**SMU Work on Campus Scheme**

**TERMS & CONDITIONS:**

1. Please use this form to apply for the following work activities:
   * Teaching Assistant (TA)
   * Senior Teaching Assistant (STA)
2. Only full-time SMU students (undergraduate, postgraduate professionals, postgraduate research) enrolled at SMU are eligible for these work activities.
3. SMU Work on Campus Scheme is a University-approved programme that provides students with opportunities to acquire real-life work experience. Students on these work activities will not be considered employees and will not be entitled to any typical or related employment benefits and CPF.
4. Students on internships, exchange programmes (local and international) and leave of absences are not allowed to work under these activities.
5. Students can work part-time for a maximum of 16 hours per week in Term 1 and Term 2. Outside of these terms, students can work 36 hours per week and up to 7 hours per day, provided they are not enrolled in any courses. These caps on number of hours apply regardless of the number of TA/STA positions a student takes on. Students are advised to take on no more than two TA/STA positions concurrently.
6. The student must ensure that their academic commitments (e.g. project work) are not affected while on these work activities.
7. Graduating students need to ensure that they complete the deliverables for their work activity before graduation.
8. Students are required to update the hiring department should there be a change in their student status.
9. The school reserves the right to request for additional documents to assess the students’ suitability.

*For more details on the scheme, please click* [*here*](https://oasis.smu.edu.sg/Pages/RO/smu-work-on-campus-scheme.aspx)*.* *For appointment related queries, please contact the hiring school’s dean’s office.*

To be completed by the hiring office’s administrator

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| SAP ID |  |  |
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| Name of hiring department’s/ school’s contact person | SCIS / |  |
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| The form comprises 4 sections. To be filled by the following stakeholders. Please note all fields are compulsory.   1. [Section I:](#_Section_I:_) Applicant (There are 7 parts-Part A to Part G)) 2. [Section II](#_Section_II:_To): Faculty/supervisor  1. [Section III](#_Section_III:_To): Hiring office’s contact person  1. [Section IV](#_Part_IV:_To): Associate Deans or delegate   *Please submit this form at the Dean’s office* |

