

CONFIDENTIAL

23 September 2022

Mr Bulathsinalage Sankha Cooray
Block 1036 East Lodge
1 Albert Winsemius Ln
Singapore 126785

Dear Mr Cooray

RESEARCH ENGINEER IN THE DEPARTMENT OF COMPUTER SCIENCE

I have much pleasure, on behalf of the University, in offering you an appointment as a Research Engineer in the Department of Computer Science. The appointment is made under a grant for the project, '*Designing Intelligent Human-Computer Interfaces To Extend Cognitive Capabilities*' [A-8000299-00-00]. The appointment will be for a period of 1 year, and effective from the date on which you assume duty which should at the latest be on 2 December 2022. The effective date is conditional upon your completion of all pre-employment formalities.

The compensation package consists of the following:

- Annual base salary: S\$66,000, to be paid over 12 months
- Annual performance bonus: up to one month's salary, to be paid in January of the next year, following the prevailing eligibility guidelines for the annual review of academic staff

The benefits applicable to you under this appointment and the other terms of your appointment are specified in the Annex.

We hope you will accept this offer and look forward to receiving the Acceptance Form and other forms (enclosed) duly completed by you by **7 October 2022**, failing which this offer shall be deemed to have lapsed. Meanwhile, if you have any questions regarding the nature or the terms of the appointment, please contact me, the Principal Investigator of the project, Assoc Prof Suranga Chandima Nanayakkara, or the Head of Department.

The National University of Singapore offers a stimulating environment which I believe will enhance your academic career and provide opportunities for your continued professional growth. We look forward to welcoming you to NUS.

Yours sincerely,

Mohan Kankanhalli

Mohan S. Kankanhalli
Provost's Chair Professor and Dean
School of Computing

cc Head, Department of Computer Science
 Assoc Prof Suranga Chandima Nanayakkara, Department of Computer Science
 Senior Vice President and Chief Financial Officer, Office of Finance
 (Attn: Ms Ng Sock Hoon)
 Chief People Officer, Office of Human Resources

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In Process

Mr Bulathsinhelage Sankha Cooray
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1. **PROBATION**

- 1.1 There will be a probation period of three (3) months, starting from the date on which you assume duty, which may be extended if considered necessary by NUS.
- 1.2 Your employment will be automatically confirmed upon the end of the probation period unless you receive prior notice that:
 - (a) a further period of assessment is required; or
 - (b) your employment will lapse due to unsuccessful completion of probation.

2. **BENEFITS**

- 2.1 All benefits applicable to you under this appointment are subject to the terms and conditions of the relevant University schemes under which they are granted to you and, where applicable, to the terms and conditions set out below and may be revised from time to time in accordance with such terms and conditions. Such benefits shall be terminated automatically upon the expiry or earlier termination of your appointment.
- 2.2 The benefits applicable to you under this appointment are listed below and copies of the applicable University schemes are attached.
 - (a) Vacation leave based on 28 days in a calendar year, pro-rated to the number of days actually served. Please note that –
 - (i) Vacation leave not utilised in the year of entitlement may be carried forward to the next calendar year provided that the vacation leave thus carried forward may not exceed 28 days.
 - (ii) Vacation leave carried forward from one calendar year to the next shall not be utilised during the period of notice of resignation.
 - (iii) There will be no payment of salary in lieu of any unconsumed leave upon your leaving service.

The University's Policy on Leave Matters is available on the University's website at <https://share.nus.edu.sg/corporate/policies/hr2/benefits/policy-on-leave-matters.pdf> accessible upon assumption of duty.

(b) Medical and HealthChoice Policy

You will be placed on **Plan B1** under the Medical Benefits Scheme, subject to its terms and conditions.

Please note the following:

- (i) Your plan eligibility may be subject to change if your appointment changes.
- (ii) Your coverage under the Scheme will commence from the date on which you assume duty in the University, subject to your completion of all pre-employment formalities.

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- (iii) Should you wish to enrol your dependants (as defined in the Scheme), on a voluntary basis with a co-payment of the annual premiums payable, please provide us with the marriage and/or birth certificates within the first week of assuming duty. Thereafter, you will receive an email notification prompting you to make an e-enrolment. Please note that your dependants' coverage is subject to the acceptance of their enrolment, and will only commence from the date that you make the e-enrolment.

3. SALARY

- 3.1 Your salary will be paid monthly in arrears on or about the 18th day of each month, or any other day as the University may stipulate from time to time. Salary will be paid on a pro-rated basis for any incomplete month of service. The University will deduct from or set-off against your salary, such other amounts as may be due to the University as the University may be permitted to deduct or set off by law or by any rules of the University. The balance (if any) shall be paid to you in full satisfaction of the salary and you shall have no claim against the University in respect of any deductions made.
- 3.2 There will be no salary adjustment during the term of this contract. Any payment of allowances/bonuses or other payments are discretionary and will be based on your annual performance. Any allowance or other payments made will not be included in the computation of salary-based benefits such as bonuses.

4. CONFIDENTIALITY

- 4.1 "Confidential Information" means all information (whether recorded or not and in whatever form or media) relating to all or any part of the business, property, assets, technology, activities, services, financial affairs, management and administration of the NUS, including information relating to NUS' staff, students, donors, alumni, business or academic partners, clients, suppliers and any third party dealing with NUS. It shall not include information or material which (i) is now or becomes generally available to the public other than through a breach of your confidentiality obligations, (ii) was made known to you by a third party on a non-confidential basis prior to disclosure or availability to you pursuant to your employment with NUS, or (iii) you are required to disclose pursuant to any judicial order or law.
- 4.2 You shall not, except during and for purpose of the performance of your duties,
 - (i) directly or indirectly make use of, disclose, communicate or permit the disclosure or communication to any person of any Confidential Information; or
 - (ii) copy or reproduce, or permit others to copy or reproduce, in any form, media or device, any documents, data or other material containing or referring to Confidential Information.
- 4.3 You shall inform NUS immediately if you are required to disclose any Confidential Information to a third party pursuant to any judicial order or law and allow NUS to verify the same prior to your disclosure.
- 4.4 You shall return immediately to NUS upon its request all documents, data and other material (in whatever form or medium) held by you containing or referring to Confidential Information.
- 4.5 You shall indemnify and keep indemnified and hold harmless NUS against all losses, damages, costs or expenses which NUS may incur as a result of any unauthorized disclosure or use of the Confidential Information.

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- 4.6 Your obligations under this clause shall apply during and after your employment with NUS.

5. TERMINATION OF APPOINTMENT

- 5.1 During the probation period, your appointment may be terminated by either party giving the other not less than seven (7) days' notice in writing or by paying an amount equivalent to seven (7) days' salary in lieu of notice.
- 5.2 Subject to Clause 5.1, your appointment may be terminated by either party giving the other not less than one (1) month's notice in writing or by paying an amount equivalent to one (1) month's salary in lieu of notice.
- 5.3 The University may terminate your appointment immediately without prior notice and without payment of any compensation to you should you –
- (a) be convicted by a court of law of any crime which in the opinion of the University is likely to bring the University into disrepute; or
 - (b) in the opinion of the University, be guilty of insobriety or misconduct or gross impropriety; or
 - (c) fail to perform your duties and/or obligations or observe any of the terms and conditions of your appointment; or
 - (d) have your Employment Pass or other applicable work pass, whether issued on a temporary basis or otherwise, withdrawn or expire, or if an application for the renewal or extension of the said pass is refused by the relevant authority, whether final or subject to appeal; or
 - (e) be certified to be unfit to continue to be in the service of the University by a medical board appointed by the University.
- 5.4 The appointment shall be terminated automatically upon the cessation of the grant/project, for any reason.
- 5.5 You shall be responsible for any repatriation and other costs associated with your departure from Singapore upon termination of your appointment.

6. OTHER TERMS

- 6.1 This appointment is a full-time appointment and you are expected to serve the University exclusively and personally attend to all duties required of the appointment. Other paid work may be permitted provided it does not interfere with University duties, and is subject to the University's rules and regulations governing staff undertaking consultation/outside work which include the attached Conflict of Interest Policy, Consultation Work Scheme and Rules on Acceptance of Non-executive Directorships and Executive Directorships/ Managerial positions.
- 6.2 The University may effect interdepartmental transfers of staff members as it deems appropriate.
- 6.3 The terms of your appointment will be reviewed and revised if you acquire Singapore Permanent Residence or Singapore Citizenship. Please notify the University immediately on acquiring such status.

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- 6.4 You shall be bound by and conform with all policies, rules and regulations affecting University staff, as may be in force from time to time including, but not limited to,
- (a) policies, rules and regulations contained in the Staff Handbook, which is on the University's website at <https://staffportal.nus.edu.sg/staffportal/portal/acad-handbook.html> and accessible upon assumption of duty;
 - (b) the University's rules on intellectual property, as set out in the attached Policies relating to University Intellectual Property (NUS IP Policy 010109);
 - (c) the NUS Code of Conduct as attached; and
 - (d) the NUS Personal Data Notice for Staff as attached.
- 6.5 The terms of this appointment shall be subject to the governance and constitutional documents of the University and the provisions of all statutes, regulations, policies, procedures, rules and applicable legislation as may be in force from time to time.
- 6.6 This contract shall be governed and construed in accordance with the laws of Singapore and each party agrees to submit to the non-exclusive jurisdiction of the Singapore courts.
- 6.7 Any dispute or claim arising out of this appointment or its terms shall be referred to and finally settled by arbitration in Singapore in the English language, pursuant to the Rules of the Singapore International Arbitration Centre by which both parties agree to be bound.

7. CONDITIONS

The appointment is conditional upon -

- 7.1 the Ministry of Manpower granting you a work pass.

Foreigners (aged 15 and above) who have obtained in-principle approval of their work pass applications for stays of 6 months or more may be required to undergo a medical examination. The Ministry will notify you whether a medical examination is necessary when they grant you in-principle approval for a work pass. Where a medical examination is necessary, you may submit the Ministry's medical report form together with the University's medical report form (see Clause 7.2 below) at the same medical examination;

- 7.2 receipt by the University of a report on your medical fitness which is to the satisfaction of the University.

Please undergo a medical examination by a registered doctor and have the report completed in the format to be provided to you when the outcome of your work pass application is known. The University will reimburse you the cost of your medical examination, upon your presentation of original receipts. The cost of medical examinations incurred by your dependants (if any) will have to be borne by you.

Should you decide to have the medical examination done at the University Health Centre, please contact Office of Human Resources, Ms Jesslyn Ong at Jesslynong@nus.edu.sg to issue an online medical checkup authorization.

Mr Bulathsinalage Sankha Cooray
23 September 2022

8. ACCEPTANCE

If you accept the offer of appointment, please complete and return the following:

- Form of Acceptance
- Conflict of Interest Ad-hoc Declaration Form

Notes for information:

- (a) For information on your income tax liability, please access the website of the Inland Revenue Authority of Singapore (<http://www.iras.gov.sg>).
- (b) Information on relocation to Singapore can be obtained from the website of the Ministry of Manpower (<https://www.mom.gov.sg/working-in-singapore/living-in-singapore>).

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ACCEPTANCE FORM

To: Dean, School of Computing
National University of Singapore
Computing 1
13 Computing Drive
Singapore 117417

From: **Mr Bulathsinalage Sankha Cooray**
East Lodge, 1 Albert Winsemius Ln,
Address:
Singapore 126785
.....

(Attn: Ms Thwe Thwe Khaing, Ivy)

27 September 2022 | 12:04 PM SGT
Date

RESEARCH ENGINEER IN THE DEPARTMENT OF COMPUTER SCIENCE

1. I accept the offer conveyed in your letter of **23 September 2022**, on the terms and conditions specified in the letter and the Annex.
01 December 2022
2. I propose to assume duty on
3. In case of emergency, my next-of-kin to be contacted are, in order of priority:

First - Name: Mrs Manel Rodrigo
(Dr/Mr/Mrs/Ms)
Address: 154/2, Pathangiwatta
Moronthuduwa (12564)
Sri Lanka
Telephone no: +94382285298
Email address: p.i.manel.rodrigo@gmail.com
Relationship: Mother

Second - Name: Mr Noel Cooray
(Dr/Mr/Mrs/Ms)
Address: 154/2, Pathangiwatta
Moronthuduwa (12564)
Sri Lanka
Telephone no: +94763225595
Email address: bnoelcooray@gmail.com
Relationship: Father



.....
Signature

CONFLICT OF INTEREST DECLARATION FORM FOR NEW APPOINTEES

Name: Bulathsinalage Sankha Cooray Appointment: Research Engineer

Department(s): Information Systems and Analytics

A. GENERAL POINTS TO NOTE BEFORE COMPLETING THE FORM

A1. Please answer the questions on this form to the best of your knowledge.

On any declarations on this form, you will be advised on the appropriate resolution (if required) in accordance with the University's Policies and Guidelines.

B. Declaration on Staff Relations

B1. Do you have any known Family Relation¹ or other Relationship² with any job applicant/ staff of the University?

Yes ☐ No ☒

If 'Yes' to B1, please complete Table B1(a) below.

*Table B1(a). Job Applicant/ Staff Details³

Name of Job Applicant/Staff	Designation	Name of Department/Faculty/ School within the University	Nature of Job Applicant/ Staff's Family Relation ¹ or other Relationship ² with you

¹ "Family Relation" refers to your spouse, child, adopted child, stepchild, sibling or parent.

² "Relationship" refers to dealings with any person who you have or had a relationship with that would place you in a conflict of interest situation.

³ Where an asterisk (*) is reflected against an item on this declaration form, this item must be completed (if known).

C. Declaration on Commitments and Activities Outside the University

- C1.** When you become an employee of the University, will you have any position (whether paid or unpaid, and dormant or active) and/or undertake any consultation work with an organisation outside the University?

(Please also include positions in Private Education Institutions⁴, charitable organisations or in private practice.)

Yes ☐ No ☒

If 'Yes' to C1, please complete Table C1(a) below.

***Table C1(a). External Position/ Consultation Work Details**

Name of Company or Organisation	Position/ Designation	Brief Description/ Nature of work	Indicate whether during or after working hours	From (DD/MM/YY)	To (DD/MM/YY)	Number of days (1 day = 8 hours)	Amount of remuneration and/or details of benefits in kind

- C2.** Will you be involving any NUS students or staff in your outside commitments or activities (paid or unpaid) when you become an employee of NUS?

Yes ☐ No ☒

If 'Yes' to C2, please complete Table C2(a) below.

***Table C2(a). Student/Staff Details**

Name of Student/Staff	Student/Staff Number	Department	Details of work

⁴ The listing of Private Education Institutes is available at [https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-\(peis\)/pei-listing](https://www.tpgateway.gov.sg/resources/information-for-private-education-institutions-(peis)/pei-listing)

D. Declaration on Other Processes

- D1. Have you created, discovered, or reduced to practice an invention, product, process or other intellectual property that you anticipate will use the University's resources after you become an employee of the University?

Yes ☐ No ☒

If 'yes' to D1, please complete Table D1(a) below.

*Table D1(a). Invention Details

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- D2. Are there any other situations that you think would represent an actual or potential conflict of interest after you become an employee of the University?

Yes ☐ No ☒

If 'yes' to D2, please complete Table D2(a) below.

*Table D2(a). Other Conflict(s) of Interest

Details of the Conflict(s) of Interest
(Please be as detailed as possible and list separately for each conflict)

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform the University immediately of any changes therein.



Signature

Bulathsinghalage Sankha Cooray

27 September 2022 | 12:04 PM SGT

Date

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If 'yes' is answered by the new appointee to any of the questions on this declaration form, Sections E and F are compulsory before Section G is completed by the HR Partner to the appointment:

E. The section below is to be completed by the Reporting Manager:

E1. Comments and Recommendations:

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Name of Reporting Manager

Signature

Date

F. The section below is to be completed by the Reporting Manager's Manager (RM1):

F1. Comments and Recommendations:

In Process

Name of RM1 Signature Date

G. This section is to be completed by the HR Partner of the appointment:

This form is forwarded to OHR Shared Services on [insert date]

Name of HR Partner
of the appointment

Signature

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Updated 18 March 2021

Tips for completion of Acceptance Form

In the acceptance form, you are required to indicate the following:

- (i) Address
Please provide the full residential address of yourself and your 'Next-of-kin'.
- (ii) I propose to assume duty on
 - It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
 - The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include being granted a work pass by the Ministry of Manpower (MOM), medical examination clearance and your work pass successfully issued by the MOM.
 - In general, work pass application will take from about 3 to 8 weeks counting from submitting your application to the Ministry of Manpower (MOM) for review to receiving a reply from the MOM.
 - Upon the MOM's approval, we will receive an In-Principle approval (IPA) letter informing us on whether a medical examination is required. Please factor in about 1 week for the medical examination reports to be made available to you.
 - Please indicate a date after taking all the above-mentioned into consideration.
- (iii) 'Next-of-kin' contact
It refers to 2 family members' contact details. This can be a local or overseas contact details.

Tips for completion of Acceptance form

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- It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
- The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include being granted a work pass by the Ministry of Manpower (MOM), medical examination clearance, successful conversion from full-time to part-time candidature and successful issuance of your work pass by the MOM.
- In general, work pass application will take from about 3 to 8 weeks counting from submitting your application to the Ministry of Manpower (MOM) for review to receiving a reply from the MOM.
- Upon the MOM's approval, we will receive an In-Principle approval (IPA) letter informing us on whether a medical examination is required. Please factor in about 1 week for the medical examination reports to be made available to you.
- At the same time upon the MOM's approval, you are also required to submit your conversion to part-time candidature if you are a full-time student. Please factor in about 2 weeks for the part-time conversion approval to be made available to you. Please note that if you have submitted your thesis, you are still required to convert to part-time candidature.
- Please indicate a date after taking all the above-mentioned into consideration.

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 - The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include medical examination clearance which typically takes about 1 week for the medical report to be available.
 - Please indicate a date after taking the above-mentioned into consideration.
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 - The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include medical examination clearance and successfully convert from full-time to part-time candidature. Please factor in about 1 week for the medical examination reports and 2 weeks for the part-time conversion approval to be available. Please note that if you have submitted your thesis, you are still required to convert to part-time candidature.
 - Please indicate a date after taking all the above-mentioned into consideration.
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 - It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
 - The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include successful conversion from full-time to part-time candidature.
 - Please factor in about 2 weeks for the part-time conversion approval to be made available to you. Please note that if you have submitted your thesis, you are still required to convert to part-time candidature.
 - NUS pre-employment medical examination is not necessary.
 - Please indicate a date after taking the above-mentioned into consideration.
- (iii) 'Next-of-kin' contact
It refers to 2 family members' contact details. This can be a local or overseas contact details.

Tips for completion of Acceptance form

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Please provide the full residential address of yourself and your 'Next-of-kin'.

(ii) I propose to assume duty on

- It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
- The effective date for your assumption of duty is subject to the completion of all pre-employment formalities, which include being granted a work pass by the Ministry of Manpower (MOM), MOM medical examination clearance (if applicable), successful conversion from full-time to part-time candidature and successful issuance of your work pass by the MOM.
- In general, work pass application will take from about 3 to 8 weeks counting from submitting your application to the MOM for review to receiving a reply from the MOM.
- Upon the MOM's approval, we will receive an In-Principle approval (IPA) letter informing us on whether a medical examination is required. Please factor in about 1 week for the medical examination reports to be made available to you.
- NUS pre-employment medical examination is not necessary.
- At the same time upon the MOM's approval, you are also required to submit your conversion to part-time candidature if you are a full-time student. Please factor in about 2 weeks for the part-time conversion approval to be made available to you. Please note that if you have submitted your thesis, you are still required to convert to part-time candidature.
- Please indicate a date after taking all the above-mentioned into consideration.

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Tips for completion of Acceptance form

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Please provide the full residential address of yourself and your 'Next-of-kin'.
- (ii) I propose to assume duty on
 - It refers to the date of which you are proposing to assume duty with NUS. This date is an estimate and is subject to change.
 - No pre-employment medical examination is necessary.
- (iii) 'Next-of-kin' contact
It refers to 2 family members' contact details. This can be a local or overseas contact details.

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CONFLICT OF INTEREST POLICY FOR NUS STAFF

Policy Document Information				
Policy Document Category:	Administrative			
Policy Document Owner:	Office of Risk Management and Compliance (email: rmcsec@nus.edu.sg)			
Applies:	All Staff			
Effective Date:	1 December 2021			
Intended Use	Avoidance of Conflict of Interests, unless approved, is important to maintain independence and integrity in dealings of interests with the university. Staff is expected to declare all Conflict of Interests immediately.			
POLICY DOCUMENT HISTORY				
Version No.	Approved By	Approval Date	Effective Date	Policy Document Change
V2	President	25 November 2021	1 December 2021	Updated

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1 DEFINITIONS

Please refer to Appendix 1 for the definition of the various capitalised terms used in this Conflict of Interest Policy for NUS Staff. ("**Policy Document**").

2 OBJECTIVES

Avoidance of Conflict of Interests, unless approved, is important to maintain independence and integrity in dealings of interests with the university. Staff are expected to declare all Conflict of Interests immediately.

POLICY STATEMENTS

3 PRINCIPLES

- 3.1 The Policy applies to all staff (as defined in the NUS' Staff Disciplinary Procedures and Sanctions Policy) ("Staff"). A conflict of interest ("Conflict of Interest") occurs when there is a divergence between a Staff's private interests and his/her professional obligations to NUS, such that an independent observer might reasonably question whether the Staff's actions or decisions are determined by considerations of personal gain, financial or otherwise. For the avoidance of doubt, any reference to a "Conflict of Interest" can refer to either an actual or potential conflict of interest, and may be declared by the Staff or otherwise brought to the attention of NUS.
- 3.2 NUS is in a position of trust in relation to many external organizations. In addition, Staff have a responsibility to the government, donors, parents, students, and other sources of resources to use such resources prudently and ethically. Considerations for personal gain, financial or otherwise, must not influence the decisions or actions of Staff in carrying out their responsibilities to NUS.
- 3.3 Accordingly, Staff should be sensitive to situations which could raise questions of actual or potential conflicts between personal interests and NUS' interests. Staff should conduct their affairs so as to avoid or minimize such Conflicts of Interest, and must respond appropriately when Conflicts of Interest arise.
- 3.4 For the avoidance of doubt, the responsibility for avoiding or resolving (where the conflict cannot be avoided) the Conflict of Interest rests, in the first instance, with the Staff.
- 3.5 Deans, Heads and supervisors shall also be alert to situations or work arrangements that create or may create Conflicts of Interest and ensure that any Conflict of Interest is addressed.

