* Graduate students intending to go for 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 |  | | | | |
| Expected internship 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 | |
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| **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. This postgraduate internship is an optional constituent of the Ph.D. graduation requirements.
2. The postgraduate internship consists of a period of training that does not constitute a working relationship.
3. The postgraduate internship can be carried out in local or overseas corporate research labs, research institutes, universities, or industrial corporation.
4. The duration of a postgraduate internship up to 6 months. The actual internship duration is dependent on the requirement of the companies.
5. The internship duration will be counted towards the maximum candidature.
6. Typically, the scope/outcome of the postgraduate internship should not be included into thesis content, unless there is a preexisting research collaboration agreement.
7. The postgraduate internship is only open to year 3 and year 4 Ph.D. candidates, subjected to approval of Graduate College.
8. The student should seek prior permissions to attend the postgraduate internship from their respective supervisors and co-supervisors, if any.
9. The student’s supervisor by default will be the NTU internship supervisor.
10. The student will continue to receive monthly scholarship during the internship.
11. 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 and Career & Attachment Office.