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| Section I: To be filled by the applicant | | | | | | | | | | | | | | | | | | | | | | |  |
| **Part A: Student Particulars** | | | | | | | | | | | | | | | | | | | | | | |  |
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| **Name** | | Terris | | | | | | | |  | Wei Jun | | |  | Tan | | | | | |  |  |  |
|  |  | *Name* | | | | | | | |  | *Middle Name* | | |  | *Last Name* | | | | | |  |  |  |
| **Student ID** |  | 01418208 | | | | | | | |  |  | | |  |  | | | | | |  |  |  |
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| **Gender** |  | Male | | | | | | | |  |  | | |  |  | | | | | |  |  |  |
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| **School** |  | School of Computing and Information Systems | | | | | | | |  |  | | |  |  | | | | | |  |  |  |
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| **Programme type** | | Undergraduate | | | | | | | |  |  | | |  |  | | | | | |  |  |  |
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| **Name of the programme currently studying** | | Bachelor of Science (Information Systems) | | | | | | | |  |  | | |  |  | | | | | |  |  |  |
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| **Expected Date of Graduation** | | 04 | |  | 26 | |  |  |  |  |  | | |  |  | | | | | |  |  |  |
| *MM* | |  | *YY* | |  |  | |  |  |  |
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| **Citizenship** |  |  | Singapore Citizen | | | | | | |  | NRIC | | |  | T0026507H | | | | | |  |  |  |
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|  | Date of Issue | | | Click or tap to enter a date. | | | | | |  |  |  |
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|  |  | International Citizen | | | | | | |  | FIN | | |  |  | | | | | |  |  |  |
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| **Email Address** |  | terris.tan.2022@scis.smu.edu.sg | | | | | | | | |  | | |  |  | | | | | |  |  |  |
| *Please key your SMU email address* |  |  | | | | | | | | |  | | |  |  | | | | | |  |  |  |
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| **Residential Address**  *(local address for international students)* |  | Blk 681A Woodlands Dr 62 #14-01 S(731681) | | | | | | | | | | | | | | | | | | | | |  |
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| **Contact Number** | | Mobile | | | | 96867171 | | | | | |  | Telephone | | |  | | | | |  |  |  |
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| **Part B: Appointment Details** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **Hiring Department** | SCIS | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | |
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| **Work Activity Category** | Teaching assistant | | | | | | | | | |  | | | | | |  | | | | | | | | | | | | | |
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| **Course Title** | Introduction to Programming | | | |  | | **Course code and section (e.g** ***COR1701 (G1)*)** | | | | | |  | | IS111 G2 | | | | | | | | | | | |  | | | |
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| **Total number of proposed working hours per week** | | |  | | | *6* | | | | | | | | | |  | | | | |  | | | | | | | | | |
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| **Are you currently working on another work activity appointment at SMU?** | |  | | Yes | | | |  |  | | | No | | | | | | |  | | |  | | | | | | | |  |
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| If yes, state total working hours/week  *(If your ongoing appointment spans over both term time and vacation time please indicate your committed working hours for both)* | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | |  | |
| *The information furnished in this section will help the hiring office to affirm your availability. Please note that you need to keep the cumulative working hours within set guidelines:* [*item 5 of terms & conditions*](#_TERMS_&_CONDITIONS:) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Part C: Other Information** | | | | | | | | | | | | | | | | | | | | | | |
| **For Postgraduate Students Only** | | | | | | | | | | | | | | | | | | | | | | |
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| **For postgraduate (by research) student: have you fulfilled the mandatory duties (if applicable) required in the Graduate Assistantship Programme?** |  |  | Yes | | | | | | |  | |  | | | No | | | | |  | | |
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| **Are you currently receiving any funding from a scholarship?**  **If yes, please state the name of scholarship**  **Scholarship period** |  |  | Yes | | | | | | |  | |  | | | No | | | | |  | | |
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| **Part D: TA/STA Declaration** | | |
| (**✓** Tick all that apply)  **Employment Criteria**  I declare that I: | | |
| * **[Not applicable to STA]** have achieved at least a B+ grade for the course (or equivalent course), completed either under the same or a different instructor. |  |  |
| * have an overall GPA of at least 3.0. |  |  |
| * have the ability to cope with my academic workload and I will not work more than 16 hrs/week during term time. |  |  |
| * have not been subjected to disciplinary action for a violation of the SMU’s Codes of Conduct and am not currently under investigation for any such violation |  |  |
| * have not been convicted of a criminal offence after matriculating at SMU and am not currently under police investigation for any such offence |  |  |
| **Conflict of Interest**  I declare that: | | |
| * I do not have any immediate family member, relative, or person with whom I am in a close relationship enrolled in a section of the course for which I will be a TA/STA.\*   \**If you do not satisfy the condition above, please fill out the following table.*   |  |  |  | | --- | --- | --- | | Name | Relationship with the student attending the course | Course & Section | |  |  |  | |  |  |  | |  |  |  | |  |  |
| * I am aware that I may be subject to disciplinary action for any behaviour on my part that provides an unfair advantage/disadvantage to a student in the course for which I will be a TA/STA. |  |  |
| **Code of Conduct**   1. TAs/STAs must conduct themselves professionally in discharging their duties and uphold the SMU CIRCLE Values (i.e. Commitment, Integrity, Responsibility, Collegiality, Leadership, and Excellence). They are also expected to conduct themselves in a professional manner when interacting with students. 2. TAs/STAs must practice a fair approach in supporting students’ learning and promote an inclusive learning environment. TAs/STAs should not give an unfair advantage or privileged assistance/information to any student(s). 3. TAs/STAs must ensure confidentiality and protect sensitive information, including students’ grades and personally identifiable information, and must not share course material or assessment questions without the authorization of the instructor. 4. TAs/STAs must inform the school promptly of any changes to their declarations relating to conflicts of interest, academic violations, and criminal offences. | | |
| * I declare I have read and will observe the Code of Conduct above. |  |  |
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| **Part E: Bank Information for Payment Processing** | | | | | | | | |
| Please note we will make the payment only to **your bank account.** Request to process the payment to someone else’s account will be rejected. | | | | | | | | |
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| **Name of the Bank** | DBS Bank Ltd / POSB Bank | | | | |  |  |  |
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| **If bank is HSBC / Citibank, please indicate Account Type:**  *(Please contact the respective bank directly should you have any doubts on your account type)* |  | Personal |  |  | Consumer |  |  |  |
|  | Corporate |  |  | Private Bank |
| **Bank Account Number** | 098255311 | | | | |  |  |  |
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| **Please provide a screenshot of your bank account with the details shared above (*The screenshot should clearly show your name, bank account number and bank’s logo)*** |
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| **Part F: Supporting Documents** |
| **Please provide a screenshot of both sides of your NRIC/valid Entry & Re-entry Permit (for SPR) / valid Student Pass (issued by ICA) here:** |
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| **Part G: Acceptance of Appointment** | | | | | | | | | | | | | | | | |
