

Frequently Asked Questions

Refer to the list of frequently asked questions below for answers to your internship-related questions.

1. Who can apply for funding support?

Internships with LKYSPP Employer Partners	For Self-Sourced Internships
<p>All MPP and MIA students in good standing who are enrolled in August 2023 and are on track to graduate in Semester 2 of AY2024-2025 i.e. May 2025 are eligible to apply. Students should also have a strong academic record (i.e. Minimum GPA of 4.0 out of 5).</p>	<p>All MIA, MPP (including incoming Double Degree) and MPA students in good standing are eligible to apply. Students should have a strong academic record (i.e. Minimum GPA of 4.0 out of 5) and be able to articulate a compelling case that illustrates why they should be selected for the LIP. Please note that this is a highly competitive programme. Only a small number of students will be selected each year.</p>
<p>Exchange students (i.e. students who are doing only one semester at LKYSPP) are not eligible to apply for LIP Funding support for internships done in Singapore or overseas.</p> <p>This is because, as per MOM (Ministry of Manpower) Regulations, " You are not allowed to work if you are an exchange student doing study modules in Singapore." Click here to find out more on the MOM website.</p> <p>Students who have a moral obligation to return to work for their employer upon graduation and wish to apply for LIP funding for an internship that they have undertaken, will need to provide a supporting document indicating that they have obtained the necessary approvals from their employer to do the internship. The employer should also be aware that the student is applying for LIP funding and is agreeable. The required supporting document could be in the form of an email or letter from the employer.</p>	

2. What type of internships will qualify for funding?

In 2024, students may apply for internships with LKY School LIP Employer Partners, or for funding support for self-sourced internships. The eligibility criteria for self-sourced internships include:

- Any unpaid full-time position done during the official NUS ‘summer’ vacation from 13 May to 4 August 2024 (at least 40 hours a week) OR
- Total internship duration of at least 160 working hours (equivalent to one month of full-time work: 1 day x 8 hours x 5 days x 4 weeks = 160 hours).
- Internships in an organization that is a public, government, non-profit, non-governmental or multilateral organization.
- Internships done in Asia or impacting Asia (internships in 2024 can be done in Singapore or remotely from Singapore or overseas).
- Internships that begin only after the student has enrolled in their first LKYSPP module (i.e. Week 1 or later of their first semester at LKYSPP).

3. What type of internships will not qualify for funding?

These internships will not qualify for funding:

- Internships in the private sector or for-profit organizations
- Internships that are paid or compensated in any way (e.g. meal/transport allowance)
- Internships that take place after completion of studies at LKYSPP
- Language study or teaching (TESL) opportunities
- Independent research projects
- Internships in an organisation that you have founded, owned, or worked in previously.
- Internships that fulfil the graduation requirements at another School/Faculty/University

4. What deliverables must I produce upon being awarded the funding?

For both types of internships under the LIP namely 1. Internships with LKYSPP Employer Partners and 2. Self-sourced internships, the funding amount will only be transferred to the registered LKYSPP student account only after successful completion of the internship and after Career Services has received the following:

- A write-up on your internship experience (minimum 250 words). This will be used to determine whether the school would like to feature your story in our publicity materials. The school may also choose to publish this write-up.
- A minimum of 3 high-resolution photos featuring highlights of your internship, including at least one showing you 'in action' or you with the logo of the internship organisation. We understand that you may have done your internship remotely. And in such cases, you may not be able to obtain photos showing you "in action" at your workplace. You may record yourself in a video, offering 3 tips to future students who want to do the internship you did. This video can be the deliverable, in replacement of the 3 high-resolution photos.
- A confirmation letter from your internship employer stating that the internship is an unpaid internship.
- Completed feedback form with signature of your internship supervisor. Please request for your supervisor to submit the completed feedback form to AA on the last day of your internship.
- Organization logo of your internship employer and their written consent for the school to feature their logo on the school's marketing/publicity materials (e.g. website). (Special consideration may be given on a case-by-case basis if the internship employer does not consent to this request).

