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.

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

|  |
| --- |
| **A. Student Particulars** |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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: \_\_\_\_\_\_\_ ) | | | | | |
|  | | | | | | | |
| **Singapore Mailing Address:**  Postal code ( ) | | | | | **Contacts** | | |
| Telephone No.: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Handphone No: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Email Address: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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

|  |  |
| --- | --- |
| 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 : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

|  |
| --- |
| **C. Other Information:** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | |
| 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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

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

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