



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.
- For admission requirements, other than being a **Singaporean and PR<sub>2</sub>**, the usual admission requirements remain i.e. **at least a 2<sup>nd</sup> upper or better**, and enrolled as a full time NTU PhD student.
- 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	<b>Company &amp; EDB</b> Approval from EDB	1 – Yes/ No/ On-going 2 – Company Name	1 – 2 –
2	<b>Company &amp; NTU</b> 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	<b>Company &amp; IPP Trainee</b> 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	<b>NTU &amp; Trainee</b> 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 –