4 INSTANCES OF CONFLICTS OF INTEREST

- 4.1 Staff must ensure that they do not place themselves in a position of Conflict of Interest (unless specifically allowed to do so by NUS or pursuant to any policy of NUS), including, but not limited to:

- a. avoiding situations in which their personal or financial interests conflict with those of NUS or which can interfere with their ability to make impartial decisions in the best interests of NUS;
- b. not directly or indirectly exploiting any business opportunities available to NUS for their own benefit, or for the benefit of 3rd parties with which they may be connected with;
- c. not pursuing any interests of their own within the context of doing their jobs that conflict with the interests of NUS;
- d. not accepting or engaging in any employment, consulting, public service, or pro bono work which can result in conflicts with an individual's primary commitment of time and energy to the University and/or which contravenes:
 - (i) the Consultation Work Scheme; or
 - (ii) Rules on Acceptance of Non-executive Directorships and Executive Directorships/Managerial Positions;
 unless prior approval/exception has been granted by NUS;
- e. avoiding situations and/or engaging in activities which may detract from the prestige and standing of the University or the professional stature of the Staff.

4.2 Any Conflict of Interest is to be avoided and must be immediately declared by the Staff.

There is no exhaustive list of situations that could potentially give rise to a Conflict of Interest. Examples of Conflict of Interest are provided below but not intended to be exhaustive:

Use of NUS Property/Information

- a. Using for personal gain or other unauthorized purposes any NUS-funded or supported property (including Intellectual Property), work products, results, materials, property records, or information, facilities and equipment ("NUS Property") (unless specifically allowed to do so by NUS or pursuant to any policy of NUS).
- b. Using for personal gain or other unauthorized purposes, University Data classified as NUS Confidential or NUS Restricted (as defined by NUS' Data Management Policy) acquired in connection with the Staff's NUS- supported activities.

Gifts & Meals

- c. Notwithstanding anything in NUS' Policy of Gifts and Meals, Staff must not accept from any 3rd party any Gifts or Meals if the acceptance of such Gifts or Meals would be perceived as an attempt to influence the Staff to make a decision in favour of that 3rd party or such other party at the request of the 3rd party.

Additional Commitments – Within NUS and with external parties

- d. Accepting any advisory (including non-executive directorships in a company) or consultative role, or position with a 3rd party (as an employee, executive director or in an executive/managerial role in a company, partnership or sole proprietorship),

whether for payment or otherwise which contravenes:

- (i) the Consultation Work Scheme; or
- (ii) Rules on Acceptance of Non-executive Directorships and Executive Directorships/Managerial Positions;

unless prior approval/exception has been granted by NUS.

- e. Part-time staff should seek the prior approval of their respective Heads by way of declaration on the on-line [Ad-hoc Declaration Form](#) for such roles if such roles present a Conflict of Interest or give the appearance of conflict with their responsibilities to NUS.

3rd Party Agreements

- f. Where the Staff has an interest in 3rd party entities who have an agreement or contractual relationship with NUS and/or:
 - (I) is involved in negotiating agreements (contractual or otherwise) between NUS and the 3rd party entities; and or
 - (II) is involved in giving approvals to transactions between NUS and the 3rd party entities.

Such interest in the 3rd party entities would include the Staff:

- (i) having a controlling equity interest in a 3rd party;
- (ii) having a substantial shareholding comprising of 5% or more shares or voting rights in the 3rd party company;
- (iii) being a director of the 3rd party;
- (iv) receiving some form of remuneration from a 3rd party; or
- (v) having a known family relation who falls under paragraphs (i), (ii), (iii), or (iv).

Employment of family relation and other relationship

- g. Be involved in the hiring, supervision and/or evaluation of the work performance of any known family relation or other relationship in NUS.

Involvement in research projects

- h. Where a Staff who is the Principal Investigator or a Co-Investigator, or where a Staff whose appointment is funded in part or whole by the research project, undertakes a consultancy on (i) a research project of NUS; or (ii) a research project where NUS is involved or otherwise affiliated.

5 STUDENT ACADEMIC AND ADMISSIONS PROCESSES

5.1 Notwithstanding anything in this Policy, if a Staff:

- a. (i) has access to the undergraduate and graduate admissions systems, (ii) is involved in any stage of the assessment process of undergraduate and graduate admissions (i.e. setting NUS Entrance Examination/Admissions Test questions, typing, printing, safekeeping and transporting of question papers, marking of examination answer scripts, entering, uploading or checking of marks, examination

processing, etc.), or (iii) is involved in conducting admissions, scholarships and financial aid interview and selection of an applicant; and has a known family relation or other relationship with an applicant;

OR

- b. has access to student academic-related systems and/or is involved in any stage of the assessment process of students (i.e. setting continuous assessment (CA) or examination questions, typing or printing question papers, safekeeping or transporting of question papers, marking of CA or examination answer scripts, entering, uploading or checking of marks, examination processing, etc.) and has a known family relation or other relationship with a student;

the Staff must declare such relationship in accordance with the process provided for such declaration.

6 APPLICATION OF OTHER NUS POLICIES

- 6.1 Staff are reminded to also comply with the following NUS policies which may result in a Conflict of Interest:

- a. The University's Code of Conduct
- b. Conflict of Interest Policy Relating to Spin-off Companies
- c. Consultation Work Scheme
- d. Rules on Acceptance of Non-executive Directorships and Executive Directorships/Managerial Positions
- e. Sponsorship by Industry
- f. Policies Relating to University Intellectual Property
- g. Policy on Acceptance of Gifts and Hospitality by Staff
- h. University Procurement Policy

- 6.2 Staff at Yale-NUS College are reminded to comply with the respective Yale-NUS College policies.

- 6.3 Staff who have an appointment at National University Hospital (NUH) / National University Health System (NUHS) are reminded to comply with the respective National University Hospital (NUH) / National University Health System (NUHS) policies.

7 DECLARATION OF CONFLICT OF INTEREST AND THE MANAGEMENT OF THE PROCESS

- 7.1 To protect NUS, its Staff and students against allegations relating to Conflict of Interest, Staff shall declare any Conflict of Interest during the online Annual Declaration of Conflict of Interest. If the Staff is aware of the Conflict of Interest outside the Annual Declaration period, he/she should declare the conflict in the on-line [Ad-hoc Declaration Form](#).
- 7.2 The President has tasked the Chief Risk Officer (CRO) and his Compliance Unit of the Office of Risk Management and Compliance (ORMC) to manage the annual and ad-hoc COI Declaration and System. The results of the declaration and testing will be reported to management and subsequently shared with the relevant sub committees of the Board of Trustees for their deliberations.
- 7.3 Major faculties, schools and administrative offices have appointed representatives within their departments to support its staff on COI Declaration matters. These representatives are

members of a COI committee working with the Compliance Unit.

8 EXCEPTIONS

- 8.1 At its discretion, NUS may grant an Exception.
- 8.2 All declarations of Conflicts of Interest and requests for an Exception to any Conflict of Interest shall be referred to and reviewed by the Compliance Unit and the COI committee, where needed. In its review, the COI committee may seek the inputs or assistance of appropriate Staff including but not limited to the respective Dean, Head and consult the respective Cluster Head (where necessary), Office of Human Resources (OHR), Senior Management and President. Upon its review, the COI committee shall inform the Staff of its decision and follow-up actions to be taken, if any. The COI committee may also co-opt other Staff to assist on any follow-up actions to be taken as appropriate. The COI committee will work in close consultation with the respective Dean and Head to ensure that follow-up actions (if any) are taken.

9 DECISION REVIEW ON EXCEPTIONS

- 9.1 If a Staff wishes to request that the COI committee reconsider its decision, the Staff should forward his/her request to their designated Reporting Manager. It would be helpful for the Staff to include in his/her request supporting reasons or any new information which would be assist the COI committee and Compliance Unit in its reconsideration.
- 9.2 In its reconsideration, the COI committee may seek the inputs or assistance of appropriate Staff, not limited to those who may have been consulted earlier. Upon reconsideration, the COI committee shall inform the Staff of the final outcome. No further request for review will be entertained and the decision of the COI committee shall be final and binding.

10 NON-COMPLIANCE AND SANCTIONS REGARDING CONFLICT OF INTEREST BREACHES

- 10.1 Non-compliance of Conflict of Interests policy is a breach of the Code of Conduct for NUS Staff. The non-compliance and sanctions are addressed in section 4.1 and 11 of the Code of Conduct for NUS Staff. Section 11 of the [Code of Conduct for NUS Staff](#) refers to the [Staff Disciplinary Procedures and Sanctions Policy](#).

GENERAL

11 REVIEW OF POLICY

- 11.1 This Policy Document shall be reviewed by the Policy Document Owner in accordance with the requirements set out in the University Policy Framework, or more frequently if deemed necessary by the Policy Document Owner. Any recommendation for changes to this Policy Document (whether amendments, repeal or otherwise) must similarly be carried out in accordance with the requirements of the University Policy Framework.

- 11.2 The University shall be entitled to revise, amend or update this Policy Document and to issue additional Policy Documents from time to time. All such revisions, amendments, updates and additions shall be deemed to be a part of this Policy Document. Any revisions, amendments, updates or additions to this Policy Document issued by the University may be published or notified through written notice, electronic mail, the University website, or such other form of communication as the University may deem appropriate.

12 QUERIES

All questions as to the interpretation of this Policy Document shall be referred to the Policy Document Contact.

13 INTERPRETATION

This Policy Document shall be read in conjunction with the University Policy Framework and any Related Documents. Capitalised terms used in this Policy Document that are not otherwise defined shall have the meanings given to them in the University Policy Framework and the Related Documents.

13.1 Headings

The headings of the provisions of this Policy Document are to facilitate reference only and do not form a part of this Policy Document, and shall not in any way affect the construction or interpretation thereof.

13.2 Inconsistency with this Policy Document

In the event of any inconsistency between the requirements set out in this Policy Document and those set out in the Related Documents and any other Policies, Procedures, Guidelines or other documents relating to the subject matter of this Policy Document, the requirements set out in this Policy Document shall prevail unless otherwise stated.

14 ADHERENCE TO POLICY DOCUMENT

Compliance with this Policy Document is mandatory and any failure to comply with this Policy Document (including any arrangements that are established under it) may, at the University's absolute discretion, be investigated and result in such corrective and/or disciplinary action(s) as the University deems fit.

15 RELATED DOCUMENTS

This document should be read in conjunction with the Related Documents set out in Appendix 2.

16 LIST OF APPENDICES

No.	Appendix
1.	Definitions
2.	Related Documents

In Process

APPENDIX 1

DEFINITIONS

In this Conflict of interest Policy for NUS Staff (this “**Policy Document**”), the following words shall have the following meanings:

“Cluster Head”	Refers to the Senior Deputy President & Provost, Deputy President (Research & Technology), Deputy President (Administration & Finance) or Deputy President, NUS Enterprise (Innovation & Enterprise) in relation to their respective clusters. For the purposes of the Staff Disciplinary Procedures and Sanction Policy, Deputy President (Admin & Finance) will be the designated Cluster Head for Staff whose Cluster Head is not the Senior Deputy President & Provost, Deputy President (Research & Technology) or Deputy President, NUS Enterprise (Innovation & Enterprise).
“Controlling Interest”	Refers to (a) holding directly or indirectly 15% or more of the total equity interest of the 3rd party, (although NUS may subsequently determine that a Staff whose total equity interest is 15% or more does not have a controlling interest); or (b) having a right to exercise, or exercises, the capacity to participate in decision-making, directly or indirectly, in relation to the financial and operating policies of the 3rd party.
“Dean”	Refers to the Dean of a Faculty, School or Programme of NUS. “Head” includes the Head of an academic Department or Director of an administrative office, institute, centre, unit or other subdivisions of teaching, research and administration of NUS.
“Family relation”	Refers to a person, means the person’s spouse, child, adopted child, step-child, sibling or parent.
“Financial Interest”	Refers to anything of monetary value gained (whether that value can be easily determined or not). Examples: salary, payments for services, ownership in assets, having equity, creditor or debtor interests in any organisation, intellectual property rights etc.
“Form of Remuneration”	Means the receipt, or expectation of receipt of any monetary value or monetary remuneration from a 3 rd party.
“Indirect”	Refers to ownership beneficially held through another investment, estate, trust or other intermediary. Shareholdings in publicly listed companies are excluded.
“NUS Property”	Any NUS-funded or supported property (including Intellectual Property), work products, results, materials, property records, or information, facilities and equipment.
“Related Documents”	All NUS Policy Documents, internal University legislation, external government legislation, websites, forms, templates, publications and other documents referred to in this Policy Document or related to the subject matter of this Policy Document, as amended and supplemented from time to time, including but are not limited to, the documents set out in Appendix 2 below.

"Relationship"	Refers to dealings with any person who you have or had a relationship with that would place you in a conflict of interest situation.
"Staff"	As defined in the NUS' Staff Disciplinary Procedures and Sanctions Policy

Interpretation

1. The word 'may' when used to bestow a duty or power indicates that the action or decision may be enacted or not, at discretion.
2. For the avoidance of doubt, the words 'must', 'shall' or 'will', if used to bestow a duty or power, indicate that the action or decision is mandatory and must be enacted.
3. A reference to the word 'including' in any form is not to be construed or interpreted as a word of limitation.

In Process

APPENDIX 2
RELATED DOCUMENTS

This Policy Document should be read in conjunction with the following Related Documents:

No	Name of Document
1	Code of Conduct for NUS Staff
2	Conflict of Interest Policy Relating to Spin-off Companies
3	Consultation Work Scheme
4	Rules on Acceptance of Non-Executive Directorships and Executive Directorships/Managerial Positions
5	Sponsorship by Industry
6	Policies Relating to University Intellectual Property
7	Policy on Acceptance of Gifts and Hospitality by Staff
8	University Procurement Policy
9	Yale-NUS College Policy Links
10	NUH/NUHS Conflict of Interest policy (NUHS-HAP-HRM-114)
11	Honorarium and Appointment of Directorship policy (NUHS-HAP-HRM-048)
12	Policies relating to *NUH/NUHS Intellectual Property

In Process

MEDICAL AND HEALTHCHOICE POLICY

Policy Document Information				
Policy Category:	Document	University-wide		
Policy Owner:	Document	Office of Human Resources		
Scope:		Applies to All Staff		
Effective Date:		1 July 2022		
POLICY DOCUMENT HISTORY				
Version No.	Approved by (Name, Designation)	Approval Date	Effective Date	Policy Document Change
V3	Kevin Chua, Chief People Officer	1 July 2022	1 July 2022	Minor Amendment
V2	Kevin Chua, Chief People Officer	1 January 2022	1 January 2022	Minor Amendment
V1	Kevin Chua, Chief People Officer	1 July 2021	1 July 2021	

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1 DEFINITIONS & INTERPRETATION

Please refer to Appendix 1 for the definition of the various capitalised terms used in this Medical and HealthChoice policy ("**Policy Document**").

2 RATIONALE & OBJECTIVES

2.1 Rationale:

The University places strong emphasis to support and protect the health and wellbeing of our staff through offering competitive medical related benefits.

2.2 Objectives:

This Policy Document provides an overall guidance on eligibility, benefits, exclusions, and administration of the Medical, HealthChoice and Maternity Benefit:

A. [Medical Benefits Scheme](#)

B. [HealthChoice Plan](#)

C. [Maternity Benefit](#)

3 SCOPE

This Policy Document applies to all Staff across the University based on their [appointment](#). Staff who are eligible* for medical benefits are covered under the **Medical Benefits Scheme**, **HealthChoice Plan** and **Maternity Benefit** where applicable.

*[Applicable to staff below age 70 when they join NUS](#)

A. MEDICAL BENEFITS SCHEME

4 MEDICAL BENEFITS SCHEME

4.1 The benefit plan year is from 1 July of the current year to 30 June of the following year.

4.2 The medical insurance plan provides coverage for medical treatment as follows:

A. **Outpatient:** expenses for outpatient consultation and treatment ([Panel GP Clinics](#))

B. **Hospital & Surgical:** expenses for surgical procedure and hospitalisation

C. **Major Medical:** expenses that exceed the Hospital & Surgical limits ([for staff only](#))

All reimbursement are subject to co-payment and annual limits (where applicable), please refer to the [Medical Plan Product Summary](#) for terms and conditions.

4.3 Staff eligibility will depend on the appointment on or before the start of the current plan year. Subsequent changes in appointment that result in changes to plan eligibility will only be effected in the next plan year. However, if a staff who is previously not eligible for medical benefits becomes eligible during the plan year, the staff will be placed on the medical plan from the effective date. Similarly, medical coverage will cease from the date that the staff becomes ineligible.

4.4 For staff whose appointments involve intermittent periods of resident service with NUS, only medical expenses incurred during the periods of resident service will be covered.

4.5 More information is available via the [FAQs](#).

Annual Premiums Co-Payment

4.6 Staff can opt to enrol their eligible dependant(s) on the medical plan at subsidised group premium rates. The annual premiums co-payment (after subsidy from NUS) are as follows:

Plan	Staff's Annual Premiums Co-Payment (Per Dependant)
A+	\$400
A	\$310
B1	\$235
B2	\$180

Premiums co-payment are non-refundable.

4.7 Dependant(s) can be enrolled on the same plan as the staff or a lower plan, but all covered dependant(s) must be placed on the same plan.

4.8 Premiums subsidised by NUS may be subject to income tax at prevailing rates, where applicable.

4.9 Staff who were on CCS and MSO schemes can refer to the [transition measures](#) for details.

Register Dependant(s)

4.10 Eligible dependant(s) refer to any of the following and they can be residing in **Singapore or Overseas**:

- (a) Legal Spouse of employee who is below age 70, whom employee is still legally married to and is not divorced or legally separated from.
- (b) Common Law Partner or Domestic Partner who is below age 70, and has been declared to and accepted by NUS.
- (c) Child(ren) aged between 15 days (or upon discharge from hospital, whichever is later) and 25 years, unmarried and unemployed. This may include legally adopted child(ren), step-child(ren), child(ren) of single parent and child(ren) of Common Law Partner.

4.11 Staff can update dependant's records with via the Cloud HR System ([CHRS](#)), with supporting documents required as shown in the table below. This should be done within the dependant(s) enrolment timeline imposed by the insurer, generally within 60 days of hire or marriage and 90 days from childbirth.

Information Required	Copies of Documents Required
<ul style="list-style-type: none">• Name of dependant• Identification number• Date of birth• Relationship to staff• Gender	<ul style="list-style-type: none">• Spouse: Marriage Certificate & Identity Card/ Passport• Child: Birth Certificate• Common Law Partner: Per MOM Guideline• Domestic Partner:<ul style="list-style-type: none">a) Confirmation Form; andb) Proof of shared residence / financial interdependence of at least 24 months (<u>any</u> of the following documents dated at least 24 months ago):<ul style="list-style-type: none">→ joint mortgage or joint tenancy on a residential lease;→ joint utility bills or separate telco bills showing same address;→ identity cards showing same address;→ joint bank or investment account statement;→ joint ownership of vehicle;→ mutual assignments of valid lasting powers of attorney, etc.• Identification number: <u>One</u> of the following documents: Identity Card/ Birth Cert/ Passport/ Work Pass/ Dependant Pass

Enrolment for Dependant(s)

4.12 Enrolment opens once a year for existing staff. Staff will receive an annual enrolment email from the NUS appointed benefits administrator before the start of a new plan year, typically in the month of May.

4.13 Eligible dependant(s)' coverage will be automatically renewed for the new plan year. No action is required if the staff wishes to keep the same coverage for their dependant(s). Otherwise, staff can enrol additional dependant(s), withdraw or make changes to their dependant's medical plan during this annual exercise. Dependant(s)' coverage or changes will be effective from 1 July of the year.

- 4.14 Enrolment is also open for new staff and new dependant(s) within the enrolment timeline imposed by the insurer, generally within 60 days of hire or marriage and 90 days from childbirth.
- 4.15 Dependant(s) coverage will be effective from hire date (new hire), from marriage registered date (new spouse) and 15th day from child's date of birth/upon discharge from hospital (whichever is later) (new born).
- 4.16 Staff will receive an invitation email from the NUS appointed benefits administrator about 2 weeks after they assume duty or after their dependant(s) records are registered with OHR. If dependant(s) records are not updated within the [timeline](#), staff will not be able to enrol them until the next plan year.
- 4.17 Enrolment for dependant(s) who are residing **overseas** should be done during the same window period / timeline stated above. Otherwise, the staff will not be able to enrol them until the next plan year.
- 4.18 Staff should access the [Medical & HealthChoice portal](#) to complete the enrolment within the window period stated on the portal. After the window period, enrolment or changes to dependant's medical coverage can only be done in the next plan year.

Insurance Underwriting

- 4.19 New staff aged 70 to 75 are required to provide [health information](#) to the insurer for underwriting upon hire.
- 4.20 Existing staff and/or enrolled dependant(s) aged 75 or above are required to provide [health information](#) to the insurer for underwriting annually.
- 4.21 Depending on results of the underwriting, the insurer may:
- A. Accept staff and/or dependant on standard terms;
 - B. Accept staff and/or dependant with exclusion or benefit limitation/restriction; or capping for specified conditions; or
 - C. Decline insurance cover for staff and/or dependant.

If staff insurance cover is declined, all dependant(s) insurance cover will cease.

No Pay Leave

- 4.22 Staff on no-pay leave will be covered under the medical insurance for the first 6 months of no-pay leave (NPL), after which insurance cover will cease for staff and dependants, and any unused HealthChoice points will be forfeited.
- 4.23 During the first 6 months of no-pay leave, staff will have to pay for medical expenses upfront (including panel clinics), and seek reimbursement via the Medical & HealthChoice portal.
- 4.24 Upon return from no-pay leave exceeding 6 months, staff and eligible dependant(s) will need to be re-enrolled on the applicable medical insurance plan (subject to terms and condition of appointment).

Panel Clinics and Medical eCards

- 4.25 Staff can access the Medical & HealthChoice Portal via <http://healthchoice.nus.edu.sg> or scan the QR code. Click on "Panel Clinics Locator & Medical eCard", to locate Panel Clinics and retrieve Medical eCards for themselves and enrolled dependant(s). Screenshot of eCard is acceptable at the panel clinics.

