

INTERNSHIP COMPANY TERMS AND CONDITIONS FOR COMPANIES OFFERING INTERNSHIPS TO NP STUDENTS

Prepared By: **Office of Immersion & Careers (OIC)**

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1. Purpose of the Internship Programme

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- 1.1 Internship in Ngee Ann Polytechnic (NP) is a developmental programme that provides opportunities for students to gain hands-on experience by applying knowledge and skills learnt in their course of study in a real-world environment. Through the internship experience, students can develop new knowledge, acquire industry-relevant competencies, and inculcate life skills and good work values to help them adapt quickly and effectively to working life upon graduation.
- 1.2 Internships also give students insights into the career opportunities and pathways in the sector through interactions with their workplace mentor and colleagues in the company.
- 1.3 In NP, there are various types of internships to suit the needs of different students and industry partners:
 - a. **Graded Internships**: These are credit-bearing internships and form part of students' course requirements. Students will be graded on their internship performance and assessments by both the employer and the school. These internships typically range from two to six months and can extend to one year. The following are the various types of graded internships:
 - i. ***Local Graded Internship***: This is the typical type of Local Graded Internship in a local company where students apply their domain skills and knowledge in the related field of their study.
 - ii. ***Civic Internship***: This is a specific type of Local Graded Internship in a non-profit organisation, social enterprise or social service sector where students apply their skills and knowledge to promote social good, and deepen their awareness and thinking on social issues.
 - iii. ***Corporate Purpose Internship***: This is a specific type of Local Graded Internship in a corporate organisation that aims to develop students' professional skills and knowledge while also enabling them to learn how a corporate drives social impact.

- iv. ***Global Ready Internship Programme (GRIP)***: This is an internship programme with overseas companies where students apply their domain skills and knowledge in the related field of their study in an overseas country.
- v. ***Global Entrepreneurial Internship Programme (GEIP)***: This is typically a six-month internship programme where students work in start-up companies and global innovation hubs in various cities around the world.
- b. **Vacation Internships (VI)**: Vacation Internships are not part of course requirements and are non-graded. Students may voluntarily take on Vacation Internships for exposure and learning. The internships are typically six- to eight-weeks and run during the vacation period either from (1) end-Feb to mid-Apr; or (2) end-Aug to mid-Oct. This internship is open to year 1 and 2 students.

2. Learning Outcomes of the Internship Programme

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- 2.1 When planning the internship job scope, a company should take into consideration the following intended learning outcomes.
 - 2.2 Upon completion of their internships, students will be able to:
 - a. Apply problem solving, analytical and critical thinking skills in the workplace;
 - b. Demonstrate learning agility and adaptability in the workplace;
 - c. Communicate clearly and effectively in different workplace contexts;
 - d. Collaborate and interact positively with people from diverse backgrounds;
 - e. Demonstrate good work ethics and professional values;
 - f. Reflect on career and professional learning plans.
 - 2.3 In addition to the above, students completing their graded internships (local / overseas) will be able to apply related domain knowledge and skills in the workplace.
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3. Eligibility Criteria for Participating Companies

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- 3.1 Companies must be legally registered and compliant with all applicable local laws and regulations.
 - 3.2 Companies should operate in industries relevant to the learning outcomes of NP.
 - 3.3 Companies must have the capacity to provide meaningful learning experiences aligned with the student's field of study.
 - 3.4 In line with the Ministry of Education's guidance, NP will recognise the [National Workplace Learning Certification](#) offered by the National Centre of Excellence for Workplace Learning (NACE) as a marker of quality internship. Companies which have obtained the certification will be prioritised for selection as a partner for our local internship programmes. Information on the certification is found on [NACE's website](#).
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4. Internship Structure

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4.1 Duration of Internship

- a. The duration of internships typically varies from 6 weeks to 22 weeks. For selected diploma courses, the internship may be extended to 1 year.
- b. The internship dates and contact information of the respective school internship coordinators are listed [here](#).

