise, guide, coach and assess the interns' progression throughout the internship period. They must possess the relevant depth of technical experience and expertise to impart the necessary skill sets to the Interns; and to ensure that the Interns are provided with a safe learning environment.

The CS will be the key contact person between NTU and the Intern's assigned FS throughout the internship period. He is responsible to work with the Intern at the onset to derive their scope of internship work, approving their Detailed Training Plan (DTP), learning outcome, review sessions including feedback, and meeting with the FS for the respective Intern's performance review.

The Company **MUST** notify NTU CAO immediately if there is a change to the CS and such an individual shall be approved by NTU prior to the change taking effect.

3.2 Internship Assessment

The Company, by agreeing to participate in a credit-bearing internship program, shall be committed to ensuring completion of all required assessments in a timely fashion within the program's stipulated timelines.

As this is a credit-bearing internship, the CS must assess the Intern(s) periodically in accordance with the required assessment structure with reference to their expected internship outcome as agreed in the Detailed Training Plan submission. The assessment will contribute towards the grading system that will determine the final grade for the Intern.

All assessments will be managed in confidence and shall not be divulged without prior permission from NTU.

Internship Terms and Conditions

4. INTERNSHIP WORK ENVIRONMENT

4.1 Internship Workplace and Work Environment

A purposeful and appropriate work environment that is in compliance with all necessary Singapore statutory requirements is paramount to this internship program; and this shall include adequate workspace, facilities and necessary factors that would facilitate the Intern's working and learning development. The Company shall provide a workplace environment which includes but no limited to the following requirements:

- a. Have a respectful and professional work environment that is free of any form of discrimination, harassment, and abuse.
- b. Emphasize workplace safety; and providing adequate safety preparation in accordance with MOM and/or any relevant statutory safety standards requirements.
- c. Clear communication of any safety requirements including provision of safety training, briefing, guidelines, and equipment(s)/gear to Interns; and ensuring that they are sufficient competent in the handling and/or management of such equipment and/or component under strict supervision.
- d. Ensure that clear emergency response protocol and/or procedures are properly communicated and understood by the Interns through their respective CS.

4.2 Workplace Safety & Health

Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns. In addition, there are specific industry sectors where companies assume the responsibility to ensure that their employees, including interns, attend and pass the required safety orientation courses before they engage in work.

Internship Terms and Conditions

4.2 Workplace Safety & Health (cont'd)

Companies **must** ensure that interns are:

- a. Properly briefed on the workplace/company's health and safety protocols/guidelines at the start of their internship/during the orientation program;
- b. Properly briefed on the relevant safety and health requirements prior to performing any specific task or function in the workplace;
- b. Provided with the necessary personal protective equipment such as respirator protection, footwear/gear;
- c. Guided and reminded of the risks and safety precautions; including where relevant for field activities or those conducted overseas;
- d. Supervised by trained and experienced personnel while performing their tasks;
- e. Not placed in any high risk/dangerous situation at the workplace which are assigned for more competent workers.

The Companies must promptly notify NTU if the student is unable to perform their job/task in a safe manner or is unsuitable to wearing the necessary personal protective equipment.

In the event of accidents or incidents happening during the internship, companies must render the appropriate assistance to ensure the interns' safety and immediately report the matter to the NTU FS and/or NTU CAO.

Internship Terms and Conditions

4.3 Workplace Apparatus, Tools, and Equipment

The Company MUST provide all necessary tools and resources e.g., computer laptop, software(s) and equipment etc. required by the Intern(s) to perform their assigned tasks and/or project effectively. The Intern(s) shall not be expected to source equipment or use their own personal equipment for the purpose of the internship.

4.4 Reporting of Workplace Incident

The Company MUST notify the NTU FS and NTU CAO of any issues or incidents whether it is caused by the Intern or the Company in connection with the internship.

NTU together with the Company's human resource (HR) representative(s) and/or CS shall make the necessary assessment through a joint investigation to decide and take actions in accordance with the relevant statutory requirement(s). If the reported incident is related to disciplinary concerns, please refer to Item 1.9.

Internship Terms and Conditions

5.1. MISCELLANEOUS

5.1 Personal Data Protection Act (PDPA)

The Company shall comply with all its obligations under the Singapore Personal Data Protection Act 2012 ("PDPA") and directions or guidelines which Singapore Personal Data Protection Commission ("PDPC") may issue from time to time.

The Company shall only process, use or disclose the Intern's Personal Data:

a. strictly for the purpose of fulfilling its obligations under the internship; and provided always that it has obtained the relevant individual's consent for such processing, use or disclosure;

b. with the Intern's prior written consent; and/or

c. when required by law or an order of court but shall notify the Intern and NTU as soon as practicable before complying with such law or order of court at its own costs.

The Company's data privacy obligations thereof shall stay in force indefinitely even after the expiry or termination of the internship.

5.2 COMMUNICATION AND FEEDBACK

When requested by NTU as part of its partnership development, the Company shall provide feedback and relevant communications to NTU within a reasonable time.

5.3 TERMINATION OF PARTICIPATION

The Company may terminate its participation in the internship program by providing six (6) months of advance notice in writing to NTU CAO. Such termination shall only take effect for the succeeding internship placement cycle, and it shall not affect any current Intern serving the ongoing internship with the Company or an Intern who has already accepted an internship offer by the Company but has yet to have commenced the internship.

Internship Terms and Conditions

5.3 TERMINATION OF PARTICIPATION (cont'd)

NTU may terminate the internship program arrangements with the company:

- a. in the event of the Company being in breach of any material term of the internship;
- b. in the event the Company has been engaged or is engaging in any activity whatsoever that may expose NTU to any sanction, prohibition, restriction, law or regulation;
- c. in the event NTU is of its sole opinion that the Company has abused the purpose of the internship program; and failed to deliver the intended learning outcome of the program;
- d. in the event the Company:
 - (i) has a receiver, manager, judicial manager or an administrator appointed on behalf of a creditor over all or a substantial part of its assets;
 - (ii) enters into an arrangement or compounds or convenes a meeting with its creditors;
 - (iii) being a Company, passes a resolution to enter into liquidation or the courts make an order that the Company be compulsorily wound up (other than for the purposes of amalgamation or reconstruction);
 - (iv) is subject to the supervision of the court, either involuntarily or otherwise;
 - (v) ceases or threatens to cease for any reason whatsoever to carry on its business; or
 - (vi) is unable to pay its debts as defined in the Insolvency, Restructuring and Dissolution Act 2018 (No. 40 of 2018) or takes or suffers any similar action in consequence of debt.

Where the internship program is terminated by NTU, NTU shall have the sole discretion to seek alternative placement for the affected Intern(s) without consultation with the Company, and NTU and/or the Intern shall have no liability whatsoever to the Company in respect of such termination.

