

## Recommended Internship Guidelines for Employers

(For internships not required for graduation or coursework)

Employers are advised to ensure the scope of the internship is meaningful and enhances the student's educational experience and career development.

Learning objectives should be structured into the internship programme. A reporting supervisor should be appointed to be responsible for the learning outcomes of the intern and to ensure that the established objectives are met.

In order to achieve good learning outcomes for students, internship requests will be screened by the Centre for Future-ready Graduates (CFG) or the relevant department / faculty. Approved requests will be published either on NUS TalentConnect or on the respective department's / faculty's portal.

### The Employment Act of Singapore (Cap. 91)

The Employment Act covers employees working under a [contract of service](#) with an employer. An employer should accord statutory benefits prescribed under the law to an intern if he / she is performing work and has work arrangements like that of a regular employee in the organisation. Some important points are highlighted below:

#### 1. Contract of Service

As of 1 April 2016, all employers are required to issue key employment terms (KETs) in writing to employees covered by the Employment Act, [including interns](#) under a contract of service.

Please refer to [the full list of KETs that must be included](#), unless the item is not applicable.

Below are some examples of KETs for reference:

- Full name of employer and employee
- Job title, main duties and responsibilities
- Start date, duration of employment and working arrangements
- Basic salary (for hourly, daily or piece-rated workers, employers should also indicate basic rate of pay (i.e. \$X per hour, day or piece)
- Notice period

Please refer to [KETs sample form](#).

Please refer to [guidance on compliance with Employment Act](#).

## 2. Hours of Work, Overtime & Rest Days

Under the Employment Act:

- An employee [should not be required to work for more than 8 hours in a day or more than 44 hours in a week](#). However, he/she may be required to work overtime if he consents to do so, subject to the limit of 12 hours per day and a maximum of 72 hours per month.
- The employer must pay the employee for the extra hours of work or for working on his rest days or public holidays. An employer must grant the employee one rest day (which is not paid) in a week, which may be on a Sunday or any other day.

## 3. Annual Leave

An employee is [entitled to Annual Leave](#) (prorated) if he/she has worked for at least 3 months.

## 4. Sick & Hospitalisation Leave

An employee covered by the Employment Act is [entitled to paid sick leave](#) (prorated), including medical leave issued by a dentist if:

- The employee has served the employer for at least 3 months.
- The employee has informed or tried to inform the employer within 48 hours of his/her absence.
- The employee's sick leave is certified by the company's doctor or a government doctor (including doctors and dentists from [approved public medical institutions](#)).

For latest updates on these guidelines, visit the [Ministry of Manpower's website](#).

Employers are to notify CFG / the faculty's programme administrator if students' leave application exceeds what is entitled.

## 5. Insurance

Internships in Singapore:

- NUS recommends for employers to cover the intern under your organisation's insurance schemes such as medical or workmen's compensation (WICA), especially if they are required to work in high risk environments (i.e. laboratories, shipyards, heavy industry environments with machinery/equipment).
- Learn more about [insurance coverage arrangements for NUS students](#).

Overseas internships:

- For overseas internships, students and employers are responsible for checking on the visa and permit requirements for the host country and relevant immigration authorities in compliance with relevant immigration regulations. You and/or your employer are encouraged to purchase travel insurance for the entire duration of the overseas internship.
- Learn more about [travel insurance arranged by NUS](#).

For travel notices, please refer to the [Ministry of Foreign Affairs website](#).

## 6. Payment of Allowances

The recommended allowance for an intern is at least S\$1,000 per month (for technical roles) and at least \$800 per month (for other roles). This is to be mutually agreed between the student and employer.

Central Provident Fund (CPF) contributions are exempted for NUS matriculated students employed for training approved by NUS during the school term and/or school holiday periods. Refer to the [CPF board website](#) for more information.

## 7. Termination Notice

Employers and students should complete the entire internship period or the mutually agreed upon period. In case of early termination by either party, a termination notice can apply if mutually agreed upon at the time of the internship offer.

## 8. National Service (NS)

NSmen who are called up for In-camp Training (ICT) during their reservist periods will not be granted deferment on the grounds of academic commitments. However, CFG or the faculty can write a supporting letter to assist students with their application for a deferment, which is subjected to MINDEF's approval. Students may wish to discuss with their employer for an extension of their internship to compensate for the ICT days.

## 9. Intellectual Property

Employers and students should mutually agree on terms and conditions of Intellectual Property rights as per internship agreement.

## 10. Confidentiality of Information

Employers should brief the students on what constitutes confidential information. Students should be made aware that such confidential information cannot be discussed or shared externally. If necessary, a non-disclosure agreement should be signed between students and employers.

## 11. Vacation Internship Programme (VIP) Period

It is recommended for internships to take place during the [official vacation breaks each year](#). Any extension beyond the official periods under the VIP should be personally arranged by the student with the employer, subject to the approval of the student's respective faculty.

Employers may request for students to obtain a written approval by the faculty, permitting them to intern beyond the VIP Period.

### Note:

International students (student pass holders) undergoing a part-time work arrangement beyond the VIP Period are subjected to the MOM's guideline of working [a maximum of 16 hours per week during NUS term time](#).

Please refer to the [Employment Act](#) for further information.

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