


## SUTD STUDENT HELPER SCHEME - APPLICATION FORM

<b>Student Name:</b>	Jin Yu Xin	<b>Student ID:</b>	1002309
<b>Programme/Course:</b> (*please circle one)	*Undergraduate Dual Master/ M. Arch/PhD	<b>Start of Candidature:</b>	05/2017
<b>Contact:</b>	84518520	<b>Dept/Position:</b>	student helper
<b>**Start Date:</b> (MM/YY)	05/17	<b>**End Date:</b> (MM/YY)	11/17

### Declaration

- ☒ I have read and accepted the Terms and Conditions of the SUTD Student Helper Scheme listed overleaf.
- ☒ I have updated my bank account in Student Administration Management System (SAMS), through MyPortal.

Note: All claims will be paid to the designated credit bank account.

<b>Signature of Student Helper:</b>		<b>Date:</b>	02/05/2017
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### APPROVAL BY DEPARTMENT HEAD / PROJECT INVESTIGATOR (whichever is applicable)

<b>Name:</b>		<b>Date:</b>	
<b>Designation:</b>		<b>Signature:</b>	

Please send completed form at least 2 weeks prior to the start of the project to:

**c/o STUDENT HELPER SCHEME**  
**ATTN: Li Ying (OFFICE OF STUDENT LIFE)**

## SUTD Student Helper Scheme (the “Scheme”) - Terms and Conditions

1. In line with MOM/ICA regulations, matriculated students<sup>1</sup> are allowed to work for a maximum of 16 hours a week during term time and a maximum of 36 hours per week during IAP, recess or vacation period. Please refer to the academic calendar for the duration of the school term. Graduate students who are receiving any form of allowances or stipends, from their scholarships, are not eligible to apply.
2. Matriculated students' remuneration for work done under the Scheme is pegged at S\$8.75/hr.
3. In the event that you work for more than one department of the University, the combined hours of work per week should not exceed the maximum as stated above. Further, in accordance with the Employment Act, you are not allowed to work more than 12 hours a day. You are also not allowed to work for more than 6 hours without a break and for every 8 hours of work you are to take a 45 minute break.
4. You are required to record the details of hours worked, under the Scheme, on a timesheet. You are to record and submit only one timesheet regardless of the number of departments you work at, i.e. if you worked for more than one department, you must have the various department supervisors endorse and sign on the same timesheet.
5. E-signatures are strictly not accepted, but only original application forms and timesheets.
6. Random checks would be conducted. Students who are found to have clocked in more than the hours permitted will be called in for a disciplinary hearing.
7. The University's various schemes, benefits, policies and practices in force from time to time (collectively, the "Prevailing Policies and Practices") shall apply to this engagement as if they form part of and are fully incorporated in these terms. Specifically, the University has in force a policy on Intellectual Property (the "IP Policy"). You shall, at all times, comply with the provisions set out in the Prevailing Policies and Practices including the IP Policy or any other policy in force from time to time which the University may, in its sole and absolute discretion, require.
8. You shall not, except as required by law, at any time before or after the termination of this engagement, for whatever cause, use, reproduce, disclose, destroy, retain in your possession or control or communicate directly or indirectly to any person other than a person to whom you are authorised by the University to communicate and for a purpose authorised by the University, any document (in written or other form) or information in any form of a nature which is confidential, sensitive or proprietary to the University and its subsidiaries or information received from third parties by the University under obligations or confidentiality and you shall indemnify and keep indemnified the University and its subsidiaries against all losses, costs and expenses arising therefrom.

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<sup>1</sup> Matriculated students refer to full time Undergraduates and Graduate students only. Exchange students are not included.

9. Either party may terminate the engagement under this Scheme at any time by giving the other party at least 2 weeks' written notice.
10. These terms are governed by, and shall be construed in accordance with, the laws of the Republic of Singapore.
11. In the event of any dispute, controversy or claim arising out of or relating to intellectual property pursuant to this engagement ("Intellectual Property Disputes"), all such disputes shall be referred by you or the University to and determined by the relevant body or committee appointed by the University in accordance with this clause and the provisions of the IP Policy. You irrevocably waive any objection which you may have now or in the future to the above dispute resolution method in respect of Intellectual Property Disputes.
12. In the event of any other dispute, controversy or claim arising out of or relating to this engagement other than Intellectual Property Disputes ("Other Disputes"), either party may refer that dispute to the Courts of Singapore who shall have exclusive jurisdiction.