

**From:** Nur Arifah Binte Mukaral  
**Sent:** Monday, 21 August, 2017 5:26 PM  
**Subject:** Application open: ATAP Jan-Jul 2018  
**Importance:** High

Dear Students,

Application for Advanced Technology Attachment Programme (ATAP) Jan – June 2018 is **NOW OPEN!**

There will be two rounds of applications;  
Round 1: 21 – 27 August 2017  
Round 2: 9 – 13 October 2017

You may apply for ATAP via the Project Admin System (PAS): <https://mysoc.nus.edu.sg/~projadm/> and select up to five projects. You may refer to the attached pdf for steps to apply in PAS.

For more information on ATAP, please refer to:

ATAP: <http://www.comp.nus.edu.sg/programmes/ug/beyond/atap/student/>

**Conversion of self-initiated internship into ATAP:**

\* A minimum period of **24 weeks for ATAP** is required for conversion and it has to coincide with our official ATAP period (slight variations, of around 1 or 2 weeks, of the starting and ending dates are acceptable).

\* Internship period has to be continuous consecutive weeks.

\* **NO** retrospective approval will be given for conversion of self-initiated internship into ATAP/SIP.

\* Deadline for conversion is **24<sup>th</sup> November 2017** and no extension will be granted.

\* **All approvals must be sought for prior embarking on any self-initiated ATAP if you wish to earn credits.**

**The following categories of students are not allowed to register for ATAP:**

1. Students in their graduating semester
2. Students taking other modules in the special term
3. Students who are doing UROP (CP3208 and CP3209)
4. Students doing CP4101 BComp Dissertation / BT4101 BSc. Dissertation [also known as Final Year Project (FYP)]. Students are not allowed to concurrently do FYP with ATAP. Conversion of ATAP related work to FYP is not permitted, irrespective of how good the ATAP-work is.
5. Students who are already on ATAP are not allowed to reduce its duration to turn it into a SIP attachment. They must serve their internship for 24 weeks within the same organisation.
6. Students who do not need credits and do internship on their own during regular term time are required to apply for Leave of Absence (LOA). Please refer to <http://www.nus.edu.sg/registrar/adminpolicy/loa.html> for more information.
7. A minimum period of 24 weeks is required.
8. CEG students should follow the internship guidelines for CEG students. Please refer to <http://www.ceg.nus.edu.sg/ia/> \*
9. Students are to consider carefully, taking into account their study plans before they accept any offer because any withdrawal after acceptance is not acceptable and will result in them getting the CU grade reflected on their transcripts.

*\*While CEG students may apply for internship via either IAP/VIP (FoE) or ATAP/SIP (SoC), please do NOT apply both sides (then decide on the 'preferred' offer) - it does not leave a positive impression (to reject an offer). Also, it will affect another applicant's chance.*

Students who are on ATAP are eligible to take a maximum of 2 modules (day or night) subject to the company's and the module coordinator's approvals.

You may email [Ms Nur Arifah](#) should you have any clarifications. Thank You.

Best regards,  
Arifah  
For A/P Gary Tan  
Vice-Dean (Student Life)