
Administrative Staff Exchange Programme (ASEP) Notes for Application – Incoming

Please read this document carefully before completing and submitting the “Administrative Staff Exchange Programme (ASEP) – Incoming Application Form”

Applicants – administrative staff from a U21 partner university who will visit NUS for 3 - 12 weeks.

Host – NUS Administrative Offices and Deans Offices of Faculties/Schools.

1. Eligibility

- 1.1 The National University of Singapore (NUS) has established an Administrative Staff Exchange Programme (ASEP) with partner universities in the Universitas 21 network. The ASEP at NUS is administered by the International Relations Office (IRO).
- 1.2 The list of Universitas 21 partners can be found on the Universitas 21 website at <http://www.universitas21.com/members/>. Only staff from the list of Universitas 21 partners may apply and be considered for the ASEP at NUS.
- 1.3 Staff from U21 partners wishing to work at NUS as Administrative Exchange Staff must:
 - a. possess reasonable reading and writing English skills for a meaningful exchange;
 - b. obtain the home university’s endorsement;

2. Duration of exchange at NUS

- 2.1 Depending on availability and suitability, an administrative staff from a partner university may choose to be attached to NUS Administrative Offices and/or Dean’s Offices.

3. NUS University Calendar

- 3.2 The NUS Academic Calendar is available at <http://www.nus.edu.sg/registrar/calendar.html>.

4. Application for ASEP at NUS

- 4.1 Please apply for ASEP at NUS using the official application form (“*application form*” should be linked to the Administrative Staff Exchange Programme – Incoming Application Form webpage which applicants can download upon clicking the underlined words).

- 4.2 Applicants must obtain the endorsement of their home university through their Heads of Department. Upon endorsement, the application form must be sent to the Program Manager at IRO with all the supporting documents.
- 4.3 For effective communication with IRO, applicants are advised to provide their postal and email addresses.

Application forms are to be submitted to:
Programme Manager
Administrative Staff Exchange Program
International Relations Office
National University of Singapore
University Hall, Level 4
10 Kent Ridge Crescent
Singapore 119260

- 4.4 Applicants must specify the main subject areas or areas of interest for the intended exchange. Applicants are also advised to indicate the departments in NUS which they wish to be attached to during the period of exchange.

5. Results of Application

- 5.1 NUS will notify successful applicants of the successful outcome of their application.
- 5.2 Successful applicants must confirm their acceptance of the offer by replying to the Program Manager at IRO.

6. Responsibilities of Successful Applicant

- 6.1 Successful applicants are responsible for fulfilling immigration requirements and arranging for adequate insurance cover.
- 6.2 Successful applicants must arrange with their Host on matters pertaining to the securing of accommodation during their exchange at NUS.
- 6.3 Successful applicants are to inform IRO and Host, of confirmed arrival & departure dates.
- 6.4 Successful applicants must report to IRO on their first day of exchange for an orientation.
- 6.5 At the end of the exchange programme, a feedback session will be arranged for the successful applicants by IRO.
- 6.6 A copy of a final report must be submitted to IRO for retention within 3 months after the exchange staff return to their home country.