

NANYANG TECHNOLOGICAL UNIVERSITY**Nanyang Business School (NBS) Professional Attachment (PA)****Programmes in Brief for AY2020/21****Background**

Nanyang Business School (NBS) Professional Attachment (PA) is compulsory for Year 1, Year 2 Accountancy and Business students, Year 2/3 students doing a double degree in Accountancy and Business/a double degree in Business and Computer Science or Computer Engineering specialising in one of the following: Accountancy, Actuarial Science, Banking & Finance, Human Resource Consulting, Business Analytics, Risk Management and Insurance, or Marketing.

For details of the undergraduates' course curriculum, please login to NBS website at <http://www.nbs.ntu.edu.sg/Programmes/Undergraduate/Pages/Home.aspx>

Attachment Period

Participating organisations will need to adhere to the official Winter PA period from ***30 Nov 2020 – 23 Jan 2021 (8 weeks).**

**Note: NTU would only recognise the official period as Professional Attachment programme. Any extension beyond the official period will be students' own personal arrangement with the organisation.*

Attachment Programme

The programme should emphasize on relevant applications and on the job training for the student to meet the following attachment objectives:

- a) To apply knowledge learned in the University.
- b) To strengthen work values through the corporate environment; and
- c) To gain interpersonal skills that promotes personal growth and development.

When the programme is approved by the school, it will be put up to the students for selection.

Allowance & Working Hours

The recommended monthly allowance is \$1,000 and the minimum allowance should be \$800. As a guide, most organisations are paying \$800 to \$1,500 per month (CPF exempted). Employers are exempted from making CPF contributions on student allowance. For overseas internships, this subsistence allowance is paid to student to meet his/her daily expenses and lodging. Students will follow the normal working hours of the organisation on a five-day or five-and-a-half-day week basis.

Insurance

Students are covered against personal or bodily injuries caused by or arising out of accidents through a Group Personal Accident Insurance Scheme (24-hour worldwide) arranged by NTU. The University has also taken up a Public Liability Policy Insurance to indemnify organisations against claims and damages arising as a result of an act committed by NTU's students during the attachment. The territorial limit for this coverage is worldwide, excluding countries under international sanctions.

Work Pass

Organisation taking in an international student, who is a full-time matriculated or registered student of NTU for local attachment programme is exempted from applying for a work pass.

Assessment of Students

Participating organisation is required to assign a supervisor who will be responsible for the students in terms of work allocation, guidance as well as to assess the performance of the students.

The organisation supervisor would also need to complete an online assessment form, **Assessment of Work in Organisation (AWO) at end of internship (Week 9)** to assess the performance of the students.

Certificate for Accomplishment

Students who successfully complete the PA programme will be awarded a Certificate of Accomplishment signed by the Director of Career & Attachment Office.