Internship Terms and Conditions

5.4 ASSIGNABILITY

The Company shall not assign any right or novate, charge, delegate, sub-license, or sub-contract any obligation or otherwise dispose of or transfer any of its rights or obligations of the internship program without the prior written permission of NTU.

5.5 FORCE MAJEURE

For purposes of the internship program, a Force Majeure Event is an event which is a circumstance or event beyond the reasonable control of NTU or the Intern which prevents or delays NTU or the Intern from observing or performing an obligation under the internship program. Such circumstance or event shall include, without limitation, industrial actions or labor disputes, civil unrest, war or threats of war, criminal or terrorist acts, government actions or regulations, telecommunication or utility failures, fire, explosion, natural physical disasters, epidemic, quarantine restrictions, widespread travel restrictions of persons or goods, inclement weather and general failure of public utility or transportation (each, a **"Force Majeure Event"**).

NTU or the Intern prevented or delayed in the performance of its obligations under internship program by a Force Majeure Event shall give written notice thereof to the Company, specifying the matters constituting the Force Majeure Event, together with such evidence as it reasonably can give and specifying the period for which it is estimated that such prevention or delay will continue.

NTU or the Intern shall not be liable for any failure to perform its obligations under the internship program if the failure results from a Force Majeure Event.

If the Force Majeure Event shall continue for a period exceeding three (3) months from the date of the notice of such Force Majeure Event, NTU may terminate the internship program by written notice to the affected Party.

Internship Terms and Conditions

5.6 LIMITATION OF LIABILITY

NTU shall not be liable to the Company for any loss of profit (actual or anticipated), loss of use, loss of production, loss of contracts, loss of opportunities, loss of revenue, cost of capital, costs of replacement, loss of goodwill, loss of reputation, loss of information or data, loss from any third party contracts, loss due to business interruption, loss of interest, loss of power, cost of purchased or replacement power, contractual claims from third parties or any indirect, incidental, special or consequential losses or damages arising from or in connection with its performance or non-performance under this internship program and whether based upon contract, tort, or any other legal theory. This shall apply to the benefit of the NTU's personnel and the NTU's affiliate.

5.7 USE OF NAMES

The Company shall not make any official press release, announcement or other formal publicity relating to the transactions which are the subject matter of this internship program without first obtaining in each case, the prior written consent of NTU.

5.8 DISPUTE RESOLUTION

Any disputes arising out of or in connection with the internship program and/or these Terms, including any question regarding its existence, validity, or termination, shall in the first instance be resolved through meeting(s) between senior representatives of the Company and NTU.

The Company hereby agree to submit irrevocably to the exclusive jurisdiction of the Courts of the Republic of Singapore to settle all disputes in connection with this Agreement.

5.9 GOVERNING LAW

Any disputes arising out of or in connection with the internship program and/or these Terms, including any question regarding its existence, validity, or termination, shall in the first instance be resolved through meeting(s) between senior representatives of the Company and NTU.

The Company hereby agree to submit irrevocably to the exclusive jurisdiction of the Courts of the Republic of Singapore to settle all disputes in connection with this Agreement.

Internship Terms and Conditions

5.9 CONTRACTS (RIGHTS OF THIRD PARTIES) ACT (CAP53B)

The Company does not intend that any right, benefit or remedy of any kind or character whatsoever or any right to enforce these Terms shall, by virtue of the Contracts (Rights of Third Parties) Act (Cap 53B) or otherwise, be conferred on any person who is not named as a participating party to the internship program, and no person shall be deemed to be a third party beneficiary under or by reason of these Terms.

5.10 COMPLIANCE WITH APPLICABLE LAWS

The Company agrees to comply with any relevant laws, regulations, by-laws, rules and guidelines applicable to it in the participation of this internship program and/or these Terms.

COMPANY ACKNOWLEDGEMENT

By acknowledging and accepting this electronic Agreement through NTU Internship Management System – InPlace, the Company has read, fully understands, and agrees with all the terms and conditions mentioned in the aforesaid in relation to the Company's obligations in respect of its participation in NTU's internship program.

*Please refer to the Employer Blogsite for the full Terms and Conditions [here](#).

