

Terms & Conditions for the SIM Work-Integrated Learning for Life (WILL) Award

The following Terms & Conditions apply to all students applying for and receiving the SIM Work-Integrated Learning for Life (WILL) Award across the four internship categories.

General Terms & Conditions

1. Eligibility:

- 1.1. Applicants must be enrolled as full-time students at the Singapore Institute of Management (SIM) during the internship period.
- 1.2. Applicants must meet the specific eligibility criteria outlined for each internship category.

2. Application Requirements:

- 2.1. Submission of required documentation, including but not limited to:
 - 2.1.1. Internship offer letter or contract from the host organization.
 - 2.1.2. Personal statement detailing learning outcomes and career aspirations.
 - 2.1.3. Relevant supporting documents for credit-bearing internships, if applicable.
- 2.2. Approval of the internship and host organization by the Learner Advisory and Career Centre (LACC).

3. Assessment Criteria:

- 3.1. Demonstrated alignment with the programme's goals of developing cognitive, affective, and psychomotor capacities.
- 3.2. Resourcefulness, resilience, and responsibility in sourcing and undertaking internships.

4. Disbursement of Awards:

- 4.1. Awards will be disbursed in one lump sum for each category, except for the SIM Corporate Internship (Local), which will be disbursed on a monthly basis.
- 4.2. Disbursement is contingent on:
 - 4.2.1. Submission of a certificate of completion or a letter of confirmation from the host organization.
 - 4.2.2. Submission of a reflection report or write-up detailing the internship experience, outcomes, and impact on personal and professional growth.

5. **Post-Internship Obligations:**

Scholarship recipients are required to:

- 5.1. Contribute a write-up of their internship role and learning experience for inclusion in SIM's annual Career Guide, social media platforms, blogs, or other publications.
- 5.2. Mentor and guide at least one other student to take up internships in similar categories.
- 5.3. Serve as **Internship Ambassadors** for a minimum of 3 months, undertaking responsibilities such as:
 - 5.3.1. Advocacy of internships on social media and live career forums.
 - 5.3.2. Participation in video interviews or employer engagement events to share their experiences.
- 5.4. Serve as **Peer or Alumni Mentors** for at least 3 months, supporting one of SIM's mentoring programmes, such as Peer Assisted Learning (PAL), ISO Buddies, or Student Learning Assistants.

6. **Withdrawal or Non-Completion:**

- 6.1. Students who withdraw from or fail to complete the internship will forfeit the award and may be required to refund any disbursed amount.

7. **False Information:**

- 7.1. Providing false or misleading information during the application process will result in immediate disqualification and, if applicable, repayment of the scholarship award.

8. **Number of Awards:**

- 8.1. Number of awards quota will be reviewed on a yearly basis and will be published through relevant channels.

Category-Specific Terms & Conditions

1. Top-Tier Company Internship (Local & Overseas)

- **Eligibility:**
 - Open to Singaporeans, Permanent Residents (PRs), and international students.
 - Internships must be self-sourced and undertaken at a **top-tier company**, as curated by LACC based on industry references such as GradSingapore's Top 100 Employers Listing. For overseas internships, companies will be assessed based on equivalent industry rankings, employer reputation, and other credible references relevant to the respective country
 - Internship duration must be a minimum of **1 month**.
 - **Awards:**
 - Internship in the home country: **\$1,000 (lump sum)**.
 - Internship outside the home country: **\$5,000 (lump sum)**.
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2. Social Sector Internship (Local)

- **Eligibility:**
 - Open to **Singapore Citizens** and **Permanent Residents (PRs)** only.
 - Internships must be undertaken at a **registered social sector organization** (e.g., NGOs, charities, or social enterprises) in Singapore.
 - Internship duration must be a minimum of **1 month**.
 - **Awards:**
 - **\$800/month**, with an estimated duration of **3 months (lump sum)**.
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3. Credit-Bearing (Elective) Internship (Local)

- **Eligibility:**
 - Open to **Singapore Citizens** and **Permanent Residents (PRs)** only.
 - The internship must be credit-bearing and count as an elective in the student's academic programme. Currently, this applies to RMIT students.
 - **Awards:**
 - **\$4,200 (lump sum)**, paid on a reimbursement basis to cover module fees.
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4. SIM Corporate Internship (Local)

- **Eligibility:**
 - Open to **Singapore Citizens** and **Permanent Residents (PRs)** only.
 - Internships must be undertaken within SIM's departments, providing students with hands-on experience across business functions.
 - **Awards:**
 - **\$1,000/month**, with an estimated duration of **4 months**.
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Outcomes and Responsibilities

1. Demonstrate resourcefulness, resilience, and responsibility throughout the internship.
 2. Actively contribute to the learning community by sharing experiences and guiding peers.
 3. Serve as role models, representing SIM's values in the workplace and beyond.
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Final Provisions

- The institution reserves the right to amend or interpret the Terms & Conditions of the scholarship at any time.
- The institution's decisions on all matters relating to the scholarship, including selection, eligibility, and award disbursement, are final and binding.