ST5290 Data Science Industry Project - Information Sheet

Course Overview

The Department of Statistics and Data Science is offering ST5290 Data Science Industry Project to our MSc (Statistics) and PhD students. This is a 4-unit, Completed Satisfactorily (CS)/Completed Unsatisfactorily (CU) course that requires students to complete a structured internship of at least 120 hours over a minimum continuous period of 6 weeks at a single approved company.

Learning Outcomes

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

- Implement learned statistical and data science methodologies on real-world data, while cultivating the ability to acquire additional skills for tackling complex problems.
- Enhance personal aptitudes and professional competencies in collecting and analysing 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 statistical and data science findings within structured, comprehensible scientific reports.

Key Eligibility Requirements

Before applying, please ensure you meet these critical requirements:

- **Pre-Requisite**:
  - AY2024 intake and before: Completed ST5188 with at least a ‘C’ grade
  - AY2025 intake onwards: Completed ST5201X with at least a ‘C’ grade
- **Internship Duration**: The project must involve a minimum of 120 hours over at least 6 continuous weeks at a single approved company. Only internship hours and weeks completed within the period from Monday of Week 0 for Semester 1 or Monday of Week 1 for Semester 2 to the last Friday of the respective semester’s final examination period will count towards these requirements.
- **Semester Overlap**:
  - For Regular Semesters, at least 6 weeks of your internship period must fall within the official teaching period of the semester in which this course is enrolled.
  - For Special Terms: If you plan to enrol during the Special Terms, you must be formally enrolled in Special Term (Part 1), and your internship may not start later than Monday of the last week of Special Term (Part 1).
- **Overseas Internship**: No other courses can be taken concurrently with this course.

Application Procedure

Follow these steps carefully to ensure a smooth approval process:

- **Find an Internship**: Secure an internship or research offer relevant to statistics or data science. The job title is less important than the project's scope, which must be sufficiently data-driven. If you are unsure about a role's eligibility, you may submit a draft proposal for a preliminary check. If you find an 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 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 letter to the course coordinator at statgdintern@nus.edu.sg. 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 ST5290 during the official course registration period. If the internship or research proposal is not approved by the stipulated deadline, you must drop the registered ST5290 course in Week 1 of the semester.

Required Documents Checklist

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

- **Offer Letter**:
  - Must clearly state the start date of the internship and either an end date or an internship duration.
  - 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 internship overlaps at least 6 weeks with the teaching period in your application email. The 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). 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

- **Bi-weekly Progress Reports**: Starting from Week 1 of the semester or the start of the internship if it starts after Week 1, you must submit a one-page report to Canvas every two weeks summarizing 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 your internship, or by Friday of Week 13 for regular semesters (resp. Friday of Week 5 of Special Term (Part 2)), whichever is earlier.
- **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.
- 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)

Q: My internship is overseas. What is the most important rule?
A: You can do an overseas internship under this course. However, you cannot be enrolled in any other courses along with ST5290 course in the semester. This is a strict policy.

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 official contract. The formal offer must be issued by a Research Centre/Institute, or an University. Volunteer-based research projects (no payment) are not permitted for ST5290.

Q: My offer letter is open-ended or doesn't 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-weeks 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 is subject to approval and cannot be guaranteed. The minimum 6-weeks duration requirement will reset and must be fulfilled entirely at the new company within the teaching period.

Q: I need an official internship support letter from NUS for my company. Who should I contact?
A: For administrative letters, please write to mscstats@nus.edu.sg after you received pre-approval from ST5290 course coordinator.

Q: I am an international student on a Student Pass in Singapore. How many hours can I work?
A: If your internship is approved for ST5290, you may work full-time during the semester. If it is still during your vacation period, you will still be allowed to work full-time. However, if your internship extends beyond your graduation period or vacation period, you must revert to the Ministry of Manpower (MOM) part-time work limit of 16 hours per week if you are still an NUS enrolled student.

Q: If ST5290 is my last course, when will I officially graduate?
A: Your official graduation date depends on the semester you are enrolled in for ST5290. Please refer to the screenshot below for more details:

Fulfilled your graduation requirements in:	Conferment Date
Semester 1	31 January of the following year
Semester 2	30 June of the same year
Special Terms	31 August of the same year

Q: Can I return to China after completing the required internship period for ST5290, even if the teaching period has not ended?
A: You are advised to check directly with CSCSE on whether returning to China before the end of the teaching period may have any impact on your CSCSE verification for your NUS MSc degree later.

Q: I'm taking an internship under the ST5290, and it is my final course to fulfil my graduation requirements. Can I continue the internship beyond the end of the semester?
A: If ST5290 is your final course before graduation, you may continue your internship up to your degree conferment date.

However, you must ensure that your final submissions for the course are submitted by Friday of Week 13 for regular semesters (resp. Friday of Week 5 of Special Term (Part 2)). Any internship hours or weeks completed after your final submissions will not count towards the ST5290 course requirements.

Q: I have successfully enrolled in ST5290 and started my internship but am unable to continue due to unforeseen circumstances and cannot secure another suitable internship. Can I withdraw from the course, and can I enrol in ST5290 again in another semester?
A: You may withdraw from the course. However, you must do so before the end of the add/drop period to avoid receiving a 'W' grade for the course. If you withdraw after the add/drop period, a 'W' grade will be reflected in your student records and transcript for ST5290 course.

Please note that you will not be allowed to retake ST5290 course if you received either a 'W' or 'CU' grade. You will have to take another elective course in replacement. If you decide to withdraw from the course, please keep the course coordinator informed.

Contact

For all enquiries about the ST5290 Data Science Industry Project course, please email the course coordinator at statgdintern@nus.edu.sg.