

# DSS5210 Research/Industry Project I

# DSS5211 Research/Industry Project II

## Information Sheet

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The Department of Statistics and Data Science is offering **DSS5210 Research /Industry Project I** and **DSS5211 Research/Industry Project II** to our MSc in Data Science for Sustainability students. They are 4-unit, Completed Satisfactorily (CS) / Completed Unsatisfactorily (CU), courses that require students to complete a structured internship of at least 120 hours over a minimum continuous period of 6 weeks at an approved company.

## Learning Outcomes

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Upon completion of the internship, students are expected to have acquired skills to:

- Implement learned data science methodologies to real-world data, while cultivating the ability to acquire additional skills for tackling complex problems.
- Enhance personal aptitudes and professional competencies in collecting and analyzing practical statistical data.
- Strengthen capabilities to articulate findings to a diverse audience, including both experts and non-specialists in the field.
- Develop mastery in organizing and presenting data science findings within structured, comprehensible scientific reports.

## Key Eligibility Requirements

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Before applying, ensure you meet these critical requirements:

- **Pre-Requisite:**
  - AY2024 intake: Completed DSS5105 at a grade of at least C, DSS5101 and DSS5102 at a grade of at least D AND must have completed 1 of any courses beginning with DSS5XXX at a grade of at least D or any courses beginning with ST5XXX at a grade of at least D.
  - AY2025 intake onwards: Completed DSS5101 and DSS5102 at a grade of at least D AND must have completed 1 of any courses beginning with DSS5XXX at a grade of at least D or any courses beginning with ST5XXX at a grade of at least D.
- **Duration:** The research/industry internship must consist of at least 120 hours over a minimum continuous period of six weeks with an approved company.
- **Semester Overlap:**
  - For Regular Semesters, at least 6 weeks of your research/industry internship period must fall within the official teaching period of the semester in which this course is enrolled, i.e., August – November for Semester 1 and January – April for Semester 2.
  - For Special Terms: DSS5210 or DSS5211 course must be your final course required for graduation. If you plan to enrol during the Special Terms, you must be formally enrolled in Special Term (Part 1), and your research/industry internship may not start later than Monday of the last week of Special Term (Part 1).

- **Overseas Internship:** No other regular courses can be taken concurrently with this course. Students who are found to have an overseas internship while enrolled in other regular courses will not be eligible to receive a certification letter (if required) from the office after graduation.

## Application Procedure

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Follow these steps carefully to ensure a smooth approval process:

- **Find a Research/Industry Internship:** Secure a research or internship offer relevant to sustainability- and/or data science. The company must be registered in their respective country and have an internet presence with an official URL. The job title is less important than the project's scope, which must be sufficiently data-driven. If you are not sure about a role's eligibility, you may submit a draft proposal to course coordinator for a preliminary check. If you find a research or industry internship before the official course registration period, please email us for pre-approval before enrolling in the course.
- **Obtain an Offer Letter:** Secure an official offer letter from the company. Please review the Required Documents Checklist below to ensure your letter meets all requirements.
- **Seek Departmental Approval:** Submit all required documents to the course coordinator for approval. Do not formally accept any research or internship offer before receiving written approval from the department if you intend for it to be credit-bearing.
- **Submit Documents:** Email the completed Internship Proposal Form and the final offer to the course coordinator, Dr. Daisy Pham [pham.kimcuc@nus.edu.sg](mailto:pham.kimcuc@nus.edu.sg) and copy [dss@nus.edu.sg](mailto:dss@nus.edu.sg), for approval. The submission deadline is 3 weeks before Friday of Week 1 of Semester 1, Semester 2, or Special Term (Part 1).
- **Register for the Course:** Register for DSS5210 or DSS5211 through [CourseReg@EduRec](mailto:CourseReg@EduRec) during the official course registration period. If the research or internship proposal is not approved by the stipulated deadline, you must drop the registered DSS5210 or DSS5211 course in Week 1 of the semester.

## Required Documents Checklist

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Incomplete or incorrect documentation is the most common cause of delays. Please check your documents against this list before submission.

- **Internship Offer Letter:**
  - Must clearly state the start and end dates of the internship
  - If your offer letter does not specify an end date, it is considered an open-ended contract. In this case, you must confirm that the research or internship overlaps at least 6 weeks with the teaching period in your application email. The research or internship will be assumed to last at least until the end of the teaching period of the semester unless otherwise specified.
  - Must be on official company letterhead or sent from an official HR email address.
  - Must be signed by a company representative or carry an official company stamp. If company policy prohibits this, please discuss it with the course coordinator in advance.
- **Internship Proposal Form:**
  - Must be filled out completely, with a detailed description of your project and responsibilities.
  - Must include **your supervisor's official company email address** (e.g., [supervisor@company.com](mailto:supervisor@company.com)), which **must match the company's domain**. **Personal email addresses (e.g., @gmail.com, @163.com, @qq.com) will not be accepted.**

- **English Translations:**
  - If any document is not in English, you must provide a complete and accurate English translation. The company logo, company name, company stamp and a signature from the company's HR or supervisor must be clearly shown in the translated letter.

