

Nanyang Technological University
School of Electrical and Electronic Engineering

Request for Approval to Host Non-Graduating Intern (Hosting Form)

Part I – To be completed by Proposed Supervisor

Please select one of the following:

Note: Other Postgraduate Internship (please specify in the box above)

IMPORTANT:

Please read and before completing this Hosting Form.

(A): Describe the value-add to the School of EEE

(B): Supervisor's comments on Intern's character and personality

(C): Location to host intern

Preferred lab (1):

Preferred lab (2):

Intern needs to use equipment/facility in

(D): Intern's Internship Details**Name of Intern:****Current Student Status:****Application Type:****Period of Internship:****To:**

(Note: Minimum Period of Internship is at least 6 months.)

Funding Source:

(Note: Please specify other funding source in the box on the left)

Please attach all the items listed in
below.

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I UNDERTAKE THAT THERE IS SUFFICIENT FUNDING IN THE ACCOUNT(S) CHARGEABLE FOR THE PROPOSED FINANCIAL SUPPORT TO HOST THIS VISIT **AS APPROVED BY THE FUNDING AGENCY**.

I WILL ENSURE THAT THE VALIDITY DATE ON THE SECURITY ACCESS FORM OF THE INTERN HOSTED BY ME IS IN ACCORDANCE TO PERIOD OF INTERNSHIP INDICATED IN THE ADMISSION LETTER AND THAT THE INTERN COMPLETES THE ONLINE RESEARCH INTEGRITY COURSE WITHIN THE VISITING PERIOD.

I WILL INFORM BOTH LABORATORY TECHNICIAN AND GRADUATE RESEARCH PROGRAMME OFFICE ON INTERN'S LAST DAY, APPROXIMATELY 5 WORKING DAYS BEFORE INTERN'S LAST DAY OF INTERNSHIP.

Name of Proposed Supervisor:

Signature of Supervisor

Date (*auto-generated when submit button is clicked*)**Part II – To be completed by Director Of Research Centre (Usage of Equipment/Facility)**

Please refer to the attached below for Intern's CV and detailed training programme.

CV: 	Detailed Training Programme: 
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Recommendation:

Justifications:

Name of Director of Research Centre:

Signature of Director of Research Centre

Date (*auto-generated when submit button is clicked*)

Part III – To be completed by Associate Chair (Research) – EEE

Recommendation:

Justifications:

Signature of Assoc Chair (Research)

Date (*auto-generated when submit button is clicked*)

Part IV – To be completed by Chair Of School

Recommendation:

Signature of Chair

Date (*auto-generated when submit button is clicked*)

Note: In the event if the “Attach” button is not working, please refer to the instructions for alternative guidance (i.e. How to attach files, How to submit PDF E-Form).

Guide and Role of Supervisor (Annex A)

1. Non Graduating Application Submission Period

In general, hosting form together with documents listed in Annex B (b to j) are required to submit to Graduate Research Programme Office (GRPO) **at least 3 months** before the start date of the internship.

If intern requires a conditional letter from hosting university to apply for the CSC scholarship, the hosting form together with documents listed in Annex B (b to i) have to be submitted to GRPO within **1 to 1.5 month** before intern's deadline to submit CSC Scholarship application.

2. Handling of Intern's Passport and Training Employment Pass form (TEP)

The passport is required to be collected from intern for his/her TEP application as required by Ministry of Manpower.

Due to PDPA on NRIC and other National Identification Numbers, please handle the intern's passport details including his/her TEP application form or any document containing his/her identification number with care. Please avoid circulating the details to others.

3. Fees

All expenses (including Miscellaneous fees, TEP application fee of SGD 105.00 and TEP issuance fees of SGD 255.00) incurred during internship attachment would be borne by intern.

Miscellaneous fees are chargeable per semester and subject to revision every academic year. For internship duration that is less than one semester or spans across two semesters, there is no pro-rated of fees.

Intern needs not pay another entire semester's miscellaneous fees if his/her attachment's start/end date overlaps **within first two teaching weeks of the semester**.

Intern will be liable for additional health service fee if his/her internship period cross over to policy year which spans from 1 July to 30 June.

Details on current academic year miscellaneous fees can be found in <http://admissions.ntu.edu.sg/graduate/R-Programs/BeforeApplying-Research/pages/fees.aspx>.

4. Medical and Insurance

It is compulsory for international students to subscribe to the Group Hospitalization and Surgical Insurance (GHS) and Group Personal Accident (GPA) insurance schemes arranged by the University. It is also compulsory for international students to subscribe to the Medical Scheme arranged by the University. This is to ensure that the students are covered financially in the event of hospitalization or surgery. Please visit <http://www.ntu.edu.sg/SAO/OurServices/OneStop/OurServices/Insurance/> for more information on insurance schemes.