It will take up to 3 weeks after staff commence work or upon dependant's enrolment for the account to be fully set up with the insurer.



[List of Panel GP Clinics](#)

- 4.26 Staff and enrolled dependant(s) are only required to make co-payment when they present the medical eCards at panel clinics. However, full payment is still required for services which are not on cashless arrangements (e.g. mental wellness related expenses) and for non-reimbursable or exclusion items. The insurer or NUS reserves the right to recover any amount not payable from the staff.
- 4.27 For visits to [hospitals](#), polyclinics, non-panel clinics or visit to panel clinics when medical eCard is not ready, staff should make full payment upfront and seek reimbursement accordingly.

Telemedicine (WhiteCoat)

- 4.28 AIA has partnered with [WhiteCoat](#), a digital healthcare provider, to provide telemedicine services via video consultation, for treatment of common health conditions or symptoms.
- 4.29 Staff can download the "WhiteCoat Mobile App" to create an account. WhiteCoat will use the following information to validate if you are covered under AIA Corporate Insurance.
- A. Identification number registered with NUS **OR** the 10-digit AIA Member ID (can be found on the Medical Card); **AND**
- B. Date of Birth



[A Guide to Using the WhiteCoat App](#)

- 4.30 Once you have successfully added the "AIA Corporate Insurance" Profile, you are only required to make co-payment for your consultation and the prescribed medication will be delivered to you.
- 4.31 The medical and delivery expenses will be included as part of your S\$5,000 annual outpatient limits, subject to terms and conditions of the insurance. However, if you rescheduled for a second delivery, the additional delivery cost will be payable by you.
- 4.32 If validation is not successful, or if your dependant is not enrolled to AIA Corporate Insurance, you can still proceed to consult the doctor under the "retail" profile. You will have to make full payment upfront and seek reimbursement (if applicable).

Co-Payments

4.33 Co-payments are summarised as follows, subject to annual limits of policy:

Clinic Type	Staff/Dependant (Co-Pay per visit)	Insurance Cap (Per visit)
Polyclinic	\$5	No
Panel GP Clinics	\$10	No
Non-Panel GP	\$10	\$25
Teleconsultation (WhiteCoat)	\$10	No
Panel / Non-Panel Specialist* (referral from panel GP / non-panel GP / polyclinic / A&E)	\$25	No
Panel / Non-Panel Specialist (no referral)	Not payable	Not payable
A&E in Singapore or Overseas Hospitals	\$10	\$120
Overseas Non-emergency GP Visit	\$10	\$25
Overseas Non-emergency Specialist Visit	\$10	\$100

*Visit to specialist must be referred by a registered medical practitioner. This referral is typically valid for 1 year from the date you first consult the specialist.

If there is a need for extended period of treatment beyond a year, please obtain a memo from your specialist for claims assessment. The memo should indicate your current medical condition/ diagnosis and the type of treatment required.

Referral letter is waived for outpatient Paediatrician's visit (children below 7 years old).

Letter of Guarantee (LOG or LOG-PLUS)

- 4.34 The LOG is issued by the insurer to selected hospitals and medical institutions for partial waiver of upfront cash deposit in the event of hospitalisation and/or surgery. If you have a Medisave account, you are also required to sign the Medisave Authorisation Form when you are using the LOG.
- 4.35 The insurer may not issue LOG for non-covered treatment/medical conditions under the policy, or if the hospital/medical institution has no LOG facility with the insurer.
- 4.36 The insurance of LOG is not an admission of claim liability. Claims are still subject to insurer's assessment in accordance to the terms and conditions of the policy contract, upon receipt of complete documentation. It is the staff's responsibility to settle any amount not payable with the hospital directly.
- 4.37 For scheduled surgery, please write to the insurer 2 weeks in advance. The insurer will perform an interim assessment of your admission and provide a LOG amount closer to the estimated bill size, up to your benefits limits/balance.
- 4.38 In the event that incomplete information/insufficient time is provided to the insurer, a standard LOG of S\$10,000 will be issued.

Standard LOG - S\$10,000

- 4.39 Please call Mercer Service Centre at +65 6797-9613 (Client Code 8787) > Press 2 to connect to AIA LOG Team.

Provide the required information to AIA, once the request is approved, a standard LOG of S\$10,000 will be issued to hospital.

Information of Patient: <ul style="list-style-type: none">• Full name• Staff number• NRIC No/Passport No• Gender• Date of Birth• Date of Hire• Contact number• Relationship to Staff (if patient is a dependant)	Information of medical condition: <ul style="list-style-type: none">• Name of Hospital• Name of Doctor (if available)• Date of admission• Nature of illness/injury• Hospital contact person• Estimated bill size
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LOG-PLUS - beyond S\$10,000

- 4.40 Please write to the insurer 2 weeks prior to your scheduled surgery.

Complete the [AIA LOG-PLUS Request Form](#). All details in the form must be duly completed and signed by the Principal Doctor and Insured Member.

Send the completed form and all supporting document to sg.eb.logrequests@aia.com.

AIA will perform an interim assessment of your admission and provide a LOG amount closer to the estimated bill size, up to your benefits limits/balance.

In the event that your admission duration has to be extended due to further treatment, please complete the [AIA LOG-PLUS Top-Up Form](#). All details in the form must be duly completed and signed by Principal Doctor and Insured Member.

B. HEALTHCHOICE PLAN

5 HEALTHCHOICE PLAN

- 5.1 The HealthChoice plan is an integral part of the medical insurance plan extended to eligible staff. Staff will be allocated 500 HealthChoice points (1 HealthChoice point = S\$1) on a plan year basis.
- 5.2 The benefit plan year is from 1 July of the current year to 30 June of the following year. HealthChoice points will be pro-rated for new staff by months.
Example: If a staff join in October (all dates inclusive), HealthChoice points = $500/12 \times 9 = 375$.
- 5.3 HealthChoice points can be used to offset medical insurance premium co-payment for enrolled dependant(s) and for a list of approved health and wellness related items.
- 5.4 HealthChoice points of current plan year, if unutilised, will be carried forward and credited in September of the following plan year. The carried forward points, if unutilised, will be forfeited by end of the following year.

Tax and Provident Fund

- 5.5 HealthChoice items will be subject to income tax and CPF contributions at prevailing rates, where applicable.

HealthChoice Items

- 5.6 Following are the list of approved health and wellness related items under HealthChoice. More information is available via the [FAQs](#).

No	Claims Item Description	Staff / Spouse / Child	
		Income Tax	CPF
1	Dental	X	X
2	Traditional Chinese Medicine (TCM Practitioners Board)	X	X
3	Outpatient Medical Expenses (not paid by insurer)	X	X
4	Health Screening & Vaccinations	X	✓
5	Alternative Medical Treatment	X	✓
6	Vision	✓	✓
7	Vacation	✓	✓
8	Sports & Fitness	✓	✓
9	Health & Wellness	✓	✓
10	Personal Medical and Life Insurance Premiums	✓	✓

For other dependants (apart from spouse and child), taxation and CPF apply to all claim items.

Note: [Dependants have to be registered](#) with OHR but do not need to be enrolled on the medical insurance plan. Please ensure their information is [updated in CHRS](#).

6 MEDICAL AND HEALTHCHOICE CLAIMS SUBMISSION

6.1 Staff can submit claims through the the Medical and HealthChoice Portal via <http://healthchoice.nus.edu.sg> or scan the QR code.



6.2 The claims types are as follows:

Claims Types	Claims Method	Retain Originals
HealthChoice	Paperless: upload soft copy of receipts or document: ✓ Scan a copy or ✓ Take a photo	For 1 year
Medical: • Outpatient (GP/Specialist) • Inpatient (Hospitalisation & Surgical)		For 6 months

Note: The benefits plan year is from 1 July of the current year to 30 June of the following year.

Staff can refer to the [Claims Workflow](#) and Video Guides in the [Medical and HealthChoice Portal](#) for details instructions and supporting documents required. Staff have to retain original receipts for verification purposes.

6.3 HealthChoice claims submit by **20th** of the current month will be reimbursed via payroll in the following month.

6.4 Medical Outpatient, Hospitalisation & Surgical claims will take up to **4 weeks** to process upon receipt of complete documents. Approved claims will be paid by the insurer via GIRO.

Claims Submission Timeline

6.5 The claims submission timelines are as follows:

Example: For expenses incurred from 1 July 2022 to 30 June 2023.

Claims Types	Submission Timelines
HealthChoice	Submit claims by mid-July 2023.
Medical	Submit claims within 6 months from incur date or by September 2023, whichever is earlier.

Please look out for HR announcement nearer the date as late submissions will not be processed.

7 MEDICAL AND HEALTHCHOICE ENQUIRIES

7.1 For assistance:

Email nus-enquiry@mercermarshbenefits.com or

Call Mercer Contact Centre at: [+65 6797-9613](tel:+6567979613) (Client Code: 8787).

Press 1: Enquiry on HealthChoice, Medical Insurance Benefits and Dependant's Enrolment

Press 2: Request Letter of Guarantee (LOG) from Insurer

8 RELATED DOCUMENTS

8.1 The Medical Benefits Scheme and HealthChoice Plan Document should be read in conjunction with the following Related Documents:

No	Name of Document
1	Medical & HealthChoice Portal
2	Medical Plan Eligibility
3	Medical Plan Product Summary
4	Panel Clinics
5	Claims Workflow
6	Health Declaration Form
7	Medical Claim Form (for private/oversea hospitals & clinics)
8	AIA LOG-Plus Request Form
9	AIA LOG-Plus Top-Up Form
10	Business Reply Envelope
11	Transition Measures
12	FAQs

B. MATERNITY BENEFIT

9 MATERNITY BENEFIT

- 9.1 The provision of maternity benefit helps staff members defray cost related to childbirth expenses, and is funded centrally.
- 9.2 This benefit applies to eligible National University of Singapore (NUS) full-time and part-time staff with at least three (3) months of service with the University who are eligible for leave benefit and/or medical insurance benefit.
- 9.3 This maternity benefit is not applicable to contingent staff, part-time teaching staff and adjunct staff.

Benefit Amount and Eligibility

- 9.4 An eligible staff member who has (or whose spouse has) given birth to a child on or after 1 January 2022 can claim a cash benefit of SGD3,000.
- 9.5 Staff member must have at least three (3) months of service with NUS before the child is born.
- 9.6 If both spouses are employed by the University and are eligible for this benefit, only one of the staff members can claim and not both.
- 9.7 The cash benefit is provided per delivery (twins/triplets etc are considered as one delivery).
- 9.8 The benefit must be claimed within twelve (12) months from the child's date of birth. Late claim submissions will not be processed for payment.

Tax and Provident Fund

- 9.9 The maternity benefit is subject to income tax and CPF contribution at prevailing rates, where applicable.

10 MATERNITY BENEFIT CLAIMS SUBMISSION

- 10.1 Update your child's information via [CHRS](#). You may refer to the [Quick Reference Guide](#) for details on how to update child's record.
- 10.2 Once your child's information is approved, submit the Maternity Benefit Claim via [CHRS](#):
 - (a) Click on the tile "My Profile"
 - (b) Click on "Benefits" on the orange header
 - (c) At the Benefits Entitlement Portlet, click on "Go to Benefits"
 - (d) Under Reimbursements for Maternity Benefits, click on "Start a Claim"
 - (e) Select the child whom you are claiming the benefit for and complete the required information
 - (f) Click on "Save" and "Confirm" to submit the claim
- 10.3 Once your claim is approved, you will receive payment in the next available payroll.

B. GENERAL

11 REVIEW OF POLICY DOCUMENT

- 11.1 This Policy Document shall be reviewed by the Policy Document Owner in accordance with the requirements set out in the University Policy Framework, or more frequently if deemed necessary by the Policy Document Owner. Any recommendation for changes to this Policy Document (whether amendments, repeal or otherwise) must similarly be carried out in accordance with the requirements of the University Policy Framework.
- 11.2 The University shall be entitled to revise, amend or update this Policy Document and to issue additional Policy Documents from time to time. All such revisions, amendments, updates and additions shall be deemed to be a part of this Policy Document. Any revisions, amendments, updates or additions to this Policy Document issued by the University may be published or notified through written notice, electronic mail, the University website, or such other form of communication as the University may deem appropriate.

12 QUERIES

All questions as to the interpretation of this Policy Document shall be referred to the Policy Document Owner.

13 INTERPRETATION

13.1 Headings

The headings of the provisions of this Policy Document are to facilitate reference only and do not form a part of this Policy Document, and shall not in any way affect the construction or interpretation thereof.

13.2 Inconsistency with this Policy Document

In the event of any inconsistency between the requirements set out in this Policy Document and those set out in the Related Documents and any other Policies, Procedures, Guidelines or other documents relating to the subject matter of this Policy Document, the requirements set out in this Policy Document shall prevail unless otherwise stated.

14 ADHERENCE TO POLICY DOCUMENT

Compliance with this Policy Document is mandatory and any failure to comply with this Policy Document (including any arrangements that are established under it) may, at the University's absolute discretion, be investigated and result in such corrective and/or disciplinary action(s) as the University deems fit.

15 EXCEPTIONS TO THIS POLICY DOCUMENT

Any exceptions to the requirements of this Policy Document requires prior written approval from President (or such other appropriate senior management personnel as the President may from time to time designate) and such approval will only be granted in very exceptional circumstances.

16 RELATED DOCUMENTS

This document should be read in conjunction with the Related Documents set out in Section 8.

17 LIST OF APPENDICES

No.	Appendix
1.	Definitions

In Process

APPENDIX 1 DEFINITIONS

In this Medical and HealthChoice policy (this “**Policy Document**”), the following words shall have the following meanings:

“Related Documents”	All NUS Policy Documents, internal University legislation, external government legislation, websites, forms, templates, publications and other documents referred to in this Policy Document or related to the subject matter of this Policy Document, as amended and supplemented from time to time, including but are not limited to, the documents set out in Section 8.
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Interpretation

1. The word ‘may’ when used to bestow a duty or power indicates that the action or decision may be enacted or not, at discretion.
2. For the avoidance of doubt, the words ‘must’, ‘shall’ or ‘will’, if used to bestow a duty or power, indicate that the action or decision is mandatory and must be enacted.
3. A reference to the word ‘including’ in any form is not to be construed or interpreted as a word of limitation.



**PRODUCT SUMMARY FOR
GROUP MEDICAL OUTPATIENT,
GROUP HOSPITAL & SURGICAL INSURANCE
AND GROUP MAJOR MEDICAL INSURANCE**

Name of Policyholder(s) : National University of Singapore (NUS)
Duke-NUS Graduate Medical School Singapore (GMS)
NUS High School of Mathematics and Sciences (NUSHS)

Policy Period : 01 July 2021 – 30 June 2022 (Both days inclusive)

NUS Group Medical Outpatient, Group Hospital & Surgical and Group Major Medical Insurances are medical expense insurance plans that seek to reimburse the outpatient and inpatient expenses incurred by an employee and his specified dependants.

Depending on the plan coverage, the company will pay the reasonable expenses incurred for the Insured Person's necessary medical treatment subject to the limits of compensation set out in the Benefits Schedule below.

POLICY SCHEDULE OF BENEFITS

(A) Group Medical Outpatient

	BENEFITS	LIMITS OF COMPENSATION
	OUTPATIENT CARE:	Overall limit of \$5,000 per Policy Year per Insured Person [For Items 1 to 6]^{7 & 8}
1.	Outpatient Primary Care :	Consultation, medication, basic diagnostic tests, x-rays and procedures
a.	Panel GP Visit ¹	\$10 ² co-payment per visit
b.	Non-Panel GP Visit	\$10 ² co-payment per visit, reimburse up to \$25 per visit
c.	Government Polyclinics	\$5 ² co-payment per visit
2.	Outpatient Specialist Care	Consultation, medication, basic diagnostic tests, x-rays and procedures
a.	Panel Specialist Visit ¹ / Non-Panel Specialist Visit (With referral letter from Panel / Non-panel Clinics, Polyclinics or A&E)	\$25 ² co-payment per visit
b.	For Panel Paediatrician Visit / Non-Panel Paediatrician Visit (Waiver of referral letter for children below 7 years old)	\$25 ² co-payment per visit
c.	Specialist Visit without referral letter	Not covered
3.	Emergency Outpatient Care (Accident & Emergency Treatment in Singapore or overseas)	\$10 ² co-payment per visit, reimburse up to \$120 per visit <i>Enhancement from \$100 to \$120 wef 1 July 2021</i>
4.	Overseas Claims	
a.	Non-Emergency Outpatient Primary Care	\$10 ² co-payment per visit, reimburse up to \$25 per visit
b.	Non-Emergency Outpatient Specialist Care	\$10 ² co-payment per visit, reimburse up to \$100 per visit
5.	Outpatient Mental Care (waiver of referral letter) ³	\$10 ² co-payment per visit, reimburse up to \$1,000 per policy year
6.	Teleconsultation (Whitecoat)	\$10 ² co-payment per visit

Notes:

- 1 Acceptance of medical card for Cashless Facility, subject to co-payment.
- 2 The co-payment includes Goods and Services Tax (GST), where applicable.
- 3 This benefit is on pay and reimbursement basis.
- 4 Includes Phototherapy, hand therapy, occupational therapy, immunotherapy (non-cancer related medical condition) or any other form of therapy and physiotherapy as recommended by doctors to be effective treatments for medical conditions.
Enhancement wef 1 July 2021
- 5 Includes eye drops/eye sterile wipes as prescribed by attending ophthalmologist/eye specialist for an eye medical condition.
Enhancement wef 1 July 2021

(B) Group Hospital & Surgical

GROUP HOSPITAL & SURGICAL (Maximum per Policy Year per Insured Person)^{7 & 8}				
	Plan A+	Plan A	Plan B1	Plan B2
	S\$	S\$	S\$	S\$
Highest Ward Eligibility ³				
1. (a) Room & Board ² (max. 120 days, inclusive of ICU) ¹	1 Bedded Private	1 Bedded GRH	4 Bedded GRH	5&6 Bedded GRH
(b) Intensive Care Unit (ICU)	10,000	10,000	10,000	10,000
<u>Inpatient Benefits</u>				
2. Other Hospital Services				
3. Surgical Benefits				
4. Daily In-Hospital Doctor's Consultation (max. 120 days)				
<u>Outpatient Benefits</u>				
5. (a) Pre-Hospitalization Specialist Consultation (within 120 days prior to admission) Pre-Hospitalization Diagnostic X-ray and Laboratory Fees (within 120 days prior to admission) (b) Post-Hospitalization Treatment (within 120 days of discharge)	45,000	40,000	35,000	30,000
6. Death Benefit	5,000	5,000	5,000	5,000
7. Outpatient Kidney Dialysis/Cancer Treatment (including chemotherapy, immunotherapy, radiotherapy, erythropoietin and cyclosporine) (max. per policy period)	20,000	15,000	10,000	8,000
8. Miscarriage Benefit including ectopic pregnancy	1,500	1,500	1,500	1,500
9. Surgical Implant	7,000	7,000	3,000	3,000
10. Inpatient Mental Care ⁶	10,000	10,000	10,000	10,000
11. Emergency Out-patient Treatment (Accident) <small>Enhancement wef 1 July 2021</small>	2,000	2,000	2,000	2,000
Co-Insurance ⁴	10%	10%	10%	10%
12. Pro-ration Factor ⁵ (Payable by Insurer)				
– Private or Overseas Hospital	N/A	65%	50%	25%
– Restructured Hospital – Class A	N/A	N/A	85%	35%
– Restructured Hospital – Class B1	N/A	N/A	N/A	45%
– Restructured Hospital – Class B2	N/A	N/A	N/A	N/A
Notes: 1 Limit Any One Disability. 2 As charged means Room & Board will be reimbursed as per your bill for all admissible claims up to your highest ward eligibility, subject to co-payment. No inner limits shall apply. 3 Please refer to Singapore Ministry of Health website www.moh.gov.sg for information on different wards and hospitals in Singapore 4 Co-insurance shall apply to items 1 to 5b, 7 to 11. 5 Pro-ration factor shall apply to items 1 to 5b, 7 to 9 for hospitalization in wards higher than the member's selected/accepted insured plan. No pro-ration factor will be applied to (a) day surgery, (b) outpatient kidney dialysis and cancer treatment received from a Govt/Rest. Hospital and (c) non voluntary upgrading / upgrade to higher ward by the hospital due to no entitled room available. 6 Includes all inpatient expenses, room and board and pre/post-hospitalization expenses in relation to Inpatient Mental Care treatments. No separate payout under Item 1 - 5. 7 includes Phototherapy, hand therapy, occupational therapy, immunotherapy (non-cancer related medical condition) or any other form of therapy and physiotherapy as recommended by doctors to be effective treatments for medical conditions. <small>Enhancement wef 1 July 2021</small> 8 includes eye drops/eye sterile wipes as prescribed by attending ophthalmologist/eye specialist for an eye medical condition. <small>Enhancement wef 1 July 2021</small>				

(C) Group Major Medical (For Employee Only)

GROUP MAJOR MEDICAL (Maximum per Policy Year per Insured Person)				
	Plan A+	Plan A	Plan B1	Plan B2
	S\$	S\$	S\$	S\$
Highest Ward Eligibility ³				
1. Room & Board (from 121 st day onwards)	1 Bedded Private	1 Bedded GRH	4 Bedded GRH	5&6 Bedded GRH
2. In-Hospital Benefit <i>Eligible expenses per basic GHS provided</i> a. Other Hospital Services b. Surgical Benefits c. Daily In-Hospital Doctor's Consultation (max. 120 days) <i>Enhancement from \$20,000 to \$45,000, \$40,000, \$35,000, \$30,000 respectively wef 1 July 2021</i>	45,000	40,000	35,000	30,000
3. Deductible	Basic GHS			
4. Parental Accommodation <i>Maximum per day, up to 120 days per policy year</i>	100	100	100	100
5. Home Nursing <i>Maximum per day, up to 30 days per policy year (by registered nurse immediately following hospitalization and upon the recommendation of the attending physician)</i>	100	100	100	100
6. HIV Due to Blood Transfusion and Occupational Acquired HIV	10,000	10,000	10,000	10,000
Co-Insurance (applicable for item 1 to 6, excluding 3)	20%	20%	20%	20%
Overall Maximum Benefit payable per Policy Year (item 1 & 2)	45,000	40,000	35,000	30,000

POLICY BENEFITS DESCRIPTION

(A) Group Medical Outpatient

1. Outpatient Primary Care

a. Panel General Practitioner Clinics

As a result of Sickness or Injury, an Insured Member shall receive care and treatment from a Panel General Practitioner at his clinic, or from a Government Polyclinic, the Company shall pay the expenses incurred from the Panel Clinic or reimburse for expenses incurred at a Government Polyclinic, subject to the Co-payment or Deductible Amount if applicable.

b. Non-Panel General Practitioner Clinics

If an Insured Member shall incur expenses for care and treatment performed by a non-panel Registered General Practitioner or by a non-panel overseas Registered General Practitioner and if such services are included in the Schedule of Coverage, the Company shall pay for such expenses up to the maximum amounts specified in the Policy Schedule of Benefits.