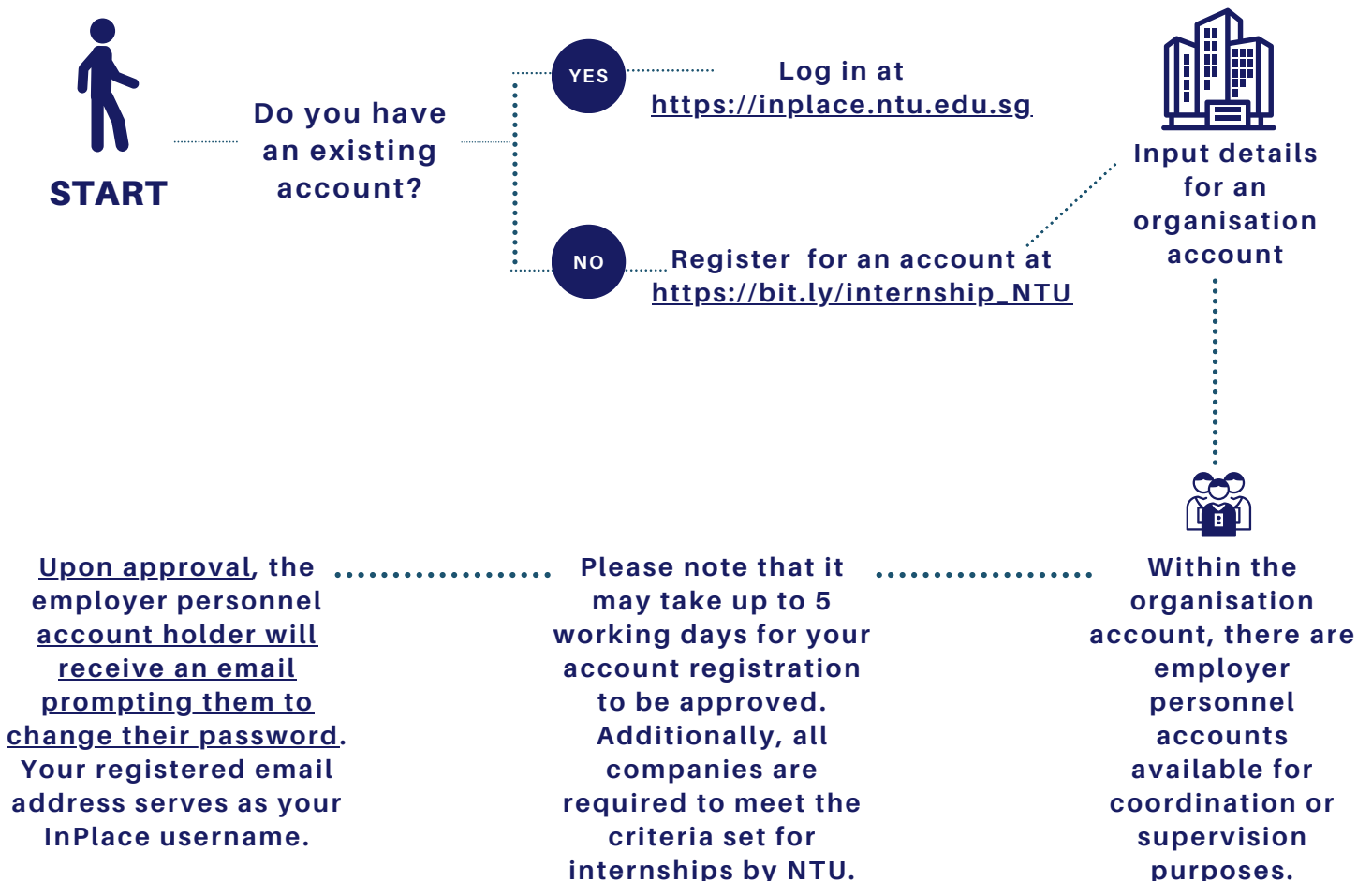
NTU INTERNSHIP MANAGEMENT SYSTEM

Internship Portal

NTU Internship Management System (IMS), currently powered by InPlace, is an all-in-one portal that streamlines the student placement process, allowing for efficient allocation, administration, and management of students during their work placements for our internship programme. NTU IMS will notify you of our upcoming credit-bearing internship runs and serve as the platform for submission of internship job scopes and management of placements and selections.

New Users: How to Register for an Account

Internship Management System Registration Process

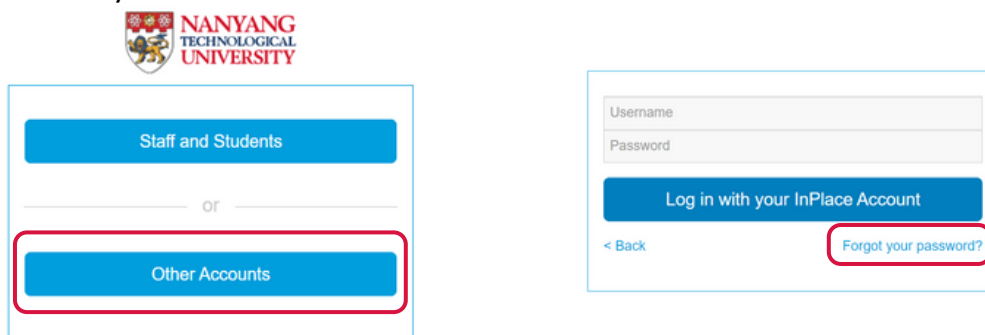


Logging into IMS

To access InPlace, you can directly type or copy and paste the following URL into your browser: <https://inplace.ntu.edu.sg>

After entering the URL provided above into your browser, you will be automatically redirected to the InPlace login page.

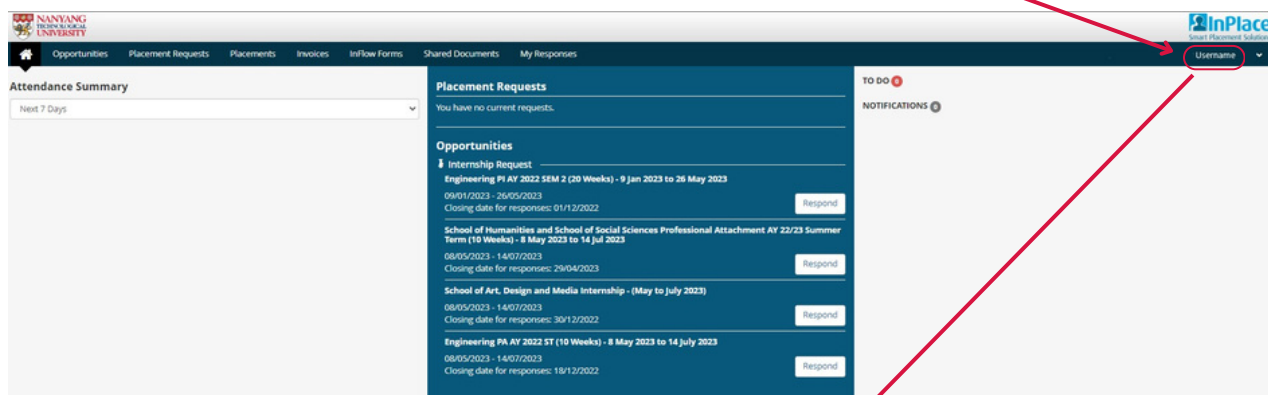
Google Chrome is the preferred browser when accessing the Internship Management System.



Select 'Other Accounts', enter your Username and Password, and select the **Log In** button. New users logging in for the first time **must carefully review and accept the Terms & Conditions** before proceeding.

If you have forgotten your password, please click on 'Forgot your password?' to initiate the password reset process. An email will be sent to you from InPlace with further instructions.

Upon your first login, we recommend that you change your password. To do so, please click on the tab with your Username on the right, then select 'My Details', followed by 'Manage Account'.



User Account

Username

[Manage Account](#)

Changing Your Password

Under 'Manage your account', go to 'Password' and change password.

Manage your account

Change your account settings

Profile

Password

External logins

Associations

Two-step verification

Change password

Current password

New password

Confirm new password

Update password

Update Your Agency Details

Click on the tab with your Username on the right, then select 'Employer Details'.

Note: In general, you cannot edit most of the information shown on the page, although you may be permitted to update some custom fields.

View Agencies

You can view details for your agency and any child agencies in the hierarchy. This information is not editable.

Update Custom Fields

If any custom fields are editable, click the arrow to expand an attribute, make your changes, and click 'Submit Changes'.

Add or Edit Addresses

- Scroll down the page until you see Addresses.
- Click 'Add address' to open the Address dialog, then enter the details and click Save.
- Click 'Edit' beside an existing address to update the details.

Note: The Google map will not update immediately.

Addresses



Address line 1
Address line 2
Postal Code

Add Address

Country * SINGAPORE Unit/Suite

Street Number and Name Suburb

State Postcode * Type * Postal

Cancel Save




Add or Edit Personnel

You can maintain a record of personnel at your agency who are involved in the placement process.

