Recommended Guidelines for Students:
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 are recommended to be structured into the internship programme with an appointed reporting supervisor of the Employer who will be responsible for the learning outcomes of the intern to ensure that the established objectives are met.
- In order to achieve a good learning outcome for students, internship requests will be screened by Centre for Future-ready Graduates (CFG) or relevant department/faculty. Approved requests will be published either on NUS TalentConnect or the respective department/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 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
Students are advised to check with the Employer if they are covered under the Employer’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 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. You and/or the Employer are encouraged to purchase travel insurance cover 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$1200.00 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

<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical roles</td>
<td>S$1000</td>
</tr>
<tr>
<td>Non-technical roles</td>
<td>S$800</td>
</tr>
</tbody>
</table>

### Recommended Minimum (per month) for Postgraduates

<table>
<thead>
<tr>
<th>Role</th>
<th>Minimum Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical roles</td>
<td>S$1200</td>
</tr>
<tr>
<td>Non-technical roles</td>
<td>S$1000</td>
</tr>
</tbody>
</table>

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 can apply if mutually agreed 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. Students may wish to discuss with their employer 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 internships take place during the official vacation breaks each year which can be found in this link: [http://www.nus.edu.sg/registrar/calendar.html](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 VIP Period would be subject to the MOM’s guideline of working a maximum of 16 hours per week during NUS term time. Click [here](http://www.nus.edu.sg/registrar/calendar.html) under “Work privileges for IHL students” for more details.

**Important:**

The following actions and/or behavior prior or during a student’s internship may involve counselling with Career Advisors/IRO/NOC and/or faculty Academic staff:

- Missing scheduled interviews for internship applications
- Withdrawing of internship acceptance with no valid reason/explanation and only informing the employer at short notice
- Repeatedly arriving late to work during the internship period
- Repeatedly taking sick leave or annual leave during the internship period
- Unethical or unprofessional behavior during interviews and internship period

Students are to face disciplinary panel if NUS Code to Student Life is breached during their internships.