



# FAQ for Organisations

## Before Application

### Q1: Which organisations are eligible for Summation Programme?

Ideally, your organisation should meet all the following criteria:

- Is financially stable (must provide supporting financial statements)
- Has a minimum of 5 and not more than 100 employees
- Startups should have completed at least the seed stage of fundraising but have not started Series B funding
- Has been incorporated for more than 1 year at the point of application
- Able to provide experienced mentor(s) to guide the apprentice(s)
- Offers projects only in Deep Tech such as Artificial Intelligence, Blockchain, Cybersecurity, IoT, Robotics, Quantum etc.

### Q2: How many projects can an organisation offer for Summation Programme?

Each organisation can offer up to a maximum of 2 projects.

### Q3: What type of projects would be suitable for the Summation Programme?

The Summation Programme only accepts projects in Deep Tech such as stipulated in Q1. The apprentices must take on technical roles within these project areas. Roles such as web developers, UI/UX designers, and sales are not suitable for the programme.

### Q4: What are the mentor requirements for the Summation Programme?

- The mentor should have at least 5 years of solid technical experience and 2 years of mentoring experience
- The mentor should be assigned for the full period of the programme
- The mentor has the flexibility to design the mentorship programme (for example, regular engagement sessions with the apprentice) to ensure the best possible experience for all parties involved

### Q5: What is the duration for the Summation Programme?

3 – 6 months, with a required minimum commitment of 3 months full-time. The duration of the programme may vary based on project requirements and apprentices' availability.



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### Q6: Can organisations continue with part-time arrangements with the apprentices after the Summation Programme?

Any part-time arrangement after the sixth month is out of the programme scope, your organisation is free to liaise directly with the apprentices afterwards. Any arrangement or agreement made would be between the both parties only, and not associated with SGInnovate.

### Q7: What is the total amount per month that organisations have to co-fund?

Item	Undergraduate or graduate	Master's student or graduate	PHD's student or graduate
Minimum stipend (SGD)	1,500	2,000	3,000
Summation award (SGD) <sup>1</sup>	1,500	2,000	3,000
CPF contribution	For Singaporeans / PRs who are not exempted from CPF contribution <sup>2</sup> only		
Training cost	Singapore-based apprentices will be scheduled to attend up to 2 training courses. Each training course is estimated to be between SGD900 to SGD1,700. Government grant between 70-90% applies to Singaporean and PRs. Companies are required to co-fund 50% of course fees (after government grants if applicable). <sup>3</sup>		
Living allowances	SGD500 per month (for international apprentices only)		
Travel allowances	50% of round-trip airfare (for international apprentices only)		

Note:

1. The Summation award is funded by SGInnovate.
2. Students who are onboarded to the Summation Programme, and has the Programme recognised by their school as an official internship are exempted from CPF.
3. Please note that companies will need to allow the students to take time from their apprenticeship period to attend the training.



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### **Q8: When is the project submission deadline?**

Please submit your completed application form by **8 November 2019, 12.00 pm (Singapore Time)**.

### **Q9: What if we miss the application deadline?**

No submissions will be accepted after the stipulated deadline.

## **Selection Process**

### **Q10: What is the selection process for projects?**

SGInnovate will review all submitted projects, and shortlist projects that meet programme requirements. Projects are selected based on the type of technology, the exposure and development opportunities offered, and quality of the mentorship provided by the organisation. SGInnovate reserves all rights to select the projects and organisations for the Summation Programme.

### **Q11: How many projects will be selected?**

Approximately 25 projects will be selected for each run. Organisations may indicate up to a maximum of two apprentices they would like to have for each project. If multiple apprentices are sought, the organisation should elaborate on each apprentice's role (if different) and how these apprentices will be working together (if relevant).

### **Q12: What would happen once the projects are selected?**

There will be a partner agreement between your organisation and SGInnovate. Upon signing, SGInnovate would get in touch with you to understand your selection requirements (including any technical assessment details) and then proceed to publicise the project for students to apply.

### **Q13: What is the selection process for students?**

There are three phases of selections:



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- **Round 1:** SGInnovate will review all candidate applications and shortlist those who meet the basic requirements required for each apprentice's role specified in the project(s)
- **Round 2:** Shortlisted candidates will go through a technical and cognitive (General Reasoning) assessment
- **Round 3:** Organisations will conduct interviews with shortlisted candidates

### **Q14: How would an apprentice be matched to projects?**

Candidates may apply and interview for multiple projects. In the event a candidate receives multiple offers, their preferences will be considered during the matching process. SGInnovate's decision is final.

## **Post Selection**

### **Q15: What would happen once an apprentice is confirmed for our project?**

Once a candidate accepts your organisation's offer, an agreement between your organisation and the apprentice must be signed within 3 working days. More information on this agreement will be shared later with the selected organisations.

### **Q16: When must the apprenticeship start?**

Start dates are flexible and should be agreed upon between the organisation and the apprentice prior to signing the agreement. **The target start date will be from May 2020 onwards.**

### **Q17: What other obligations are there for organisations?**

Apprentices are required to complete feedback forms, training logs and participate in Summation Programme event(s). The participating startup / organisation should support and encourage them to participate in these activities. Mentors will also need to complete two short online feedback forms during the apprenticeship programme.

### **Q18: When and how will organisations receive the co-funding from SGInnovate?**

Organisations are expected to pay the award amount together with the stipend agreed to the student each month. A one-time reimbursement of the award monies



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paid, co-fund amount for travel and accommodation allowance, will be arranged at the end of the apprenticeship.

### **Q19: Is the award subjected to CPF contribution?**

CPF contribution is applicable for non-exempted non-credit bearing internships. Please see Question 7 for more details.

### **Q20: Upon completion of the Summation Programme, how do organisations or startups participate in the next run of the programme again?**

If you are interested in the next run of the Summation Programme, please apply again when it is open for application.

## Summation Programme Run 5 Timeline

Date	Event
7 Oct 2019 – 8 Nov 2019	Open for project submissions (Companies)
11 Nov 2019 – 22 Nov 2019	Projects review
2 Dec 2019 – 17 Jan 2020	Open for applications (Students)
20 Jan 2020 – 28 Feb 2020	Shortlisting of candidates
9 Mar 2020 – 13 Mar 2020	Results of offer
May 2020 onwards	Start of apprenticeship

### **More Questions?**

If you have more questions or would like to discuss our programme in more detail, please email us at [summation@sginnovate.com](mailto:summation@sginnovate.com).