- c. General schedule of the various internship programmes is as follows:

	Mar – Aug	Aug – Oct	Sep – Feb	Feb – Apr
Local Graded Internship (2- to 6-month)	✓		✓	
Local Graded Internship (1-year)	✓	✓	✓	✓
Civic Internship & Corporate Purpose Internship (2- to 6-month)	✓		✓	
Global Ready Internship Programme (2- to 6-month)	✓		✓	
Global Entrepreneurial Internship Programme (2- to 6-month)	✓		✓	
Vacation Internship (6- to 8-week)		✓		✓

4.2 Working Hours

- a. Companies are required to comply with the applicable employment laws of the jurisdiction in which the internship is performed, including but not limited to, regulations regarding hours of work, overtime, and rest days. This applies whether the company is based in Singapore or overseas.
- b. The working hours of interns shall not exceed 12 hours a day or 44 hours a week, whichever is lower.
- c. Companies must:
 - i. Inform NP before the start of internship if shift work is required;
 - ii. Avoid scheduling interns for the night shift;
 - iii. Ensure reasonable rest days between shift work is given;
 - iv. Provide interns with a reasonable break time for meals;
 - v. Provide interns with overtime pay or off days in-lieu for work done beyond working hours and/or on a public holiday.
- d. Please refer to [Ministry of Manpower guidelines](#) on the hours of work, overtime and rest days for local internships.

4.3 Internship Job Scope & Training Plan

- a. Companies offering local graded internships must adopt structured On-the-Job Training (OJT) plans for internships which include the description of job tasks, knowledge, skills and attitudes required for the role and training guidelines.
- b. For Graded Internships, the intern's job scope shall be related to his/her course of study.
- c. Once an internship placement has been confirmed, the company shall adhere closely to the agreed internship job scope and placement terms, unless otherwise agreed in writing with NP.

5. Allowance and Financial Considerations

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- 5.1 The company is required to provide a stipend to support the intern's living expenses.
- 5.2 For local internships, NP recommends an internship allowance ranging from S\$600 to S\$1,500 per month.
- 5.3 All full-time registered students of NP who are employed for approved internship training are exempted from Central Provident Fund (CPF) contributions.
- 5.4 Allowances are to be paid monthly by the company to the student without any demand, deductions or set-off.
- 5.5 The company is not obligated to pay allowances for days when the intern is absent from work due to reasons such as Medical Leave, Company Off Days, and Leave of Absence.
- 5.6 For overseas internships, companies are recommended to provide a monthly allowance or other forms of assistance to defray the intern's accommodation, travel and living expenses.
- 5.7 There should not be any financial agreements signed between the company and the intern separately and all financial payments related to the internship must be clearly communicated and agreed with NP before the commencement of the internship.

6. Responsibilities of the Participating Company

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6.1 Conduct & Treatment of Interns

- a. Companies are required to provide an inclusive work environment where employees and interns are treated with respect and valued for their contributions regardless of their gender, race, religion and disabilities.
- b. All interactions with the interns shall be conducted in a professional and respectful manner. Any conduct that demeans, intimidates, threatens, harasses or causes any physical or emotional harm, and any form of bullying or explicit or suggestive harassment, be it verbal, physical and/or sexual, is unacceptable and will not be tolerated by the Polytechnic.
- c. All reported cases of misconduct shall be investigated by the Human Resource Department of the company and a full report of the investigation should be made available to NP upon request.
- d. NP will not hesitate to report serious offences to the Police and/or other state authorities, if necessary.

6.2 Special Workplace Accommodation

Special workplace accommodation arrangements may be required to enable interns with disabilities or special educational needs (SEN) to manage the work requirements. NP will engage the company to discuss special arrangements for the intern if necessary.

6.3 Internship Supervision & Mentoring

- a. It is the responsibility of the company to assign a Company Supervisor to supervise the intern's work to ensure the standard of work meets the requirements of the company.

b. Role of Company Supervisor

<u>Area</u>	<u>Responsibilities</u>
Orientation & Onboarding	7. Conduct organisation orientation covering department functions and roles 8. Ensure intern understands workplace policies and regulations 9. Explain company's confidentiality and data handling policies 10. Communicate dress code and attendance policies 11. Clarify working hours, break times, overtime and leave policies 12. Assign onboarding buddy to help intern settle in
Workplace Health & Safety	13. Brief intern on workplace health and safety protocols and procedures at the start of internship 14. Guide and remind interns of the risks and safety precautions, especially in high-risk work areas 15. Ensure intern is not placed in any hazardous/dangerous situation at the workplace 16. Ensure intern is provided with the necessary personal protective equipment/footwear/gear and briefed on safety guidelines prior to performing the specific task or function at the work site 17. Ensure intern is supervised by experienced personnel while performing their tasks
Job Scope & On-The-Job-Training (OJT) Plan	18. Plan and align the job scope and On-The-Job-Training (OJT) Plan with the NP Internship Supervisor (NPIS) 19. Brief intern on the job scope and OJT plan 20. Review the OJT plan and discuss progress with the NPIS and intern during the company visits by NPIS
Supervision & Support	21. Guide intern on assigned tasks 22. Provide regular feedback on work performance

<u>Area</u>	<u>Responsibilities</u>
	23. Ensure intern is treated with respect by all parties both within and outside the organisation 24. Provide a testimonial to the intern at the end of the internship, if requested
Assessment & Survey	25. Evaluate intern's performance based on specified criteria (interim and final assessments) 26. Provide feedback on the internship programme via the post-internship survey
Communication with Ngee Ann Polytechnic Internship Supervisor (NPIS)	27. Communicate with the NPIS on matters pertaining to the intern's progress, performance and well-being, including any issues of misconduct for appropriate follow-up actions

6.4 For graded internships, we require the participating company to provide a Workplace Mentor for each intern, besides the Company Supervisor.

