



Primarily the four steps below to [EDB-Industrial Postgraduate Programme](#), can be concurrent:

1. BETWEEN COMPANY & EDB (GRANT APPROVAL FROM EDB)

- Company to ensure company has sought EDB for approval to qualify for a new IPP grant for each IPP trainee and research collaboration before student/ trainee enrolls to NTU.
- The grant application process can vary, depending on how fast the company responds to EDB with the details required for assessment, and the time taken to scope out a project.
- EDB will seek more information about the company to assess the grant eligibility. This process will take about 10-12 weeks.
- Company may contact EDB directly to enquire about IPP grant eligibility via EDB website link [here](#)

2. BETWEEN COMPANY & NTU SCHOOLS PIs (RCA)

- NTU (PI) to needs to work with company on a Research Collaboration Agreement (RCA).
- The research project details (scope of work, funding provided by company, etc) will have to be discuss and confirm with company.
- The final agreement copy has to be cleared with NTU LSO (Legal & Secretariat Office). A template will be furnished at this stage.
- NTU (PI) to ensure company has received an official EDB grant approval before proceeding to signing.

3. BETWEEN COMPANY & IPP TRAINEE (EMPLOYMENT CONTRACT)

- NTU PI & Company may wish to place recruitment ad via NTU IGS website at this link - <http://igs.ntu.edu.sg/edb-ipp/Pages/IPP-Opportunities.aspx>
- Potential trainee can be a current employee and ensures the trainee meets NTU admission criteria.
- Company will shortlist and interview the potential candidate.
- Company will prepare IPP employment agreement upon company successful candidate interview selection.

4. NTU ADMISSION CRITERIA (OFFER OF ADMISSION BY NTU)

- For postgrad student admission, the [respective Schools](#) (SBS, EEE, MSE, MAE, etc) will process via the usual procedures.
- **Singaporean or Permanent Residence, at least a 2nd upper or better**, and enrolled as a full time NTU PhD student.
- All first-degree students graduating from January 2018 onwards will be awarded degrees according to the new classification nomenclature, regardless of their intake year. The new nomenclature is shown in the table below with the current corresponding classification or click [here](#)
- Company needs to provide trainee a **letter of certification** that he/she will be duly supported by EDB-IPP grant.
- There are 2 intakes per academic year: January & August.
- Closing date of application, click [here](#)
- Trainee to apply to NTU, click [here](#)
- Trainee will be called for interview by NTU Panel
- If trainee has been shortlisted and accepted by NTU, he/she will receive a **NTU e-Offer of Admission**.

Steps	Description	Progress	Status (Y/N) or Other Remarks
1	Company & EDB Approval from EDB	1 – Yes/ No/ On-going 2 – Company Name	1 – 2 –
2	Company & NTU Research Contract Agreement (RCA)	1 – Identify NTU Faculty & Project 2 – Pending NTU PI (Name of NTU PI) 2 – Pending Company 3 – Pending NTU Legal 4 – NTU (PI) to ensure company has received an official EDB grant approval before proceeding to signing. 5 – Agreement Signed (Student/Trainee name will be reflected in the agreement) 6 – Furnish IGS a scanned copy of the Agreement	1 – 2 – 3 – 4 – 5 – 6 –
3	Company & IPP Trainee Employment Contract. Company can hire the desired trainee prior PhD admission to NTU, but note the grant is up to 4 years only.	1 – Advertising 2 – Interviewing 3 – Hire as employee trainee 4 – Co to provide trainee employment contract 5 – Co to provide trainee “Letter of Certification” as supporting document to NTU for admission.	1 – 2 – 3 – 4 – 5 –
4	NTU & Trainee Masters by Research or Ph.d Student Admission	1 – Meet NTU admission criteria 2 – Apply to NTU 3 – Interview by NTU Panel 4 – Name 5 – Matric No 6 – Which Intake 7 – Which School/ Programme	1 – 2 – 3 – 4 – 5 – 6 – 7 –