## Assessment

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- **Bi-weekly Progress Reports:** Starting from Week 1 of the semester or the start of the research or internship if it starts after Week 1, you must submit a one-page (A4 sized) report to Canvas every two weeks summarising your internship progress.
- **Final Submissions:** You are required to submit a final report (max. 10 pages) and a 10-minute presentation video. The deadline for both is **ONE WEEK** after the official end date of the research or internship, or by Friday of Week 13 for regular semesters (resp. Friday of Week 5 of Special Term (Part 2)), whichever is earlier.
  - The presentation video is expected to be recorded and submitted through Canvas.
  - The presentation may be done with slides, and contain the information of:
    - What is/are the objective(s) / task(s) that the student was asked to perform during the internship
    - The equipment/software/tools etc. used to achieve the tasks
    - The achievements of the student by the end of the internship
    - Any other observation(s) made
- **Company Supervisor's Assessment:** Your company supervisor must provide formal feedback using the assessment form available on Canvas. **The supervisor must email the completed form directly to the course coordinator from their official company email address** near the end date of the research or internship, or by Friday of Week 13 for regular semesters (resp. Friday of Week 5 of Special Term (Part 2)), whichever is earlier.
- Note for government agencies: if your supervisor's organization has security policies that restrict external emails, please discuss alternative submission arrangements with the course coordinator in advance.
- There is no final examination for this course.

## Frequently Asked Questions (FAQ)

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**Q: My internship is overseas. What is the most important rule?**

A: You cannot be enrolled in any other regular courses. This is a strict policy.

**Q: Am I allowed to undertake a remote overseas internship?**

A: No remote internship is allowed regardless of location.

**Q: Am I allowed to undertake a research project?**

A: Yes, you must have a formal appointment, such as Research Assistant role, which includes payment and contract. The formal offer must be issued by a Research Centre/Institute, or Local University. Volunteer-based research projects (no payment) are not permitted for DSS5210 and DSS5211.

**Q: My offer letter is open-ended or does not state an end date. What should I do?**

A: If your offer letter has no end date, it is treated as an open-ended contract. In your application email, you must state that your internship will meet the minimum 6-week overlap requirement. For assessment purposes, the department will then assume your internship lasts until the end of the teaching period for that semester.

**Q: Can I change my internship after it has been approved?**

A: Yes, but you must re-submit a new proposal and offer letter for the new internship, which subject to approval and cannot be guaranteed. The minimum 6-week duration requirement will be reset and must be fulfilled entirely at the new company within the teaching period.

**Q: Can I drop DSS5210 or DSS5211 if I find the internship is not suitable for me?**

A: Yes, you may drop the course before or during the W grade period. Please take note of the [Drop Penalty Period](#).

**Q: I need an official internship support letter from NUS for my company. Who should I contact?**

A: Please email the course coordinator, Dr. Daisy Pham [pham.kimcuc@nus.edu.sg](mailto:pham.kimcuc@nus.edu.sg) and copy [dss@nus.edu.sg](mailto:dss@nus.edu.sg) for such letter.

**Q: I am an international student on a Student Pass in Singapore. How many hours can I work?**

A: If your internship is approved under DSS5210 or DSS5211, you may work full-time during the semester. If it is not a credit-bearing internship, you may work up to 16 hours per week during the semester. You are allowed to work full-time during your vacation period.

**Q: If DSS5210 or DSS5211 is my last course, when will I officially graduate?**

A: Your official graduation date depends on the semester you are enrolled in for DSS5210 or DSS5211. Please refer to the screenshot below for more details:

If you have fulfilled your graduation requirements in:	Conferment Date
Semester 1	31 January of the following year
Semester 2	30 June of the same year
Special Term (Part 1)	31 July of the same year
Special Term (Part 2)	31 August of the same year

## Contact

If you have any enquiries about the DSS5210 Research/Industry Project I and DSS5211 Research/Industry Project II courses, please email to the course coordinator, Dr. Daisy Pham [pham.kimcuc@nus.edu.sg](mailto:pham.kimcuc@nus.edu.sg) and copy [dss@nus.edu.sg](mailto:dss@nus.edu.sg).