

Declaration & Consent Form for LKY School Internship Programme FY2017-2018

Please note that all students who wish to apply for funding support for the unpaid internship that they have undertaken from April 2017 to March 2018 through the LKY School Internship Programme (LIP) 2017-2018 must complete this form and submit it to Career Services by uploading your applications to:

IVLE - Module: OTH554 Student Life@LKYSPP > Files (Workbin) > LKYSPP Internship Programme (LIP) - Application.

PART A: STUDENT'S PARTICULARS

Student's Name :		Programme:
		Expected year of graduation:
Matriculation No :		
Email Address :		
Contact No. :		

PART B: AGREEMENT TO SUBMIT DELIVERABLES REQUIRED (PLEASE READ AND ACKNOWLEDGE)

1.	<p>By signing on this form, I agree to submit the following deliverables at the end of my internship:</p> <ol style="list-style-type: none"> a) A write-up on my internship experience b) 3 high-resolution photos featuring highlights of my internship c) A confirmation letter from my internship employer stating that the internship that I have undertaken is an unpaid internship. d) Organization logo of my internship employer and their written consent for the School to feature their logo on the School's website e) Completed feedback form with signature from my internship supervisor. <p>I understand that if my application for funding support is successful, the fund transfer to me will only be processed after I have submitted all deliverables stated herein and necessary supporting documents to LKY School Career Services, Academic Affairs (AA). After which, AA will then submit my application to the Finance Department, who will require at least 30 days to process the fund transfer to me.</p>
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PART C: CONSENT FOR USE OF INFORMATION AND AGREEMENT TO OTHER TERMS & CONDITIONS

2	<p>By signing on this form, I hereby give consent to the School to use item 1a (i.e. The write-up on my internship experience) and item 1b (i.e. 3 high-resolution photos featuring highlights of my internship) on the School's website and any other marketing collateral or platform as the School may deem suitable.</p> <p>I also agree to liaise with and obtain the necessary clearance from my internship employer for items 1a, 1b and 1d before I submit them to the School.</p> <p>I agree to be featured in any marketing collateral or platforms (e.g. social media) should the School be keen to produce any feature stories/interviews/coverage on my internship. I also give consent for LKY School Career Services to share my contact details and personal information to other departments within the School for the mentioned purpose.</p>
3	<p>I understand that funding awarded to me can be withdrawn by the school under the following circumstances:</p> <ul style="list-style-type: none"> • If I terminate my internship prematurely • If my internship supervisor indicated that my work performance during the internship is unsatisfactory • If I fail to submit all the deliverables mentioned herein, after my internship. • If I cease to be a full-time student enrolled in a Master degree programme at the Lee Kuan Yew School of Public Policy

Name and Signature of Student

Date of submission