- Click 'Add Personnel' to open the Personnel dialog, then enter their details and click 'Save'.
- Click a name in the Name column to open the Personnel dialog and edit that person's details.

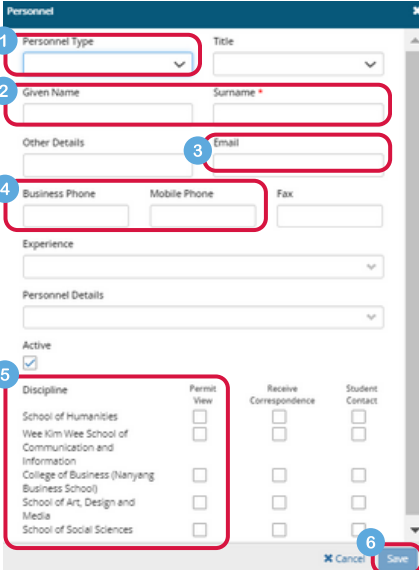
Employer Personnel

Show All Personnel

Name	Type	Phone	Mobile	Email	Account
Staff Name	Employer Coordinator	91234567		staff1@company.com	 Edit
Staff Name	Employer Supervisor	62234567	92234567	staff2@company.com	 Edit
Staff Name	Employer Coordinator	63334567	93334567	staff3@company.com	 Edit

10 items per page

Add Personnel



Personnel dialog form with numbered callouts:

- Personnel Type dropdown
- Given Name and Surname input fields
- Email input field
- Business Phone, Mobile Phone, and Fax input fields
- Discipline selection list (School of Humanities, Wee Kim Wee School of Communication and Information, College of Business (Nanyang Business School), School of Art, Design and Media, School of Social Sciences)
- Save button

Fill up the fields accordingly:

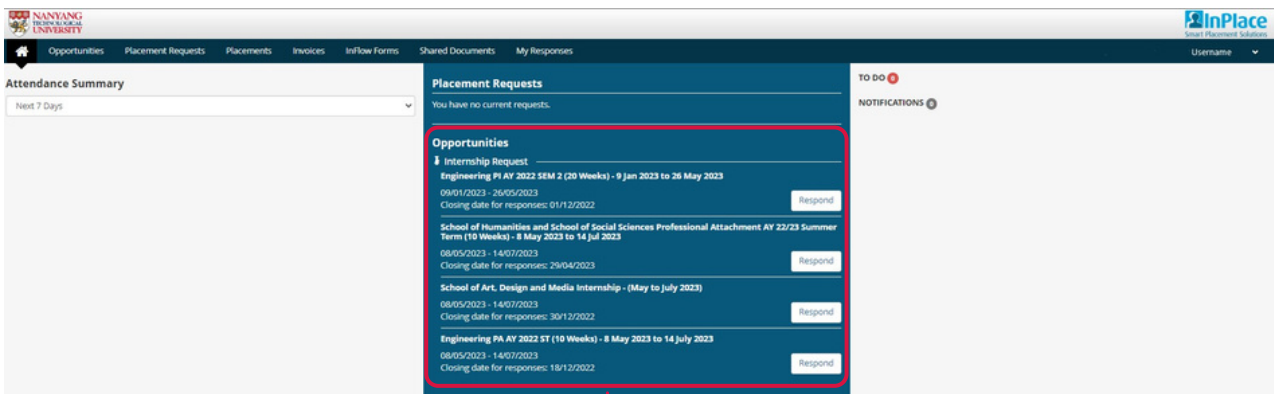
1. Personnel Type: Employer Coordinator*/Employer Supervisor*
2. Given Name & Surname
3. Email
4. Business Phone and/or Mobile Phone
5. Select 'Permit View' & 'Receive Correspondence' for schools relevant to organisation
6. Click 'Save' button upon completion

Note:

- The functionality you can access in InPlace varies according to which account you are currently using.
- *Coordinator: Can respond to campaigns, upload JDs, and offer/reject student applications.
- *Supervisor: Can assess student's performance at work.

OPPORTUNITIES

Navigate the Home Page



Submit Opportunities

In the Opportunities pane on your Home page, click 'Respond' under Internship Request. Update any editable fields in the form where required and submit the opportunity for review.

Note:

- Opportunity requests appear in the Opportunities pane on your Home page if **you meet the campaign permission criteria**.
- As an employer personnel, you **cannot publish the opportunities** you create. All opportunities submitted through InPlace will be **reviewed by internship coordinators** from the respective colleges.
- Only JDs that have been **approved will be published** for students to select from.
- Please note that at NTU, we do not influence students' choices, and placement selection is solely based on their interests.
- **Publication of opportunities does not guarantee automatic allocation of an intern** to your company.

Submission of JD Details

Fill in the fields accordingly.


Internship Overview

Name *


Description *

Internship Details

Employer *


Start/End Dates  Internship periods are fixed and cannot be changed. You must be able to offer placements for that period.

Start: 8/5/2023 12:00 am End: 14/7/2023 11:59 pm

Course and Specialisation (Please Indicate)  If the field is editable, you can edit the details and add or remove experiences/specialisations. This field is not shown if the discipline does not have any experiences/specialisations associated with it.

Allowance

Type	Currency	Amount	Frequency	Display to Students
Exact	SGD (\$)	1,000.00	Monthly	<input checked="" type="checkbox"/>

Number of Places  This field displays the number of placements you can actually offer.

