

Briefing on Industrial Attachment

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<https://ceg.nus.edu.sg/ia/>

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Industrial Attachment / Internship



- Expose students to the day-to-day work environment of a professional engineer
- Provide opportunities for the students to use their initiative to translate theories learnt in classrooms and perform assignments in an actual working environment
- Instill in the students the right kind of work attitudes and professionalism through interaction and networking with people in the organisations, and observation of their future roles in industry
- Learn about the latest developments in the industries
- Provide a leap in the student's careers by lessening the on-the-job training so that they can become effective and productive to their respective organisations for full-time employment sooner than is usual for fresh graduates

Module Learning Outcomes

- Demonstrate professional standards and ethics in the workplace
- Build good verbal and written communication
- Apply engineering training in the internship assignment and meet the objectives of the assignment
- Interpret, analyse, evaluate and synthesize information in the workplace
- Describe the business and career paths in the company

5/6-month Industrial Attachment

- CEG AY17 students in PPP are required to undergo compulsory* IA that is continuous, over (minimum) 20 weeks (10 MCs).

EG3611A (20 weeks, 10MCs) / EG3611 (24 weeks, 12MCs) Industrial Attachment

<http://www.eng.nus.edu.sg/undergraduatestudies/internship/if-you-are-a-student/>

Offered by Faculty of Engineering (FoE)

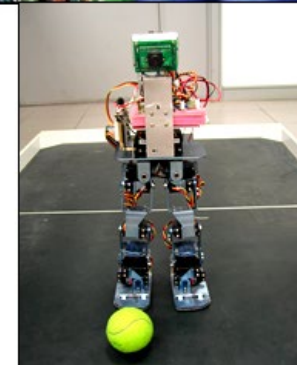
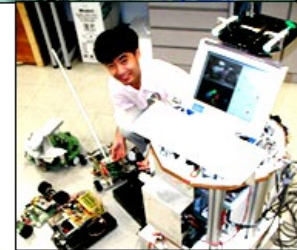
OR

CP3880 Advanced Technology Attachment Programme

<https://www.comp.nus.edu.sg/studentlife/intern/atap/student/>

Offered by School of Computing (SoC)

- Note : IA is non-compulsory for Polytechnic graduates, and for students in special programs such as Double Degree Programme (DDP), Global Engineering Programme (GEP) etc. Nonetheless, affected students are still required to make-up for the 10 MCs.



5/6-month Industrial Attachment

- AY17 is the first intake affected by the duration reduction.
- As mentioned in [CEG TE page for AY17 intake & after](#), 12 MCs IA (over 24-weeks) i.e. CP3880, EG3611, TR3202 will be mapped to [10 MCs IA under Programme/Major requirements and 2 MCs TE Breadth].
- If you plan to do a 24-week IA (EG3611), discuss with your employer. Inform the Careers & Internship team at enginternship@nus.edu.sg as soon as possible after you have secured consensus with your IA employer.
- No switching back to 20-week IA (EG3611A) will be allowed after informing the Careers & Internship team.
- Any extension beyond the 20 / 24 weeks (as originally enrolled) will be based on the mutual agreement between student and employer (shall not extend into the next semester), and will not fetch any additional credits. The report / presentation deadlines will not be extended in such cases.

5/6-month Industrial Attachment

- IA/ATAP will be graded on CS/CU basis, based on inputs from the Company Supervisor(s) and NUS Mentor
- The exact procedures, eligibility rules, grading etc. differ slightly between IA (FoE) and ATAP (SoC), so please visit the appropriate website to learn more
- Note that students may do the 5/6-month (20/24 weeks) IA only once (i.e. either through FoE or SoC); only one 10/12-MCs allocation will be done
- Students cannot break up the period of their attachment. They must serve their internship for six months
- It could delay the graduation if not planned well



IA Semester

Generally, students are recommended to go for IA in their third year (should have completed 4 semesters, shouldn't have started FYP)

- Either Sem 1 or Sem 2, subject to availability of IA positions
- Little/no differences per se, between doing IA in sem 1 vs sem 2
- If you intend to go for SEP, suggest to do IA in Sem 1, and go for SEP in Sem 2
- If you intend to take up IIFYP, suggest to do IA in Sem 2
- If you are not confident about securing a position, try for Sem 1 - you will have some buffer before running the risk of delayed graduation
- Online application
 - FoE IA (Jul-Nov/Dec 2019) / VIP (May-Aug 2019): ongoing until May
 - SoC ATAP (May-Oct 2019) / SIP (May-Aug 2019): ongoing until Apr
- Please check the IA and ATAP websites for exact deadlines. Also refer to [CEG IA page](#) and look out for the emails from FoE and SoC administrators

