



## Before Application

### Q1. Which organisations are eligible for the Summation Programme?

Your organisation should meet all the following criteria:

- Proof of financial stability; please provide supporting financial statements
- A minimum of five (5) employees, and a total number of employees not exceeding 100
- Startups should have completed seed stage of fundraising, but have yet to pursue Series B funding
- Incorporated for more than a year at the point of application
- Able to provide experienced mentor(s) to guide the apprentice(s)
- Able to offer projects in Deep Tech areas only, such as Artificial Intelligence, Blockchain, Cybersecurity, IoT, Robotics, Quantum, etc.

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

Organisations may submit a maximum of two (2) projects and indicate the number of apprentices they would like to have for each project.

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

The Summation Programme only accepts projects in Deep Tech areas such as those 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, if you are keen to offer general tech roles, please apply for the [Infinity Series](#) instead.

### Q4. When is the project submission deadline?

Please submit your completed application form by the following deadlines shown below. No submissions will be accepted after the stipulated deadlines.

Projects open to Full-Time Students	Projects open to Fresh Graduates
3 Jul 2020, 12.00 pm (Singapore Time)	30 Oct 2020, 12.00 pm (Singapore Time)

### Q5. **What are the requirements to be a mentor for the Summation Programme?**

The mentor should:

- Have at least five (5) years of solid technical experience and two (2) years of mentoring experience
- Be assigned for the full period of the programme
- Have 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

### Q6. **What kind of talent profiles can I expect?**

Organisations can expect candidates who are fresh graduates or currently pursuing a Bachelor's, Master's or PhD from local and overseas Institutes of Higher Learning (IHL).

Fresh graduate apprentices in 2020 are offered in partnership with the SGUnited Traineeships Programme. As such, they must be a Singapore Citizen or Permanent Resident; and

- graduated or graduating in the calendar year 2019 or 2020 from polytechnics, universities, or other educational institutions (e.g. private universities and overseas institutions); or
- graduated earlier from the above institutions and completed National Service in 2019 or 2020

### Q7. **What is the duration of the Summation Programme?**

The duration of the programme may vary based on project requirements and apprentice's availability. If apprentices intend to extend the attachment period, they may arrange to do so with the organisation separately.

Full-Time Students	Fresh Graduates
3 – 6 months with a required minimum commitment of 3 months full-time	3 – 12 months with a required minimum commitment of 3 months full-time

### Q8. **Can organisations continue with part-time or other forms of arrangement with the apprentices after the Summation Programme?**

Any arrangement after the apprenticeship programme 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 both parties only, and not associated with SGInnovate.

### Q9. What are the costs incurred for the organisations to be part of this programme?

Organisations are required to pay for all costs (except travel allowances) upfront and will be reimbursed monthly for items that are co-funded under the Summation Programme. The Summation programme is CPF exempted.

For Bachelors candidates who have graduated in 2019 or are graduating in 2020, the co-funding from SGInnovate will be up to a maximum of 12 months.

For all other talent groups (Undergraduates/Masters/PhD students or graduates), the co-funding from SGInnovate will be up to a maximum of 6 months.

Item	Undergraduate or graduate	Masters student or graduate	PhD student or graduate
<b>Apprentice's monthly stipend<sup>1</sup></b>	S\$3,000	S\$4,000	S\$6,000
<b>Travel allowances</b>	Cost of round-trip air travel for overseas apprentices		
<b>Living allowances</b>	S\$1,000 per month for foreign apprentices from an overseas university		
<b>Training cost</b>	a) No training costs are payable for Singaporeans / PRs b) Training costs (ranges from S\$900 to S\$2,000) for foreign apprentices from local university c) Training is not offered to foreigner apprentices from overseas universities		

All figures are quoted in Singapore dollars.

<sup>1</sup> The Summation award will be reimbursed to the organisations on a monthly basis.

### Co-funded Items under the Summation Programme

Item	Singaporean Citizen / Permanent Residents	Foreigner
<b>Summation award<sup>1</sup></b>	80% of apprentices' monthly stipend (see table above)	50% of apprentices' monthly stipend (see table above)
<b>Travel allowance</b>	50%	50%
<b>Living allowance</b>	Not applicable	50%
<b>Training costs</b>	Not applicable	50% for apprentices from local universities

## Selection Process

### Q10. What is the selection process for the projects?

SGInnovate will review all submitted projects and shortlist projects that meet the 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?

Depending on the type and quality of projects submitted, the number of projects selected can vary in each run. Approximately 50 projects were selected for the last run.

### 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 proceed to publicise the project for full-time students and fresh graduates to apply.

Approved projects will be publicised on public channels for full-time student / fresh graduate applications starting from **15 June 2020** onwards.

### Q13. What is the selection process for applicants?

There are three stages:

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

### Q14. When would my organisation get to see the applicant profiles?

Time frame for candidate application:

Full-Time Students	Fresh Graduates
11 Aug – 18 Sep 2020	15 Jun – 6 Nov 2020

The selection process is managed on a rolling basis. Applications will be reviewed and batched every two (2) weeks for shortlisting. Organisations can expect to receive multiple batches of applicants should their project be popular.



### Q15. **How would an applicant be matched to projects?**

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

## Post Selection

### Q16. **What would happen once an apprentice is confirmed for our project?**

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

### Q17. **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. **Apprenticeship must start by:**

Full-Time Students	Fresh Graduates
28 Feb 2021	31 Dec 2020

### Q18. **What other obligations are there for organisations?**

Apprentices are required to complete feedback forms and training logs, attend planned training workshops and participate in the Summation Programme event(s). The participating organisations should support and encourage them to participate in these activities. Mentors will also need to complete a short online feedback form during the apprenticeship programme.

### Q19. **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 apprentice each month. Reimbursement of the award monies paid, co-funded amount for travel and living allowance, will be arranged at the end of each month.

## Summation Programme Run 6 Timeline

<b>Event</b>	<b>Full-Time Students</b>	<b>Fresh Graduates</b>
<p><b>Project submission</b> Organisations can submit new projects during this period</p>	1 Jun – 3 Jul 2020	1 Jun – 30 Oct 2020
<p><b>Candidates application</b> Candidates can apply to the projects during this period</p>	11 Aug – 18 Sep 2020	15 Jun – 6 Nov 2020
<p><b>Shortlisting</b> Applications are reviewed every two (2) weeks on a rolling basis</p>	12 Sep onwards	15 Jun onwards
<p><b>Results of offer</b></p>	Mid Oct onwards	3 Jul onwards
<p><b>Apprenticeship start date</b></p>	Before 28 Feb 2021	Before 31 Dec 2020

### More Questions?

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