

## INTERNSHIP PROGRAMME – APPLICATION FOR EXEMPTION

### Criteria for Exemption

- Student must have at least six months of relevant continuous full-time employment in an establishment whose nature of main business is related to the student’s course of study.
- Student must show documentary evidence of his working experience (e.g. testimonials, letter of employment, income tax returns etc.)
- Student must be more than 21 years of age.
- Student must not have failed any previous Internship Programme.
- Exemption of this Internship Programme should follow the SP Business Rules and should not exceed one-third of the total number of CUs required for graduation. This is approximately the number of modules taken in one year of a three-year full-time diploma course.

### Procedure

- Student must complete the Exemption Form with supporting evidence to his School Senior Liaison Officer **not later than 2 months before the commencement of the internship, for endorsement.**
- Once the form is endorsed by the Senior Liaison Officer, the form has to be submitted to the Department of Industry & Partnerships.
- Completion of the form does not constitute an approval of exemption. Student will be notified of the decision by his school.

**You will need around 15 minutes to complete this form.**

**All information collected in this form will be kept strictly confidential and used for the sole purpose of evaluating internship activities by Singapore Polytechnic.**

## 1. STUDENT INFORMATION

Name of Student	
Admission No.	
Course / Year / Class	
Year of Birth	
Income Tax Reference No. Submitted	

**2. PREVIOUS EMPLOYMENT RECORD**

Please list the record of your previous employment. Please state if the employment was full-time/part-time and the justification for exemption.

S/No.	Name of Employer	Employment Period	Job Description

I declare that the information furnished above is true and accurate, and that I have not failed in a previous Internship Programme conducted by the Singapore Polytechnic.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**3. ENDORSEMENT BY THE SCHOOL SENIOR LIAISON OFFICER (SLO)**

I \* endorse / do not endorse this request for exemption. (\* Please select the appropriate option.)

\_\_\_\_\_  
Name of SLO

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**4. ENDORSEMENT BY THE SCHOOL DIRECTOR**

I \* endorse / do not endorse this request for exemption. (\* Please select the appropriate option.)

\_\_\_\_\_  
Name of School Director

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date