2. Outpatient Specialist Care

Outpatient Specialist Consultation and Diagnostic X-ray Laboratory Tests

If an Insured Member referred by General Practitioner incur expenses for the following treatments, the Company shall pay for such expenses up to the maximum amounts specified in the Supplementary Contract Schedule subject to the Co-payment or Deductible Amount if applicable.

- (a) Outpatient Specialist Consultation as recommended by a Registered Medical Practitioner.
- (b) X-ray or Laboratory tests as recommended by a Registered Medical Practitioner.
- (c) Outpatient Specialised Investigation as recommended by a Specialist for the purpose of diagnosis.
- (d) The requirement for a recommendation by a Panel/Non-panel Doctor or Polyclinic is waived for visits to a paediatrician (limited to children below 7 years old)

3. Emergency Outpatient Care

If an Insured Member shall require emergency outpatient treatment at the Accident & Emergency Department of a Hospital, the Company shall pay for such expenses up to the maximum amounts specified in the Policy Schedule of Benefits.

4. Overseas Claims

Any claim for expenses incurred for non-emergency outpatient Primary Care outside of Singapore will be treated as a claim for Outpatient Primary Care provided by a Non-panel Doctor subject to Co-Payment (if applicable) as specified in the Policy Schedule of Benefits

5. Mental Care

Where an insured incurs outpatient expenses for care and treatment by a General Practitioner or psychiatrist or psychologist shall be paid subject to the Mental Care limit and co-payment (if applicable) as specified in the Policy Schedule of Benefits.

The above benefit is subject to the Overall Maximum Benefit Limit in the Schedule.

(B) Group Hospital & Surgical

1. Benefits are payable up to the limits as stated in the policy schedule.
2. Benefits are applicable worldwide for 24 hours a day, unless otherwise endorsed.

1a. Daily Room & Board

A Daily Room & Board Benefit shall be paid when an Insured Member is registered as a bed patient in a Hospital upon recommendation of a Registered Medical Practitioner. The amount of the said benefit shall equal to the actual charges made by the Hospital during the Insured Member's confinement, but this benefit shall not exceed any one day rate of Daily Room & Board Benefit set forth in the Policy Schedule or exceed the number of days as specified in the same Policy Schedule.

1b. Intensive Care Unit (I.C.U.)

The Company shall pay for the actual Room & Board charges incurred by the Insured Member while confined in an Intensive Care Unit (ICU) in the Hospital, subject to a maximum number of days and provided that the amount shall not exceed the ICU amount as specified in the Policy Schedule.

2. Other Hospital Services

If an Insured Member is entitled to benefits payable under Paragraph 1 and 2 of this Section, the Company shall also pay the amount actually charged by the Hospital for any of the following services rendered during the Hospital confinement which are customarily supplied by the Hospital but this amount shall not exceed in aggregate the Other Hospital Services amount as specified in the Policy Schedule.

- Administration of Blood Plasma, but not the cost of Blood or Blood Plasma;
- Ambulance Services to and / or from the Hospital up to \$150 Per Disability
- Anesthesia and Oxygen and their administration including anesthetist's fee;
- Basal Metabolism Tests;
- Dressings Ordinary Splints and Plaster Casts;
- Drugs and Medicine consumed on premises;
- Electrocardiograms;
- Intravenous Infusion;
- Laboratory Examinations;
- Physical Therapy;
- Use of Operation Room;
- X-ray Examinations.

3. Surgical Benefits

A Surgical Benefit shall be paid in an amount equal to the actual charges made for such operation performed by one or more Registered Medical Practitioners, including any assistant surgeons.

4. Daily In-Hospital Consultation

Consultation fees charged by Registered Medical Practitioners while an Insured Member was hospitalized shall be paid in an amount equal to the actual charges made for consultation provided, subject to the maximum In-Hospital Doctor Consultant Benefit and the maximum number of days as specified in the Policy Schedule.

5a. Pre-Hospitalization Specialist Consultation, Diagnostic X-Ray and Laboratory Test

The Company shall pay the amount of charges made for specialist consultation, diagnostic x-ray and laboratory examination which are recommended by a Registered Medical Practitioner and incurred within one hundred and twenty (120) days before hospitalization or surgery.

5b. Post-Hospitalization Specialist Consultation, Diagnostic X-Ray and Laboratory Test

The Company shall pay the amount of charges made for Specialist consultations, diagnostic x-ray and laboratory examination and physiotherapy which are recommended by a Registered Medical Practitioner and incurred within one hundred and twenty (120) days after hospitalization or surgery.

The above benefit is subject to the Overall Maximum Benefit Limit in the Policy Schedule

6. Death Benefit

Upon receipt of due proof of death of any Insured Member in the form required by the Company, an amount determined in accordance with the Policy Schedule shall be payable to the Policyholder.

7. Outpatient Kidney Dialysis & Cancer Treatment

This benefit applies only if the coverage has been applied for by the Policyholder and the Benefit Limit is shown on the Policy Schedule.

If an Insured Member incur outpatient expenses for the following treatments, the Company shall reimburse for such medical expenses, including prescribed medication up to the Maximum Benefit as stated in the Policy Schedule.

- (a) Kidney dialysis as recommended by a Registered Medical Practitioner.
- (b) Cancer treatment by a Registered Medical Practitioner. "Cancer" shall mean a focal autonomous new growth of tissue that has no useful function and the new growth has the characteristics of marginal invasion, relentless growth or distant spread with a lethal effect. Such cancer must be positively diagnosed by a Registered Medical Practitioner who is also a certified Pathologist, upon the basis of a Microscopic Examination of fixed tissues, or preparations from the Hemic System. Such diagnosis shall be based solely on the accepted criteria of malignancy after a study of the histocytologic architecture or pattern of the suspect tumour, tissue or specimen. Clinical diagnosis does not meet this standard.

Applicable to the insured employees only: if the total amount claimable under the benefit exceeds the limit as shown in the Policy Schedule, then any claim in excess of the limit can be claimed from items 5a and 5b of the Group Hospital & Surgical Policy Schedule provided that the respective limits for the said items have not exceeded. This right of claiming from items 5a and 5b cannot be exercised in the event that the amount claimed is for treatment received by the dependant(s).

Applicable to both the insured employees and Dependant(s): if the total amount claimable under the benefit for chemotherapy exceeds the limit as shown in the Policy Schedule, then any claim for consultation and/or normal medication required for chemotherapy in excess of the limit can be claimed from item 2 of the Group Outpatient Specialist Consultation as set out in the Policy Schedule provided that the limit under the said item is not exceeded. This right of claiming from item 2 of the Group Outpatient Specialist Consultation can be exercised in the event that the amount claimed is for treatment by the insured employee and dependant(s).

8. Miscarriage Benefit

The Company shall pay for the expenses incurred for miscarriage and ectopic pregnancy subject to the limit as specified in the policy schedule. Expenses which are incurred as a result of voluntary termination of pregnancy which is not medically necessary, is not covered.

9. Surgical Implant

Expenses incurred for the cost of surgical implants is covered if the surgical benefit is paid by Company, subject to the limit as specified in the Policy Schedule.

10. Pro-ration Factor

In the event that the Insured Member is warded in a class of ward different from which the Insured member is entitled to under the policy, the pro-ration factor shall apply for hospitalization in wards higher than the Insured member's ward entitlement.

	Pro-ration factor on the incurred hospital bill based on Insured Plan			
	Plan 1	Plan 2	Plan 3	Plan 4
Admission to Private or Overseas Hospital *	NA	65%	50%	25%
Admission to A Ward GRH #	NA	NA	85%	35%
Admission to B1 Ward GRH	NA	NA	NA	45%
Admission to B2 Ward GRH	NA	NA	NA	NA
Pre & Post Hospitalization	Follow that of admission			

* Regardless of type of ward

Applies to A1 & A2 Ward

Pro-ration factor shall apply to items 1 to 5b, 7 to 9 for hospitalization in wards higher than the insured member's selected / accepted plan.

No pro-ration factor shall be applied to:

- (a) day surgery and
- (b) outpatient kidney dialysis and cancer treatment received from a Singapore Government / Restructured Hospital
- (c) non voluntary upgrading / upgrade to higher ward by the hospital due to no entitled room available.

11. Overseas Claims

Any claim for expenses incurred at Hospital outside of Singapore will be treated as Private Hospital Entitlement.

12. Mental Care

Where Mental Care is a benefit expressly included in the Policy Schedule in the Policy, the sum of inpatient and outpatient charges shall be paid subject to the Mental Care limit and co-payment (if applicable) as specified in the Policy Schedule, subject to the following conditions:

- (a) in the case of inpatient charges incurred, the inpatient charges are for the insured's hospitalization in Singapore Institute of Mental Health or any Hospital, for psychiatric care and treatment only on the recommendation of a Registered Medical Practitioner or a psychiatrist for such hospitalization;
- (b) the insured will not be reimbursed for the same charges under any benefits other than Mental Care if the limit shown in the Policy Schedule is a lump sum benefit; and
- (c) in the case of outpatient charges, which include charges for tests and outpatient consultations with psychiatrists or psychologists, such charges are incurred one hundred and twenty (120) days before hospitalization and one hundred and twenty (120) days after discharge.

13. Emergency Out-Patient Treatment (Accident) *(*enhancement wef 1 July 2021)*

This benefit shall be paid when, as a result of an Accident and within twenty-four (24) hours following such an Accident an insured incurs charges for emergency out-patient treatment in the out-patient department of a Hospital or at a Registered Medical Practitioner's office and follow-up treatment within thirty-one (31) days thereafter.

(C) Group Major Medical (For Employee Only)

1. In-Hospital Benefits

If while this Supplementary Contract is in force and as a result of Injury or Sickness, an Insured Member incurs In-Hospital expenses which are covered under the Benefit Provisions of the Basic Policy, the Company shall, subject to the Deductible Amount, Co-Insurance and the Maximum Benefit Per Policy Year stipulated in the Schedule hereto, reimburse the Insured Member for such eligible expenses which are in excess of the amounts payable under such Benefits Provisions.

The Room and Board expenses eligible under this Supplementary Contract shall be limited to the excess of the Room and Board Limit specified in the Schedule hereto over the Maximum Daily Room and Board Benefit reimbursed under the Basic Policy.

2. Parental Accommodation Benefit

If, while this Supplementary Contract is in force, an insured Dependant child, upon the recommendation of a Registered Medical Practitioner, is admitted into a Hospital for which benefits are payable under Item 1 – In-Hospital Benefits above, the Company shall reimburse the daily cost of an added bed in the same room for either parent or legal guardian staying with the insured Dependant child, subject to the limits as stipulated in the Policy Schedule.

3. Home Nursing Benefit

If, an Insured Member has been admitted into a Hospital for which benefits are payable under Item 1 – In-Hospital Benefits above, and upon discharge from the Hospital, as deemed medically necessary by the attending Registered Medical Practitioner, requires the services of a medically qualified and licensed nurse in the Insured Member's home to provide nursing services, the Company shall pay such nursing services, subject to the limits as stipulated in the Policy Schedule.

The plan and schedule of the nursing care must be established and prescribed in writing by the attending Registered Medical Practitioner for the continued treatment of the specific medical condition for which the Insured Member had been hospitalized for. No payment will be made for services provided with respect to custodial care, meal preparation, general housekeeping services, companionship, rest cure, convalescence or personal comfort issues.

4. Treatment of HIV Infection/Aids Benefit

If, while this Supplementary Contract is in force, an Insured Member:

- (a) receives a medically necessary blood transfusion and as a result of such a transfusion becomes infected with HIV.

Proof of the blood transfusion must be made available to the Company and in which the institution providing the transfusion admits liability for the HIV infection; or

- (b) the Insured Member becomes infected with HIV while carrying out the normal duties of his usual occupation either as a medical practitioner, nurse, laboratory technician, dental surgeon or nurse, ambulance paramedical worker.

Proof of the infection involving a definite source of the HIV infected fluids must be made available to the Company, including a negative HIV antibody test within five (5) days of the accident and subsequent test showing sero-conversion from HIV negative to HIV positive occurring during the 180 days after the documented accident, the Company shall pay the cost of the medical expenses incurred, subject to the limits as stipulated in the Policy Schedule.

POLICY EXCLUSIONS

(A) Group Medical Outpatient

No benefits under this Supplementary Contract shall be available for the following products, services, conditions or examinations:

1. Special nursing care, preventive check-up, pre-immunization and vaccinations, malaria chemoprophylaxis, experimental treatment and procedures under investigation and general/ physical or medical check-up or tests not incidental to the treatment or diagnosis of an actual Sickness or Injury or any treatment which is not medically necessary.
2. Investigation and treatment of psychological, emotional, mental and behavioral conditions; alcoholism or drug addiction, intentional self-inflicted injuries while sane or insane, unless the policy has a "Mental Care" benefit expressly stated in the Policy Schedule.
3. Any expenses incurred in relation to congenital anomalies, physical defects or hereditary conditions and disorders, treatment occasioned by or resulting from pregnancy, childbirth, post delivery confinement, miscarriage or abortion or relating to birth control, sterilization of either sex, or infertility, sex change operation.
4. (a) Any expenses incurred in relation to cosmetic nature including but not limited to plastic surgery, acne treatment, skin peeling and pigmentation.
(b) Any expenses incurred for skincare products regardless whether it is prescribed by the Registered Medical Practitioner and treatment hair loss, treatment of an optional nature (e.g. anorexia, hyperhidrosis, obesity, weight reduction and/or weight improvement) and all forms of aesthetic procedures.
(c) Any expenses incurred for eye lubricants unless medically necessary and prescribed by a Registered Medical Practitioner. Eye lubricants which is prescribed due to eye refractive errors and any complications arising from such conditions shall not be payable.
5. Any expenses incurred in relation to illness or disablement arising from self-inflicted injuries, any unlawful act, misused of drugs or alcohol
6. Any expenses incurred in relation to health food, supplements, vitamins and minerals in the absence of specific deficiencies, and alternative treatments regardless whether it is prescribed by the Registered Medical Practitioner.
7. Any expenses incurred in relation to illness or disablement arising from sexually transmitted disease, HIV infection and AIDS, unless occupationally acquired, or any illness caused by the misconduct or negligence of the Insured Members.
8. Any expenses incurred in relation to procurement or use of special braces, equipments, prosthetic devices or appliance including but not limited to spectacles, contact lenses, fixing of glasses and optical reason, splints, insoles, hot or cold packs, guards and braces, hearing aids, and artificial limbs due to medical, surgical, and orthopedic aids.
9. Any expenses incurred in relation to dental and oral care/treatment including braces, bridges, crowns, root canals and implants,
10. Any expenses incurred in relation to treatment for refraction errors of the eyes.
11. Any expenses, including investigations, incurred in relation to illness and disablement during or in the course of employment which constitutes a valid claim under the Employee's Compensation Legislation.
12. Any surcharge incurred due to visits outside the normal operating hours of the clinic and house calls.

13. Drugs purchased without doctor's prescription (except NUS and NUHS clinicians and their dependant(s)).
14. Specialist consultation, x-ray or laboratory test not recommended by a Registered Medical Practitioner for the diagnosis of Sickness or Injury (except NUS and NUHS clinicians and their dependant(s)).

In Process

(B) Group Hospital & Surgical

No benefit shall be payable under this Policy for any one of the following occurrences:

1. Pre-existing conditions which have existed during the 12 months prior to the commencement of insurance coverage in respect of the insured under this Policy, whether known or unknown to the insured in so far as the cause and pathology of the conditions have already existed, unless the insured has already been covered continuously for twelve (12) months under this Policy or under any group hospital and surgical policy issued in Singapore immediately prior to the commencement of insurance coverage under this Policy. A break of not more than thirty-one (31) calendar days between the termination date under the previous insurer's contract and the commencement date under the present policy shall not constitute a lapse in coverage.

In the event that two insured employees are spouses and one insured employee resigns from the employment of the Policyholder, and:

- The insured employee who resigns; or
- A child who was a dependant of the insured employee who resigns,

become insured under this policy as a dependant of the insured employee who remains with the employment of the policyholder, then the 12 months' continuous insurance requirement shall not apply to such dependant(s).

For employees who joined on/before 31 March 2007:

The Pre-existing Condition of the full-time insured employees (either employed permanently or on contract) including their Dependant(s), shall be covered.

If there is any upgrade in plans or cover for the insured employee as a result of promotion of the insured employee, Pre-existing Condition shall be covered even if the 12 months continuous insurance requirement has not been fulfilled. If there is any voluntary upgrade in plan or cover, Company shall cover any pre-existing condition of insured employees for the upgraded or additional limit only if the 12 months continuous insurance requirement has been fulfilled except that Company shall not cover any Pre-existing Condition for the upgraded or additional limit for Outpatient Kidney Dialysis & Cancer treatment even if the 12 months continuous insurance requirement has been fulfilled. Pre-existing Condition for Outpatient Kidney Dialysis & Cancer Treatment shall be covered prior to any voluntary upgrade in plan or cover.

If there is any upgrade in plans or cover for the insured employee's Dependant(s), Pre-existing Condition shall be covered if the 12 months continuous insurance requirement has been fulfilled except that Company shall not cover any Pre-existing Condition for the upgraded or additional limit for Outpatient Kidney Dialysis & Cancer treatment even if the 12 months continuous insurance requirement has been fulfilled. Pre-existing Condition shall be covered prior to any voluntary upgrade in plan or cover.

2. Investigation and treatment of psychological, emotional, mental and behavioral conditions; alcoholism or drug addiction, intentional self-inflicted injuries while sane or insane, unless the policy has a "Mental Care" benefit expressly stated in the Policy Schedule.
3. Treatment of injuries sustained as a result of a criminal act of the Insured.
4. Injuries arising from direct participation in a strike, riot, insurrection or war, declared or undeclared.
5. General physical or medical check-up or tests not incidental to treatment or diagnosis of an actual Sickness or Injury; treatment which is not medically necessary or treatment of an optional nature; treatment with respect to weight management; immunization, vaccination or inoculation; non-prescribed medication.
6. Procurement or use of special braces, any appliances, any machines, any equipment or prosthetic devices, contact lenses, eye glasses, hearing aids or the fitting of the same and non-medical services such as government taxes, television, telephone and the like.
7. Any eye examination/treatment, surgical procedure for correction of eye refraction; dental treatment and surgery and supplies for dental conditions, unless necessitated by damage to sound natural teeth as a result of an accident occurring during the period of insurance or cosmetic procedure or plastic surgery/treatment except to the extent that such surgery is necessary for the repair or damage caused solely by accidental bodily injuries covered under the Policy.

8. Any investigation, treatment or surgical operation for congenital anomalies or complications arising from such congenital anomalies, or physical defects present at and existing from the time of birth regardless of the time of discovery or the time of such treatment or surgical treatment.
9. Birth control measures, investigation or treatment pertaining to infertility, treatment occasioned by or resulting from pregnancy, childbirth, abortion, except ectopic pregnancy and non-elective miscarriage due to medical reason; treatment or surgical procedures required or recommended subsequent to consultations at Fertility clinics, In-Vitro Fertilisation clinics, Reproductive assistance clinics or centres, clinics or centres for Reproductive Medicine.
10. Acupuncture, acupressure, bonesetting, herbalist treatment, hypnotism, massage therapy, aroma therapy and other forms of alternative treatments; treatments by podiatrist, chiropractors and traditional Chinese medicine practitioners.
11. Rest cures, hospice care, home or outpatient nursing or palliative care, convalescent care in convalescent, nursing homes, sanatoria or similar establishments; outpatient rehabilitation services, such as speech therapy, heat therapy; counseling; alternative or complementary treatments, such as Traditional Chinese Medicine (TCM); stay in any healthcare establishment for social or non—medical reasons; confinement, isolation or quarantine for infectious diseases unless treatment is necessary.
12. Special or private duty nursing care; clinical home care; custodial care in any setting; day care; hospice; respite care.
13. Acquired Immuno-Deficiency Syndrome (AIDS) or any HIV infection. For the purpose of this Policy:
 - a. The definition of AIDS shall be that used by the World Health Organization in 1987, or any subsequent revision by the World Health Organization of that definition; and
 - b. Infection by HIV shall be deemed to have occurred where blood tests indicate in the opinion of the Company either the presence of any HIV or antibodies to such virus.
14. Investigation for sleep apnea except if the insured subsequently undergoes a surgical procedure as recommended by a Specialist.

(C) Group Major Medical

No benefits are payable under this Supplementary Contract caused directly or indirectly, wholly or partly, by any of the following:

- (a) Acquired Immune Deficiency Syndrome (AIDS) or any Human Immunodeficiency Virus (HIV), (unless the condition was acquired due to blood transfusions or occupational related infections as provided for in Item 4 - Treatment of HIV Infection/Aids Benefit above).

For the purpose of this Supplementary Contract, the definition of AIDS shall be that used by the World Health Organization in 1987, or subsequent revision by the World Health Organization of that definition. Infection by HIV shall be deemed to have occurred where blood tests indicate in the opinion of the Company either the presence of any Human Immunodeficiency Virus or antibodies to such a virus.

- (b) No benefits are payable for Dependant(s).
- (c) All exclusions in the Basic Policy.

In Process

ELIGIBILITY

Subject to insurability, full-time / part-time, either employed permanently or on contract, employees of the Policyholder whose Age is 69 years old and below (last birthday as at start of the plan year) and Actively at Work is eligible to be covered under this Policy. The Dependant(s) of the employee can be covered under this Policy, subject to insurability and to the Policyholder's consent. Only persons appearing in the Schedule of Lives are covered under this Policy.

Dependant(s) means the Spouse and/or Child(ren) of the Insured Employee.