Min: 1 Max: 10

Application Details

Application Instruction

Application Requirements

Contact Information

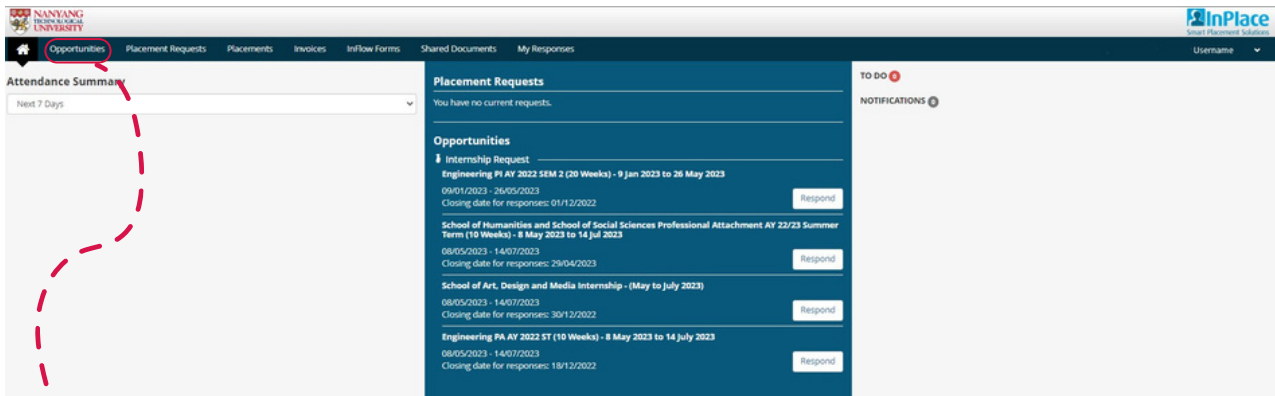
Internship Coordinator *

Name	Email	Phone	Supervisor
			<input type="checkbox"/>

Automatically Notify Internship Coordinator Of New Applications

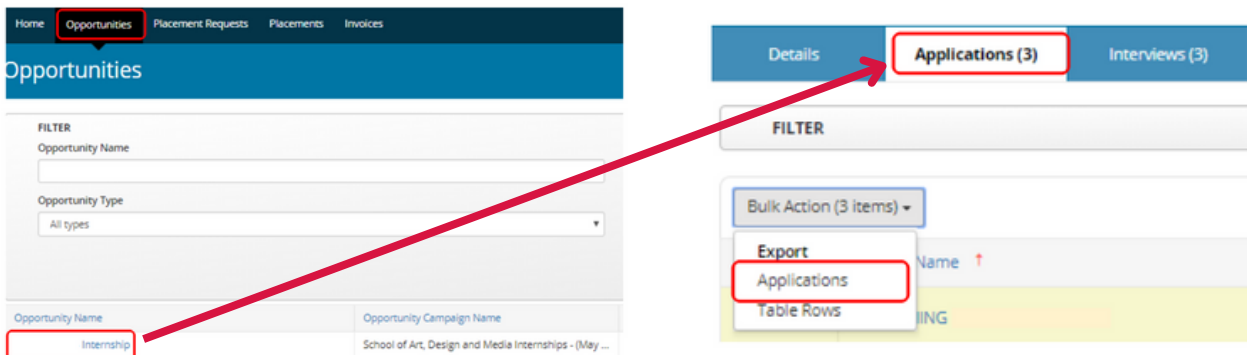
Note:

- To ensure that **students receive comprehensive information** about the role you are offering, please **provide a detailed and complete job description**. Please note that **job descriptions that are incomplete or lack sufficient detail will not be published to our students**. Thank you for your cooperation in providing a thorough job description.
- To ensure that our students are provided with fair and appropriate compensation for their internship, we kindly request that you **confirm the minimum stipend allowed for interns with the respective internship programme managers of the relevant schools**. Please note that **job descriptions that do not meet the minimum allowance amount will not be published to our students**. Thank you for your cooperation in offering equitable opportunities to our students.



View Submitted Opportunities

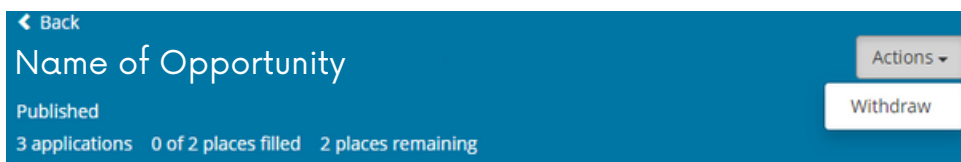
- a) Under Opportunities, you can view your submitted JDs for the various internship programmes available. Click on the 'Opportunities' tab, then click on the name of the submitted opportunity to view details.
- b) Click on the 'Applications' tab to view students' applications under the Campaign you have participated in.



Withdraw Published Opportunities

Please note that once an opportunity has been submitted, it cannot be published by the employer. However, you may withdraw the opportunity after it has been published. All submitted opportunity postings are subject to approval by NTU and will be automatically published for student applications upon approval. If you wish to republish it, contact us.

1. The 'Opportunities' page lists all opportunities that you can access.
2. Find the opportunity you want to withdraw and click its link in the Opportunity Name column to open it.
3. On the right side of the page, select 'Actions' and click 'Withdraw' to change the opportunity status to Draft.



Edit/Delete Opportunities in 'Draft'

Any opportunity with a status of Draft can be edited or deleted. Withdraw an opportunity to change its status to Draft.

Edit:

1. To edit opportunities you have submitted, go to the 'Opportunities' page that lists all opportunities you can access.
2. Find the draft opportunity (you can filter the list by Draft status) and click its link in the Opportunity Name column to open it.
3. On the right side of the page, select 'Actions' and click 'Edit' to make changes.
4. Click 'Submit' when you are ready to finalise the opportunity.
5. You can click 'Save As Draft' if you are not ready to submit the opportunity.

Delete:

1. Click 'Delete'.
2. Click 'Yes' to confirm you want to delete the draft.
3. The draft disappears from the list on the 'Opportunities' page.

