

Recommended Guidelines for Employers: For internships (not required for graduation or coursework)

Prospective employers should inform students clearly, prior to the start of their internship, of their working arrangements such as their internship scope, working hours, remuneration and benefits. Please note the following guidelines when preparing the internship agreement which is to be mutually agreed upon with the hired student.

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 similar to that of a regular employee in the organisation.

Click [here](#) for details. Some of the salient statutory provisions and our recommendations are highlighted below:

1. 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. Click [here](#) for details.

2. Annual Leave

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

3. 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](#)).

Click [here](#) for details.

For latest updates on these guidelines, please check the [Ministry of Manpower's website](#) for more details. Employers are to notify CFG/the faculty's programme administrator if students' leave application exceeds what is entitled.

4. Insurance

Internships in Singapore

NUS recommends that prospective employers cover the intern under your organisation's insurance schemes such as medical or workmen's compensation (WICA), especially if the intern is required to work in high risk environments (i.e. laboratories, shipyards, heavy industry environments with machinery/equipment).

For information on insurance coverage arrangements for NUS students, please click [here](#) for details.

Overseas internships

For overseas internships, students and employers are responsible to check on the visa and permit requirements for the host country and relevant immigration authorities in compliance with relevant immigration regulations. Students and/or employers are encouraged to purchase travel insurance as additional cover for the student for the internship period overseas.

For the travel insurance arranged by NUS, please click [here](#) for details.

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

5. Payment of Allowances

The recommended allowance for an intern ranges from S\$800.00 to S\$1,200.00 per month which is to be mutually agreed upon between the student and employer. Please refer to table for more details. Allowances paid to students are exempted from Central Provident Fund (CPF) contributions.

For more information, please refer to the [CPF board](#) website.

Recommended Minimum (per month) for Undergraduates
Technical roles: S\$1000
Non-technical roles: S\$800
Recommended Minimum (per month) for Postgraduates
Technical roles: S\$1200
Non-technical roles: S\$1000

6. Termination Notice

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

7. 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 assist with a supporting letter to students for their submission for a deferment, subject to MINDEF's approval.

Employers may wish to discuss with the student to extend their internship period to make-up for the ICT days.

8. Intellectual Property

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

9. Confidentiality of Information

Employers should brief the students on what constitutes confidential information and that such confidential information should not be discussed or shared externally. If necessary, a non-disclosure agreement may be signed by students with employers.

10. Vacation Internship Programme (VIP) Period

It is recommended that internship takes place during the official vacation breaks each year which can be found in this link: <http://www.nus.edu.sg/registrar/calendar.html>

Any extension beyond the official periods under the VIP would have to be personally arranged by the student with the employer, subject to approval by the Student's respective faculty. Employers may request that students obtain a written approval by the faculty permitting students to intern beyond the VIP Period.

Note: International students (student pass holders) undergoing a part-time internship beyond the official vacation period would be subject to the MOM's guideline of working a maximum of 16 hours per week during NUS term time. Click [here](#) under "Work privileges for IHL students" for more details.