- (a) Spouse: age is 69 years and below (last birthday as at start of plan year), whom employee is still legally married to and is not divorced or legally separated from. This includes common law or live-in partner who has been declared to and accepted by NUS.
- (b) Child(ren): Aged between 15 days (or upon discharge from hospital, whichever is later) and 25 years (last birthday as at start of plan year), unmarried and unemployed*, including legally adopted child(ren), step child(ren), child(ren) of single parent and child(ren) of common law spouse.

*Unemployed child dependant includes those who are

- i. serving National Service;
- ii. full time or part time student at college or university whether undertaking part time or full time work; or
- iii. undertaking part time or full time work while waiting for results or on vacation before proceeding to the next level of higher learning.

Dependants do not need to be residing in Singapore to be eligible for policy coverage.

Existing Insured Member whose age last birthday is above 74 (**enhancement from age 69 wef 1 July 2018*) as at start of the plan year shall not be covered under this Policy, unless declared and accepted by us.

Policy is extended to cover insured employees who are on approved Extended Sick Leave / Further Extended Sick Leave (whether paid or unpaid), for a total continuous period of 18 months, or until date of termination, whichever is earlier. Cover is also extended to their insured dependants during this 18 months period.

BASIS OF COVER

Eligible Employees : Automatically covered
Employee's eligible dependants : Voluntary

KEY PRODUCT PROVISIONS

a) Cancellation of Policy

The Policyholder and/or AIA may cancel this Policy by mailing written notice of termination to the other party not less than 6 months before the policy expiry date. Once the notice period has expired, all cover under this Policy shall terminate. AIA may also cancel the cover on any Insured Member for failing to comply with the terms and conditions of the Policy

b) Terms of Renewal

This Policy is issued for the term on one (1) year and at the end of each Policy Year shall be automatically renewed provided that the Company issues an official receipt for the payment of the premium due on the following Policy Anniversary to be paid by the Policyholder on that date or within the grace period of thirty-one (31) days.

c) Non-Guaranteed Premium

The Company shall have the right to change the rate at which the premiums shall be calculated:

- (i) on any Policy Anniversary, and
- (ii) on any Premium Due Date provided the rate that is then being charged has been in effect for at least twelve (12) months, and
- (iii) when there is a substantial change in the risks being insured and provided further that the Company notifies the Policyholder at least thirty-one (31) days in advance of such Premium Due Date.

The Policyholder is required to pay the premium within 30 days from the date of invoice for this Policy.

d) Policy Owner's Protection Scheme

This policy is protected under the Policy Owners' Protection Scheme which is administered by the Singapore Deposit Insurance Corporation (SDIC).

e) Free-Look Provision

Not Applicable

IMPORTANT NOTICE

This is only product information provided by us and is designed to serve as a guide only. In the event of clarification or dispute, the prevailing terms and conditions of the Group Insurance contract with your employer shall apply.

CONSULTATION WORK SCHEME

Introduction

1. The University supports consultation work that will complement and enhance the staff member's teaching and research in the University, enable the staff member and the University to contribute to the development of his/her respective profession, be of benefit to the community and/or lead to entrepreneurial exploitation of research undertaken in the University. Consultation work should not be for the sole purpose of the staff member earning additional income nor should such work adversely affect the academic independence or duties and responsibilities of the staff member, or compromise the reputation and standing of the University. The responsibility for recognising and avoiding such conflicts rests with the staff member. Staff members must fully meet their obligations to the University in teaching, research and service while undertaking consultation work.

Scope of work

2. Except Section 2.4, the Consultation Work Scheme ("this Scheme") covers paid work, the scope of which is as follows:

For external organisations ("External Consultation Work")

- 2.1 Advisory/consulting work for external organisations that calls upon the special expertise of the staff member. Work that can be easily undertaken by other persons outside the University, or has executive/managerial functions, as well as work undertaken for private individuals are not allowed;
- 2.2 Appointments as manager (defined as "any director, partner or member of the board/ committee of management") of [Private Education Institutions](#) ("PEIs") are prohibited. An exception may be made for non-executive directorship appointments in PEIs where the PEI is offering MOE-subsidised courses such as LASALLE College of the Arts and Nanyang Academy of Fine Arts. Such appointments, if approved, shall be in one's personal capacity.

Service by staff members below the level of Deans of Faculties/ Schools on the examination and academic boards of PEIs in one's personal capacity is allowed. The quality and credibility of the PEI (e.g. EduTrust Certification) shall be one of the deciding factors for approval;

- 2.3 External teaching – Refers to lecturing on specialised topics for external organisations. Regular teaching at other educational institutions, or teaching that competes with programmes run by the University, as well as teaching in offshore/external degree programmes of overseas universities/commercial schools are not allowed.

The teaching must not detract from the academic mission of the University, particularly teaching at the undergraduate level;

- 2.4 Non-executive directorships (remunerated and non-remunerated) – Please refer to the [Rules on Acceptance of Non-Executive Directorships and Executive Directorships/ Managerial Positions](#)¹;

¹ In addition to the Rules on Acceptance of Non-Executive Directorships and Executive Directorships/ Managerial Positions, the guidelines of the Consultation Work Scheme also apply to non-executive directorships.

For the staff member's own department or for any other department of the University ("Internal Consultation Work")

- 2.5 For teaching by staff members for self-funded educational programmes conducted by their own Faculties/Schools or for another Faculty/School of the University which are defined by the following characteristics:
 - 2.5.1 There is no direct capitation from MOE for students registered under such programmes;
 - 2.5.2 Students in these programmes cannot be added to the Department Full Time Equivalent ("FTE") to receive additional support from the Provost's Office; and
 - 2.5.3 Teaching by staff members in these programmes is not treated as part of their teaching load;

Faculties/Schools are to note that the gross revenue from activities which are income-generating and self-funded and which lead to an NUS degree or diploma are subject to the necessary overhead charges specified by the Office of Finance ("OFN");
 - 2.6 Ad-hoc teaching, with the exception of undergraduate level programmes which are not self-funding; and
 - 2.7 Ad-hoc non-teaching consultation work.
3. The following rules apply to clinical practice by clinical staff of the Yong Loo Lin School of Medicine ("YLLSOM") and Faculty of Dentistry ("FOD"):
- 3.1 Applications to perform clinical work other than in NUH need to be approved by the Reporting Manager ("RM") and the Reporting Manager's Manager ("RM1"). Generally, this can be permitted by special arrangement for specialties where the external site of work is a national centre for that specialty, or a restructured hospital (other than NUH). The centre or hospital concerned will reimburse NUS (and NUH where applicable) the pro-rated amount of the doctor's salary for the time spent. If approved, such work will not be governed by this Scheme;
 - 3.2 Situations where clinicians practise in the private sector and for which he/she receives direct payments are not permitted unless in emergencies or other exceptional circumstances approved by the RM and RM1. If approved, such work will be governed by this Scheme;
 - 3.3 In cases where the clinician is called upon to treat patients in an emergency and the prior approval of the RM and RM1 cannot be obtained expeditiously, the clinician may proceed and the RM and RM1 shall be informed thereafter; and
 - 3.4 The above rules shall also apply to medically-qualified staff members in non-clinical departments of YLLSOM and FOD.
4. The following work is not governed by this Scheme:
- 4.1 Writing of books and book reviews arising from staff members' research in the University;
 - 4.2 Writing, reviewing and editing for professional journals and conferences;

- 4.3 Occasional articles for the general media;
- 4.4 External examinerships and membership of visiting or advisory committees of other universities, where the prior approval of the RM has been separately obtained;
- 4.5 External reviewerships for other universities for the appointment, promotion and tenure applications of its faculty members;
- 4.6 Reviews of research grant proposals for other universities and organisations;
- 4.7 Work done for local government agencies and statutory boards where there has been payment as reimbursement for out-of-pocket expenses only and where the prior approval of the RM has been separately obtained; and
- 4.8 Activities for which a staff had been granted leave for academic purposes².

Eligibility and Approvals Required

5. External Consultation Work

This Scheme is applicable to the following categories of staff undertaking External Consultation Work:

- 5.1 Full-time academic staff on Tenure Track, Educator Track, Practice Track and under the Visiting Appointments Scheme³ of the grades of Lecturer, Senior Lecturer, Assistant Professor and above. This will be subject to the prior approval of their RM.
- 5.2 Research staff and full-time Visiting Research Staff of all grades in Teaching Departments or University-level Research Institutes/ Research Centres, as well as all other academic staff of the grades of appointment below Lecturer, Senior Lecturer and Assistant Professor. This will be subject to the prior approval of their RM and RM1.
- 5.3 E&A staff job level E3 and above, subject to the prior approval of the staff member's RM and RM1.

6. Internal Consultation Work

Staff members would need to obtain the relevant approvals for Internal Consultation Work as follows:

Eligibility:

- 6.1 The eligibility to undertake Internal Consultation Work is the same as detailed in Section 5.
- 6.2 Additionally, E&A staff in job levels E4 and E5 may undertake Internal Consultation Work, subject to the prior approval of the staff member's RM and RM1.

Approval Process:

- 6.3 Approval to be obtained by the NUS Department or NUS Programme that

² Please also refer to Section 10.

³ For Visiting Research Staff, please refer to Section 5.2.

intends to co-opt an NUS staff member or staff members ("Client Department"):

6.3.1 Faculties/ Schools who wish to co-opt staff members to teach in their self-funded educational programmes and to remunerate them for their teaching under this Scheme should seek prior approval of Senior Vice Provost (Undergraduate Education) for undergraduate programmes or Vice Provost (Masters' Programmes and Lifelong Education) for graduate, diploma and Continuing Education and Training programmes.

6.3.2 For all other Internal Consultation Work, the Client Department, upon the endorsement of its Head, and Dean of the Client Faculty/ School, shall seek approval from the Cluster Head⁴ or other University officer designated by the Cluster Head.

6.3.3 For Internal Consultation Work, the rate of payment will have to be approved by the Dean of the Client Faculty/School ("First Approval").

6.4 Approval to be obtained by the staff member: Only after the First Approval is obtained may the staff member seek approval from his/her approval authority in accordance with Section 5.

Time Limits

7. The time limits for consultation work are as follows:

7.1 Consultation work is limited to not more than 52 days per calendar year. Under this Scheme:

7.1.1 Calendar year is defined as from 1st January of the year to 31 December of the same year;

7.1.2 A day is defined to consist of eight hours. For incomplete days, hours spent on individual pieces of work will be added up to determine the number of days involved;

7.1.3 Both time spent during and after office hours (including vacation and no-pay leave granted, if any) are subject to the applicable time limit; and

7.1.4 For overseas consultancies, the travel time should be included in the calculation of the number of consulting days/ hours;

7.2 Consultation work in excess of the 52-day annual time limit will be permitted only under special circumstances. Such approval may be granted by the RM and RM1. If such approval is granted, up to 14 days of vacation leave may be utilised. Thereafter, the staff member shall apply for no-pay leave;

7.3 External teaching is capped at 30% of the 52-day limit (that is, 15 days) per calendar year. If endorsed by the RM, approval to exceed the cap may be granted by the RM1; and

⁴ Cluster Head:

(a) Staff from Admin Cluster: Deputy President (Administration & Finance);

(b) Staff from Academic Cluster: Senior Deputy President and Provost;

(c) Staff from ODPRT, Research Institutes / Centres (RICs) and Research Centre of Excellence (RCEs): Deputy President (Research & Technology); and

(d) Staff from Enterprise Cluster: Deputy President (Innovation & Enterprise).

- 7.4 Even if the staff member is within the time limit, the RM has the discretion not to approve an application if the work is likely to affect the staff member's usual duties within the University, if the staff member's performance has not been satisfactory or there are other negative implications.
8. Staff members who abuse the approved time limit may be subject to disciplinary action.

Consultation Work while on Leave or Secondment

9. Consultation work that is related to the staff member's research and enhances the University's reputation may be allowed during sabbatical leave, subject to a cap on earnings of 25% of Annual Base Salary plus Annual Market Allowance (if any) and the time limits set out in Section 7, both prorated on the period of the sabbatical leave. Any overseas allowance that the staff member is receiving will be withdrawn during the period of consultation work. Consultation work during sabbatical leave will require the approval of same approving authority who approved the sabbatical leave.
10. Staff members will not be allowed to undertake consultation work while on leave for academic purposes. Consultation work during no-pay leave or secondment to external organisations will require the approval of the same approving authority who approved the no-pay leave or secondment.

Application for Approval

11. Applications to undertake consultation work must be submitted via Employee Central ("EC") to the RM (and RM1 where applicable) for consideration. Staff members should also upload the following documents together with their application via the attachment function available in EC:
- 11.1 Correspondence from the client organisation stating the nature of work, period and remuneration;
- 11.2 An anticipated time schedule; and
- 11.3 Letter of Non-Liability [HR 139/07-A](#), duly completed by an authorised person of the client organisation. This is not required for teaching⁵ consultancies for external organisations and for all Internal Consultation Work.
12. Approval will be conveyed via EC.
13. Any vacation leave to be taken for consultation work should be submitted by the staff member via EC.
14. Application and approval for each piece of consultation work should not generally be for more than 1 year at a time. Any request for exception by the staff member should be accompanied by supporting reasons and will be considered on a case-by-case basis.

⁵ The following activities are classified as teaching:

- Conducting training courses;
- Presenting seminars;
- Giving talks;
- Facilitators at workshops; and
- Any other type of presentations before audiences.

Extension

15. A staff member must submit a fresh application for approval via EC on any extension of the consultation work which is on the same terms as approved currently. Where the extension is on the same terms:
 - 15.1 Correspondence from an authorised person of the client organisation (for External Consultation Work)/ Client Department (for Internal Consultation Work) reflecting the request for extension should be uploaded by the staff member together with his/her application via the attachment function available in EC.
 - 15.2 The Letter of Non-Liability [HR 139/07-A](#) is not required.

Early Completion or End of Consultation Work

16. A staff member must provide an update via EC as and when he/she has completed or ended a consultancy before the current approved end-date. The staff member's update should include the revised end-date of the consultancy and corresponding changes to time spent and remuneration received, as applicable. In such a case, supporting correspondence and documents on the change in end-date and corresponding changes should be uploaded by the staff member together with his/her update via the attachment function available in EC.

Change in Terms and Conditions of Consultation Work

17. A staff member must also provide an update via EC immediately if there are changes in the terms and conditions of an approved consultancy, as well as seek approval to continue to undertake the work under the revised terms and conditions, with the same client organisation/ Client Department. In seeking approval, the staff member should upload the following together with his/her application via the attachment function available in EC:
 - 17.1 Supporting documents from an authorised person of the client organisation/Client Department which should include the request to renew the appointment on the revised terms and conditions; and
 - 17.2 Letter of Non-liability [HR 139/07-A](#) (applicable only to External Consultation Work).

Consultation Earnings

18. Staff members shall receive consultation earnings, which may be in the form of fees, stocks and shares or stock options, directly from their clients.
19. The OFN will report staff members' earnings from Internal Consultation Work to the Income Revenue Authority of Singapore (IRAS).
20. However, staff members, and not the OFN shall be responsible for reporting their outside earnings to the IRAS.

Levy on Consultation Earnings

21. University facilities and materials are not to be used for consultation work without prior approval of the RM. Facilities, materials and any other resources used must be properly itemised in the staff member's application.

22. Staff members shall pay a levy on their consultation earnings to the University as overheads and other charges:
- 22.1 10% for:
 - 22.1.1 All Internal Consultation Work; and
 - 22.1.2 External Consultation Work that does not involve University facilities.
 - 22.2 15% for External Consultation Work that involves use of normal University facilities, equipment or software; and
 - 22.3 20% for External Consultation Work that involves use of premium University facilities, equipment or software.
23. The levy shall not be absorbed by the client organisation either by adjusting the consultation fee to take into account the levy to be paid by the staff member or in the form of direct reimbursement by the client organisation to the staff member for the levy to be paid by the latter.
24. Staff members should be aware that failure to declare and/or pay the levy is considered as a breach of University policies and will result in disciplinary action being taken.
25. The RM shall determine what constitutes normal or premium University facilities, equipment or software and where appropriate, decide on a levy higher than the stipulated 15% or 20%. The imposition of this levy shall be a matter between the University and the staff member concerned and not with the staff member's client. The OFN should be consulted on the proper procedures, if in doubt.
26. The revenue from the levy shall be divided on the basis of 50% to the staff member's Department and 50% to the staff member's Faculty.
27. Consultation earnings levied at 10% may be waived if the following conditions are met:
- 27.1 Save for the exception set out in Section 27.2, the RM may waive the Faculty share of the levy and, with the agreement of the RM, the Department's share of the levy; and
 - 27.2 The levy shall not be waived for any paid teaching⁶.
28. For payment in the form of stocks and shares, the levy shall be imposed on the book value or on the actual value of the stocks and shares if sold. It is the responsibility of the staff member to find out the book value. For payment in the form of stock options, the levy shall be imposed on the difference between the market price of the share when the staff member exercises the option and the price paid for by the staff member.
29. Except for consultation work in Section 30, staff members should liaise with their respective Department to issue tax invoices for the levy. The tax invoice should be issued to the staff member in accordance with the University's guidelines.
30. For Internal Consultation Work, Departments shall pay staff members consultant fees net of levy imposed⁷. Invoices will not be issued for the levy. The Department paying the consultant fees to the staff member should liaise with the staff member's Faculty/

⁶ Teaching is defined in footnote 5.

⁷ Refer to circular [OFS/2010/014](#).

School and Department to determine the WBSs where the levy is to be credited.

Liability

31. The staff member shall ensure that –
- 31.1 The persons (including any individuals or organisations) engaging or making use of his/her services understand that the staff member is acting solely in his/her personal capacity and not as employee, agent, or representative of the University;
 - 31.2 The University's letterheads should not be used in any correspondence or reports in connection with any External Consultation Work;
 - 31.3 The University's name and the staff member's affiliation to the University is not used directly or indirectly in advertisements or for other publicity purposes by the client;
 - 31.4 He/She has adequate personal and professional indemnity and third party insurance against any risks from the consultation work undertaken; and
 - 31.5 He/She complies with any applicable code of conduct and regulations governing his/her profession, such as those prescribed under the Architects Act, the Professional Engineers Act and Rules for Engineers.
32. In applying to undertake consultation work, the staff member acknowledges that he/she will not hold the University or its officers responsible or liable in any way for, and that no right of action shall arise from, any loss or damage (including, without limitation, personal injury or property damage) caused by or sustained as a result of his/her providing consultation services, whether through neglect on the part of the University or its officers or otherwise.

Staff Members assisting in another staff member's consultation work

33. Staff members should not be asked to assist in consultation work, except where a faculty member requires an E&A staff member's assistance in his/her consultancy and where the prior approval of the RM and RM1 of the E&A staff member has been obtained. The faculty member is responsible for seeking the approval. In such a case, the E&A staff member should assist outside office hours and be adequately remunerated. Payment of the remuneration due to the E&A staff member is the sole responsibility of the faculty member concerned. Faculty members shall advise such staff members who receive payment for their assistance in the Faculty member's consultancy that they are personally responsible for reporting their earnings to the IRAS. The assistance of the E&A staff member will not be treated as consultation work, therefore the other rules of this Scheme e.g. time limits and levy will not apply.

Other Rules

34. Staff members should not solicit consultation work by any means or in any form of advertisement or public announcement.
35. Prior to undertaking consultation work, staff members should also review and comply with other existing University policies relating to conflicts of interest and commitment. These include but are not limited to the Conflict of Interest Policy for NUS Staff, Code of Conduct for NUS Staff, Policies Relating To University Intellectual Property, other rules and guidelines in the Staff Handbooks and any rules imposed by their respective Faculties/ Schools.

36. Staff members should ensure that their staff consultation records are up-to-date and correctly reflected. They may verify their staff consultancies via EC.

Review

37. The University may review an approval for consultation work previously granted to a staff member if in its opinion the work adversely affects the discharge of his/her teaching, research or administrative duties, the staff member's performance has not been satisfactory or there are other negative implications which have arisen after the approval was given.
38. The University may revise the terms of this Scheme from time to time in its absolute discretion.

39. **Reference Documents**

No.	Name of Document
1	Rules on Acceptance of Non-Executive Directorships and Executive Directorships/ Managerial Positions
2	Consultation Work Manual-Administrator Guide
3	Conflict of Interest Policy for NUS Staff
4	Code of Conduct for NUS Staff
5	Policies Relating To University Intellectual Property

6 July 2020

RULES ON ACCEPTANCE OF NON-EXECUTIVE DIRECTORSHIPS AND EXECUTIVE DIRECTORSHIPS/MANAGERIAL POSITIONS

These Rules set out the conditions under which the National University of Singapore will grant a staff member permission to accept a non-executive directorship or an executive directorship/managerial position in an organisation. These Rules would apply regardless whether the non-executive directorship or executive directorship/managerial position is remunerated or non-remunerated.

1.0 Non-Executive Directorships

1.1 Role

The role of a Non-Executive Director ("NED") shall be to monitor corporate activity and to contribute to the development of strategy for the organisation. An NED should not be involved in the day-to-day operations of the organisation. By way of example only, involvement in the day-to-day operations of the organisation includes the following activities:

- (a) signing of cheques, or the endorsement or making of payments; or
- (b) endorsement or signing of legally binding contracts or documents (for example, purchase orders, service agreements, tenancy agreements, employment contracts, annual returns of the organisation, audited statements, tax returns, etc.) on behalf of the organisation.

Such involvement in the day-to-day operations would fall under paragraph 2.0 on "Executive Directorships/ Managerial Positions".

Scope

- 1.2 A full-time staff member should seek prior approval before accepting a non-executive directorship in an organisation.
- 1.3 Permission may be granted to a staff member to accept an appointment as non-executive director of an organisation, if the appointment would lead to -
 - (a) enhancement of the staff member's particular field of expertise; or
 - (b) the entrepreneurial exploitation of research undertaken by the University.

Applicability of the Consultation Work Scheme

- 1.4 In addition to these Rules, the rules governing consultation work under the University's [Consultation Work Scheme](#) also apply to non-executive directorships. For example, the non-executive directorship is subject to the guidelines on eligibility, approval authorities, time limit and levy in the same way as consultation work, except where stated otherwise in these Rules. Please refer to the Consultation Work Scheme for full details.

Prohibition of Consultation work and Non-Executive Directorship for the same organisation

- 1.5 Staff members are not permitted to undertake consultation work for organisations in which they also hold a non-executive directorship. This is to prevent any risk of conflicts of interest for the staff member acting in two different capacities (i.e. as non-

executive director and as consultant) within that organisation.

