

Business Internship (BI) Programme

Frequently-Asked Questions

Q1. Are self-source internships allowed for credit-bearing internships?

Ans: Yes. You are expected to source internships on your own. All internships must be approved by both the BIZCareers office and BIZ Undergraduate Programme Office if it is to be counted under the Business Internship (BI) which is a credit-bearing course. Please refer to the [TalentConnect portal](#) for more information and opportunities.

Q2. Can part-time internships be counted towards credit-bearing internships? For example, my working hours are 3 days per week but I hit the 300 hours requirement?

Ans: No. Part-time internships cannot be counted as credit-bearing. The minimum number of weeks, hours per week and total hours must be met in order to qualify for either course. Refer to relevant point in the [internship guidelines](#).

Q3. I have secured an internship. Can I take an LOA and make it credit bearing?

Ans: You cannot do both LOA and credit-bearing internship at the same time.

If you decide to apply for credit-bearing internship, it is very important that you read the [guidelines here in FULL](#) to check your eligibility.

Bear in mind that there is a deadline to submit your Experiential Learning (EL) Placement on TalentConnect portal, please check the internship website for the respective deadlines. You will be liable to pay the normal semester tuition fees if reading BI course during the regular semester. And you are also limited to read only up to a certain no. of units concurrently with the BI course. Please refer to the relevant point in the [internship guidelines](#) under “Types and Nature of Internships”.

Q4. I cannot submit Experiential Learning (EL) Application, why is that so?

Ans: The Experiential Learning (EL) Application submissions are required for students to be able to [view](#) internship postings that is eligible for the respective courses e.g. BI3704, BI3708 and BI3712.

To make it convenient for students, BIZCareers have assisted to submit the relevant EL Applications for all students on their behalf. This explains why students will see the EL Application submissions despite not having submitted any.

If you see the Experiential Learning (EL) Applications have been submitted for BI3704/8/12, you no longer have to submit it.

However, please note that the submission for Experiential Learning “Application” is different from the Experiential Learning “Placement” which you will need to submit [for approval](#) by BIZCareers and UG Prog Office. See next question on EL Placement.

Q5. How to submit Experiential Learning (EL) Placement for a credit-bearing BI internship on TalentConnect portal or how to locate the guide?

Ans: For official submission or application for credit bearing Internship (any BI course) also known as **Experiential Learning (EL) Placement**, please login to TalentConnect portal - <https://nus-csm.symplicity.com/students>, under your profile icon, click "My Experiential Learning > Placement tab.

The guide can be downloaded from TalentConnect (student interface) > Resources > Content Library. Look for "[BIZ] UG & MBA Students Guide to Self-Sourced Credit Bearing Internship..."

Q6. Will I be charged school fees for taking the credit-bearing internship course?

Ans: The normal tuition fees will apply if students are reading the BI course during the regular semester (i.e. Sem 1 or Sem 2). However, no tuition fees are chargeable if you are reading the BI course during the special terms.

Q7. I am an international student. Must I apply for work pass for BI credit bearing internship?

Ans: No. You are exempt from work pass for BI credit bearing internship. According to the Ministry of Manpower advisory note, work pass is exempt for foreign students if the internship:

- Gains modular credits and contributes towards graduation requirements, or
- Is conducted during the stipulated school vacation.

Guidelines can be found on [MOM website](#).

Q8. For BSc Real Estate students, how does BI course qualify as a programme elective?

Ans: This is for BScRE students who specializes in Real Estate Finance (REFS) and wish to count the course towards the specialization. The job scope must be related to real estate finance. Real estate students must complete 100units or 6 semesters of studies if they wish to read BI37XXR as a programme elective under the Real Estate Finance specialization, and it must be approved by the BIZCareers Office/Department of Real Estate.

Refer to more details in the internship guidelines on the [internship website](#).

Q9. Must I source for my own NUS supervisor or the faculty will assign to me?

Ans: By default, an NUS Supervisor will be assigned to students reading the BI course. However, this pool of faculty advisors are limited. Students will be assigned on a first-come-first-served basis.

Alternatively, students may also approach their preferred faculty member as their NUS Supervisor. Students are advised to seek agreement from the faculty member first before commencing on their internship. A written agreement/consent must be forwarded to Ms Candy (candytan@nus.edu.sg) as well.

Q10. I have submitted my application but it is still pending. Why is this so?

Ans: There could be several reasons, see below:

- a. There are two levels of approval – first level approval needs to be cleared by BIZCareers office before routing to second level by Undergraduate Programme Office.
- b. Please ensure that you have selected the correct Experiential Learning Type, such as:
 - i. “BIZ - (BI3704/8/12), min. 8/16/24 weeks for Bachelor” (Correct).
 - ii. “CFG Vacation Internship Programme” (Wrong) This will not appear in our report for approval.
- c. Check that you have submitted under Experiential Learning (EL) Placement.
- d. Check that you have answered “Yes” to the question: “Is this placement related to Faculty of Business?” and the related questions that appear.
- e. Check that you have answered all required fields in EL Placement accurately and completed all nine questions under the Student Declaration.
- f. Check that your internship period meets the minimum required no. of weeks.
- g. Due to the high volume, the applications are downloaded about once a week and processed in batches. During peak season, there will be a longer processing time about 2 weeks.

Q11. How do I request for an internship support letter if my employer requests for it for CPF exemption, etc; or if I am recalled by MINDEF for ICT during the course of my credit-bearing internship?

Ans: Please submit your request to BIZCareers at bizcareers@nus.edu.sg.

Q12. I have only one UE (4units) left to clear, can I read the BI internship course in my last semester?

Students are absolutely not allowed to embark on a BI course in their final graduating semester. For example, students should not plan to read BI course in the Special Term that they are going to file for graduation, etc.

Q13. When is the deadline for submitting my EL Placement (aka BI application)?

Ans: Please refer to the Business Internship website or **Table B** in the BI guidelines for the closing dates for the various work terms.

Q14. Where do I submit the learning objectives, learning journals and final report on TalentConnect?

Ans: Please login to TalentConnect portal - <https://nus-csm.symplicity.com/students>. The detailed guide can be downloaded from TalentConnect (student interface) > Resources > Content Library. Look for “[BIZ] UG Students Guide to Self-Sourced Internships”

For submission deadlines, please refer to [internship guidelines](#) under “Assessment of Internship Courses”.

Q15. My company informed me that they have included me into the list of credit-bearing internships and will work with NUS on the necessary letters. Do I have to do anything to register for the BI course?

Ans: It is the students’ own responsibility to apply for the credit-bearing internship course. No company will help students apply for the BI course. That is only for their internal records.