


STUDENTS@PART-TIME WORK SCHEME APPLICATION FORM			
Student Name:	Tee Zhi Zhang	Student ID:	1005136
Programme/Course: (please circle one)	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Undergraduate</div> SHARP/STEP/MSSD/ MUSPP/M.Arch/M.ENG/MTD MIBD/NEED/PhD/ Others: _____	Year of Admission:	2020
Job Position & Brief Description of Work	Student Research Assistant. To analyse data and write software to support research.	Duration of Work: (no. of days/mths)	(Max 12 mths for each form) 5 months
Start Date: (MM/YY)	May 2024	End Date: (MM/YY)	Sept 2024
Category of work: (please circle one) Refer to page 4 for the respective categories.	Event management/ Administrative support/ IT & Lab Support (No tech skills needed)/ IT & Lab Support (Tech skills needed)/ <div style="border: 1px solid black; padding: 2px; display: inline-block;">Research related work/</div> Teaching related work	Payment rate: (per hour) Note: rate is paid in whole numbers (i.e., <u>no decimals</u>)	20
Declaration: <input checked="" type="checkbox"/> I have read and accepted the Terms and Conditions of the SUTD Students@Part-Time Work Scheme listed overleaf. <input checked="" type="checkbox"/> By submitting my application form, I agree to the Office of Student Life collecting, using and disclosing my personal data above for the purposes of administering my part-time employment on campus. <input checked="" type="checkbox"/> I have updated my bank account details in the Student Administration Management System (SAMS), through MyPortal. <input checked="" type="checkbox"/> I have agreed on the payment rate with my Project Investigator/Supervisor. <input checked="" type="checkbox"/> I am not graduating within the engagement period. Note: All claims will be paid to the designated bank account.			

Please read before signing:

- Students under the SUTD Students@Part-Time Work Scheme are allowed to work for a maximum of 16 hours per week during term time and a maximum of 36 hours per week during IAP, recess or vacation period (with reference to the Academic Calendar).
- International Students are only allowed to work for a maximum of 16 hours per week during term time in accordance with the Ministry of Manpower regulations (if you work for multiple Hiring Units, your combined work hours can only be a maximum of 16 hours per week during term time).
- If the above-mentioned hours are exceeded, students will only be paid up to the maximum hours allowable by the Scheme.

Signature of Student:		Date:	16 April 2024
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ENDORSEMENT BY HIRING DEPARTMENT

Project Investigator/Supervisor

Hiring Department is to agree with the applicant on the indicated payment rate. The indicated rate in this application form will be fixed throughout the applicant's engagement period.

Name of Faculty/Staff:		Department/Office of Faculty/Staff:	
Signature of Faculty/Staff:		Date:	

APPROVAL BY PAYMENT APPROVING AUTHORITY (PAA)

Hiring Department is to seek approval from the PAA of the Budget Center/PA Project which will be used to pay applicant. Please note that the same Budget Center/PA Project is to be used when submitting the timesheet for claims.

Name of PAA:		Department/Office of PAA:	
<u>Source of Funding</u>			
WBS:			
Signature of PAA:		Date:	

Hiring Department to send completed application form **at least 2 weeks prior** to the start of work to:

c/o STUDENTS@PART-TIME WORK SCHEME

ATTN: Norimah (norimah@sutd.edu.sg) from the Office of Student Life (OSL)

Note: Applicants can only start work after they receive the acknowledgement email from OSL.

Students@Part-Time Work Scheme (the “Scheme”) - Terms and Conditions

- Matriculated students¹ are allowed to work for a maximum of **16 hours** per week during term time and a maximum of **36 hours** per week during IAP, recess or vacation period with reference to the Academic Calendar (<https://www.sutd.edu.sg/academic-calendar>). Hiring SUTD departments are to ensure that the students working under their charge are to abide by the limits in accordance with the Academic Calendar. **Payment through the Scheme cannot be made if the Terms and Conditions are not adhered to.**

Period	Maximum hours that students can work per week
Term (Week 1 - 6; Week 8 - 14; Examinations)	16 hours
Term (Week 7 - Recess Week)	36 hours
IAP	36 hours
Vacation	36 hours
Internship (please refer to no. 2 for more information)	36 hours

- For students on the Scheme and concurrently on official internship endorsed by SUTD Career Development Centre (CDC) or the respective SUTD Graduate Programmes, the limits under Point 1 (above) would apply only to the work hours beyond the official internship hours.