Maximum number of Non-Executive Directorships allowed

- 1.6 Staff members may hold up to 8 non-executive directorships, with no more than 4 of these directorships in publicly-listed organisations, at any one time. For staff members who are also engaged in consultation work, the approval authority has the discretion to reduce the permitted quota by one directorship for every 4 days of consultation work.

Non-Executive Directorships/ Board Memberships in an ex-officio capacity/ in government bodies, statutory boards, tertiary institutions, non-profit organisations etc

- 1.7 Permission should also be sought to accept an appointment as a non-executive director/board member:
- (a) in an ex-officio capacity (as an NUS representative); and
 - (b) of a government body, statutory board, tertiary institution, other institution of higher learning, or non-profit organisation which would include but are not limited to a charitable, volunteer, non-governmental and quasi governmental organisation.

Such appointments, if approved, will be treated as non-executive directorships and will count toward the 8 non-executive directorships indicated in paragraph 1.6, but will not be treated as consultation work.

- 1.8 Staff members are expected to provide full details of service on any board, regardless whether the board membership is remunerated or non-remunerated.

Application for Approval

- 1.9 Applications for permission to accept non-executive directorships must be submitted via Employee Central ("EC"), with the following which should be uploaded by the staff member together with his/her application via the attachment function available in EC.
- 1.10 The following must be attached to the application:
- (a) Letter of Non-Liability [HR 139/07-B](#), duly completed by an authorised person of the organisation; and
 - (b) copies of the letter of invitation from the organisation and organisation brochure that provide information relevant to the application requirements.
- 1.11 Approval will be conveyed via EC.
- 1.12 Application and approval for a Non-executive Directorship should not generally be for more than 1 year at a time. Any request for exception by the staff member should be accompanied by supporting reasons and will be considered on a case-by-case basis.

Renewal of Non-Executive Directorship

- 1.13 A staff member must submit a fresh application for approval via EC as and when he/she has been offered any renewal of the term of the non-executive directorship on the same terms as the current appointment. Where the renewal is on the same terms:

- (a) correspondence from an authorised person of the organisation reflecting the request for renewal should be uploaded by the staff member together with his/her application via the attachment function available in EC.
- (b) the Letter of Non-Liability [HR 139/07-B](#) is not required.

Early Relinquishment of Non-Executive Directorship

1.14 A staff member must provide an update via EC:

- (a) as and when he/she has relinquished a non-executive directorship before the current approved end-date. The staff member's update should include the revised end-date and corresponding changes such as those to time spent and remuneration received, as applicable. In such a case, supporting correspondence and documents on the change in end-date and corresponding changes should be uploaded by the staff member together with his/her update via the attachment function available in EC.

Change in Terms and Conditions of Non-Executive Directorship

1.15 A staff member must also provide an update via EC immediately if there are changes in the terms and conditions of an approved non-executive directorship, as well as seek approval to continue to undertake the work under the revised terms and conditions, with the same organisation. In seeking approval, the staff member should upload the following together with his/her application via the attachment function available in EC:

- (a) supporting documents from an authorised person of the client organisation which should include the request to renew the appointment on the revised terms and conditions; and
- (b) Letter of Non-liability [HR 139/07-B](#).

2.0 Executive Directorships/Managerial Positions

Prohibition on Executive/Managerial positions (including Executive Directorships)

- 2.1 A full-time staff member is generally prohibited from accepting executive/managerial positions (including executive directorship positions) in organisations, partnerships or sole proprietorships. The prohibition applies regardless whether a staff member is on no-pay leave or on sabbatical leave as he/she is still a full-time employee of the University.
- 2.2 Notwithstanding paragraph 2.1, a staff member may, through his/her HR Partner, seek the support of his/her RO (e.g. Head of Department) and endorsement of his/her CO (e.g. Dean of Faculty/School), before seeking approval to work on a part-time basis or take no-pay leave so as to enable him/her to take up an executive/managerial (including executive director) position in organisations, partnerships or sole proprietorships for a maximum of five (5) years.

Such approval and any extension of the approval beyond the five-year period must be granted by:

- (a) Staff from Admin Cluster: Deputy President (Administration & Finance);
- (b) Staff from Academic Cluster: Provost;

- (c) Staff from the Office of Deputy President (Research & Technology), Research Institutes / Centres (RICs) and Research Centres of Excellence (RCEs): Deputy President (Research & Technology); and
- (d) Staff from Enterprise Cluster: Deputy President (Innovation & Enterprise).

on a case-by-case basis.

3.0 Non-Executive Director and Executive/ Managerial (including Executive Director) positions, and other participation in NUS spin-off companies

For non-executive director and executive/ managerial (including executive director) positions, and other participation in NUS spin-off companies, including spin-offs under NUS' Graduate Research Innovation Programme ("GRIP"), please refer to the Industry Liaison Office's [Conflict of Interest Policy Relating to Spin-Off Companies](#).

4.0 Appointments in Private Education Institutions

Appointments as manager (defined as "any director, partner or member of the board/ committee of management") of [Private Education Institutions](#) ("PEIs") are prohibited. An exception may be made for non-executive directorship appointments in PEIs where the PEI is offering MOE-subsidised courses such as LASALLE College of the Arts and Nanyang Academy of Fine Arts. Such appointments, if approved, shall be in one's personal capacity.

Service by staff members below the level of Deans of Faculties/ Schools on the examination and academic boards of PEIs in one's personal capacity is allowed. The quality and credibility of the PEI (e.g. EduTrust Certification) shall be one of the deciding factors for approval.

5.0 Review of Approvals

- 5.1 The University may review an approval for previously granted under these Rules to a staff member if in its opinion the work adversely affects the proper discharge of the staff member's normal duties.
- 5.2 If a staff member seeks waivers or variations to these rules, he/she must apply in writing to his/her approval authority as indicated in the Consultation Work Scheme and these Rules.
- 5.3 The University may revise these Rules from time to time in its absolute discretion.

6 July 2020

NATIONAL UNIVERSITY OF SINGAPORE

Policies Relating To University Intellectual Property

A. Introduction

1. The University is a publicly funded organisation with a dedicated mission to transform the way people think and do things through education, research and service. The University therefore focuses on creating, disseminating and applying knowledge through research and education for the benefit of Singapore and its people and the global community as a whole.
2. In the process of creating, disseminating and applying knowledge, Intellectual Property is developed or created by University Members primarily in the form of patents to inventions and innovations as well as copyright to written and audio visual and other works.
3. In order to ensure that the knowledge created through research and education in the University will reach and benefit the wider community in Singapore and the world, the University encourages publication and/or application of such knowledge. One of the methods to apply the knowledge is through commercialisation of this Intellectual Property for the greater good.
4. Consistent with the University's mission, the University wishes to ensure that the dissemination and application of Intellectual Property through commercialisation is properly administered for the benefit of the University, the University Members and the Singapore and global communities.
5. The main purposes of the Policies set out in this document are:
 - (a) to clarify and regulate the protection, management and commercialisation of University Intellectual Property;
 - (b) to delineate the rights and obligations of the University and the University Members with respect to the Intellectual Property created or developed in the course of University Research;
 - (c) to motivate the creation, development and dissemination of Intellectual Property by providing appropriate financial rewards to the creators and the University.

B. Definitions

1. In these Policies, unless the context otherwise requires, the following expressions shall have the following meanings:-

- (a) "Authored Work" means an original work of authorship produced by University Members including:
 - (i) Student theses and dissertations,
 - (ii) books, journal articles, texts, glossaries, bibliographies, study guides, syllabi, tests, proposals,
 - (iii) teaching materials including lectures recorded on audio and/or visual recordings and lecture notes,
 - (iv) examination scripts, project reports submitted by a Student;
 - (v) musical or dramatic compositions and unpublished scripts,
 - (vi) films, film strips,
 - (vii) charts, transparencies and other visual aids,
 - (viii) audio-visual material, live video or audio broadcasts and programmed instruction materials and sound recordings,
 - (ix) choreographic works, and
 - (x) pictorial, graphic and sculptural works.
- (b) "Copyrighted Work" means an original work of authorship, which has been fixed in any tangible medium of expression, now known or later developed, from which it can be perceived, reproduced or otherwise communicated either directly or with the aid of a machine or device. Copyrighted Works include, but are not limited to, Authored Works, Software, technical designs, formulas and codes, designs and mask works and research data.
- (c) "Electronic Medium" shall include but not be limited to digital optical and magnetic information storage and retrieval platforms or systems (including but not limited to videos floppy disk-based software CD-ROM CD-I DVD-ROM DVD-RAM interactive software compact discs, ROM-card silicon chip and any other similar or dissimilar offline platforms or systems) on-line electronic or other transmission (including but not limited to satellite or microwave transmission video-on-demand and/or near near-video-on-demand and the Internet) and the Digital Library (or any such digital online collection developed and maintained by the University) whether now known or subsequently developed.

- (d) "Integrated Circuit Design" means the layout design of an integrated circuit protected under the Layout-Design of Integrated Circuits Act 1998.
- (e) "Intellectual Property" means any new and useful invention (whether patentable or not), discovery, process, machine, composition of matter, life form, article of manufacture, patents, Copyrighted Work, Integrated Circuit Design, design rights, Software, Trade Mark, Tangible Research Property, know-how, Trade Secrets, new or improved devices, circuits, chemical compounds, drugs, genetically engineered material (including but not limited to plasmids, virus, bacteria and cell lines), data sets, musical processes, unique and innovative uses of existing inventions and any other intellectual property right.
- (f) "ILO" means the University's Industry Liaisons Office.
- (g) "Invention Disclosure Form" means the Invention Disclosure Form substantially in the form attached to these Policies as amended from time to time.
- (h) "Inventor" means a person who
 - (i) has conceptualized the invention or has made intellectual contributions to the conception of a piece of Intellectual Property or
 - (ii) has made creative contributions leading to the said piece of Intellectual Property.
- (i) "Library Materials" means:
 - (i) any printed book, periodical, newspaper, pamphlet, musical score, map, chart, plan, picture, photograph, print and any other printed matter; and
 - (ii) any film (including a microfilm and a microfiche), negative, tape, disc, sound track and any other device in which one or more visual images, sounds or other data are embodied so as to be capable (with or without the aid of some other equipment) of being reproduced from it;
- (j) "Net Revenue" means the Revenue less the expenses referred to in Policy H3.
- (k) "Public Disclosure" means a disclosure to the general public including, but not limited to, journal publication, magazines libraries, internet, student theses, e-mail, published grant proposals, poster presentation, oral presentations at the university, at conferences, and at companies, advertisement, sale, demonstration or use in public, that is in sufficient

detail to allow your scientific peers, or someone that is “skilled in the art,” to understand and recreate the Intellectual Property. It can also mean disclosure of the Intellectual Property to any other person not bound by express confidentiality obligations under a written Non Disclosure Agreement.

- (l) "Revenue" means all consideration received by the University pursuant to the commercialisation of the Intellectual Property including:
 - (i) license fees, including upfront fees, running royalty, license maintenance fee, commissions and sublicensing fees arising from the license of the Intellectual Property; and/or
 - (ii) proceeds arising from the sale of the Intellectual Property, to a Third Party, whether in the form of cash or Shares but does not include any reimbursement of expenses (including patent costs, patent maintenance fees received under any license agreement), or research funds.
- (m) "Policies" means these Policies Relating To University Intellectual Property as the same may be amended from time to time.
- (n) "Shares" means "share" as defined in section 4(1) of the Companies Act (Cap. 50).
- (o) "Software" means any computer software or program whether in source or object code and other technologies used to support the electronic capture, storage, retrieval, transformation and presentation of digital data and information or to interface between digital forms and other communications and information media.
- (p) "Student" means any registered student of the University and includes all undergraduate and postgraduate students and exchange students, whether studying full-time or part-time at the University, regardless of whether the student receives financial support from the University or from Third Party sources.
- (q) "Third Party Contract" means any contract or agreement between the University and a Third Party for the conduct of research, teaching or student exchange programmes, license agreements, contracts of assignment or contracts of sale, etc.
- (r) "Third Party" means any person other than the University and the University Member and includes funding agencies, another research institution or a commercial company.
- (s) "Trade Mark" means a trade or service mark as defined as such under the Trade Marks Act 1998.

- (t) "Trigger Date" means the date to be determined by the University from which the University Member may freely deal with his/her Shares.
 - (u) "University Member" means NUS Staff and/or Students, as the context so requires.
 - (v) "NUS Staff" means any employee who is under a contract of employment with the University including academic research and administrative staff, adjunct and part time staff
 - (w) "University Research" means all and any activities conducted:
 - (i) in the course of the University Member's employment or study at the University (where applicable); and/or
 - (ii) with the use of University Support.
 - (x) "University Support" means
 - (i) financial and other support either directly from or channeled through the University regardless of origin; and/or
 - (ii) substantial use of the University Resources (the use of the University's office space, personal computers and libraries shall not be considered as "substantial use"); and/or
 - (iii) supervision of NUS Staff and/or intellectual input in the form of know how or other background information of NUS Staff,

for the development of the Intellectual Property.
 - (y) "University Resources" means University's facilities, personnel, equipment or confidential information and Intellectual Property owned by or licensed to the University;
 - (z) "Visitor" means any person other than a University Member who takes part in any research project or scholarly activity which is conducted by a University Member as a visitor of the University or who visits any part of the University in which research or scholarship, or any related activity, is conducted at the time they create Intellectual Property.
2. In these Policies words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and neuter and vice-versa.
 3. References to person shall include bodies corporate and incorporated associations and partnership.

C. Responsibilities of University Members

1. All University Members, including all persons receiving funding administered by the University or receiving other compensation from the University, all undergraduate students and all graduate students and post-doctoral fellows regardless of funding or employment status, have a responsibility to:
 - (a) adhere to the guidelines embodied in these Policies;
 - (b) create, retain, and use Intellectual Property according to the applicable local and international laws and University policies;
 - (c) maintain confidential all confidential information, whether made/developed on his/her own, in collaboration with University colleagues or students, or acquired through discussions (whether formal or informal) with University colleagues or students or Third Parties where the University Member is aware or should reasonably be aware that the information was obtained subject to an obligation of confidentiality;
 - (d) disclose promptly in writing Intellectual Property owned by the University pursuant to these Policies or created pursuant to funded research or other contractual arrangements with Third Parties and in accordance with Article D1(a). Where required by the University, the University Member shall formally assign all title and interests to such Intellectual Property to the University or its designee to enable the University to satisfy the terms of any applicable Third Party Contracts or patent application or other regulatory requirements. Failure by the University to formally obtain an assignment of the University Member's interests in any Intellectual Property belonging to the University does not negate the University's rights to the Intellectual Property under these Policies;
 - (e) promptly disclose to ILO the identity of
 - (i) any party who has made an inventive contribution to the Intellectual Property; and
 - (ii) any party interested in the commercial exploitation of the IP,in sufficient detail and as soon as practicable after the relevant facts have come to their knowledge;
 - (f) promptly disclose any conflict of interest as required by the University and set out in the HR Guidelines for Conflict of Interest Policy for NUS Staff;

- (g) provide all reasonable assistance and co-operation with the University to secure, protect and commercialise the Intellectual Property, including:
 - (i) providing information and executing documents which may be required to obtain patent, copyright, or other suitable protection for the Intellectual Property developed by the University Member;
 - (ii) providing assistance in legal actions taken in response to infringement prosecutions and defences; and
 - (iii) assist, when Intellectual Property protection is secured, in the marketing and promotion of Intellectual Property as and when required;
 - (h) Deposit Library Materials **published in Singapore** with the National Library Board as may be required by and in accordance with Section 10 of the National Library Board Act (CAP 197); and
2. If the Student or Visitor is also an employee of a Third Party, then it is the responsibility of the Student or Visitor to:
- (a) promptly disclose to the University any potential conflicts of policies in respect of Intellectual Property created or developed by the Student or Visitor at the University between the University and the Third Party; and
 - (b) work with the University to resolve any potential conflicts of policies between the University and the Third Party.

D. Disclosure of Intellectual Property

1. If a University Member becomes aware of Intellectual Property first conceived or reduced to practice in the course or furtherance of University Research which the University Member:
- (a) is of the opinion can be commercialised; and
 - (b) wishes to commercialise, then
- the University Member shall promptly report the Intellectual Property to ILO .

2. All reports to ILO shall be made on the Invention Disclosure Form which must be accompanied with all relevant details of the Intellectual Property. Signed copies of the Invention Disclosure Form should be concurrently submitted to the University Member's project supervisor and/or Head of Department. The Invention Disclosure Form may be obtained from the ILO website at www.nus.edu.sg/ilo.
3. As any public disclosure of information can potentially jeopardize the patenting rights of the University, the University Member is prohibited from making any form of public disclosure (including verbal disclosures) of the University's Intellectual Property until such time as the University has:
 - (a) filed a protection for the Intellectual Property in question; or
 - (b) made the determination not to file for protection for the Intellectual Property in question.

E. Ownership of Intellectual Property

1. General Rule:

Unless otherwise expressly specified in the Policies, all rights, title and interest in Intellectual Property discovered, created or developed in the course or furtherance of University Research shall vest in and belong to the University.

2. Grant Funding and Third Party Funding Rules:

- (a) If research leading to any Intellectual Property has been funded by or through the University by way of a grant or by a Third Party, whether government or private, or has been conducted in some other form of association with such Third Party, the terms of grant or the Third Party Contract shall override any of these Policies which are to the contrary.
- (b) If the terms of the Third Party Contract or grant state that the University shall own the Intellectual Property created by the research funded by the Third Party or grant, then the University shall apply these Policies to the Intellectual Property owned by the University.
- (c) If the issue of ownership of the Intellectual Property was not established in advance as part of the terms of the grant or Third Party Contract, Policy E(1) shall apply and the University shall negotiate the ownership ratio of such Intellectual Property with the Third Party or funding agency taking into account (but not necessarily compliant with) these Policies.

3. Intellectual Property discovered, created or developed in the following circumstances shall be deemed to have been discovered, created or developed using University Support and thus deemed to be in the course or furtherance of University Research:
 - (a) Intellectual Property developed by the University Member in the course of his/her participation in a research project funded by or through the University;
 - (b) Intellectual Property developed by the University Member with the assistance of funds provided by or through the University;
 - (c) Intellectual Property developed with the substantial use of University Resources.
4. In addition, Intellectual Property discovered, created or developed in the following instances shall be deemed to be discovered, created or developed in the course of University Research:-
 - (a) Intellectual Property discovered, created or developed by the University Member in fulfilment of his/her contract of employment as a staff member even if discovered, created or developed without use of University Support; or
 - (b) Intellectual Property discovered, created or developed by the University Member for the purpose of commercial exploitation if such Intellectual Property falls within the area of expertise of the University Member for which he/she was hired by the University or is related to his/her duties as a University Member.
5. Intellectual Property discovered, created or developed by a University Member in his/her own time and outside the scope of University Research is not owned by the University. The University shall be the sole arbiter as to whether any Intellectual Property is discovered, created or developed in the course of University Research. In making any such determination, the University will consider whether:
 - (a) there has been use of University Support to justify owning the Intellectual Property discovered, created or developed by the University Member.
 - (b) the Intellectual Property is in an area outside the University Member's broad field of expertise;
 - (c) the University Member is able to show evidence that the activities leading to the invention is conducted outside the scope of University Research; and

- (d) the University Member is able to show evidence (eg. receipts, invoices, contracts, etc) that the Intellectual Property was discovered, created or developed solely with his/her own resources and without the use of University Support.

F. Exceptions to Policy E

1. Notwithstanding Policy E, the following exceptions are applicable:

2. **Authored Works:**

- (a) The copyright to an Authored Work shall be owned by the University Member who authored it except under the following circumstances:
 - (i) If the Authored Work is created by a non-academic University Member in pursuance of the terms of his employment with the University; or
 - (ii) If the Authored Work is commissioned by the University or is created at the direction of the University for a specific University purpose.
- (b) If the Authored Work is created in the course of or pursuant to a specific agreement between the University and University Member or between the University with another institution or entity, copyright ownership is subject to the terms on Intellectual Property ownership terms set out in the relevant agreement.
- (c) If the Authored Work is created using funds provided by or through the University from grants or Third Parties, then the University shall apply Policy E(2) to the question of ownership of the Authored Work.
- (d) In the interests of clarity, the University Member agrees and accepts that except for Authored Works, copyright ownership of all other Copyrighted Works, including:
 - (i) Software;
 - (ii) technical designs including Integrated Circuit Designs;
 - (iii) formulas and codes describing any compounds or material whether biological or not;
 - (iv) mask works;
 - (v) Integrated Circuit Designs, and

(vi) research data arising from University Research,

shall be owned by the University, even if such Copyrighted Works form part of an Authored Work which is owned by the University Member.

3. **Student theses and/or dissertations:**

(a) The University acknowledges the Student's ownership of copyright to his/her theses and/or dissertations. However, where the Student's theses and/or dissertations were submitted to the University to meet course requirements, the following provisions shall apply:-

(i) If the Student's theses and/or dissertations contains patentable ideas or other Intellectual Property the University deems useful, then the University shall be the owner of such ideas or Intellectual Property.

(ii) If the Student's theses and/or dissertations contain research data arising from University Research, then the Student's copyright will only extend to the form of expression of the data in the theses. Ownership of the research data and the data base itself remains with the University pursuant to Policy E.

4. The physical document and/or device on which the Student's Authored Work was recorded or stored or printed, which was submitted to the University (for example, the thesis document, the examination scripts, term papers, CDs, DVDs, tapes, etc.) will become the property of the University unless returned to the Student by the University.

5. The University Member shall be deemed to have granted to the University an irrevocable, unconditional, perpetual, transferable, sub-licensable, royalty free license to use, print, publish, reproduce, copy and publicly distribute the University Member's Authored Work, in whatever form, including without limitation the right to publish on the internet or through an Electronic Medium, for the University's teaching, research and academic purposes and any business usual to a university or institution of research and/or higher learning (such as publishing and licensing activities), provided that:

(a) the University shall acknowledge the copyright ownership of the University Member;

(b) the University may, at its absolute discretion, elect to limit its use of this license on such terms as it sees fit.