6.5 **Role of Workplace Mentor:**

- a. Enrich the student's learning experience by giving an overview of the company's structure, nature of business and work requirements;
- b. Broaden student's perspective of job prospects and career paths within the industry;
- c. Motivate the student by sharing his/her work experiences and career journey in the industry;
- d. Connect the student to individuals in the profession by providing networking opportunities where relevant and possible.

- 6.6 It is recommended that the Workplace Mentor should possess relevant industry experience of 5 years or more and a good knowledge of the career pathways within the company and in the industry.
- 6.7 The Workplace Mentor is requested to carry out preferably two career conversations with the intern during the internship. The mentor is to observe confidentiality, objectivity and professionalism in the interactions with the intern at all times.
- 6.8 We strongly encourage Workplace Mentors to attend this complimentary [short online course](#) on effective mentoring skills.
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7. Overseas Business Trips During Internships

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- 7.1 NP appreciates overseas working opportunities being made available to our interns during their internships. However, we would request companies to see to the following:
- a. Company Supervisor to inform and seek prior approval from the Polytechnic Supervisor if an intern is required to travel overseas during the course of his/her internship;
 - b. Ensure that the intern will be accompanied during the period of travel and that there is no travel advisory against travel to the country of destination;
 - c. Ensure the intern's safety throughout the period of travel;
 - d. Provide support and ensure the intern is accompanied if he/she falls sick during the work trip and is not fit to travel back to Singapore.
 - e. Provide and arrange for the intern's visa and exit permit, if required, as well as comprehensive travel and work injury insurance during the period of intern's travel; and

- f. Provide and arrange for air tickets and accommodation, transport and other necessary essentials including internship allowance during the period of intern's travel. The travel details should be provided to the Polytechnic Supervisor prior to travel.

8. Institutional Support and Liaison

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- 8.1 NP will assign a Ngee Ann Polytechnic Internship Supervisor (NPIS) as the main coordinator between the intern, NP and the company.
- 8.2 The NPIS must be allowed to visit the intern's worksite during the internship. A minimum of two visits will be made to check on the intern's progress and well-being as well as to gather feedback from the Company Supervisor.
- 8.3 Should there be any issue of misconduct, emergency, accident or need for clarifications, the Company Supervisor is advised to contact the NPIS as the first point of escalation.

9. Attendance & Leave Matters

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- 9.1 It is compulsory for interns to complete their Internship Programme. If required, the intern is required to record his attendance at work. The Attendance Sheet must be endorsed by the Company Supervisor and submitted to the NPIS within 2 weeks after the end of the internship.
- 9.2 At the earliest possible opportunity, an intern is to inform his/her Company Supervisor of his/her absence via a phone call or an email. Other than sick and compassionate leave, approval for annual leave and any other approved leave must be made in consultation with the NPIS.
- 9.3 For overseas internships, interns must seek prior approval from the Company Supervisor and NPIS if they wish to leave the host country for any reason, such as visa renewal and vacation.

- 9.4 Interns are not entitled to any paid or unpaid vacation leave while on internship. However, companies may grant leave entitlements to interns in accordance with their HR policies. Companies are generally not expected to pay allowance to interns for any types of leave.

9.5 Sick Leave

If the intern is sick, he/she is required to see a medical doctor and present a medical certificate to the Company Supervisor. A copy of the medical certificate should be attached to the Attendance Sheet and submitted to the NPIS. Generally, interns should not be required to work extra day(s) or extend internship to make up for medical leave. For exception cases such as prolonged medical leave, companies should inform and seek consent from NP on any make-up arrangements (if applicable). For overseas internships, companies are expected to comply with the health advisories issued by the relevant authorities in the respective jurisdictions.

9.6 Compassionate Leave

Compassionate leave is allowed for the bereavement of parents, grandparents and siblings for a maximum of 3 days only. A copy of the death certificate for the deceased should be attached to the Attendance Sheet and submitted to the NPIS.