Self-initiated IA/ATAP Registration

- A self-initiated internship can be registered as
 - EG3611A, EG3611 or EG3612 via FoE, or
 - CP3880/CP3200 via SoC, by the stipulated deadline
- Once a company has agreed to accommodate you for your IA, request them to complete the IA Placement Form and the IA Training Schedule and return the completed forms to you
- Submit both the IA Placement and IA Training Schedule to your Department's IA Coordinator via the IA Registration website for approval. An email will be sent to you once the registration is approved
- If you do not hear a reply from them within 2 weeks from registration date, please drop them an e-mail
- Please ensure that the job scope has sufficient technical content. Else, your application will be rejected. If unsure, email the coordinator before accepting the offer and stopping the internship hunt

Mentor, Allowance

- Your IA mentor/supervisor is allocated to you by the department, and is based on the company you are doing IA
- The mentor supports students in applying their knowledge to their work where required, evaluating students' internship performance, as well as work with the company and the IA coordinator if issues arise
- The allowance is to be mutually agreed upon between the student and employer (recommendation: \$1000). Allowances paid to students are exempted from Central Provident Fund (CPF) contributions

Safety, Intellectual Property

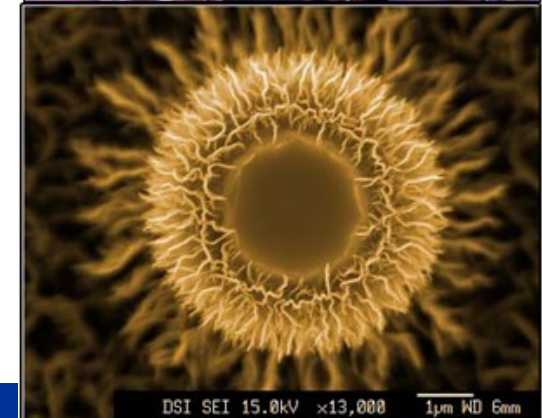
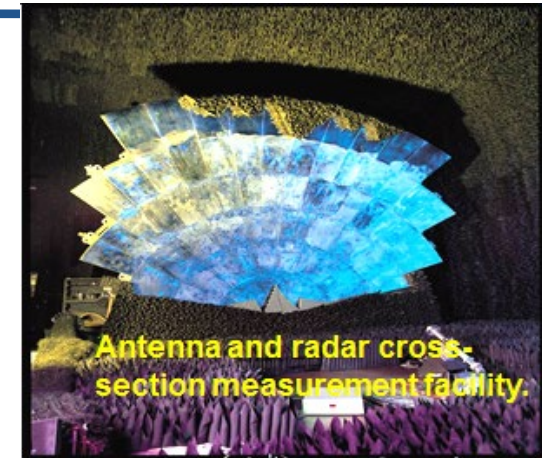
- Students shall adhere to the safety policies, carry out procedures provided by the company, and be responsible for their safety, health, and welfare during the internship
- Students shall comply with the safety and health requirements pursuant to the country, state, city in which the internship is undertaken
- Employers and students should mutually agree on terms and conditions of Intellectual Property rights, confidentiality clauses etc. as per internship agreement

Leave Matters

- Leave may be granted at the host company's discretion. Students should refer to the internship contract provided by the company for the remuneration, working hours, leave provision and policies and abide by the Human Resource practices of the host company once you agree to the contractual terms. The *suggested* annual leave (with sufficient notice) is 3 days, in addition to study leave of 2 days per evening module for up to 2 evening modules
- Medical leave, compassionate leave and official leaves could be granted on a case by case basis
- The university will not request for deferment from NS activities on behalf of the student. Consequently, students are recommended to extend their internship period to make up for the ICT days. Please discuss with your employer / prospective employer if / when you receive a call-up notice