6. The University may at any time, require an assignment of the University Member's copyright over an Authored Work for the purposes of commercialising the Authored Work and the University Member shall take such action as required to complete the assignment PROVIDED THAT the assignment of copyright will contain terms which will enable the University Member to retain the right to reproduce the text of their Authored Work to ensure that their careers benefit from publishing the results of their work.
7. If the University was to commercialise an Authored Work (for example, through the University's subsidiary NUS Press Pte Ltd or its Centre of Instructional Technology), then the University and the University Member who owns the copyright to the Authored Work shall enter into appropriate agreements to share revenue or make payments in accordance with standard practices and guidelines usual to educational institutions.
8. The University Member shall ensure that he/she:
 - (a) is not in breach; and/or
 - (b) has obtained the consent, of Third Party owners of copyright or other intellectual property rights to use their works as incorporated in the University Member's Authored Work and a licence back to the University for teaching, research and academic purposes. The University Member shall use reasonable efforts to assist the University to obtain the consent of Third Party owners of copyright and other intellectual property rights if the University seeks to commercialise the Authored Work.

G. Protection and Commercialisation of Intellectual Property

1. Upon receipt of a full and true disclosure in the Invention Disclosure Form, the University may, in its sole and absolute discretion, determine such means to protect the Intellectual Property or any part thereof including whether to seek patent protection for the Intellectual Property disclosed in the Invention Disclosure Form. The University will usually seek patent protection in order to pursue commercialization of the Intellectual Property. The decision to file for patent protection and the scope of the patent application is based solely on the commercial potential of the Intellectual Property as determined by ILO and not on its scientific merits.
2. The University shall within 3 months from the date of ILO's receipt of the Invention Disclosure Form and full details of the Intellectual Property, notify the University Member whether the University will apply for patent or other protection for the Intellectual Property and/or commercialise the same.

3. For the avoidance of doubt, the University shall not be obliged to seek any such patent or other protection or institute legal or other proceedings with regards to intellectual property infringement or otherwise in respect of the Intellectual Property. If however, the University does decide to seek patent protection for the Intellectual Property, then the University Member who made the inventive contribution to the Intellectual Property shall be named as inventor in the patent in accordance with the applicable patent laws.
4. The University shall be entitled to approach, negotiate and enter into any binding agreement to license, transfer, assign or sell the Intellectual Property owned by the University with any Third Party on such terms and conditions as the University shall in its sole and absolute discretion deem fit.
5. If the Intellectual Property is conceived as a result of a collaboration with and/or funding from a Third Party, then the Intellectual Property will be managed in accordance with the terms of the Third Party Contract.
6. The University Member shall provide all information and render such assistance to the University (and/or its nominees) in respect of the patent or other applications and/or commercialisation of the Intellectual Property as the University may from time to time require, including but not limited to, execution of documents (including assignments), furnishing additional or further information and details, providing assistance in the further formulation of the Intellectual Property, amendments to the patent or other applications, and negotiations with regards to commercialisation of the Intellectual Property. If ILO is of the opinion that insufficient information to assess the commercial potential of the Intellectual Property has been disclosed in an Invention Disclosure, the University, through ILO, may in its absolute discretion, hold the Intellectual Property indefinitely until sufficient information emerges to assess its commercial potential.
7. Where the University Member has submitted or intends to submit an Invention Disclosure, the University Member shall at all times maintain confidentiality of the information relating to the Intellectual Property in accordance with Policy D until such time when informed that the evaluation process has been completed and a decision is made with regards to the protection of the Intellectual Property. Any public disclosure (including verbal disclosure) is strongly discouraged during this period of evaluation as it may potentially jeopardize the patenting process.

H. Revenue from Intellectual Property

1. Revenue received by the University from the commercialization of Intellectual Property owned by the University, shall be shared between the University Member and the University in the manner and on the terms set out below. For the avoidance of doubt, the term "Revenue" shall not include funds received for research support even if

- (a) such funds are to be used in connection with the Intellectual Property or the further development thereof; and
 - (b) the commitment to provide such funds is obtained or negotiated together with the agreement in respect of the commercialization of the Intellectual Property.
- 2. The following costs shall be deducted from all Revenue received prior to distribution in accordance with Policy H3:-
 - (a) First, a proportion of the ILO's overhead costs in relation to administration, utilities, materials, premises and manpower expenses incurred in respect of the relevant Intellectual Property as reasonably determined by the ILO in its sole discretion. Such overhead costs shall not be less than 15% of the total Revenue received; and
 - (b) Second, all costs related and incidental to:
 - (i) the preparation, filing, prosecution and maintenance of patent and other applications in respect of the Intellectual Property;
 - (ii) the commercialization efforts in relation to the Intellectual Property including but not limited to legal costs and marketing expenses; and
 - (iii) defending the Intellectual Property including legal expenses relating to prosecuting infringements of the Intellectual Property, defending allegations of intellectual property infringement, licensing enforcement and contract related proceedings.
- 3. All Revenue after deductions for expenses and costs as set out in Policy H2 above ("Net Revenue") shall be divided between the University, the University Member and his/her centre, institute or faculty, as the case may be (collectively "Faculty"), as follows:-
 - (a) University Member - 50%
 - (b) Faculty - 30%
 - (c) the University - 20%
- 4. The University may from time to time, in its absolute discretion, amend or revise the above sharing proportions, provided that any new or amended sharing ratio shall not be applied to Revenue received prior to the amendment or revision.
- 5. Where the Net Revenue is in the form of Shares the University Member will not be entitled to sell, transfer, trade in, dispose of, charge, mortgage or

otherwise encumber his/her part of the Shares until after the stipulated Trigger Date. The University shall have the discretion to distribute such Net Revenue in the form of Shares or the cash value thereof standing as at the date the Shares are issued to the University.

6. The University Member's Shares (if the cash value thereof is not distributed in accordance with Policy H3 above) will be held by the University as legal owner thereof until the Trigger Date. All voting rights in respect of such Shares shall be exercised by the University in its absolute discretion.
7. The University Member will from time to time be notified, at his/her last known address, of any portion of the Net Revenue due to him. The University Member shall be responsible for collecting all monies due to him from the University and keeping the University updated of his/her most current address and contact details. All monies due to the University Member which are not collected within 12 months of the date of the relevant notification (as evidenced by the University's records) will be forfeited and retained by the University and the University shall not be liable to account thereafter to the University Member or any Third Party.
8. For the purposes of clarity, where a Student has assigned his/her Intellectual Property to the University he/she is entitled to be treated in the same way as NUS Staff for the purpose of sharing in commercial benefits, including financial returns, from the commercialization of the Intellectual Property.
9. In the application of Policy H8, the University shall determine the equitable allocation of financial returns between the Inventors, taking into account:
 - (a) the degree of intellectual input from the supervisor, other NUS Staff and Third Parties;
 - (b) the nature and extent of any University or Third Party Intellectual Property accessed or used by the Student; and
 - (c) the nature and extent of any use a Student makes of University Support; and
 - (d) any other factors which the University considers relevant in making its determination.

I. Assignment Back of Intellectual Property to the Inventor

1. For the purposes of this Policy I, the Intellectual Property referred to herein shall mean the particular piece of Intellectual Property which the Inventor had conceptualised or to which conception the Inventor had made intellectual contributions to or to which the Inventor had made creative contributions leading to the said piece of Intellectual Property.

2. An Inventor may, at any time, request that the University assigns the Intellectual Property owned by the University to him/her. The University through ILO may make a determination in its absolute discretion whether to assign the Intellectual Property to an Inventor. In determining whether to assign the Intellectual Property to the Inventor under this provision, the University may take into consideration the following:
 - (a) Whether it has elected, in its absolute discretion, not to commercialise the Intellectual Property;
 - (b) Whether all other Inventors of the Intellectual Property agree in writing to the assignment of the Intellectual Property to the assignee Inventor; and
 - (c) Whether the assignee Inventor has agreed to commercialise the Intellectual Property and has submitted a business plan that is satisfactory to ILO.

The University wishes to clarify that it values its Intellectual Property for its educational, as well as commercial, value. Even if the University chooses not to commercialise a particular piece of Intellectual Property, it believes that such Intellectual Property may form one of the building blocks for future research, development and education.

3. The terms and conditions of any assignment of the Intellectual Property to the Inventor will be dealt with on a case by case basis by ILO. The University may in its absolute discretion, elect to hold the Intellectual Property owned by it, indefinitely.
4. Without prejudice to the generality of Policy I2, the general conditions pursuant to which ILO may agree to assign the Intellectual Property to the Inventor are listed below.
 - (a) The Inventor agrees to develop and commercialise the Intellectual Property in a manner which will benefit the public.
 - (b) The Inventor agrees to reimburse the University for all and any of its costs determined in accordance with Policy H2 if and when the Inventor receives income from exploitation of the Intellectual Property.
 - (c) The Inventor shall not further assign or sublicense the Intellectual Property to any Third Party without the prior written consent of the University;
 - (d) The Inventor agrees to keep the University informed of the progress of development on and commercialisation of the Intellectual Property in accordance with the terms of any assignment agreement.

- (e) The Inventor shall, at the reasonable request of the University, from time to time allow the University or its agent (or procure that the University or its agent is allowed) to inspect those records and books of account and maintained by the Inventor and/or such other person through whom the Intellectual Property is commercialised and, to the extent that they relate to the calculation of those payments due to the University under the terms of the assignment agreement or these Policies, to take copies of them.
 - (f) The Inventor agrees to fulfil any obligations that may exist under any Third Party Contracts which led to the development of the Intellectual Property, e.g. the grant of royalty-free, non-exclusive licences to the sponsor or the sharing of royalty income with the sponsor.
- 5. If the University, after consideration of all the information, has elected not to file patents to protect the Intellectual Property prior to assigning the Intellectual Property to the Inventor under this Policy I, the Inventor shall have full discretion as to whether he/she wishes to file patent or other applications to protect such Intellectual Property. All such patents and other applications, if any, shall be filed in the name of the Inventor and the Inventor shall have full control over the prosecution and maintenance thereof at his/her own cost and expense;
- 6. The Inventor shall indemnify and hold the University harmless from any expense, claim, proceeding, judgment, damages, cost (including legal costs on a full indemnity basis) arising from any intellectual property infringement or product liability claims relating to any assigned Intellectual Property and the Inventor shall ensure that all licences and other agreements with any Third Party relating to such Intellectual Property shall provide for such an indemnity from the Third Party in favour of the University;
- 7. The Inventor shall grant to the University an irrevocable, unconditional, transferable, perpetual, sub-licensable, royalty-free right to use the assigned Intellectual Property for academic and research purposes. In addition, the Inventor agrees to negotiate where necessary, in good faith and on reasonable commercial terms, the grant of a sub-license of the assigned Intellectual Property to a third party licensor of the University's other Intellectual Property, for the third party licensor to use the assigned Intellectual Property as part of its background Intellectual Property.
- 8. The University may require a reversion of the Intellectual Property from the Inventor if:
 - (a) the Inventor fails to perform its obligations; or
 - (b) the Inventor fails to meet its commercialisation milestones,within the agreed period and in accordance with the terms of the assignment agreement.

9. The Inventor shall pay to the University license fees and revenues of:
- (a) up to 15% of gross sales of all products, processes or services which use, embody, incorporate, are based on or derived from the Intellectual Property sold, provided or otherwise disposed of by the Inventor, or his/her sub-licensee or any agent or distributor to end-users; and
 - (b) up to 15% of any income including upfront fees, milestone payments and other fees not accounted for by royalty payments (whether in the form of cash, Shares or otherwise) received by the Inventor less any legal and licensing expenses associated with the protection and commercialization of the Intellectual Property incurred by the Inventor;

provided that the University shall be entitled to:

- (i) require that the Inventor pays a greater sum of the license fees and revenue than the amount paid or payable or declared by the Inventor; or
- (ii) terminate the assignment agreement to the Inventor,

if the University takes the view, on reasonable grounds, that any or all sales and/or licensing transactions undertaken by the Inventor are not on arms length basis.

10. If an assignment of Intellectual Property to the Inventor was effected under this Policy I, the assignee-Inventor specifically waives any and all rights to receive from the University in connection with the technology, any additional consideration pursuant to the terms of Policy H, with respect to any payment, consideration or benefit derived by the University in connection with the assignment of the Intellectual Property.
11. For the purposes of clarity, if an Inventor wishes to license Intellectual Property which the University views as having commercial potential, the University may, at its absolute discretion, enter into a licensing agreement with the Inventor on arms-length commercial terms.

J. Intellectual Property Arising from Consultancy Works

1. The Consultation Work Scheme of the University encourages NUS Staff who are of the grade of Assistant Professor or above (“Qualified NUS Staff”) to undertake consultation work for Third Parties. Usually, under these consultation arrangements, the Intellectual Property developed or created by the Qualified NUS Staff are owned by the Third Party. The University is concerned that these consultancy work arrangements may:

- (a) result in leakage of Intellectual Property from the University; and/or
 - (b) restrict the future research progress and direction of the Qualified NUS Staff and, indirectly, that of the University.
- 2. The Consultation Work Scheme provides that Qualified NUS Staff may undertake consultation work using University facilities and materials subject to the prior approval of the Head of Department. The Head of Department shall notify ILO if the consultation work of the Qualified NUS Staff will involve the substantial use of Intellectual Property owned by the University.
- 3. If, on ILO's assessment, the consultation work for the Third Party to be undertaken by the Qualified NUS Staff will require substantial use of the Intellectual Property owned by the University, the Head of Department shall require that the Third Party enter into a research collaboration agreement with NUS to enable the Third Party to access and use the Intellectual Property owned by the University and the research collaboration agreement will include provisions which cover:
 - (i) a license for the University to use the Intellectual Property created under the research collaboration agreement for academic and research purposes; and
 - (ii) ownership of Intellectual Property created under the research collaboration agreement in accordance with inventive contributions of the parties.
- 4. The Qualified NUS Staff may enter into a separate consultancy agreement with the Third Party for consultation services.
- 5. The University shall not normally negotiate or be included in any consultancy agreements on behalf of any Qualified NUS Staff. The Qualified NUS Staff shall be required to follow the Consultancy Work Scheme guidelines.

K. Publications

- 1. The University encourages the prompt publication and presentation of research findings.
- 2. However, the University may require:
 - (a) a delay of up to three (3) months (subject to reasonable extension where the University deems necessary) of any publication or presentation for the filing of any patents; and/or

- (b) the removal of any of its or a Third Party's confidential information in accordance with the terms of a confidentiality agreement or the research agreement for a project.

L. Administrative Procedures

1. ILO shall advise the University as to whether the University should take up the commercial exploitation of any Intellectual Property developed by a University Member and shall carry out such other functions as may be allocated to it from time to time.
2. In the event of dispute or disagreement arising between the University and the University Member in relation to the commercial exploitation of any Intellectual Property developed by a University Member or in relation to the receipt of Revenue, fees or commissions from such commercial exploitation, the President and/or his/her nominee shall be empowered to make a ruling on such dispute or disagreement and his/her decision shall be accepted as final by the University Member involved.
3. If a University Member fails to execute any documents and take all actions necessary or desirable to give full effect to the Policies herein, the President or the Provost may execute all such documents and do all such acts as the University Member's attorney. The President or the Provost may exercise this power even if the University benefits from such power.

M. Settlement of Disputes

If any dispute arises in the interpretation or application of these Policies, the same shall be referred to the President for his/her decision. The President may appoint an ad hoc committee to investigate the dispute and submit its findings and recommendations to him. The committee shall consist of a combination of University administrators, faculty and/or industry experts as the President deems appropriate given the nature of the dispute, but shall include at least the CEO (NUS Enterprise) or his/her delegate, and it may take all steps necessary to investigate, including interviewing the parties involved in the dispute. The President may take into consideration the committee's findings and recommendations in arriving at his/her decision, which shall be final.

N. Amendment of Policies

These Policies or any part of them may be amended by the University in its absolute discretion from time to time and the Policies as amended shall apply to all Intellectual Property disclosed by University Member after the effective date of such amendment. All Intellectual Property disclosed prior to the amendment shall be governed by the Policies prior to such amendment provided that the provisions of Policy H (as amended) shall

apply to all Intellectual Property licensed or otherwise commercialised on or after the effective date of any such amendment regardless of when the Intellectual Property is disclosed.

O. Policies for Visitors

Visitors shall be bound by the Policies unless specifically exempted or varied by written agreement with the University. Visitors are therefore required to disclose any Intellectual Property with commercial potential that he/she creates or develops while at the University. The commercialisation of that Intellectual Property and sharing of any net commercial benefits will be negotiated on a case-by-case basis, with the Visitor and the Visitor's employer and any relevant Third Party. The University will recognise the publication rights of Visitors subject to any overriding commercial imperative.

P. Waiver of Policies

The President shall have the discretion to waive any or all of the provisions of these Policies in a particular case.

CODE OF CONDUCT FOR NUS STAFF

Policy Document Information				
Policy Document Category:	Administrative			
Policy Document Owner:	Office of Human Resources			
Applies:	University wide - All Staff			
Effective Date:	25 January 2022			
Intended Use	This Code of Conduct articulates the professional and personal conduct expected of NUS staff in the course of their employment. It provides a broad framework built on the key core principles expected of all staff. It is not meant to be treated as an exhaustive list of all potential issues which staff may encounter during their work. Staff are expected to adhere to both the spirit and the letter of this Code of Conduct at all times.			
POLICY DOCUMENT HISTORY				
Version No.	Approved By	Approval Date	Effective Date	Policy Document Change
V3	President	22 January 2022	25 January 2022	Updated

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1 POLICY STATEMENT

- 1.1 This Code of Code ("COC") sets out the professional and personal conduct expected of Staff in the course of their employment with the University.
- 1.2 The COC is founded on the following core principles, which are expected of all Staff:
- Integrity
 - Respect for people
 - Respect for the Law and NUS Rules
 - Stewardship
- 1.3 Not exhaustive
- (i) The COC is meant to serve as a broad framework.
 - (ii) It is not intended
 - (a) to be an exhaustive list of all potential issues which Staff may encounter during their work; or
 - (b) to exclude or replace the rights and obligations of Staff under the terms of their employment with the University, NUS Rules or the Law.
- 1.4 Staff in supervisory roles
- In addition, Staff in supervisory roles must:
- (i) lead by example;
 - (ii) ensure that Staff under their supervision are aware of and understand the requirements of the COC and their roles and responsibilities in his/her Department and in the University; and
 - (iii) implement controls and reviews as appropriate to ensure adherence.
- 1.5 Staff must acquaint themselves with and adhere to both the spirit and the letter of the COC at all times by displaying the highest level of professional and personal conduct that upholds the values of the University and does not compromise its standing and reputation. Misconduct will not be tolerated and will be investigated fully and disciplinary action will be taken as appropriate.

2 SCOPE

The COC applies to all Staff across the University.

3 DEFINITIONS & INTERPRETATION

- 3.1 Please refer to Appendix 1 for the definition of the various capitalised terms used in this COC.
- 3.2 The COC shall be read in conjunction with all Related Documents. Capitalised terms used in the COC that are not otherwise defined shall have the meanings given to them in the Related Documents.

3.3 Headings

The headings of the provisions of the COC are to facilitate reference only and do not form a part of the COC, and shall not in any way affect the construction or interpretation thereof.

3.4 Inconsistency with the COC

In the event of any inconsistency between the requirements set out in the COC and those set out in the Related Documents and any other documents relating to the subject matter of the COC, the requirements set out in the COC shall prevail unless otherwise stated.

4 INTEGRITY

4.1 Staff must at all times conduct themselves:

- (i) ethically;
- (ii) with honesty;
- (iii) in good faith;
- (iv) fairly and reasonably;
- (v) with propriety and in a responsible and professional manner;
- (vi) diligently and conscientiously;
- (vii) in compliance with the terms of the Staff's employment with the University; and
- (viii) in a manner that upholds the values, integrity and good reputation of the University.

4.2 Conflict of Interest

- (i) A conflict of interest occurs when there is a divergence between an individual's personal interests/relationships and his or her professional obligations to the University, such that an independent observer might reasonably question whether the individual's professional actions or decisions are determined by considerations of personal gain, financial or otherwise.
- (ii) Staff must comply with all applicable NUS Rules relating to conflict of interest matters and disclose any actual or potential conflicts as soon as possible in accordance with such Rules. NUS Policy Documents relating to conflict of interest matters include, but are not limited to the following:
 - (a) [Conflict of Interest Policy for Staff](#);
 - (b) [Consultation Work Scheme](#) and [Rules on Acceptance of Non- executive Directorships and Executive Directorships/ Managerial Positions](#). In particular, Staff should not undertake unauthorised private work on University time; and
 - (c) [University Procurement Policy](#), University Procurement Procedural Guides and any other applicable procurement-related documents. In particular, Staff who are involved in or responsible for procurement related-matters shall ensure compliance with the [University Procurement Policy](#), [Procurement Procedural Guide for General Goods and Services](#) and [Procurement Procedural Guide for Building and Construction Goods and Services](#); and
 - (d) [Policy on Acceptance of Gifts and Hospitality by Staff](#).

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4.3 **Research Integrity and the Use of Animals and Human Subjects in Research and Teaching**

- (i) The University is committed to maintaining the highest standards of research integrity. Staff engaging in research should adhere to the highest standards of ethics and [research integrity](#).
- (ii) All research and teaching activities involving animals shall adhere to the [Policy Governing the Use and Care of Animals in Research and Teaching](#).
- (iii) All NUS activities related to research involving human subjects shall comply with the [Policy Governing the Use of Human Subjects in Research and Teaching](#).

4.4 **Receipt of Benefits**

- (i) Staff must not draw any personal gain or other benefit (except their salary and any additional compensation under the terms of their employment with the University) from any business they undertake for and on behalf of the University.
- (ii) The acceptance and provision of gifts, meals and hospitality by Staff is only permitted in accordance with NUS Policy Documents governing the same, including but not limited to the:
 - (a) [Policy on Acceptance of Gifts and Hospitality by Staff](#);
 - (b) [Policy on Sponsorship by Industry](#); and
 - (c) [Policy on Business Meals and Staff-Related Functions](#).

4.5 **Personal Relationships**

4.5.1 Intimate Relationships

- (i) Intimate Relationships include marital, sexual, amorous, romantic and emotional relationships, whether heterosexual or same sex relationships.
- (ii) Staff-Student relationships:

The integrity of the Staff-Student relationship is the foundation of the University's educational mission.

- (a) Undergraduate Students:

Staff must not engage in an Intimate Relationship with any undergraduate Student.