9.7 Leave of Absence

Leave of absence is solely for official obligations and not for personal obligations. The intern may be required to take leave to fulfil certain institutional, national or statutory obligations, such as competitions, medical check-up required by MINDEF, official NP events and others, during the internship. In these cases, the intern is required to seek approval from the Company Supervisor and the NPIS.

9.8 Annual Leave

Companies are encouraged to give interns annual leave in accordance with their human resource policies or accord the following recommended leave:

Internship	Below 12	12 to 19	20 to 25	1 year
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duration	weeks	weeks	weeks	
Annual leave	1 day	2 days	3 days	7 days

10. Compliance and Legal Obligations

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10.1 The company must comply with all applicable laws and regulations, including the Employment Act, Work Injury Compensation Act and Ministry of Manpower guidelines, and these salient terms shall be included clearly in writing in the agreement with the Intern.

10.2 Visa & Work Pass Requirements

- a. Non-Singaporean students holding a valid Student Pass issued by the Immigration and Checkpoints Authority (ICA) do not need a work pass to work as interns in Singapore as their internships constitute part of their course requirements. For more information, please click [here](#).
- b. Non-Singapore students holding a Dependant's Pass will require a Letter of Consent (LOC) issued by the Ministry of Manpower before they start any internship that is part of their course requirements. NP will apply for the LOC on behalf of the students when the internship placement is confirmed. As the LOC is for a specific job stint and valid for the specified internship period only, the company must inform NP in advance should there be any changes in the internship start and end dates. Due to the time required for the application of LOC, students holding the Dependent's Pass will not be eligible for Vacation Internship.
- c. For overseas internships, companies must ensure that proper visas are obtained prior to the commencement of the internship. Companies and interns are responsible to check with the respective immigration authorities on the visa requirements for the host country and ensure compliance.

10.3 Workplace Safety & Health

- a. Under the Workplace Safety & Health Act, all companies must, as far as reasonably practicable, protect the safety and health of employees, including interns. In addition, there are specific industry sectors where companies assume the responsibility to ensure that their employees, including interns, attend and pass the required safety orientation courses before they engage in work.
- b. Companies must ensure that interns are:
 - i. properly briefed on the workplace health and safety protocols/ guidelines at the start of their internship;
 - ii. provided with the necessary personal protective equipment/ footwear/ gear and briefed on safety guidelines prior to performing the specific task or function at the work site;
 - iii. guided and reminded of the risks and safety precautions, especially in high risk work areas;
 - iv. supervised by trained and experienced personnel while performing their tasks;
 - v. not placed in any hazardous/ dangerous situation at the workplace.
 - vi. In the event of accidents or incidents happening during the internship, companies must render the appropriate assistance to ensure the interns' safety and immediately report the matter to the NPIS or the Office of Internships & Careers at internships@np.edu.sg.

10.4 In-country Support and Emergency Response for Overseas Internships

- a. In addition to requirements on safety at the workplace, companies offering overseas internships are required to provide a safe working environment at the host country where interns can work without risk to their health, safety or welfare.
- b. In the event of an emergency at the host country including, but not limited to natural disaster, health-related emergency, state of emergency, civil disorder and terrorism where the interns' safety is of concern, Company Supervisors are required to exercise due diligence and account for the interns' safety and location.

- c. The Company Supervisor must also inform the NPIS immediately so that timely assistance could be sought from the Singapore embassy if necessary.
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11. Insurance Coverage

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11.1 Group Personal Accident

- a. Group Personal Accident insurance is provided for all full-time students. Please click [here](#) for details of coverage and the Incident Report Form. The completed form with relevant supporting documents are to be submitted within 30 days from the date of treatment to the insurance company.
- b. Contact person: Mr Bay Wei Sheng (BAY_Weisheng@np.edu.sg)

11.2 Work Injury Compensation

- a. All full-time students on internship are insured under the Work Injury Compensation Policy. All claims will be submitted to the insurance company for assessment.
- b. Contact person: Mr Peh Hong Peau at 6460 7597 (PEH_Hong_Peau@np.edu.sg)

11.3 Public Liability

- a. The Public Liability Policy is in place to indemnify NP against any legal liability in respect of its students when they are attached to any firm/ organisation/ establishment during their internship.