| **ACCEPTANCE OF APPOINTMENT**   * I have read and agree to the ***SMU Work on Campus Scheme’s*** terms and conditionsas outlined on the first page of this form. * I agree with the tasks to be fulfilled under [Section II](#_Section_II:_To) of this appointment form. * I understand that either party can terminate the appointment at any point within the duration of the work. Written notification is required with one day’s notice. * I will update the hiring department at the earliest about any changes in my student status, such as going on leave of absence, dropping out, etc. * I am aware that I must be and remain a full-time SMU student during the entire engagement period. I cannot work under the scheme after I graduate. * I understand that SMU Work on Campus Scheme is a University-approved program to train students in real-life work conditions. The student working on these work activities will not be considered employees and will not be entitled to any typical employment benefits and CPF. * I understand that students need to clock the hours worked in CATS for all the hourly rated work activities. Post completion, I need to obtain the necessary approval from my supervisor on CATS by the 12th of each month. I understand that the system will deduct 45-minute meal break for lunch and or dinner for every six continuous work hours. * I understand that SMU will credit the payment into my bank account, as per the details furnished on this form, on the last day of the month. SMU will process the payment after either work is endorsed on CATS by the supervisor and HOD (for hourly-paid work); or after the administration team of my hiring department sends payment instructions to the payment processing department (for a lump sum paid engagements). * I consent SMU for holding and processing, both electronically and manually, the personal data that the university will collect about me. I understand that personal data collected can be used in the course of my current work activity engagement at SMU, and for compliance with personal data protection laws, other applicable laws, procedures, and regulations, and can be shared, transferred, stored, and processed for such purposes whether within or outside of Singapore. * During my appointment, I will comply with the personal data protection policies and rules of SMU while handling personal data, including personal data relating to any employee, referee, supplier, contractor, agent, student and/or other stakeholders of SMU. * During my appointment at SMU, I understand that I need to comply with the relevant rules, policies, and procedures in force from time to time communicated to me. * I understand that I am subject to a duty of confidentiality to SMU. I shall not at any time before or after the determination of my appointment, for whatever cause, communicate directly or indirectly to any person other than the person to whom I am authorised to communicate or to whom it is my duty under law to communicate, or retain in my possession or control, any document, note or information confidential in nature acquired or entrusted in confidence or obtained by me owing to my appointment at SMU. * I understand that SMU may disclose my confidential data to a third party, as may be required by law or to fulfil its contractual obligations. | | | | | | | | | | | | | | | | |
| I Tan Wei Jun, Terris, NRIC/Fin No.T0026507H accept the appointment at the above terms and conditions. | | | | | | | | | | | | | | | | |
|  |  | | |  | | 17/12/2022 | | | |  | |  | |  | | |
|  | Signature of Applicant | | |  | | Date |  |  | |  | |  | |  | | |
| **Part H: Undertaking** | | | | | | | | | | | | | | | | |
| 1. **Sharing accurate information**: I hereby declare that the information given in this application form is true and correct to the best of my knowledge and belief. In case any information provided in this application proves to be false or incorrect, I shall be responsible for the consequences. 2. **Complying with the SMU work on Campus Scheme:** I hereby declare that I will comply with all the SMU Work on Campus Scheme guidelines. 3. **Safeguarding official information:** I understand that I must not, either during or after my engagement with the University, disclose any information about the business or affairs of the University that are confidential, except with the written permission of the University. All official documents, papers, and information acquired in their official capacity must be treated as confidential, and they should be securely locked up when not in use.   I understand and agree that all official information acquired by me during my appointment is to be treated as of a strictly confidential nature. The information should not be published or communicated by me, either during or after my service, to any other person in any form whatsoever, except in the course of my official duties sanctioned by the University.   1. **Abiding by SMU’s Rules and Regulations:** I understand that I am subject to and must abide by the University’s rules and regulations that are in force from time to time. I understand that I must not attempt to access resources (computer systems, etc.), which I have not been authorized to do so.   I further understand and agree that my breach or neglect of this undertaking is a disciplinary offense under the University's regulations. University may take disciplinary action against me per the SMU Student Disciplinary Code and Procedure. | | | | | | | | | | | | | | | | |
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|  | | **TAN WEI JUN, TERRIS** |  | |  | | | |  | | **17/12/2022** | | | | |  |
|  | | Name (as in NRIC) |  | | Signature | | | |  | | Date | |  | |  | |
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| Section II: To be completed by faculty/supervisor | | | | | | | | | | | | |
| Please specify the nature of the work expected (tick all that applies): | | | | | | | | | | | | |
| 1 | | Execute administrative work relating to student projects | | | | | | | | | |  |
| 2 | | Conduct initial student consultations | | | | | | | | | |  |
| 3 | | Prepare grading matrices for class presentations | | | | | | | | | |  |
| 4 | | Assist instructor in preparatory work, including topical search | | | | | | | | | |  |
| 5 | | Facilitate online discussions on eLearn | | | | | | | | | |  |
| 6 | | Conduct lab sessions | | | | | | | | | |  |
| 7 | | Provide first-pass responses to student email queries | | | | | | | | | |  |
| 8 | | Take attendance and count responses for class participation | | | | | | | | | |  |
| 9 | | Mark CA objective questions where predetermined straightforward answers without requiring subjective assessment are explicitly provided by the faculty (e.g. MCQ, clear right and wrong answers) | | | | | | | | | |  |
| 10 | | Verify CA grades (e.g. producing and checking excel spreadsheet) | | | | | | | | | |  |
| 11 | | Assist with invigilation of mid-term exams and other continuous assessments | | | | | | | | | |  |
| 12 | | [Allowed only for Senior TA] Conduct instructional classes complementary to the course and/or one regular lecture within the course | | | | | | | | | |  |
| 13 | | [Allowed only for Senior TA] Invigilate exams if the course has exams conducted at more than one venue | | | | | | | | | |  |
| 14 | | [Allowed only for Senior TA] Mark final exam objective questions where predetermined straightforward answers without requiring subjective assessment are explicitly provided by the faculty (e.g. MCQ, clear right and wrong answers) | | | | | | | | | |  |
| 15 | | Others please specify:   * Give feedback to students on their lab (i.e., homework) submissions. * Provide first-pass responses to student Telegram queries, especially for Labs | | | | | | | | | | |
| I understand that as per TA/STA policy I **cannot assign following tasks to the TA/STA:**  1. Grade class participation.  2. Mark subjective questions for both CA and final exams.  3. Set CA or final exam questions.  4. Grade project work.  5. Determine final grade.  6. Enter grades into eLearn. | | | | | | | | | | | | |
| I, the supervisor, understand that the applicant can only commence work after student has obtained required approval and completed the hiring documentation. I understand that the student needs to comply with the guidelines of [SMU work on campus scheme](https://inet.smu.edu.sg/sites/ro/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/ro/Documents/SMU%20Work%20on%20Campus%20Scheme.docx&action=default). I will encourage the student to abide by the scheme’s guidelines. | | | | | | | | | | | | |
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|  |  | |  |  |  | Click or tap to enter a date. | | |  |  |  | |
|  | Name of the supervisor | |  | Signature of the supervisor |  | Date |  |  |  |  |  | |
|  | *The supervisor can sign the document through one of the options:*   * *Save the word document as pdf, followed by putting the e-signature in the pdf file.* * *Type his/her name both in the ‘Name of the supervisor’ and ‘Signature’ section above.* * *Print the form* *Sign the form*  *scan the document*  *email the scanned form to hiring office department administrator.* | | | | | | | | | | | |

