
NUS VACATION INTERNSHIP PROGRAMME

INTRODUCTION

The NUS Vacation Internship Programme is intended to provide students with opportunities to gain work experience during the vacation periods in May and December every year. Students volunteer to participate in this internship programme.

BENEFITS

For Employers:

- Gain from the value-add of students in specific projects
- Scout talent for graduate recruitment

For Students:

- Enhance learning by relating academic knowledge to practice
- Gain a broader perspective and knowledge of the industry, companies and careers in respective professions
- Understand the importance of work values and culture through exposure in the work environment

FACULTY

Students who participate in this internship programme are from the following schools and faculties: Arts & Social Sciences, Business, Computing, Design and Environment, Engineering, and Science.

*(For more details on the curriculum, please visit the NUS website at:
<http://www.nus.edu.sg/aboutus/facultyschools.php>)*

PERIOD OF TRAINING

The period of training will be during the vacation breaks each year.

For Academic Year 2009/ 2010, the periods are:

Semester 1: 7 December 2009 – 9 January 2010

Semester 2: 10 May – 31 July 2010

SCOPE OF TRAINING

With the main objective of enabling students to learn and experience the challenges of working life, the company will be required to provide detailed descriptions of relevant projects and/or learning objectives of the internship programme. The company will therefore appoint a reporting supervisor who will be responsible for the learning outcomes of the intern and to ensure that the established objectives are met.

If the internship programme includes sending the student away from Singapore for a period of time, the company must bear responsibility for the student's insurance coverage as well as other expenditure.

Other terms and conditions of the internship shall be determined by the company and the intern.

PAYMENT OF ALLOWANCES

The recommended allowance for an intern is a minimum of S\$750 per month, and is to be mutually agreed upon between the company and the intern.

Allowances paid to students may be exempted from Central Provident Fund (CPF) contributions.

(For more information, please refer to the CPF board website at www.cpf.gov.sg)

HOW TO PARTICIPATE

1. Please complete the NUS Internship Request Form available at www.nus.edu.sg/osa/career/employer and return it to the NUS Career Centre at least two months prior to the start date of the internship period. You may fax it to 6774 4463 or email it to: employerservices@nus.edu.sg
2. Approved internships will be posted on the NUS eJob Centre for students to make their applications.
3. Employers will receive the student applications via email from the NUS Career Centre.
4. Employers are strongly encouraged to directly contact and interview the students prior to making the offer to the student(s).
5. Employers are requested to furnish the NUS Career Centre with the following details of the student(s) whom they have selected for the internship programme:
 - a) Full Name
 - b) Matriculation Number
 - c) Faculty the student(s) are from
 - d) Contact number