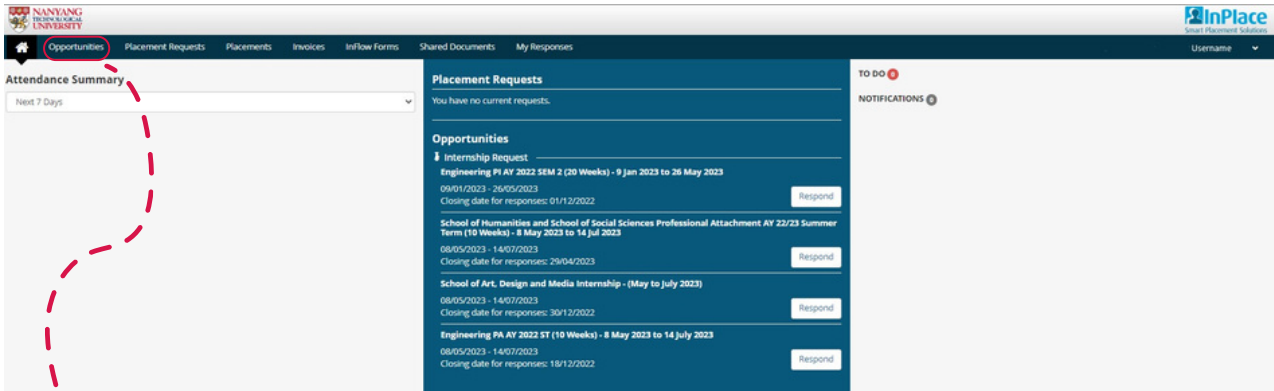
Contact Information

Internship Coordinator

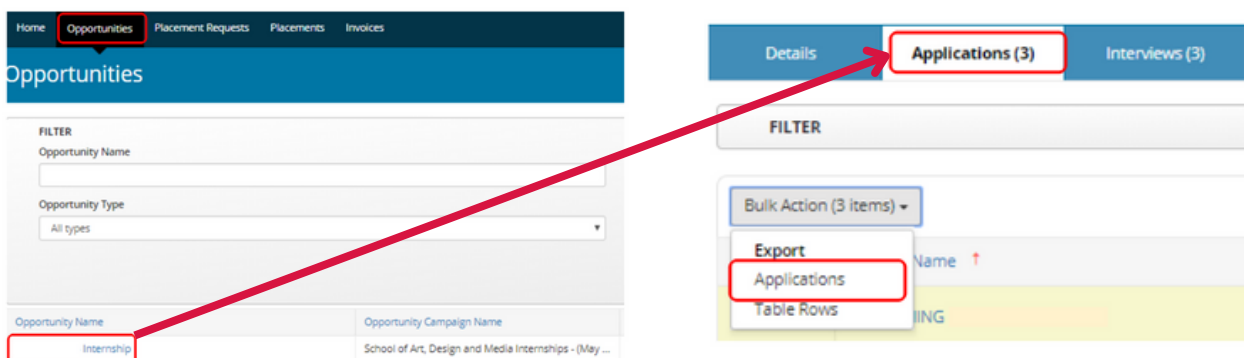
<input type="text"/>				<input type="button" value="Add Me"/>
Name	Email	Phone	Supervisor	<input type="checkbox"/>
<input checked="" type="checkbox"/> Automatically Notify Internship Coordinator Of New Applications				<input type="button" value="Add New Personnel"/>
<input type="button" value="Cancel"/>	<input type="button" value="Delete"/>	<input type="button" value="Save As Draft"/>	<input type="button" value="Submit"/>	<input type="button" value="Preview"/>

VIEWING AND RESPONDING TO APPLICATIONS

Review Applications



- Click on the 'Opportunities' tab, then click on the name of the submitted opportunity to view details.
- Click on the 'Applications' tab to view students' applications under the Campaign you have participated in.
- Check the box against the name of student(s), go to 'Bulk Action' and select 'Applications' in the drop-down to download the documents (resumes, portfolio) submitted by students.



Interview an Applicant

Select one of the following options under the status against the student's name:

- 'Grant Interview' – To shortlist student(s) for interview. Please note students are not allowed to skip lessons to attend interviews.
- 'Offer Position' – To offer role to selected students.

Employer	Student Name ↑	Date of Application	Attachments	Student Comments	Status
		26/02/2023 02:36 PM	2 documents show	-	Applied
		26/02/2023 12:23 AM	2 documents show		Applied
		26/01/2023 02:43 PM	1 document show		Applied



- Once the interview is granted, select 'Interviews' tab to arrange interview schedule - select date and time for the interview and click 'Apply'
- To inform students of their interviews, click on 'Email Students' under Bulk Action and check the radio button against each student's name.

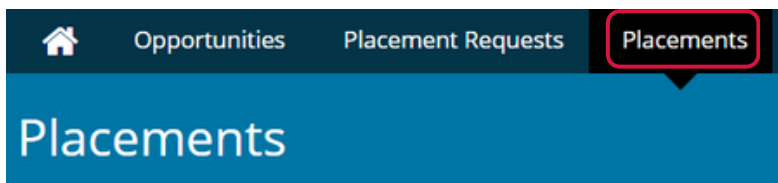
Offer/Reject an Application

- Click on 'Offer Position' to offer the position to the student. After you make the direct offer to the student, the application status changes to Offered.
- Click on 'Decline' to reject the student.

Employer	Student Name ↑	Date of Application	Attachments	Student Comments	Status
		26/02/2023 02:36 PM	2 documents show	-	Applied
		26/02/2023 12:23 AM	2 documents show		Applied
		26/01/2023 02:43 PM	1 document show		Applied Offer Position Grant Interview Decline

View Placed/Confirmed Students

After students have accepted the offer, an email will be sent to the employer coordinator. You will be able to view the allocated students under the 'Placements' tab on the Home page menu.



Update the Reporting Instructions for Placed Students

Click on your username (top right hand corner of screen), click on 'Employer Details' and scroll down to the section called 'CAO - Reporting Instructions for Students' to update each field in that section.

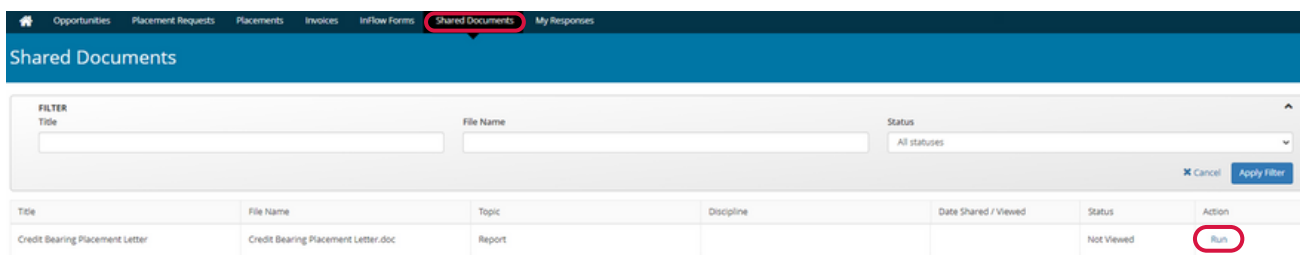
A screenshot of a user profile dropdown menu on the left, showing options: 'My Details', 'Employer Details' (highlighted), 'Help', and 'Log Off'. To the right is a form titled 'CAO - Reporting Instructions for Students'. The form contains several fields with dropdown arrows: 'Address - First Day', 'Postal Code', 'Time of Reporting', 'Working Days/Hours' (with sub-fields for 'Monday - Friday' and 'Saturday'), 'Transport Pick-up Point (if any)', 'Dress Code', 'Special Instructions to students, if any', 'Reporting Officer (1st day of reporting)' (with sub-fields for 'Name (Dr / Mr / Ms / Mrs)', 'Designation', 'Tel/Fax', and 'Email').

Request for Internship Placement Letter

The internship placement letter is for credit-bearing internship only. Organisation can download a copy of the placement letter after the student's internship placement has been confirmed and reflected on InPlace.

How to Retrieve the Placement Letter on InPlace:

- Click on the "Shared Documents" tab
- Click on "Run" to access the option to Run Report to download the letter.



Below options to run the report:

- a) Enter the student's full name (advisable); or
- b) Leave the input field empty and select "Run".

* Note: If you choose Option (b), all placement letters (including past semesters) will be downloaded.

Run Report

Include Child Employers in Report

Student.Student Name

Cancel Run

- (c) If your company has subsidiaries linked to the Headquarters, please check the box "Include Child Employers in Report" and click "Run".

