From: Nur Arifah Binte Mukaral
Sent: Monday, 6 February, 2017 1:35 PM
Subject: Application open: ATAP May-Oct and SIP May-Jul 2017

Dear Students,

Application for Advanced Technology Attachment Programme (ATAP) May – Oct and Student Internship Programme (SIP) May – Jul 2017 is **open!**

There will be two rounds of applications;
Round 1: 6 – 19 February 2017
Round 2: 30 March – 2 April 2017

You may apply for ATAP and SIP 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 and SIP, please refer to:
ATAP: http://www.comp.nus.edu.sg/programmes/ug/beyond/atap/student/
SIP: http://www.comp.nus.edu.sg/programmes/ug/beyond/sip/sip-is/

Conversion of self-initiated internship into ATAP/SIP:
* A minimum period of **24 weeks for ATAP** and **12 weeks for SIP** is required for conversion and it has to coincide with our official ATAP/SIP period (slight variations 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 **30th April 2017** and no extension will be granted.
* **All approvals must be sought for prior embarking on any self-initiated ATAP/SIP 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)