

**Position** : Teaching Assistant / Research Assistant / Student Assistant /  
 (\*Delete accordingly) Work-Study Grant Student / Temporary Staff / Internship Student \*

**Hiring Department/School** : \_\_\_\_\_

**Appointment Duration** : From: \_\_\_\_\_ To: \_\_\_\_\_

**Name of Approvals** : Supervisor: \_\_\_\_\_ Approver: \_\_\_\_\_

### Section I (Personal Data - To be completed by Applicant)

Name (As stated in IC): Mr/Miss/Mrs/Mdm/Dr Nyein Su Aye	Sex: Male / Female : Female
	Date of Birth: 20 Apr 1993 Country of Birth: Myanmar
Address: Blk 775, Yishun Avenue 3, Singapore	NRIC / FIN No: G1119426K
	Passport No: <small>Please indicate Passport No. if NRIC / FIN No. is not applicable</small>
Singapore ( )	Colour of NRIC: Pink / Blue
Tel No: _____ (Home) 90695024 (HP)	Nationality: Myanmar
	For Singapore PR, please indicate date obtained:
Email: sanyein.2012@sis.smu.edu.sg	Race: Chinese Religion: Buddhist
In case of emergency, to notify:	Highest Educational Qualification: Undergraduate at SMU
Name: Kyi Zaw Win	
Address: Blk 775, Yishun Avenue 3, Singapore ( 760775 )	Name of Bank & Branch: POSB, Yishun West Bank
	Bank Account No: P278-00312-4
Relationship: Cousin	Did you opt out of CDAC/ MBMF/SINDA Funds (If yes, please provide supporting document)
Tel No: 98551516	Yes No

- Have you ever worked in SMU? ☐ Yes ☐ No  
 If yes, please specify: TA / RA / SA / WSG / Temporary Staff / Internship Dept/Cost Centre: IITS
- Are you currently working in SMU? ☐ Yes ☐ No  
 If yes, please specify: TA / RA / SA / WSG / Temporary Staff / Internship Dept/Cost Centre: IITS
- Are you currently a student of SMU or have you studied in SMU before? ☐ Yes ☐ No  
 If yes, please specify: Bachelor / Master / PhD Year Graduated: 2016

### Note for Applicants

Please enclose the following documents:

- A copy of NRIC & Re-entry Permit (for SPR) / Employment Pass / Work Permit / Student Pass
- Document showing your name and bank account number and bank logo
- A copy of your highest educational qualification or latest academic results/transcript

This form must be submitted to the respective offices for approval prior to commencing work:

- For TA/RA/SA/Temp/Internships - HOD or Dean's Office
- For WSG Student - Centre for Student Financial Assistance, Office of Dean of Students

**Section II (To be completed by Supervisor / School Administrator)**

**Cost Centre** : \_\_\_\_\_ **Fund Centre / DART Fund** : \_\_\_\_\_  
**Fund Code** : \_\_\_\_\_ **Internal Order** : \_\_\_\_\_  
**Project / Course Name** : \_\_\_\_\_ **Project / Course Code** : \_\_\_\_\_

Payment: **Teaching Assistant / Research Assistant / Student Assistant**

- ☐ Hourly-rated at a fixed rate of \$10.50/hour, up to a max of \$\_\_\_\_\_/\_\_\_\_ hrs (OT not applicable)  
☐ Hourly-rated at a fixed rate of \$\_\_\_\_\_/hour, up to a max of \$\_\_\_\_\_/\_\_\_\_ hrs (OT not applicable)  
☐ Lump Sum Payment of \$\_\_\_\_\_ for entire assignment  
☐ For Teaching Assistant, please indicate:  
\_\_\_\_\_ (number) sections for lump sum payment (maximum of \$500 per section)  
☐ Other instruction, please specify \_\_\_\_\_

**Work-Study Grant Student**

- ☐ Lump Sum Payment of \$\_\_\_\_\_ for entire assignment  
☐ Lump Sum Payment of \$\_\_\_\_\_, payable in \_\_\_\_\_ installments of \$\_\_\_\_\_ each, to be paid only upon receipt of approved Instruction for Payment Form)  
☐ Hourly-rated at a rate of \$12/hour, up to a maximum of 200 hours per grant

**Internship Students**

- ☐ Monthly-rated at a rate of \$\_\_\_\_\_/month (CPF not applicable)

**Temporary Staff**

- ☐ Hourly-rated at a rate of \$\_\_\_\_\_/hour (OT rates not applicable for Undergraduates/Graduates)  
☐ Lump Sum Payment of \$\_\_\_\_\_ for entire assignment

**Section III (To be completed by Supervisor)**

Please specify the nature of the work expected:


- For TA, please also refer to Annex A1 and A2.

I, the supervisor, understand that the applicant can only commence work after approval is obtained from the approving office(s).

