

IMPORTANT NOTES TO SUPERVISORS FOR ADMITTING OVERSEAS NON-GRADUATING STUDENTS FOR SHORT PROJECTS

SCE, NTU

Supervisors have to take note of the followings:

- a. Application must be made at least 3 months before the commencement of the internship.
- b. In the event that the student cancel the internship after receiving the In-principle Approval (IPA), supervisor is liable for the S\$70 administrative fee that ISC has paid, in advance, for the TEP application.
- c. These overseas students cannot ask the school for any financial or other support.
- d. The SCE supervisor is solely responsible for these students when they are in Singapore. Issues such as living expenses, allowances, living quarters etc have to be managed by the project supervisor. We do not mean that the supervisor pays for such expenses but the supervisor will have to help the student to settle down in Singapore and ensure that the student is financially able to sustain his/her stay in Singapore.
- e. Supervisor has to make clear to the students that the students have to bear all the expenses that they will incur while in Singapore as well as all passage and related expenses.
- f. Supervisor also has to make clear to students if the supervisor is providing any financial support.
- g. These students are not eligible for any on-campus accommodation. For information on off-campus housing please visit [<Off-campus housing>](#)
- h. Fees will be charged according to NTU guidelines if these students wish to take NTU courses and they are not from universities who have signed student exchange MOUs with NTU.