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| Section III: To be completed by Supervisor/Administrator/Hiring office’s contact person (All fields are compulsory) | | |
| Cost Centre: C220 | | Fund Centre/DART Fund: Click or tap here to enter text. |
| Fund Code: Click or tap here to enter text. | | Internal Order: ZSIADMEM2 |
| Appointment Duration | From 9/1/2023 | To 14/4/2023 |

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| Type of engagement  Please note that only *UG / SOL JD / Masters students* can work as teaching assistant   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Please “Tick” below** | **Type of Engagement** | **No. of Sections** **for entire assignment** | **Payout** | **Payment Terms** | |  | Teaching Assistant –  **Full Section** |  | S$590 | Lump sum to be paid at the end of engagement | |  | Teaching Assistant - **Half Section** |  | S$295 |   Please note that only *PhD students* can work as senior teaching assistant   |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Please “Tick” below** | **Type of Engagement** | **No. of Sections** **for entire assignment** | **Payout** | **Payment Terms** | |  | Senior Teaching Assistant (1st to 4th year Student) | 1 Section | S$625 | To be paid on monthly basis  Payment duration:  (eg. Aug-Nov or Jan-Apr) | | 2 Section | S$1,250 | |  | Senior Teaching Assistant  (5th year Student) | 1 Section | S$ 1,400 | To be paid on monthly basis  Payment duration:  (eg. Aug-Nov or Jan-Apr) | | 2 Section | S$ 2,800 | |  | Senior Teaching Assistant  (1st to 4th year Student) |  | S$ 19.53 | Hours worked x hourly rate paid after work endorsed in CATS | |  | Senior Teaching Assistant  (5th year Student) |  | S$ 43.75 | Hours worked x hourly rate paid after work endorsed in CATS | |

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| Part IV: To be completed by Approving Office/ HOD in Hiring School/Department | | | | | | | | | |
| **Please tick one only**  This TA/STA application is **approved.**  This TA/STA application is **not** **approved.** | | | | | | | | |  |
|  |  |  |  |  | Click or tap to enter a date. | |  |  | |
| Name of the approver | | | Signature |  | Date |  | | | |
| *The approver can sign the document by opting for one of the options (depending on the received file format):*   * *Save the word document as pdf, followed by putting the e-signature in the pdf file.* * *If approver has received the pdf version, put the e-signature.* * *Type his/her name both in the ‘Name of the HOD/AO’ and ‘Signature’ section above.* * *Print the form🡪Sign the form🡪 scan the document🡪 email to the administrator.* | | | | | | | | | |