Run Report

Include Child Employers in Report

Student.Student Name

Cancel Run

Request for Internship Placement Letter (cont'd)

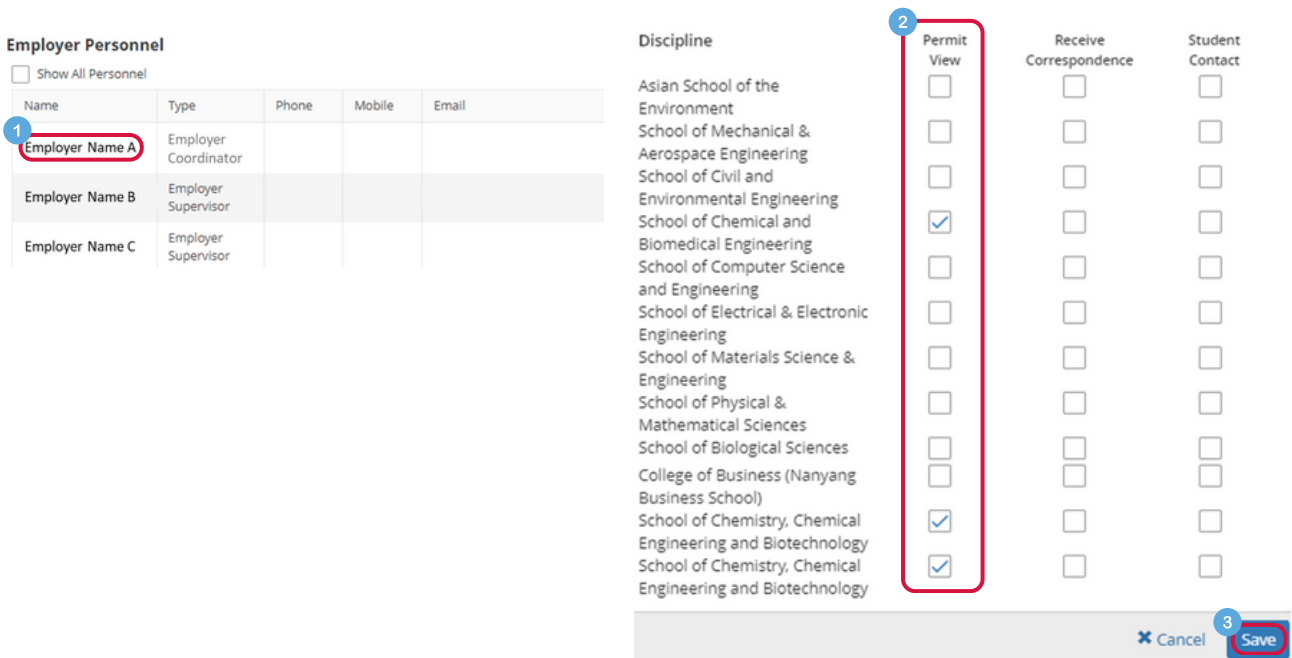
* **Note:** If organisation coordinator is unable to retrieve the letter, please ensure that the "Permit View" is enable for all disciplines.

How to check the "Permit View" status:

- Click on your "Username" drop-down and select "Employer Details".

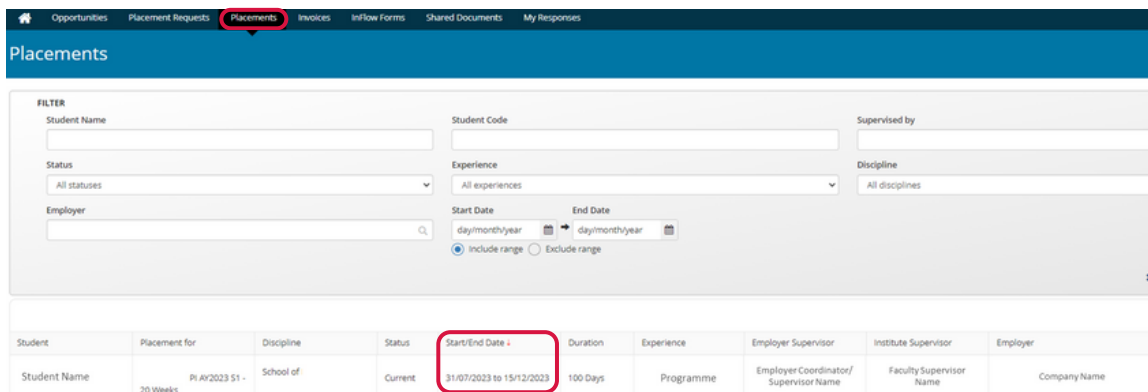


- Scroll down to the "Employer Personnel" section.
- Select on the Employer Name.
- Select the respective discipline(s) under the "Permit View" column.



Things to Note:

- The internship period indicated in the placement letter will be based on the start/end date provided under the respective student placement.



- The internship period before and/or after the official period will be considered as non-credit bearing. Students can request the non-credit bearing placement letter via this [link](#).

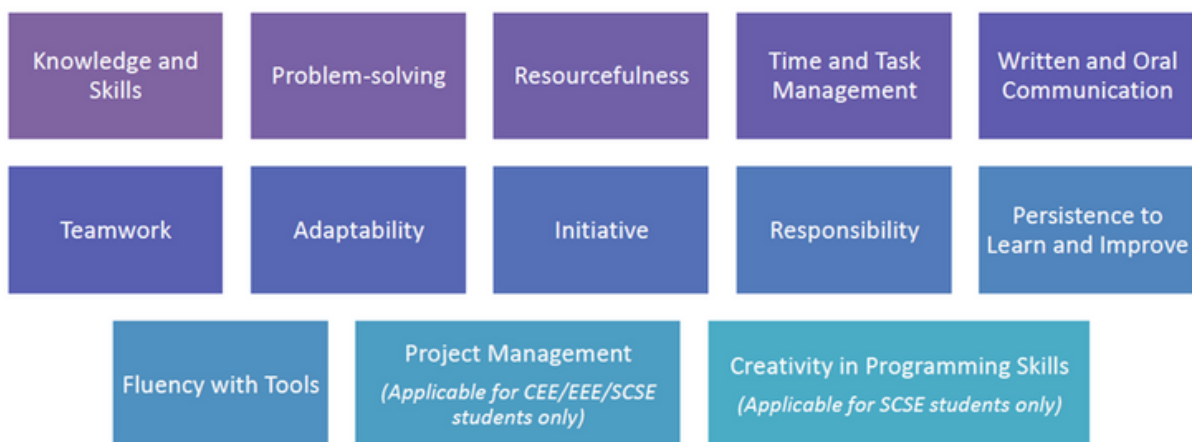
ASSESSMENTS

What is Assessment of Work in Organisation (AWO)?