5. Accommodation

Housing accommodation is in general not provided to Non-graduating intern except for special internship scheme such as NTU-India Connect Internship.

Housing options can be found in <http://www.ntu.edu.sg/has/Graduate/Pages/Short-termHousing.aspx>.

6. Research Integrity Course

Ensure intern complete the Online Research Integrity course, unless exempted.

7. Lab Space / Work Place

Upon intern's commencement of internship, supervisor is to liaise with laboratory representative on intern's potential work place and ensure that intern apply for access to the laboratory, if applicable, not exceeding the period stated in the admission letter.

8. Certification

No letter of certification will be issued upon completion of the internship.

9. Supervision of Intern

Close supervision of the Intern to ensure compliance to all NTU/EEE policies, regulations, procedures and his/her reporting to the school. To ensure intern submits leave application form if he/she could not report to work.

Also, intern is required to submit a progress report by end of his/her attachment to the supervisor who is required to comment on intern's progress.

10. Last Day of Internship

Supervisor is to inform the following departments of intern's last day 5 working days before intern's last day of internship:

(a) GRPO	Tay TingFang	tftay@ntu.edu.sg
	Ng Chee Mang (Dr)	cmng@ntu.edu.sg
	Hoay-Lim Suat Geok	ESGHOAY@ntu.edu.sg
	Chan Kar Sing	karsing@ntu.edu.sg
(b) Laboratory Managers	Tan Chai Soon	ECHAISOON@ntu.edu.sg
	Tan Yew Heng (Dr)	EYHTan@ntu.edu.sg
	Wee Seng Khoon	ESKWEET@ntu.edu.sg
	Yang Xin	EXYang@ntu.edu.sg
(c) Finance Office (if Supervisor is funding Intern)	Liang Hiok Kok	HKLIANG@ntu.edu.sg

11. Cancellation of Training Employment Pass (TEP)

Please note that a Visit Pass in the form of a letter will be issued to the interns after they surrender their TEP to One Stop @ SAC. This letter legalizes the intern's stay in Singapore following their cancellation of the TEP. The Visit Pass is valid for 30 days from the date of TEP cancellation. The candidate is no more our intern once he/she surrender his/her TEP or his/her TEP expires whichever is earlier.

12. Extension of Non Graduating Application Submission

To request for extension of Non Graduating Application, a new hosting form together with documents listed in Annex B (b to j) are required to submit to Graduate Research Programme Office (GRPO) **at least 1 to 1.5 months** before the intern's last day of internship.

Annex B

Checklist on the list of documents to be submitted for Non Graduating Internship Application		Supervisor to tick ✓
a	Request for approval to host non-graduating intern form (Hosting Form)	
b	Curriculum vita of intern	
c	<p>Character reference and project relevancy letter from intern's home university main supervisor</p> <p>Note that the letter should include the following information:</p> <ol style="list-style-type: none"> 1. Intern's character. 2. Intern's PhD/Master project/thesis title in his/her home university. 3. Explain the relevancy/suitability of the intern's PhD/Master project in his/her home university and the internship project in NTU EEE 4. The main supervisor should state that he agrees and supportive of the project that will be done at EEE/NTU 	
d	Detailed Training Programme	
e	Clear colour scanned copy of intern's passport	
f	Duly signed Paid or Unpaid Internship Agreement	
g	<p>Training Employment Pass (TEP) application form with colour passport size photo inserted at page 2 of the form.</p> <p>The intern is not required to complete part 1A, 1B, 5C, 5D, 7 and 8 of the TEP Application form. For part 4(A), please note to complete education details (1) and (2).</p> <p>Proposed Supervisor needs to sign at part 7 of the form.</p>	
h	<p>Transcripts and certificates</p> <p>Please provide us the intern's transcripts/certificates and English translated transcripts/certificates that bear the official's seal from the School/University for the followings:</p> <ol style="list-style-type: none"> 1. The degree that the intern is pursuing now 2. Academic qualification obtained before the current degree 	
i	<p>Support letter from intern's university</p> <p>Note that the support letter should include the following information:</p> <ol style="list-style-type: none"> 1. Intern's name, nationality, gender and date of birth. 2. Certify current postgraduate intern status, department, specialization and the tentative completion date of the current postgraduate degree (start and expected completion date). 3. University should also state in the letter that they are aware and supportive of internship in NTU from when to when. <p>For intern applied to NTU-India Connect or GRI programme, the supporting letter should include the above point 1,3 and the following information:</p> <ul style="list-style-type: none"> ▪ Certify current undergraduate/postgraduate (if applicable) intern status, department, specialization and the tentative completion date of the current degree (start and expected completion date). 	
j	<p>Funding source or a copy of bank statement (if self-funded)</p> <p>In the event that the intern is funded by his/her home university, please provide an official letter indicating the funding amount per month basis or one lump sum allowance.</p>	