

# Administrative Matters (ATAP)

- **Leave and Time-Off to attend to School Matters**

Students may be granted leave at your employer's discretion. For non-official outside of the scope of project work with the organisation, your employer has the right to pro-rate your pay. (This policy may vary between organisations). Students are advised to abide by the Human Resource practices of their employer.

- **Supervisors**

Each student project will be co-supervised by their organisation's supervisor and an academic supervisor from the school's Department of Information Systems and Analytics.

- **Dress Code and Reporting Procedure on the First Day of Attachment**

Students are expected to dress appropriately in office attire and have their Identification Card, Bank Account Number, Bank Name and Branch with them.

- **Reservist (ICT)**

Students who are required to fulfil their reservist obligations will need to inform the school ([AskIR@comp.nus.edu.sg](mailto:AskIR@comp.nus.edu.sg)) and their employer when notified about their training. Students who receive notification prior to accepting an internship offer must inform the Industry Relations Office and their potential employer before accepting the internship offer.

- **Medical Leave**

Students must inform their work supervisor if they are unwell or need to consult a doctor. They are not to take any leave without their supervisor's prior knowledge. A relevant medical certificate will also need to be submitted to their supervisor.

- **Allowance**

Students will be paid a minimum of S\$1,200/- per month\*. Organisations are exempt from CPF contributions.

\*This minimum requirement is waived for self-sourced internships.

- **Insurance**

Students are strongly encouraged to purchase their own coverage before going on internship. It is compulsory for students going overseas for their internship to purchase more comprehensive insurance coverage.

- **Overseas Visa**

Students going overseas for their internship may need to apply for a visa from the host country. Students should request for an offer letter from that organisation which should be submitted to the local embassy/high commission/consulate with any other relevant supporting documents.

- **Disclaimer of Liability**

The School will not be held responsible for any damage to properties and/or injuries suffered during the student's internship attachment period.

- **Tuition Fees**

Students are awarded units for being on unit-bearing internships, so they will need to register with the university and pay tuition in order for that unit to be recognized. Students on internship can continue to access school facilities, e.g., medical services, the library, computer and sports facilities.

- **Termination of Internship**

Students and employers should complete the entire internship period or the mutually agreed upon period. In the event of early internship termination by either party, notice must be given to NUS School of Computing before a termination notice is issued. With the termination, the student would receive a 'CU' grade for the internship unless special considerations are applied.

Students need to consider their study plans (going for SEP, NOC etc) carefully **BEFORE** they accept any offer because any withdrawal after acceptance is unacceptable and will result in a 'CU' grade reflected on their transcripts.

NUS School of Computing reserves the right to initiate early termination of an internship at its discretion.

- **Further Enquiries**

Students: [AskIR@comp.nus.edu.sg](mailto:AskIR@comp.nus.edu.sg)

Employers: [internship@comp.nus.edu.sg](mailto:internship@comp.nus.edu.sg)