



WEP APPLICATION INFORMATION SHEET

I. Work Attachment as a Course (With Credit)

Exchange students can register for attachment as a course **only if** it is a course requirement for graduation at their home university.

Exchange students who register for work attachment as a course, must comply with all the requirements of the various attachment programmes which include:

- Follow the period for the respective attachment programme as stated in the academic calendar.
- Subject to the same assessment system as NTU's matriculated students for the respective attachment programme.
- Subject to the same rules and regulations laid down by NTU for the respective attachment programme.
- Subject to the same disciplinary action as NTU's matriculated students for misconduct during attachment.
- Receive a Certificate of Accomplishment signed by both the organization and NTU.

If such internship experience is optional or not required, then exchange students who are interested to gain work experience in Singapore should register for the Work Experience Programme (WEP), the details of which are provided below.

Each successful work attachment application will be counted as the equivalent of one unit of exchange for one semester subject to MOU agreement signed.

For further enquiries, please e-mail ixchange@ntu.edu.sg
or visit our website at www.ntu.edu.sg/iXchange

Note:

- 1) NTU will not be responsible or liable for any claims, actions, damages, costs or expenses which may arise out of or in any way connected to the application of Work Attachment or Work Experience Programme.
- 2) On-campus accommodation is not available for incoming exchange students on Work Attachment or Work Experience Programme.

II. Work Experience Programme - WEP (Without Credit)

International exchange students register for this programme will have the flexibility to decide on the period of attachment. It is recommended that the period should not be less than 12 weeks as it would be difficult to secure placement for a short duration. However, once the students accept the offers from the organizations, they must complete the entire period of attachment as agreed.

WEP is a full-time attachment programme and students should not register for any academic subjects during the duration of attachment.

Students may indicate their preferred area of work and preferred industries, and the Career & Attachment Office (CAO) will try to secure placements to meet the students' interest as far as possible. However, if such placements are not available, CAO would work with the student to explore other possible work areas or industries. In any case, the arrangement is subject to availability of placements.

Students may also source for their own attachment placements and have CAO formalize the arrangement for them with the companies concerned.

There will be no assessment and monitoring of students' performance during the period of attachment. However, if the student encounters any difficulty, they can approach CAO for assistance. Students will receive an official letter from CAO as evidence of the attachment arrangement. They could also request for testimonies from organizations where they are attached to.

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III. Application Procedures for Work Exchange

Nominated students coming to NTU on Work Exchange shall refer to the following application criteria and procedures:

- Partner universities shall inform NTU by e-mail, the names of nominated students and period of Work Exchange in accordance to the units of exchange agreed per academic year
- Nominated students coming to NTU on Work Exchange must be full-time students in one of NTU's exchange partner institutions and have completed 2 semesters of study at home university, with proof of results
- The Work Exchange programme is open to all nationals except Singapore
- Nominated students shall then submit an online application through the following links:

https://venus.wis.ntu.edu.sg/NG_APP/Pages/Login.aspx

Nominated students should have on-hand the following for uploading onto the application portal:

- a) PDF format of the latest original academic transcript (in English)
- b) JPG format of digital photo
- c) JPG format of passport information
- d) Detailed curriculum vitae (CV)

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