The Assessment of Work in Organisation (AWO) is an essential component of the student's workplace performance evaluation. The organisation supervisor will evaluate their performance using an assessment form via the assessment link given. The supervisor is required to submit the evaluation by the end of the internship.

What Do Employers Assess On?

The organisation supervisor is required to evaluate the student's performance during the internship according to the following criteria (assessment will be based on a 4-point rating scale known as a Likert scale).



* Based on a 4-point rate scale

How to Assess Student Interns?



1. If you have an Internship Management System account and there is a survey/assessment for you to complete, it will appear in the 'To Do list' on your Home page.
2. Alternatively, an email with the assessment link will be sent to the organisation supervisor. Supervisor can assess the student's work performance by clicking on the link and it will be directed straight to the assessment page.

NTU Professional Internship (PI): Assessment of Work in Organisation (AWO 1)

CAO NTU Internship <noreply@inplacesoftware.com>
 To: Organisation supervisor email
 Cc: Organisation supervisor email

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

Dear Organisation Supervisor

Our student, **student name**, has been an intern with you since 9 January 2023

We hope that the credit-bearing Internship experience has been a rewarding journey for both you and our student. Being a credit-bearing internship, your feedback and assessment are very important to our student in understanding their progression and growth during this period.

We would therefore appreciate your effort to help **student name** complete his/her Assessment of Work in Organisation (AWO) by providing your ratings through the following link:

<https://ntu-insight.sg/inplacesoftware.com/response/guest/xxxx> ← Click on this link and it will direct straight to assessment page

This online assessment will take no more than 5 mins to complete, and we will appreciate your submission by **3 March 2023**. This assessment is confidential and will not be shared with students.

Note:

*If you are not the assigned Organisation Supervisor to rate the performance of the intern, please inform us to make the necessary changes by emailing CAO_XX@ntu.edu.sg

*Assessment periods may vary for students whose Internship is shifted due to late start of PI. Kindly input the assessment on Week 10 of the shifted PI period.

For more information, please email CAO_XX@ntu.edu.sg

MARITIME STUDIES PI (MS) (AY22 S2) - **STUDENT NAME** (Matriculation No.)

ORGANISATION NAME | 04/01/2023 - 26/05/2023 | 100 Days Maritime Studies
 Maritime Studies PI AY2022 S2 - 30 Weeks

Assessment of Work in Organisation (AWO 1) Due Date: 03/03/2023
 Assessment of Work in Organisation (AWO 1) Due Date: 03/03/2023
 Assessment of Work in Organisation (AWO 2) Due Date: 03/03/2023

Unsatisfactory Functional Proficient Advanced

1. Knowledge and Skills
 Able to apply knowledge and skills (whether prior or newly learned) appropriately in the workplace and/or projects/tasks.

Assessment Qualifiers by Organisation Supervisor on Workplace Performance

1. Qualifying Reasons
 The section is to write brief notes to qualify the grading that you, as an organisation supervisor, have given to the student above.
 (This section will be confidential and private to the students)

Assessment completed by

1. Organisation Supervisor name
 Organisation Supervisor name

2. Organisation Supervisor designation
 Organisation Supervisor designation

3. Organisation Supervisor email
 Organisation Supervisor email

Complete all the required fields and Click "Submit" once the assessment is completed

Save as Draft Submit

Once you have submitted the assessment, you will not be able to make any further changes.

When Do Employers Need to Assess the Students?

We will send out the assessment link directly to the organisation supervisor reflected on InPlace via email.

Note: The deadlines may vary according to the schools.

Internship Period	Received by		Completed by	
10-weeks Professional Attachment (PA)	AWO 1	Week 7	AWO 1	Week 10
20-weeks Professional Internship (PI)	AWO 1	Week 7	AWO 1	Week 10
	AWO 2	Week 16	AWO 2	Week 18
30-weeks Enhanced Professional Internship (EPI)	AWO 1	Week 7	AWO 1	Week 10
	AWO 2	Week 16	AWO 2	Week 20
	AWO 3	Week 26	AWO 3	Week 27

STUDENT TESTIMONIALS

Eliz Wang Yu Ting **Humanities and Social Sciences (History)**

My internship at Temasek taught me to think differently and helped me understand myself better. I worked with a diverse group of supportive mentors and colleagues who helped me grow both professionally and personally. The community events were also enjoyable and enriched my overall experience. I'm grateful for and hope to make my colleagues proud in my future endeavors.



Elnathan Hung **Art, Design and Media (Interactive Media)**

I worked as a UI/UX Designer during my internship at Razer, where I gained a better understanding of the market demands for UI/UX within Singapore. Through hands-on experience, I learned how to conduct usability tests and interviews, explore blue sky ideas, manage supervisors, improve communication skills, and gain in-depth software knowledge of Adobe XD and Figma. This experience provided me with a deeper understanding of the field's evolving demands and interpretations.



Leung Zhi Ying **Materials Science Engineering**

As a Maritime Decarbonisation Intern at Lloyd's Register, I researched decarbonisation strategies and wrote a report on sustainable steel for shipbuilding. My internship experience introduced me to the shipping industry and sparked my interest in sustainability. I found the experience very fruitful and believe that professional internships provide invaluable learning experiences for making better career decisions.



NTU Internship Management System FAQ

Q: What is the NTU Internship Management System?

NTU Internship Management System, currently powered by InPlace, notifies you of our credit-bearing internships runs. Submission of internship job scopes, placements and selections will be done here.

Q: How do I create an account?

For organisations new to NTU internship, visit https://bit.ly/internship_NTU to register for an account. Account approval will take up to 5 working days.

Q: I cannot log in after keying in my username & password.

Clear the cache on your browser. Do use Google Chrome (recommended).

Q: My account is approved & I'm logged in, but I cannot see the opportunity campaigns on the Home page.

It takes about a day for your account to be synced with the system. Try again the following day to be able to view the campaign & submit JDs.

Q: The previous staff managing NTU Internship Management System left. Can I have access to the NTU IMS account?

Please write in to us to create a personnel account.

Q: I have an account, but I forgot my username & password.

For organisations with existing accounts, go to inplace.ntu.edu.sg. Select "Other Accounts" to log in. Click "Forgot your password?" to reset your password. If you still face issues, please write in to us.

Click "Forgot your password?" or drop us an email to reset your password.



Your username is typically your email address.



NTU WORK-INTEGRATED EDUCATION
CONTACT DETAILS

LET'S WORK TOGETHER



cao_internship@ntu.edu.sg



blogs.ntu.edu.sg/employers



NTU
CAREER &
ATTACHMENT
OFFICE