Example 1:

<u>Official</u> Internship	Students@Part-Time Work Scheme	Remarks
A requirement of 40 hours of work each week by the employer (endorsed by CDC or the respective Graduate Programmes), during the internship period.	Hypothetically, 20 hours of part-time work at SUTD (the Scheme) on a specific week during the internship period.	A student can work, after internship hours, up to a <u>limit of 36 hours per week</u> . The student will be paid for the 20 hours of work through the Scheme.

Work hours for internships not endorsed by CDC or the respective Graduate Programmes (for graduation requirement) on the other hand, would count additionally towards the limits stated under Point 1.

Example 2:

Internship not endorsed by CDC or the respective Graduate Programmes or other forms of part-time work	Students@Part-Time Work Scheme	Remarks
Hypothetically, 20 hours of part-time work at a private company, on a specific week.	Hypothetically, 20 hours of part-time work at SUTD (the Scheme) on same week.	<u>Both jobs add up to 40 hours</u> , exceeding the stipulated weekly limit of 36 hours per week during IAP, recess or vacation period. The student will be called for enquiry as he/she is only eligible to work at SUTD for 16 hours that week.

- Graduate students** who are receiving any form of allowances or stipends from their scholarships, would have to verify their eligibility to work with the funding organisations. Students/Hiring SUTD departments are to check with

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

the respective Graduate Programme coordinators and/or sponsors on the student's eligibility to work and attach the supporting document during the application stage.

4. Students serving Leave of Absence are **not** allowed to work under the Scheme. Hiring SUTD departments are to check that the students being engaged are not serving any Leave of Absence at the point of application and their indicated work duration.
5. Hiring SUTD departments engaging students who are graduating are to email the Office of Student Life to check on the eligibility duration in which students can work under the Scheme.
6. Matriculated students' remuneration for work done under the Scheme is based on hourly rates. The rates for the respective categories of work can be found in the table below and takes effect from 22 January 2024. Please note that the payment rate is paid in whole numbers (i.e., no decimals).
7. Hiring SUTD departments are to ensure that there is sufficient budget before engaging students under the Scheme and can decide on the payment rate within the range under the respective categories. The rates that students will be receiving must be communicated to them during the application stage and will be fixed throughout the whole engagement period.

(Note: The remuneration for work done under official internships does not fall under this scheme.)

Categories of work	Undergraduate and Graduate (payment rate per hour)	Examples of scope (examples are non-exhaustive)
Event management	\$10 – \$15	Event related organisation - e.g., usher, emcee, photographer, event helper etc.
Administrative support	\$10 – \$15	General office related work - e.g., filing, printing etc.
IT & Lab Support (No tech skills needed)	\$10 – \$15	Lab preparation, lab inventory, coding of applications etc.
IT & Lab Support (Tech skills needed)	\$20 – \$30	
Research related work	\$20 – \$30	Perform literature reviews and media scans, conduct surveys, interviews and other types of fieldwork, parse and analyse research data, write software to support research projects, design and/or execution of experiments, design and/or execution of concepts to support a research project.
Teaching related work	\$20 – \$40	Class facilitation, tutoring, consultations/co-teaching, course preparation, course development and grading.

8. The hiring SUTD department staff is to submit the completed application form via email to the Office of Student Life (Attn: Norimah, norimah@sutd.edu.sg). For hiring SUTD departments engaging **Graduate students**, the supporting document stating student's eligibility to work in point no. 3 is to be submitted with the application form.
9. In the event that work is done for more than one department of the University, the combined hours of work per week should not exceed the maximum as stated under Point 1 above. Further, in accordance with the Employment

Act, students are not allowed to work more than 12 hours a day. Students are also not allowed to work for more than 6 hours without a break and for every 8 continuous hours of work, students are to take at least a 45-minute break for a meal.

10. Students working for multiple departments are to combine the work done for each month in ONE timesheet, i.e., if you worked for more than one department, you must have the various department supervisors endorse and sign on the same timesheet. Students are to submit **separate** requests (via CONCUR) for each department that work has been done using the **same** timesheet.
11. 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 inquiry.
12. 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.
13. 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.
14. Either party may terminate the engagement under this Scheme at any time by giving the other party at least 2 weeks' written notice. The hiring SUTD department is to update the Office of Student Life if the engagement is terminated.
15. These terms are governed by, and shall be construed in accordance with, the laws of the Republic of Singapore.
16. 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.
17. 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.