

24-Aug-2015

Li Gaofeng
Nanyang Technological University

Dear Li Gaofeng,

**STUDENT ATTACHMENT PROGRAMME AT THE INSTITUTE FOR INFOCOMM
RESEARCH (I2R)**

1. We are pleased to offer you a research attachment opportunity at the Institute for Infocomm Research (I2R) ("the Institute").
2. The terms and conditions of the attachment are as follows.
 - a) Attachment Period
24-Aug-2015 to 19-Aug-2016
 - b) Attachment Programme
Final Year Project
 - c) Allowance
No allowance shall be paid during the period of attachment. This is an attachment and you are not and shall not be construed as an employee of the Institute. You shall therefore not be entitled to any employment benefits.
 - d) Project Supervisor(s)
Ge Yu (I2R)
 - e) Duties
You agree to serve the Institute diligently and perform the duties assigned to you from time to time including but not limited to work relating to the Institute's parent body, A*STAR and its related research institutes.
 - f) Official Working Hours
42 hours per week (Monday - Friday)

Monday – Thursday: 8.30am – 6.00 pm
Friday: 8.30am – 5.30 pm
 - g) Benefits

You will be eligible to receive only those benefits specified in the attached Annex A that are applicable to you.

h) Discipline

You will be subject to and shall duly observe and abide by all Policies, rules and regulations of A*STAR and the Institute, including but not limited to the Institute's disciplinary rules and regulations.

i) Notice of Withdrawal from Attachment Programme / Termination of Service

The Institute may terminate your attachment by notice in writing should you (a) fail to comply with your obligations and undertakings as set out in this letter; or (b) fail to observe any of the terms and conditions of your attachment; or (c) be subject to any form of disciplinary action as determined by the Institute in its sole discretion. You shall, during the term of the attachment, comply with all directions of your supervisor and the officers of the Institute. You shall also comply with the prevailing rules and regulations at the Institute in particular those related to health and safety.

You or the Institute may terminate this contract at any time by giving the other party a written notice of termination in advance of the notice period.

Attachment Duration	Notice Period
2 months	2 weeks
>2 months	1 month

j) Exit Clearance

To ensure that you have duly returned all assets and property belonging to the Institute on or before your official last day of attachment, you will be required to complete your exit clearance.

The Institute will withhold the last payment of your allowance or any monies due to you until your exit clearance is completed. Further instructions on the clearance process will be communicated to you at least one (1) week before the last day of your attachment. Any outstanding allowance or monies payable to you will be credited into your bank account according to the following payment schedule

The latest of the following dates	Period	Payment date
1. Exit Clearance	1st to 15th of the current month	Last day of the current month
2. Last day of attachment	16th to the last day of the current month	Last day of the following month

1. The Institute reserves the right to cancel, add to, amend or change any of the terms of your attachment and all such terms will be binding. The Institute may at its sole discretion retract this offer at any time.
2. To accept this offer, please complete and return the enclosed forms to us.

3. This offer is conditional upon you being granted all necessary Governmental or other permits enabling you to commence your attachment at the Institute prior to the commencement of your Attachment Period, including the Ministry of Manpower granting you a Training Employment Pass, if applicable.
4. We look forward to welcoming you to the Institute.

Yours sincerely

Fey Tui Phin (HR)
Officer
Institute for Infocomm Research (I2R)
Agency for Science, Technology and Research

This is a computer generated document and no signature is required.

Encl :

Annex A: Service Benefits and Conditions

Annex B: Form of Acceptance

Annex C: Undertaking for Attachment

Annex D: Undertaking on Conflict of Interests

Annex E: Declaration on Code of Practice and Procedure relating to Integrity in
Research

Annex F: Personal Data Undertaking Statement

Service Benefits and Conditions

1. Allowance and Grants

Attachment Scheme	Allowance and Grants¹
ARAP	One-time Settling-in allowance: S\$1,000 One-time Airfare grant: S\$1,500
Others	Not applicable

¹Not subjected to CPF contributions

2. Housing Subsidy

Attachment Scheme	Housing Subsidy*
ARAP	Up to S\$500 per month for monthly rental amount beyond S\$500
SINGA	Up to S\$500 per month for monthly rental amount beyond S\$500
Others	Not applicable

*Terms and conditions apply

3. Annual Leave

Attachment Scheme	Annual Leave²
AGS	21 days
ARAP	21 days
SINGA	21 days
Others	Not applicable

²Pro-rated to the number of days actually served in the calendar year. Annual Leave cannot be carried forward to the following calendar year – all unused leave days shall lapse.

Please seek your supervisor's approval and inform the HR Student Administrator 2 weeks in advance. Annual leave taken in excess of the annual entitlement will be deemed as no-pay leave. No half day no-pay leave will be allowed.

4. Medical Leave

Attachment Scheme	Medical Leave³
AGS	14 days
ARAP	14 days
SINGA	14 days
Others	Not applicable

³Pro-rated to the number of days actually served in the calendar year. Medical leave taken in excess of the annual eligibility will be deducted from annual leave.

You are required to submit a copy of your Medical Certificate to the HR Student Administrator for medical leave application upon resumption of duty.

5. Medical Insurance

Attachment Scheme	Medical Insurance
AGS	Plan B of the Combined Insurance Programme (optional for AGS(Singapore) scholars)
ARAP	Plan B of the Combined Insurance Programme
SINGA	Plan B of the Combined Insurance Programme
Others	Not applicable

CONFIDENTIAL

Annex B

Form of Acceptance

To: Human Resource
Institute for Infocomm Research (I2R)

Dear Sir/Madam

FORM OF ACCEPTANCE

I, _____(Name) _____(NRIC), confirm that I
have received and have read I2R's attachment offer letter.

I confirm that I agree to and accept I2R's offer of attachment on the terms and
conditions of the attachment programme.

Signature of Li Gaofeng

Date: _____