Evening Modules

- You may submit your application to read (up to two) evening modules during your industrial attachment, subject to availability and approval from host department **and** the company (if you are not sure if the company allows this, discuss with the company **before** accepting the offer). Examples:
 - Core modules e.g. CG3207 (sem 1), EG2401A
 - Technical Electives
 - Modules offered by other Fac/Sch e.g. GEH1036, GET1004
 - Day-time modules are not allowed
 - BTech modules (EExxxxE or TEE-coded) are NOT available to BEng students on IA.
 - Exact procedures differ for CP3880/EG3611(A); refer to instructions on website and emails from respective administrator
- * CG4002 and EE4204 will be offered in both semesters subject to meeting a minimum enrollment. CG4002 will be first offered in Sem 2 AY19/20 with a cap of 90 students



Pathway Requirements

- PPP students are recommended to take up IA in engineering companies
 - PPP students are NOT allowed to do two rounds of 3-months internships, in lieu of compulsory (minimum) 20-weeks IA.
- As part of CG4003, RfP students are required to take up compulsory 1-month attachment in a professional or industrial setting, during the vacation between, or before the two semesters.
- iDP students are recommended to take up 3-months internship in startups or engineering companies
- Doing IA/internship at NUS labs is discouraged for PPP students, exceptions maybe granted only in special cases
 - You can claim credits for such attachments under UROP / IWP etc.

Extend IA to 6-months IIFYP

- It is possible to extend IA by an additional 6-month to fulfill Final Year Project (what we termed as Integrated Industrial Final Year Project, or IIFYP) !
- The IIFYP can be formulated prior to the start of the IA, or during the IA period.
- Refer to:
<https://ceg.nus.edu.sg/ia/> -> Read on for the additional 6-mths IIFYP
<https://ceg.nus.edu.sg/CG4001/index.html> -> FYP Proposals -> (c) Student self-proposed, UROP/Internship or Industrial Attachment (IA) Related Projects

DOs & DON'Ts

- Start the process Now (earlier rather than later)
 - A handful of CEG seniors were unable to secure a IA placement until Week 1 of semester 2 (mid/end-January 2019).
- Understand the job scope and suitability during the interview. Also check if the company allows evening modules, leaves etc. Clarify any doubts you may have before accepting the offer
- If the job assigned to you varies significantly from the description, raise your concerns through appropriate channels
- Register for IA OR ATAP, NOT both
- Do not give undue importance to the exact allowance – focus more on the learning and experience the offered by the company / job

3-month Internship Programme

- CEG students on iDP have to do a 3-month internship (in the vacation i.e., May – July)
- It is optional for Poly intake students
- Apply for places through the respective system

- EG3612 Vacation Internship Programme

<http://www.eng.nus.edu.sg/undergraduatestudies/internship/if-you-are-a-student/>

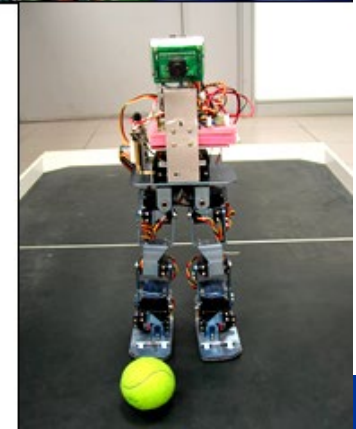
(Offered by FoE)

OR

- CP3200 Student Internship Programme

<https://www.comp.nus.edu.sg/studentlife/intern/sip/student/>

(Offered by SoC)



VIP Details

- The duration of EG3612 must be at least 12 weeks long. The module carries six modular credits (MCs), on CS/CU basis.
- Students are allowed to do either VIP or IA, but not both.
- Students are not eligible to undertake VIP until they have completed Stage 2, i.e. the May-July vacation after Semester 4 is the earliest time period allowed to do VIP.
- Students are only allowed to do VIP during the official May-July vacation period. Only SEP students are allowed to do VIP during term time.
- Students are only allowed to do, and earn credits, for VIP once.
- IIFYP (extending VIP to an FYP) option exists!

VIP Registration

- VIP process starts in Jan of every year for students who wish to go for VIP during May-July vacation period
 - E.g. A 2nd or 3rd Year student who wish to go for VIP during his/her vacation in 2019, he/she will need to apply during Jan to Apr 2019
- VIP registration is online and the Office of Undergraduate Programmes will broadcast the exact dates of registration via email

Self-initiated VIP Registration

- Once a company has agreed to accommodate you for your VIP, request them to complete the VIP Training Schedule and return the completed forms to you.
- Your registration will be forwarded (automatically) to your Department IA/VIP Coordinator for approval. An email will be sent to you once the registration is approved.
- If you do not hear a reply from them within 2 weeks from registration date, please drop them an e-mail.

Questions?