* Graduate students intending to go for non-credit bearing internship should complete and submit the application form electronically and send as an email attachment to [gradcollege@ntu.edu.sg](mailto:gradcollege@ntu.edu.sg).
* If the internship placement is self-sourced, confirmation letter from the host company or supporting documents should be attached with this form.

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| 1. **To be completed by student** | | | | |
| Name in Full |  | | | |
| Matriculation Number |  | | | |
| School |  | | | |
| Admission Year (Month/Year) |  | | | |
| Completed Qualifying Exam | Yes / No | | | |
| Competed 3 Minute Thesis (Applicable for AY2019 onwards) | Yes / No | | | |
| Completed Communication courses (Applicable for AY2019 onwards) | Yes / No | | | |
| Number of GAP hours fulfilled/Total number to fulfilled |  | | | |
| Internship placement | Self-sourced / Career & Attachment Office | | | |
| Name of internship organization |  | | | |
| Location of internship |  | | | |
| Job Description |  | | | |
| Remuneration |  | | | |
| Leave period | From |  | To |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date | | |

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| **B) To be completed by Supervisor** | |
| * Supported * Not supported   Comments (if any): | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date |

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| **C) To be completed by School Chair or his/her delegate** | | | |
| * Recommended * Not recommended   Comments (if any): | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date | |
|  |  | |  |
| **D) To be completed by Academic College Dean or his/her delegate** | | | |
| * Approved * Not approved   Comments (if any): | | | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date | |

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| **E) To be completed by Graduate College Dean** | |
| * Approved * Not approved   Comments (if any): | |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name and Designation | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature and Date |

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| **F) To Office of Academic Services**  For records and follow-up actions. |

**Notes:**

1. The postgraduate internship consists of a period of training that does not constitute a working relationship.
2. The postgraduate internship can be carried out in local or overseas corporate research labs, research institutes, universities, or industrial corporation.
3. The maximum duration of a local postgraduate internship is 3 months for international students and 6 months for local students. The actual internship duration is dependent on the requirement of the companies.
4. The internship duration will not be counted towards the maximum candidature.
5. Typically, the scope/outcome of the postgraduate internship should not be included into thesis content, unless there is a preexisting research collaboration agreement.
6. The student should seek prior permissions to attend the postgraduate internship from their respective supervisors and co-supervisors, if any.
7. The student will not receive monthly scholarship during the internship.
8. The postgraduate internship is only open to year 3 and year 4 Ph.D. candidates, subjected to approval of Graduate College.
9. To qualify, the student should:

* Pass the Qualifying Exam.
* Completed 3 Minute Thesis
* Completed compulsory Communication course
* GAP fulfilment hours will be as follow:

|  |  |
| --- | --- |
| **Year and Semester** | **Minimum % of GAP hours to be completed** |
| Year 3 Semester 1 | 50% |
| Year 3 Semester 2 | 75% |
| Year 4 Semester 1 | 75% |
| Year 4 Semester 2 | 100% |

13. In the event where the student requires to withdraw from the internship, the student will need to seek approval by writing to the Graduate College.