NATIONAL UNIVERSITY OF SINGAPORE
AWARD OF CSI SINGAPORE* RESEARCH SCHOLARSHIP
TERMS AND CONDITIONS

1. Upon award of a CSI Research Scholarship ("Scholarship"), the student ("Scholar") will receive a monthly stipend where applicable as described in the Annex and a full tuition fee subsidy, i.e. NUS will pay the current applicable tuition fees for the Scholar.

2. (i) The effective date of the Scholarship for incoming students will be the commencement date of the relevant semester or the actual date of registration, whichever is the later. For existing students who are awarded the Scholarship during their candidature, the effective date of the Scholarship will be from a date as stipulated by the relevant faculty or school.

(ii) Notwithstanding the above, for students who are employed as at the time of the award of the Scholarship, the Scholarship will only take effect from the date immediately after he/she has ceased to draw a salary from the employer.

3. The Scholarship is tenable only at the National University of Singapore and the Scholar must reside in Singapore for the duration of the Scholarship. As full-time students, Scholars are expected to report to their Department of study and/or supervisor at the University during the period of the Scholarship, except during periods of approved leave.

4. The Scholarship is tenable for one year in the first instance and thereafter may, subject to the Scholar's satisfactory progress, be renewed each semester at the University's discretion. The maximum period of the Scholarship can range from 4-5 years for Ph.D. candidates, as determined by the relevant faculty or school in each case.

5. The Scholar undertakes to devote his/her full time and energy to his/her studies and to the best of his/her ability, apply himself/herself to his/her programme of study, to the satisfaction of the University.

6. The Scholar shall, if required by the Head of Department, assist in teaching duties and departmental work (e.g. conducting tutorials/lab demonstration, preparing teaching materials or developing new experiments for teaching purposes, performing invigilation duties, etc) up to 6 hrs per week without any remuneration. If the Scholar wishes to perform teaching duties and departmental work on top of the 6 hrs, the Scholar has to note that:-

(a) the total time spent on teaching duties & departmental work does not exceed 400 hours per financial year (commencing on 1 April and ending 31 March of the following year), and usually not more than 16 hours a week;

(b) the Scholar shall only be assigned teaching duties & departmental work if the supervisor and Department are satisfied with his/her progress; and

(c) the Scholar shall be remunerated for performing teaching duties and departmental work on an hourly basis. Any remuneration paid will be subject to tax and Central Provident Fund payments (for Singapore citizens and permanent residents).
7. Save as provided for in clause 6 above, the Scholar may not accept employment, whether or not he/she is remunerated, or hold concurrently any other scholarship, fellowship, allowance or other award during the period of the Scholarship, without the prior approval of the University. In addition, the Scholar cannot change to a programme of study different from that stated in his/her offer of admission letter or take up any additional course(s) without the prior written permission of the University.

8. The Scholar will cease to receive the Scholarship:

(i) upon the date of conversion of his/her candidature from full-time to part-time (the Scholar must obtain, by way of written request submitted via the supervisor(s), the written approval of the Vice Dean of Graduate Studies for such a conversion);

(ii) where the Scholar submits his/her thesis for examination, upon

   (a) the date of receipt of the thesis by the Registrar; or

   (b) the date on which the thesis was certified ready for examination by the supervisor(s) or Head of Department (if the supervisor(s) are not available), whichever is the earlier;

(iii) upon the date of expiry of the tenure of the Scholarship as described in clause 4 above. (Note: The monthly stipend for the last month of the Scholarship will only be paid after the relevant Department has certified that the Scholar has no existing liabilities);

(iv) immediately without notice if the Scholar withdraws from or fails to complete his/her research programme, for whatever reason; or

(v) immediately without notice if the candidature of the Scholar at this University is terminated, for whatever reason.

9. The University reserves the right to terminate the Scholarship:

(i) immediately at any time without notice if the Scholar is found guilty of a disciplinary offence as defined under the University’s statutes or breaches any of the terms and conditions herein;

(ii) immediately at any time without notice if the Scholar’s progress is not satisfactory; or

(iii) at any time by giving one month’s notice in writing to the Scholar without assigning any reason.

10. The Scholar may terminate the Scholarship by giving one month’s prior notice in writing.

11. If the Scholarship is terminated for any reason whatsoever, the Scholar shall only be entitled to a pro-rated amount of the monthly stipend for any incomplete final month of the Scholarship. If the full amount for the final month has already been paid to the Scholar, he/she must refund immediately the excess amount to the University.

12. The University does not provide any additional assistance towards travel or living costs nor does it guarantee employment to the Scholar upon the successful completion of his/her higher degree candidature.