11.4 Travel Insurance

- a. For overseas internships, interns are required to purchase travel insurance through NP to cover the entire duration of the overseas internship.
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12. Student Self-Sourced Internships

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12.1 Students who have sourced their own internships should ensure that the self-sourced internships meet the following criteria:

- a. Takes into account the student's skills, interests, and values;
- b. Has well-defined job scope and training plan;

12.2 Students who wished to source their own internships for Graded Internship will need to seek their School's consent. Additionally, the self-sourced internship will need to fulfil the following criteria:

- a. Related to the student's course of studies and fulfil the internship learning outcomes;
- b. Has terms of engagement comparable with other internships sourced by Schools.

13. Confirmation of Placements

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13.1 Companies will be informed of the allocation of interns approximately one month before the commencement of their internships. If your company has any special requirements relating to type of interns required, please indicate them in your placement request.

14. Disciplinary Cases & Termination

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14.1 Disciplinary Cases

- a. Companies are not to carry out any formal inquiry or investigation, or invoke any disciplinary or other punitive action in relation to the intern without prior notification to the Polytechnic.

- b. In the event of any alleged incident(s) of mischief, wrongdoing, wrongful behaviour or misconduct by the intern at work, whether intentional or unintentional, the Company Supervisor is to surface the incident(s) to the NPIS. The NPIS is to be permitted to be involved in such investigation or inquiry and the follow-up actions to resolve the matter.

14.2 Termination of Internship

- a. Companies and students should complete the entire internship period or the mutually agreed upon period.
- b. In case of early internship termination by either party, written notice must be given to NP, detailing the reasons for termination, before a termination notice is issued. With the termination, the student would be deemed to fail the internship unless special considerations are applied.
- c. NP reserves the right to initiate early termination of an internship at its discretion.

15. Liability Limitation Clause

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- 15.1 NP is not liable for any damages, losses, or injuries resulting from the intern's participation in the company, except where such liability arises from the institution's negligence.

16. Confidentiality, Data Protection and Intellectual Property

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16.1 Personal Data Protection

- a. NP and the Company are jointly and severally responsible for the protection of intern personal data. This responsibility includes adherence to the Data Protection legislations and government regulations on Data Management, the implementation of appropriate security measures, and the lawful processing of data. Company agree to indemnify and hold NP harmless from any claims,

liabilities, or expenses arising from a breach of these data protection obligations, except to the extent such breach is directly caused by the Company's gross negligence or willful misconduct.

16.2 Intellectual Property (IP)

- a. **Software Licensing:** The Company shall ensure that all software used by the intern during the internship is properly licensed and complies with all applicable software license agreements. The Company shall indemnify and hold NP harmless from any claims, liabilities, or expenses arising from the intern's use of unlicensed software.
 - i. **No Use of Educational Licenses for Commercial Work:**
Students should not be required to use their educational software licenses for work performed during internships. Host companies must provide properly licensed commercial software if they expect access to working files.
 - ii. **Alternative File Format Policy:**
If host companies do not have access to the required commercial software, interns may continue to provide deliverables in PDF/JPG format only, as this approach mitigates licensing risk and students should not be penalised by the host companies for not meeting the task requirements.
 - iii. **Company Software Responsibility:**
If companies require editable working files, they must ensure that the appropriate commercial software licenses are in place for the intern's use.
- b. **Intern-Created IP:** Unless otherwise agreed in a separate written agreement between the Company and the intern, any IP created by the intern during the internship shall vest solely with the intern. NP hereby disclaims any ownership or interest in such IP.
- c. **Company IP:** The Company may enter into a separate written agreement with the intern to specify ownership or rights to any IP created by the intern during the internship that the Company wishes to claim.

- d. SNP Pre-existing IP: NP retains all right, title, and interest in any IP that existed prior to the commencement of the internship. The intern acknowledges that they have no rights or interests in NP's prior IP.
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17. Applicability

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- 17.1 These Terms and Conditions apply to all internships between Ngee Ann Polytechnic and the Company. Besides confidentiality and non-disclosure agreement, the intern is not obligated to sign any contract, indemnity form, or legal documents.
 - 17.2 Unless otherwise agreed in writing, these Terms and Conditions shall be the sole and exclusive terms and conditions governing all Ngee Ann Polytechnic internships. Any amendments to the agreed placement terms (including job scope, allowance, and work arrangement) and/or any deviations from these Terms and Conditions must be agreed upon in writing by Ngee Ann Polytechnic.
 - 17.3 While it is recommended that the confidentiality and non-disclosure agreement (NDA) be in effect for up to 2 years, the Company shall not require the intern to sign any other contracts, indemnity forms or legal documents without the prior consent and approval of Ngee Ann Polytechnic.
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18. Agreement to Terms

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- 18.1 Participation in the internship program constitutes the Company's acceptance of these terms and conditions.
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