

Ref: 110519

**CONFIDENTIAL**

1 November 2023

Mr Bulathsinhalage Sankha Cooray  
Department of Information Systems And Analytics

Dear Mr Bulathsinhalage

**RE-APPOINTMENT**

I refer to your present appointment as a Research Engineer in the Department of Information Systems And Analytics which will expire on 15 December 2023.

I am pleased to convey to you an offer of re-appointment on a contract tenable for the period from 16 December 2023 to 15 December 2024. The re-appointment is made under a grant for the project, '*Augmented Awareness through Scene Sonification*' [A-8001658-00-00 (100%)].

The compensation package consists of the following:

- Annual base salary: S\$72,000, to be paid over 12 months
- Annual performance bonus: up to three months' salary, to be paid in January of the next year, following the prevailing eligibility guidelines for the annual review of academic staff, subject to funds availability and the prevailing terms and conditions of the research grant or funding source

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

We hope you will accept this offer and look forward to receiving the Acceptance Form by **8 November 2023**, 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.

Yours sincerely,



Prof Tan Kian Lee  
Shaw Senior Professor and Dean, School of Computing

cc     Head, Department of Information Systems And Analytics  
        Assoc Prof Suranga Chandima Nanayakkara, Department of Information Systems And Analytics  
        Senior Vice President and Chief Financial Officer  
        Chief People Officer, Office of Human Resources

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Mr Bulathsinalage Sankha Cooray  
1 November 2023

## 1. **BENEFITS**

- 1.1 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.
- 1.2 The benefits applicable to you under this appointment are listed below and copies of the applicable University schemes are available at <https://staffportal.nus.edu.sg/staffportal/portal/hr-and-benefits.html>.

(a) Leave Benefits Scheme (HR 001/23)

The University's Policy on Leave Matters is available on the University's website at <https://nusu.sharepoint.com/sites/corporate/policies/hr2/benefits/policy-on-leave-matters.pdf>.

(b) Medical and HealthChoice Policy

You will continue to be eligible for the University's medical benefits scheme. You will be placed on **Plan B1** under the Medical Benefits Scheme, subject to terms and conditions of the scheme. Your plan eligibility may be subject to change if your appointment changes. Where there is a change in your ward eligibility, the new ward eligibility will take effect from the next policy plan year. For details on the ward eligibility applicable to your new appointment, please refer to <https://nusu.sharepoint.com/sites/corporate/policies/HR2/benefits/medical.pdf>.

## 2. **SALARY**

- 2.1 Your salary will be paid monthly in arrears on or about the 18<sup>th</sup> 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.
- 2.2 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.

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### **3. CONFIDENTIALITY**

- 3.1 "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.
- 3.2 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.
- 3.3 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.
- 3.4 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.
- 3.5 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.
- 3.6 Your obligations under this clause shall apply during and after your employment with NUS.

### **4. TERMINATION OF APPOINTMENT**

- 4.1 This 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.
- 4.2 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

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- (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.
- 4.3 The appointment shall be terminated automatically upon the cessation of the grant/project, for any reason.
- 4.4 You shall be responsible for any repatriation and other costs associated with your departure from Singapore upon termination of your appointment.

## **5. OTHER TERMS**

- 5.1 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.
- 5.2 The University may effect interdepartmental transfers of staff members as it deems appropriate.
- 5.3 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.
- 5.4 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>
  - (b) the University's rules on intellectual property, as set out in the Policies relating to University Intellectual Property (NUS IP Policy 010109), available from the Staff Handbook;
  - (c) the NUS Code of Conduct available from the Staff Handbook; and
  - (d) the NUS Personal Data Notice for Staff at <https://share.nus.edu.sg/corporate/procedures/hr2/PDPA-Related/PDPA%20Notice.pdf>.

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- 5.5 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.
- 5.6 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.
- 5.7 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.

**6. CONDITIONS**

The re-appointment is conditional upon the validity of your work pass.

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**ACCEPTANCE FORM**

I acknowledge and accept NUS's offer of re-appointment on the terms and conditions as stated in the above-written letter dated **1 November 2023**.

Signature : *Sankha*

Full Name : Mr Bulathsinalage Sankha Cooray

Staff No. : 110519

Date : 14-12-2023

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**Certificate Of Completion**

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Kuah Yu Xuan

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Prof Tan Kian Lee



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comdean@nus.edu.sg

Viewed: 01-Nov-2023 | 11:32

National University of Singapore (Main)

Signed: 01-Nov-2023 | 11:32

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**Electronic Record and Signature Disclosure:**

Accepted: 10-May-2022 | 00:13

ID: 0c0a24b2-b53c-4c34-a568-58cd85dc8701

Mr Bulathsinalage Sankha Cooray

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Ms Rachel Toh

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rach.toh@nus.edu.sg

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Assistant Senior Manager

NUS

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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

#### **How to contact National University of Singapore - Office of Human Resources:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg)

#### **To advise National University of Singapore - Office of Human Resources of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [rachel.a@nus.edu.sg](mailto:rachel.a@nus.edu.sg) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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