*CSI Singapore refers to Cancer Science Institute of Singapore*
14. No delay or forbearance of the University to enforce any of its rights and remedies for breach by the Scholar of any of these terms and conditions shall in any way affect or prejudice the University’s rights or remedies in respect of such breach, nor will the University’s rights and remedies in respect of any other or subsequent breach of these terms and conditions by the Scholar be affected or prejudiced.

15. The University may at its discretion vary these terms and conditions, or amend or issue additional guidelines with respect to the Scholarship, from time to time with notice. If the Scholar does not accept such variation, amendment or issuance, he/she is entitled to terminate the Scholarship in accordance with clause 10 above. Where the Scholar continues to accept the monthly stipend and/or the tuition fee subsidy after such notification, he/she shall be deemed to have accepted such variation, amendment or issuance.
STIPEND FOR CSI SINGAPORE RESEARCH SCHOLARSHIP

1. Scholars shall receive a monthly stipend as follows:

For Ph.D. candidates:

<table>
<thead>
<tr>
<th>Category</th>
<th>Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Singaporean Students</td>
<td>S$3,400 + employer’s CPF contribution of 17%</td>
</tr>
<tr>
<td>Permanent Resident and International Students</td>
<td>S$3,200</td>
</tr>
</tbody>
</table>
TERMS & CONDITIONS FOR REIMBURSEMENT OF EDUCATIONAL ALLOWANCES

- Reimbursement will be processed upon submission of original tax receipt (invoice and NETS slip) within three months of purchase.

Airfare
1. Students who are recruited from overseas, will be eligible for a one-off relocation airfare allowance of up to SGD$1,500.
2. International students who were working in Singapore prior to admission will not be eligible for airfare allowance.
3. Reimbursement (air-tickets e.g. boarding pass & e-ticket or tax invoice) must be submitted within three months from the date of arrival.

Notebooks
1. Students will be reimbursed up to SGD$1,750 for one-off purchase of notebooks intended for this program.
2. Reimbursement will be processed upon submission of photocopied tax receipt (invoice and NETS slip) within three months of purchase. Student need to certify on photocopied invoice “Original invoice kept for warranty purpose” with signature.
3. Date stipulated on tax receipt should not be more than three months before the start of candidature or enrolment, whichever is later.
   Date stipulated on tax receipt should be within the first academic year.

Books / Software
1. Books/materials purchased must be related to the research area of the student.
2. Locally purchased books are strongly encouraged.
3. Students may accumulate the receipts of the book purchases and submit them together for reimbursement within three months.
4. Books purchased online or from overseas are subject to CSI’s approval and CSI has the right to reject any claims which it deems not eligible for reimbursement.
5. For any purchases made outside of Singapore, the reimbursement will follow the NUS’ exchange rates, subject to the rate of the day.
6. Students cannot be reimbursed for the purchase of IT accessories e.g. mouse, external hard disk, laser pointers.

Conference
1. Full-time research students may apply for financial assistance to present papers at academic conferences during their candidature, subject to the following limits:
   - PhD students – up to $10,000 for the period of candidature.
   - Reimbursements must be submitted within three months from the end date of the conference.
2. Financial assistance requested for international conferences should be calculated based on these guidelines:
   - Airfare via the most direct and economical route,
   - Registration fee based on the lowest 'early' registration fee rate, and
   - 20% per-diem (20% of daily subsistence allowance payable for the country concerned) for the duration of the conference.

3. Financial assistance requested for hotel accommodation should be based on these guidelines:
   - Moderate class hotel (3 or 4 star) or conference hotel rates
   - Student can only submit reimbursement for room charges.

4. Financial assistance requested for local conferences should be calculated based on these guidelines:
   - Registration fee based on the lowest 'early' registration fee rate

5. Where there is a need to travel overseas, students are advised to purchase air tickets from University-approved travel agent PriceBreakers as airfare includes travel insurance. Students can purchase air tickets directly from airlines provided the price of the air ticket is lower than that by quoted by Pricebreakers. If a particular destination is not found on the above list, please submit at least one written quotation from the University approved travel agents - PriceBreakers with your application.

6. Students will have to complete forms and seek approval from supervisor.

Training
Financial assistance requested for laboratory work training can be granted under conference allowance based on these guidelines:
   - Request, along with supervisor’s approval should be submitted at least two weeks before the date of training
   - CSI has the right to reject any claims which it deems not eligible for reimbursement.

30 August, 2012
Prof Barry Iacopetta
Chair, Graduate Academic Committee
National University of Singapore
Cancer Science Institute of Singapore