NUS Student Work Scheme (NSWS-Student Tutor/Researcher)

Supplementary Form

(For Undergraduate and Graduate Students)

Instructions to apply:

* Approach the department staff-in-charge of NSWS on the details and availability of the position you are interested in;
* Fill in the details required in this form;
* Submit the application to the Hiring Department.

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| **PART 1** :  | To be completed by Student |

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| **A. Student Particulars** |

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| **Title** | **Name** (Underline surname) | **Student No.** |
| **Birth Date** (dd/mm/yyyy) | **Home Department** |
| **Programme Type** | **Degree** |
| **Citizenship** (Please tick accordingly [ 🗸 ] ) |
|  | [ ] |  Singapore Citizen (NRIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) |
|  | [ ] |  Singapore Permanent Resident (NRIC No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Date of Issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | [ ] | International Citizen (FIN No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) (Nationality: \_\_\_\_\_\_\_ ) |
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| **Singapore Mailing Address:**Postal code ( ) | **Contacts** |
| Telephone No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Handphone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **B. Proposed Appointment: Student Tutor/Student Researcher** |

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| Period [Please state semester (e.g. Sem 1 AY2015/16) or period from: \_\_\_\_ to \_\_\_\_ (dd/mm/yyyy)].Total no. of proposed hours: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Duties (Please give a brief description) |
| **Are you currently holding another part-time appointment in NUS?** Yes/No**If “Yes”, please state:**Total no. of working hours per week : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current Rate of payment : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **C. Other Information:** |

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| **For Graduate Research Students Only** | 1. Are you a NUS Research Scholarship/Award holder? Yes/No
2. Are you on Graduate Assistantship Programme (GAP)? Yes/No
3. How many hours of GAP have you completed? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
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| Name of Scholarship/Award: |
| Award start date: | (dd/mm/yyyy) | Award expiry date: | (dd/mm/yyyy) |
| Please obtain the necessary endorsement from your Research Supervisor:**I support/do not support\* the student’s proposed appointment.** |
|  Name of Research Supervisor | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **For All Students** | **Are you currently on industrial attachment, professional attachment, internship or practicum? Yes/No****Will you be working in the same department as your Home Department? Yes/No****If “No”, please obtain the necessary endorsement from the Administrative Staff at your Home Department before submitting the form to the Hiring Department (where you will be employed).**  |
|  Name of Department Staff | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Applicant's Declaration:**

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct

and complete. I understand that any false or willfully suppressed information will render my application null and void;

and if appointed, I agree that my appointment shall be terminated.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **PART 2** :  | To be completed by Supervisor/Principal Investigator employing the Student***(for Student Researcher only)*** |

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| **I recommend/do not recommend\* the proposed appointment.** |
| If appointment is under research grant *(please ensure availability of sufficient funds),* to state:WBS No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*NUS Research scholars who receive funding from MOE; such as the NUS Research Scholarship, President’s Graduate Fellowship, NGS Scholarship and SINGA, cannot receive further remuneration from any other MOE fundings (e.g. AcRF and MOE Start-up grants). Students receiving remuneration from A\*STAR grants as a NSWS-Student Researcher/Tutor should not be in receipt of any other stipend or award.* |
| Project Title: | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Project Start Date | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | End date | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Type of grant: \* University/NSTB/NMRC/Others *(please specify)* | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Name  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Department | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **PART 3** :  | To be completed by Approving Officer in Hiring Faculty/Department |

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| **I approve/do not approve\* the proposed appointment.** |
| **Rate of payment**: $  |  \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | per hour | **Total remuneration**: $  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Name  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Signature | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  Designation | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date  | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

***\* To delete as appropriate.***