- (b) Graduate Students/Other Students:

Staff must not engage in an Intimate Relationship with any graduate Student or any other Student over whom the Staff exercises or expects to have any pedagogical, supervisory or mentorship responsibilities, including, but not limited to, course teaching, examining, grading and advising. Where such a situation arises or is expected to arise, Staff should undertake the steps set out in Section 4.5.3 below.

(iii) Staff-Staff Relationships:

Staff must not engage in an Intimate Relationship with another member of Staff over whom the Staff has or reasonably expects to have a supervisory or mentoring relationship. Where such a situation arises or is expected to arise, Staff should undertake the steps set out in Section 4.5.3 below.

4.5.2 Other personal relationships

- (i) Other personal relationships would include business, commercial, financial, close friendships, social relationships and family or other significant relationships.
- (ii) Staff must not allow their personal relationships with any Staff, Student and/or any other person in the University community to affect their professional relationships. Examples of situations that could potentially give rise to such issues are listed below but are not intended to be exhaustive.
- (iii) Examples of situations that Staff should avoid involving another Staff with whom they have a personal relationship include, but are not limited to:
 - (a) recruitment, selection and appointment process;
 - (b) managerial, supervisory and/or assessment relationships, including but not limited to, allocation of duties, performance evaluation, job development, promotion prospects, training opportunities etc.;
 - (c) allocation and/or approval of financial and other resources;
 - (d) conference arrangements;
 - (e) access to confidential/restricted information;
 - (f) nomination for or appointment to committees/working groups etc.;
 - (g) any involvement in investigatory, disciplinary and/or sanctioning processes pertaining to such related Staff.
- (iv) Examples of situations that Staff should avoid involving a Student with whom they have a personal relationship include, but are not limited to:
 - (a) interview and/or selection process for admissions, scholarships, financial aid etc.;
 - (b) teaching, supervisory, mentoring and/or assessment relationships;
 - (c) allocation and/or approval of facilities and other resources (e.g. accommodation);
 - (d) access to confidential/restricted information;
 - (e) any involvement in investigatory, disciplinary and/or sanctioning processes pertaining to such related Student.

4.5.3 Declaration and Resolution of Conflict

- (i) A Staff must immediately declare¹ to his/her Head of Department if he/she is in an existing or has had a past relationship with a Graduate or Other Student or other Staff, as described above.

¹ Such declaration shall be made on the prescribed form by the Staff as and when such a conflict arises through the on-line Annual or Ad-hoc Conflict of Interest Declaration, as appropriate.

- (ii) Staff should relinquish any existing pedagogical, supervisory, mentoring, or evaluating responsibilities in respect of the graduate or other Student or other Staff, and/or work with his/her Head of Department to make arrangements for the conflict to be resolved and the elimination of any potential for influence.

4.6 Dishonesty

Staff must avoid dishonesty in any form, including but not limited to, plagiarism and all acts of Fraud (as defined in Appendix 1).

5 RESPECT FOR PEOPLE

Staff must treat other Staff, Students, other members of the University community and the public with dignity, consideration and respect. Specifically:

- (i) Staff must conduct themselves with decorum and be exemplary and professional in their dealings and interactions with others.
- (ii) Staff must give due credit and acknowledgment of the work and contributions of others.
- (iii) Staff must refrain from all of the following acts against any other Staff, Student, any other member of the University community and the public, whether directed at an individual or group and whether it takes the form of an action, be it verbal, in writing or on digital media:
 - (a) all forms of unfair treatment and **Discrimination** (as defined in Appendix 2);
 - (b) all acts (including threats) of **Harassment** (as defined in Appendix 3);
 - (c) all acts (including threats) of **Sexual Misconduct** (as defined in [A Policy on the Protection of Students and Staff Against Sexual Misconduct](#); and
 - (d) all acts of **Retaliation** (as defined in Appendix 4).
- (iv) Staff should be sensitive and respectful of each other's differences, including but not limited to differences in culture, beliefs, gender, race, religion, language or age.

6 RESPECT FOR THE LAW AND ALL NUS RULES

6.1 The Law

- (i) Singapore - In their conduct and dealings with others, Staff must observe and uphold the laws and regulations of Singapore at all times.
- (ii) International - Where their conduct and dealings involve other jurisdictions, Staff must observe and uphold the laws and regulations of such other countries.

6.2 **NUS Rules**

Staff must abide by all NUS Rules.

7 STEWARDSHIP

7.1 **University Resources**

Staff must use all University property (including IT Resources) and finances or property and finances entrusted to NUS, in accordance with the relevant University Policy Documents.

7.2 **Intellectual Property**

- (i) In the process of creating, disseminating and applying knowledge, Intellectual Property (as defined in the [Policies Relating to University Intellectual Property](#)) is developed or created by Staff.
- (ii) Staff must safeguard the interests and Intellectual Property rights of the University and adhere to all relevant University Policy Documents related to the protection, management and commercialization of University Intellectual Property, including but not limited to the:
 - (a) [Policies Relating To University Intellectual Property](#); and
 - (b) guidelines on [Research Contract Negotiation & Management](#).

7.3 **University Data**

All University Data received, obtained or released in the course of a Staff's duties to the University shall be managed and kept confidential in accordance with the relevant University Policy Documents, including but not limited to the:

- (i) [Data Management Policy](#);
- (ii) [Research Data Management Policy](#); and
- (iii) [Data Protection Policy](#).

7.4 **Reputation of University**

While the University encourages an open exchange of ideas within the University as well as with the local and global communities, Staff must bear in mind the importance of responsible communication, as laid out in the [Public Communications and Publications Policy](#).

7.5 **Safety and Health**

- (i) The University is committed to ensuring a high standard of occupational safety and health on campus as the safety of the University's Staff, Students and visitors is paramount and must not be compromised.
- (ii) All Staff have a responsibility in implementing a positive safety culture and must comply with all relevant University Policy Documents relating to such matters, including but not limited to the [University Safety and Health Policy](#) and all other NUS Safety and Health Standards which may be found [here](#).

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PROCEDURES

8 REPORTING OF BREACHES

Staff who are aware of any breach of the COC should report the matter to their Head, HR Partner, the [Chief Risk Officer](#) or the [Whistleblowing Unit](#).

9 INVESTIGATIONS

9.1 The procedure for investigations of any alleged breach of the COC and/or other University Policy Documents will be governed by the:

- (i) [Staff Disciplinary Procedures and Sanctions Policy](#);
- (ii) [NUS Code & Procedures on Research Integrity](#) and/or
- (iii) [Whistleblowing Policy](#),

as appropriate or otherwise determined by the University.

9.2 The University's investigation and all reports relating to the investigation will be maintained with confidentiality to the extent possible given the need for the proper conduct of an investigation.

9.3 Staff must submit to the University's investigation into any breach of the COC and/or other University Policy Documents.

10 NON-RETALIATION

10.1 Retaliation, as defined in Appendix 4, is prohibited even if an investigation ultimately finds that such concerns on Retaliation were without merit.

10.2 Any concern raised in a malicious manner, in bad faith or intended to be harassment of the alleged offender are prohibited and may result in consequences against the Complainant.

10.3 Any concerns on Retaliation should be raised to the Chief Risk Officer or the Whistleblowing Unit.

11 SANCTIONS

Sanctions where appropriate for any breach of the COC may be imposed in accordance with the [Staff Disciplinary Procedures and Sanctions Policy](#).

12 REVIEW OF POLICY

The University shall be entitled to revise, amend or update the COC and to issue additional guidelines from time to time. All such revisions, amendments, updates and additions shall be deemed to be a part of the COC. Any revisions, amendments, updates or additions to the COC issued by the University may be published or notified through written notice, electronic mail, the University website, or such other form of communication as the University may deem appropriate.

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13 QUERIES

All questions as to the interpretation of the COC shall be referred to the Office of Human Resources.

14 ADHERENCE TO THE COC

Compliance with the COC is mandatory and any failure to comply with the COC (including any arrangements that are established under it) may, at the University's absolute discretion, be investigated and result in such corrective and/or disciplinary action(s) as the University deems fit.

15 EXCEPTIONS TO THE COC

Any exceptions to the requirements of the COC require prior written approval from the NUS Board of Trustees. Approval will only be granted:

- (i) after consultation with the Office of Human Resources; and
- (ii) in very exceptional circumstances.

16 RELATED DOCUMENTS

The COC should be read in conjunction with the Related Documents set out in Appendix 5.

17 LIST OF APPENDICES

No.	Title
1.	Definitions
2.	Discrimination
3.	Harassment
4.	Retaliation
5.	Related Documents

APPENDIX 1 – DEFINITIONS

In the COC, the words below shall have the following meanings:

"Complainant"	The Staff, Student or third party who alleges that he/she has been subjected to a form of misconduct.
"Fraud"	<p>Fraud refers to an act or omission in order to obtain an illegal, inappropriate or unethical gain or benefit for oneself or any other party, cause loss to another party and/or avoid an obligation/liability, regardless of whether such intended objective is achieved. The wrongful act is the attempt to deceive and as such, any attempts to commit Fraud will be deemed a breach of the COC.</p> <p>A non-exhaustive list of examples of Fraud includes but is not limited to:</p> <ul style="list-style-type: none"> (i) cheating (ii) bribery (either giving or receiving of a bribe in any form) (iii) corruption (iv) conspiracy and collusion (v) money laundering (vi) extortion (vii) embezzlement/misappropriation/impropriety in the handling of funds, securities, supplies, or any other assets (viii) theft/stealing (ix) false representation (x) concealment and/or destruction of documents/information/data etc. (xi) falsification, forgery or fraudulent alteration of documents (e.g. cheques, bank drafts, contractual agreements, purchase orders, invoices, etc.) or data such as financial, operational and computer data (xii) submission and/or use of fictitious/falsified documentation/data.
"IT Resources"	<p>Refers to information technology resources owned, controlled or managed by the University, including but not limited to:</p> <ul style="list-style-type: none"> (i) all components and functions of a computer system which includes the hardware (e.g. personal computers, servers etc.), software (both system and application) and communication network systems; (ii) peripheral devices such as telephones, printers, fax machines, wireless communications, public safety radio services and other technologies; and/or (iii) the information databases, including, but not limited to, files, emails and data analytics and all other data created and maintained in the course of employment.

"Law"	Refers to all applicable laws relevant to this COC including but not limited to Singapore law. This shall include, but is not limited to, any and all existing legislation in Singapore, any and all rules, regulations, codes of practice, by-laws, ordinances, decrees, practice directions, standards of performance and any other requirements imposed by any governmental authority, and all amendments and/or revisions thereto from time to time.
"Policy Document(s)"	A University document, which is employed in the governance and administration of the University's operations (i.e. policies, procedures and guidelines and such other documents as management may from time to time designate as such).
"Related Documents"	All NUS Policy Documents, internal University legislation, external government legislation, websites, forms, templates, publications and other documents referred to in the COC or related to the subject matter of the COC, as amended and supplemented from time to time, including but are not limited to, the documents set out in Appendix 6 below.
"Respondent"	The person alleged to have committed an act of misconduct against the Complainant.
"Staff"	Refers to all Staff members, as defined in the Staff Disciplinary Procedures and Sanctions Policy.
"Student"	Refers to "student" as defined in the NUS Statutes and Regulations .
"University"	Refers to "National University of Singapore" or "NUS". "University", "National University of Singapore" and "NUS" are used interchangeably in the COC.
"University Data"	As defined in the Data Management Policy .
"University Rules"	Refers to the NUS Statutes and Regulations , Policy Documents and all other rules/regulations/guidelines/procedures related to the governance of the University, including but not limited to, arrangements for teaching, research, terms and conditions of appointment, finance, administration, and discipline and welfare in the University.

APPENDIX 2 – DISCRIMINATION

WHAT IS DISCRIMINATION?

1. Discrimination means treatment or consideration of, or making a distinction in favour of or against, an individual, based on:
 - (i) a personal characteristic that that individual possesses (or is perceived to possess) (e.g. personal appearance, age, disability, sexual orientation, marital status etc.) ("**Discriminated Characteristic**");
 - (ii) the group, class, or category to which that individual belongs (or is perceived to belong) (e.g. gender, race, religion, political beliefs etc.) ("**Discriminated Group**"); or
 - (iii) an individual's connection with another individual who possesses such Discriminated Characteristic or belongs to such Discriminated Group.rather than on individual merit.
2. Discrimination can be sexual or non-sexual in nature. For further details of what constitutes Sexual Discrimination please refer to [A Policy on the Protection of Students and Staff Against Sexual Misconduct](#).

In Process

APPENDIX 3 – HARASSMENT

WHAT IS HARASSMENT?

1. Harassment means any unwelcome, unwarranted and uninvited conduct or behaviour by an individual (the “**Respondent**”) that:
 - (i) discomfits, demeans, humiliates, insults, threatens, intimidates, alarms, distresses, offends, bullies, coerces, exploits or otherwise violates the dignity of another individual (the “**Complainant**”); or
 - (ii) creates an intimidating, abusive, hostile, degrading, humiliating, offensive or unfavourable environment for the Complainant.
2. For the avoidance of doubt, the term “Harassment” in the COC and the Related Documents refers to any of the abovementioned forms of conduct or behaviour, regardless of:
 - (i) intent (i.e. Harassment can exist even if unintended)
 - (ii) response (i.e. Complainant does not need to have expressed that the behaviour was unwanted)
 - (iii) form (e.g. verbal, non-verbal, physical, psychological)
 - (iv) means of communicating act of harassment (e.g. in-person, written correspondence, posts on social media platforms, mobile communications devices etc.)
 - (v) means of contact with affected person (i.e. directly or indirectly)
 - (vi) location (i.e. within or outside the premises of NUS)
 - (vii) occasion (i.e. within or outside the context of employment/enrolment)
 - (viii) persons affected (e.g. NUS Staff/Students or non-NUS Staff/Students, same or opposite sex)
 - (ix) nature of relationship between Complainant and Respondent (e.g. between peers or parties of different position/level)
 - (x) number of Complainants and Respondents
 - (xi) frequency (e.g. single incident, course of behaviour or ongoing persistent behaviour).
3. Harassment must be differentiated from behaviour that, despite being potentially unpleasant or distressing, is appropriate and/or necessary to the performance of various management functions and responsibilities (e.g. the provision of advice, performance reviews/appraisals/evaluation reports etc.)
4. Harassment can be sexual or non-sexual in nature. For further details of what constitutes Sexual Harassment, please refer to [A Policy on the Protection of Students and Staff Against Sexual Misconduct](#) .

APPENDIX 4 – RETALIATION

1. Retaliation refers to any adverse acts against an individual who, in good faith and without malice:
 - (i) raises concerns over various matters such as business practice, ethical and legal issues;
 - (ii) files a complaint or grievance or assists another individual with that individual's complaint; and/or
 - (iii) reports, provides information, assists, participates, testifies or is otherwise in any way involved in investigations, hearings, review processes, conflict resolution processes, legal actions or any other proceedings relating to conduct prohibited or in contravention of the COC, the NUS Rules or the Law.
2. Forms of Retaliation include, but are not limited to:
 - (i) intimidation;
 - (ii) unfavourable actions with respect to an individual's employment e.g.
 - (a) reassignment of work duties, variation of remuneration and/ or staff benefits, , unilateral transfer etc.);
 - (b) negative performance evaluation/withholding advancement;
 - (c) corrective actions or disciplinary sanctions; and
 - (d) termination of employment;
 - (iii) unfavourable actions against someone with known family* or other relationship with such individual; and
 - (iv) threats of any of the above.

**Family relation includes step relations and refers to the individual's spouse/domestic partner, in-laws, parents, children (including legally adopted children), siblings, nephews, nieces, uncles, aunts, cousins, grandparents and spouses of all the above-mentioned.*

APPENDIX 5 – RELATED DOCUMENTS

	Name of Document
1	A Policy on the Protection of Students and Staff Against Sexual Misconduct
2	Conflict of Interest Policy for Staff
3	Consultation Work Scheme
4	Data Management Policy
5	Data Protection Policy
6	NUS Code & Procedures on Research Integrity
7	NUS Statutes and Regulations
8	Policies Relating to University Intellectual Property
9	Policy Governing the Use and Care of Animals in Research and Teaching
10	Policy Governing the Use of Human Subjects in Research and Teaching
11	Policy on Acceptance of Gifts and Hospitality by Staff
12	Policy on Business Meals and Staff-Related Functions
13	Policy on Sponsorship by Industry
14	Procurement Procedural Guide for Building and Construction Goods and Services
15	Procurement Procedural Guide for General Goods and Services
16	Public Communications and Publications Policy
17	Research Contract Negotiation & Management
18	Research Data Management Policy
19	Rules on Acceptance of Non-executive Directorships and Executive Directorships/ Managerial Positions
19	Staff Disciplinary Procedures and Sanctions Policy
20	University Procurement Policy
21	Whistleblowing Policy

NUS Personal Data Notice For Staff

In connection with Personal Data Protection:

1. I agree to my personal data (that is in the possession of NUS and that I may provide NUS in the future) being collected, used and disclosed by NUS for the purposes of:
 - (i) processing, administering, managing and/or terminating my employment relationship with NUS including for recruitment, training, employment benefits, payroll administration, performance appraisal (including general monitoring of performance for all staff, and in respect of Academic Staff for evaluation for reappointment, tenure and/or promotion), administering and dealing with disciplinary proceedings in relation to any misconduct or unlawful conduct within NUS, dealing with conflict of interests, personal and career development, and such ancillary matters relating to my health, general well-being and welfare as staff of NUS;
 - (ii) facilitating communication with me or my nominated contacts in an emergency;
 - (iii) managing NUS' infrastructure and operations, including disclosure and processing necessary for NUS to conduct its activities, including but not limited to responding to third party requests pursuant to contractual requirement and engaging of outsourcing companies;
 - (iv) maintaining campus safety and security of persons and property (including the use of CCTVs), as well as investigating any alleged or actual fraud, misconduct or unlawful conduct within NUS;
 - (v) carrying out due diligence or other monitoring or screening activities (including background checks) in accordance with legal or regulatory obligations or risk management procedures that may be required by law or that may have been put in place by NUS;
 - (vi) complying with legal or regulatory obligations or NUS' internal policies and procedures (including regulatory reporting in accordance with statutory obligations that may be required by law), as well as responding to requests for information from Ministries, public agencies, statutory boards or other similar authorities from time to time;
 - (vii) responding to legal process, pursuing legal rights and remedies, defending litigation and managing complaints or claims;
 - (viii) storage, hosting, back-up and disaster recovery;
 - (ix) carrying out and performing NUS' obligations in its contracts with current / potential partners and/or other third parties, which may require exchange of personal information of staff with such counter-parties;
 - (x) administrative purposes including, without limitation, processing, facilitating and making arrangements for business travels, or processing payment to ex-staff, and managing and administering the security control and access rights to NUS' premises;
 - (xi) processing and/or administering internal secondments / transfers of staff between affiliates;

- (xii) managing, facilitating and administering activities that are conducted or offered by NUS and/or external entities which may include the disclosure of my information to NUS' Development Office, other NUS units and/or such external entities for the participation in social and welfare programmes, donation and/or other charity activities;
 - (xiii) taking of photographs and/or videos (whether by NUS staff or third party photographers and/or videographers) during events or seminars organised by NUS or its affiliates for publicity purposes (including in NUS' publicity and communications materials); and
 - (xiv) disclosing and transferring data to any third party service providers, agencies (which may be sited out of Singapore) that provides administrative, data processing, computer or other services to NUS.
2. I understand and acknowledge that my personal data will/may be disclosed by NUS to third party service providers or agents (whether in Singapore or elsewhere in the world where such service providers are sited) for one or more of the abovementioned purposes, as such third party service providers or agents, if engaged by NUS, would be processing my personal data for NUS, for one or more of the abovementioned purposes.
 3. I further understand and acknowledge that NUS may retain my personal data upon termination of my employment relationship for any residual employment-related activities (for e.g., the provision of references, processing of applications for re-employment, record keeping purposes, matters relating to retirement benefits and allowing NUS to fulfil any of its contractual or statutory obligations).
 4. I consent to the collection, use and disclosure of my personal data for the above purposes and I will ensure that my personal data is correct and true by keeping my personal information as declared by me to NUS up to date at all times.
 5. I further declare and warrant the following:
 - (i) that for any personal data of any other individuals disclosed by me in connection with processing, administering, managing and/or terminating my employment and ancillary matters relating to my general well-being and welfare, prior to disclosing such individuals' personal data to NUS, I have obtained the appropriate consent from the individuals whose personal data are being disclosed, to permit NUS to collect, use and disclose such personal data for the purposes related thereto; and
 - (ii) That for any data that I collect or have access to in the course of my work, I would use and disclose the information in compliance with the obligations under the Personal Data Protection Act and other confidentiality requirements imposed on me.
 6. NUS' University Health Centre ("UHC") uses GPConnect, a clinic management system and an electronic medical records solution to manage its patients' medical records. GPConnect, owned by Integrated Health Information Systems Pte Ltd ("IHIS"), will be linked to the National Electronic Health Records System ("NEHR") which facilitates the processing and sharing of patient data with healthcare providers in Singapore. NUS' use of GPConnect will entail the sharing of patient data to the NEHR.
 - (i) If I choose to seek the services of UHC, I acknowledge and consent to:

- (a) Allow NUS to collect, disclose, process and transfer my personal data including all of my patient data obtained during my visits to UHC to GPConnect for the purpose of managing my medical records;
 - (b) Allow IHiS, through GPConnect, to disclose, process, transfer and share my personal and patient data to NEHR;
 - (c) Where such of my personal and medical data is disclosed, processed and/or transferred by IHiS to NEHR,
 - a. to allow all institutions accessing the NEHR (including Ministry of Health ("MOH"), MOH Holdings Pte Ltd ("MOHH") and MOHH's affiliates) to access, use, disclose and share my said personal and patient data for the purposes of providing me with healthcare services (including making medical referral and facilitating diagnosis); and
 - b. where MOH has given consent to such institutions mentioned at 6(i)(a), to allow my personal and patient data to be used for approved research or such other approved purposes;
 - (d) Disclose and/or share my personal and patient data with institutions connected to NEHR with other institutions.
- (ii) Where my Spouse and Dependents visit UHC for their medical and healthcare needs, I present, warrant and undertake to NUS that I have obtained their consents for the abovementioned points 6 (i) (a) to (d).
7. I understand and acknowledge that the terms set out in this statement shall be incorporated by reference to and form part of my employment agreement with NUS.

END

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