5. How do I start the application process?

To be eligible for consideration, students must:

- Have a strong academic record (4.0 out of 5 GPA minimum)
- For the internship positions 1 to 3 with ADB, interested students, please submit both (1) your summary profile via this Talent Directory online form and (2) your resume on NUS Talent Connect for the different TORs from ADB.

Click [here](#) for the Talent Directory online form.

1	Asian Development Bank (ADB) – Climate Change and Sustainable Development - Knowledge Innovation and Solutions Team Intern. Please click here for the Terms of Reference (TOR)	Job ID 228344 on NUS Talent Connect:
2	Asian Development Bank (ADB) – ADB Innovation Hub Intern. Please click here for the Terms of Reference (TOR)	Job ID 228346 on NUS Talent Connect:
3	Asian Development Bank (ADB) – ADB Sectors Group Intern. Please click here for the Terms of Reference (TOR)	Job ID 228347 on NUS Talent Connect:

- Submit a scanned copy of the completed and signed Declaration and Consent Form and upload it on NUS TalentConnect (JOB ID: **231565**).
- Provide a confirmation letter with the details of the internship, issued by the organization on their official letterhead, which explicitly states:
 - the name of the intern
 - the duration of the internship
- a declaration that the internship is unpaid,
- that it is a full-time position done during the summer vacation (at least 30 hours a week) or
- that the organization is a public, government, non-profit, non-governmental or multilateral organization.
- Provide a personal statement which clearly articulates how the internship will fit into your academic or career goals as well as how it will advance the LKY School mission.
- Provide an updated resume / CV.

6. What are the selection criteria?

- Preference will be given to applicants who are able to:
- Articulate a perspective on how methods and theories learnt in the classroom may be applied to their internship.
- Make a compelling case for how the internship will advance their professional goals.
- Attest how they will further the LKYSP mission during and after the internship.
- Acquire self-sourced internships for longer durations (e.g. 2 months rather than 4 weeks).
- Show evidence of active student leadership and/or service to the LKY School

7. When should I start applying for LIP funding?

Students who would like to apply for funding from the Lee Kuan Yew School of Public Policy to help support unpaid internships that they have undertaken or will be doing can do so at different time periods in a year, depending on when their internship was/will be completed and when they will be ready to submit their deliverables:

No	Complete applications to be submitted by 23:59 on these dates	All internships to be completed and all deliverables to be submitted by
A	For internships with LKY School Employer Partners: Please refer to	6 September 2024

No	Complete applications to be submitted by 23:59 on these dates	All internships to be completed and all deliverables to be submitted by
	the respective Job Postings for the application deadlines: 1 May 2024 (For internship with ADB)	
B	For self-sourced internships (based in Singapore, or done remotely from Singapore or overseas) by 3 June 2024	30 September 2024

Upon receiving the complete set of deliverables and supporting documents, Career Services will submit the documents to the NUS Finance Department, who will need at least 30 calendar days to process the fund transfer. Please contact lkysppcareerservices@nus.edu.sg if you have not received the funds after 30 days.

8. What Terms and Conditions should I be aware of?

Please note that the following terms and conditions would apply to all students who receive funding support via the LIP:

- The funding is a one-time transfer to the student’s registered bank account in Singapore.
- If the internship is prematurely terminated, students must report this immediately to the school. The school will then advise on any necessary actions. Please note that if a student’s internship is prematurely terminated, the school reserves the right to withdraw the previously allocated funding.
- Unless otherwise specified, the funding support is offered based on the assumption that the internships will be conducted full-time (and in Singapore or overseas) and for the full duration as advertised. If there are any changes to the internship arrangement, for instance, if a student leaves Singapore during part or all of the internship duration, LKYSPP reserves the right to withdraw the funding.
- All deliverables must be completed and submitted by the deadline. If a student fails to submit a deliverable on time or submits a deliverable that is of an unsatisfactory standard, the student will not receive the LIP funding.
- At the end of the internship period, the host organisation is required to provide feedback on the student’s performance. If the supervisor indicated that the student’s performance was not satisfactory, the school reserves the right to withdraw or adjust the previously allocated funding. The school will review this on a case-by-case basis.