

TUM ASIA
INTERNSHIP & MASTER'S THESIS/ DISSERTATION FOR
GRADUATE PROGRAMMES

PROGRAMME IN BRIEF

I. Introduction

TUM Asia offers 6 Master Programmes, and according to the curriculum structure, all students must successfully complete one internship programme and one Master's Thesis/Dissertation before their graduation.

The purposes of the internship and the Master's Thesis/Dissertation are to supplement TUM Asia's in-house practical professional training and to lessen the on-the-job training of these students when they graduate, as well as to instil in them the right kind of work attitude and work professionalism, so that they can become effective and productive to their respective organizations much sooner than is usual for fresh graduates.

For MSc Aerospace Engineering,

Attachment Programme	Period
2-month Internship	January to February
6-month Master's Thesis/Dissertation	March to August

For MSc Industrial Chemistry / Transport & Logistics,

Attachment Programme	Period
2-month Internship	June to July
6-month Master's Thesis/Dissertation	August to January

For MSc Integrated Circuit Design / Green Electronics / Microelectronics / Power Systems & Energy Management,

Attachment Programme	Period
3-month Internship	June to August
6-month Master's Thesis/Dissertation	September to February

II. Assessment of Students

1. Internship

Host organization is required to assign a supervisor, preferably an engineer, to supervise the student and assess his/her work performance during internship. Students will also be assessed by TUM Asia, in the form of an internship report.

The host organization can request for the report should the organization needs it.

The minimum duration of the internship is 2 months for MSc in Aerospace Engineering, MSc in Industrial Chemistry and MSc in Transport & Logistics, while the minimum duration of internship is 3 months for MSc in Integrated Circuit Design, MSc in Green Electronics, MSc in Microelectronics and MSc in Power Systems & Energy Management. An extension of the internship is possible by informing TUM Asia.

2. Master Thesis/ Dissertation

Host organization is required to assign a supervisor, preferably an engineer, to supervise the student and assess his/her work performance during the attachment period to the organization. Students will also be assessed by the Supervisor and Examiner (both Professors) from TUM, NTU or NUS (depending on the programme) in the form of a Master's Thesis/ Dissertation report.

The students may need to extract data from the project they are doing during their attachment with the organization, into this report. If the data is strictly confidential, a Non-disclosure Agreement (NDA) between the host organization and the university can be signed to ensure that the data is only made known to the supervisors from both the host organization and the university. Please see Section IV for more information about the NDA.

The duration of the master thesis is 6 months, including practical work and report writing. It is possible for the student to complete the project and submit the thesis within this time. In exceptional cases, the student can apply for an extension of the project for up to 3 months, subject to agreement between the host organization, the University Supervisor and TUM Asia.

III. Responsibilities of the Host Organization

Host organizations are to provide the interns with an internship project. The host organizations must also provide necessary resources or equipment required by the interns to perform their tasks or complete the project, and ensure that the project is lawful, and the work environment is safe. The student can also use the available resources and equipment in the university.

The project should emphasize on applications, management and hands-on experience for the student to meet the following internship objectives:

- a) To apply knowledge learned in the University;
- b) To acquire skills needed to become practice-oriented engineers;
- c) To strengthen work values through an improved understanding of themselves and the work environment; and
- d) To gain interpersonal skills that promotes personal growth and development.

Once a host organization has confirmed on the engagement of an intern, it must allow the intern to work throughout the internship period.

Should the intern be required to sign any contract or agreement such as employment contract or indemnity form, TUM Asia Career Services must be informed in advance. A copy of the duly signed contracts should also be provided to TUM Asia Career Services for records.

IV. Non-Disclosure Agreement (NDA)

The host organization can request for a NDA during the attachment period, if the project or data the students are working with is highly confidential, and should not be made accessible to the public. With NDA, the Master Thesis/ Dissertation report (and Internship report) will only be available for the supervisors from both the organization and the university. For interns of MSc in Integrated Circuit Design / Green Electronics / Microelectronics, a summarized Master Thesis/ Dissertation report, excluding the confidential information, is required for library reference.

V. Allowance

TUM Asia Career Services does not determine the monthly allowance for the student interns, but host organizations are encouraged to offer them an allowance that matches the market rate. The same applies for overseas internships; however the host organizations must ensure that the allowance complies with the minimum wage legislations in their countries.

As a guide, for internship in Singapore, organizations are paying our students S\$1,000 to S\$2,500 per month. This subsistence allowance paid to students is to meet his/her daily expenses and board and lodging (in the case of foreign student), and is not liable to income tax in Singapore, as long as there is no employment contract between the student and the participating organization.

VI. Central Provident Fund (CPF) Exemption

Organizations that accept full-time matriculated or registered students of TUM Asia as interns are exempted from CPF contributions.

VII. Working Hours

Students will follow the normal office working hours of the host organization.

VIII. Work Permit

In Singapore, organization taking in a foreign student who is a full-time matriculated or registered student of TUM Asia for local attachment programme is exempted from applying for a work permit in respect of that foreign student. Please refer to [here](#) to find out more.

For internship and/or Master's Thesis/Dissertation attachment in Germany, TUM Asia will guide the non-German students for the application of German Visa/Residence Permit through the German Embassy in Singapore.

For other countries, the student is advised to seek information on the work visa requirement through the sponsoring organization or the relevant immigration office.

IX. Insurance

Students are insured against industrial hazards or accidents through a Group Personal Accident Insurance Scheme arranged by TUM Asia. In addition to this coverage, companies may wish to cover the interns under their companies' insurance schemes.

If companies require interns to travel overseas for business trips or training purposes during the internship period, companies must inform TUM Asia Career Services Team prior to the trip. Interns are to have sufficient travel insurance to cover him/her for the entire duration of the overseas internship.

X. Document Required Upon Confirmation of Candidates

Upon confirmation on candidate(s), host organization should prepare an official offer letter stating the following:

- Student's Full Name
- Duration of attachment (estimated start and end date)
- Monthly allowance (if any)
- Name and Contact details of the Organization Supervisor
- Brief introduction of the project.

XI. Enquiries

For more information, please feel free to contact TUM Asia Career Services Team at: CareerServices@tum-asia.edu.sg

You may also reach us at:

TUM Asia Career Services Team
German Institute of Science & Technology – TUM Asia Pte Ltd
10 Central Exchange Green
#03-01 Pixel Building
Singapore 138649
Phone: +65 6777-7407
Fax: +65 6777-7236