\_\_\_\_\_  
Signature of Supervisor & Date

\_\_\_\_\_  
Signature of Approver & Date

#### Section IV (To be completed by Applicant)

##### Acceptance of Appointment

- Your appointment may be terminated at any time by either party giving the required notice in writing or paying the wage in lieu of notice (Not applicable for Internship Student and RA under Office of Research)
  - Teaching Assistant / Research Assistant / Student Assistant one day s notice
  - Temporary staff / Work Study Grant Student one week s notice
- Other than payment for Teaching Assistant which is made only upon completion of the entire assignment, payment for the rest will be made upon confirmation of work done by the Supervisor.
- Other than appointments on lump sum basis, all staff is required to submit their time clocking and obtain the necessary approval via CATS by 12<sup>th</sup> of each month.
- Upon receipt of approved clocking via CATS (for hourly rated) or instruction for payment (for lump sum payment), SMU will credit your wages into your designated bank account on the last day of the month.
- With the exception of Internship Students, as a Singaporean or SPR, you will also contribute to the Central Provident Fund (CPF) under the Central Provident Fund Act (Chapter 121) and your contribution shall be at such rates as the laws and/or the rule of Singapore may provide from time to time.
- You consent to us holding and processing, both electronically and manually, the personal data that we collect about you, in the course of your working relationship with SMU, for the purposes of the administration and management of our staff and/or persons in your position, and for compliance with personal data protection laws, other applicable laws, procedures and regulations; and to the sharing, transfer, storage and processing by us of such data for such purposes whether within or outside of Singapore.
- You agree to comply with the personal data protection policies and rules of SMU when handling personal data in the course of your appointment including personal data relating to any employee, referee, supplier, contractor, agent, student and/or other stakeholders of SMU.
- During your appointment at SMU, you are required at all times to comply with the relevant rules, policies and procedures in force from time to time that are communicated to you.
- You are subject to a duty of confidentiality to SMU. You shall not at any time before or after the determination of your appointment for whatever cause communicate directly or indirectly to any person other than a person to whom you are authorised to communicate or to whom it is your duty under law to communicate, or retain in your possession or control, any document, note or information of a confidential nature acquired or entrusted in confidence or obtained by you owing to your appointment with SMU.
- **If you are currently a postgraduate student on scholarship, please complete Annex B.**

I, \_\_\_\_\_, NRIC/Fin No./Passport No. \_\_\_\_\_ accept the appointment at the above terms and conditions, and Annex A1 and A2 (for Teaching Assistant) and Annex B (for postgraduate).

\_\_\_\_\_  
Signature of Applicant & Date

Name of Teaching Assistant : \_\_\_\_\_

**Applicable to Teaching Assistant only**

Will you be TA for the class that you are enrolled in?

☐

Yes

☐

No

If yes, please specify the class: \_\_\_\_\_

**Academic Results:**

Course taken in Term / Year:

Grade obtained for this course:

Latest term GPA achieved:

Overall GPA achieved:

**Please submit a copy of your degree progress report together with the application form for verification purpose. The report can be generated from OASIS.**

**Notes:**

1. Approval is subject to:
  - (a) Instructor s need for teaching assistance;
  - (b) Departmental budget constraints;
  - (c) Class size (undergraduate class should have at least 20 students); and
  - (d) TA s suitability for the course.
2. Teaching Assistants should be students who:
  - (a) Are competent seniors, who have achieved at least an A- minus grade for the course completed under the same or a different instructor;
  - (b) Have overall GPA of at least 3.0 and above; and
  - (c) Can cope with their own study workload, and should not undertake more than 2 TA-ship at any one time.
3. Teaching Assistants should only work, on a dedicated basis, with a single faculty in each term. As a guide, a student should not undertake more than 2 sections at any one time (or about 10 hours per week). An exception is granted for students to undertake 3 sections, under the same instructor and same course.
4. Teaching Assistants are NOT allowed to:
  - (a) Evaluate and mark essays and case-studies;
  - (b) Grade students for class participation;
  - (c) Set the questions of examination/quizzes;
  - (d) Mark final examination;
  - (e) Input grade in eLearn;
  - (f) Handle any exam related matters, including handling/printing exam papers, exam invigilation, collection of exam answer scripts, assist in releasing component grades and grade distribution to students.

### Teaching Assistant's Conflict of Interest Declaration

Please tick one.

☐

I confirm that I do not have any immediate family member, relative or person with whom I am in a close relationship attending the Course Section below.

☐

The following is a person that I wish to declare for purposes of this TA application.

Name: \_\_\_\_\_

Relationship to TA applicant: \_\_\_\_\_

Name of TA applicant: \_\_\_\_\_

Course/section for TA position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

If you are currently a postgraduate student, please complete this page.

Name of Postgraduate Student : \_\_\_\_\_

- If you are a **SMU Postgraduate Student**, please complete Sections I and III of Annex B.
- If you are a **non-SMU Postgraduate Student**, please complete Sections II and III of Annex B.

### Section I (For SMU Postgraduate Student)

#### (A) To be completed by SMU Postgraduate Student

Are you currently receiving any scholarship from the programme? ☐ Yes ☐ No

If yes, please specify

(i) Name of the Scholarship, if any: \_\_\_\_\_

(ii) Name of the Programme studying: \_\_\_\_\_

(iii) Expected Date of Graduation: \_\_\_\_\_

#### (B) To be completed by Dean/Programme Coordinator (for SMU Postgraduate Student by research)

Has this postgraduate student (by research) fulfilled the requirement 7 hours per week of unpaid RA/TA work?

Yes/No (Please delete accordingly)

\_\_\_\_\_  
Name of Dean/Programme Coordinator

\_\_\_\_\_  
Signature and date

### Section II (To be completed by non-SMU Postgraduate Student)

(1) Are you currently receiving any scholarship from the programme? ☐ Yes ☐ No

If yes, please specify

(i) Name of the Scholarship, if any: \_\_\_\_\_

(ii) Name of the Programme studying: \_\_\_\_\_

(iii) Expected Date of Graduation: \_\_\_\_\_

(iv) Name of the Institution (country) which you are currently studying: \_\_\_\_\_

(2) Please submit a letter from your institution declaring your eligibility to work in SMU, the number of hours per week you can work in SMU, and any other restriction relating to working in SMU while holding this scholarship.

(3) Please ensure that your employment as a Research Assistant on this project does not conflict with the terms and conditions stipulated in the award of your scholarship. If applicable, please check with your school's programme coordinator on your eligibility to work in SMU, the number of hours per week you can work in SMU, and any other restriction relating to working in SMU while holding this scholarship.

### Section III (To be signed by Applicant)

Name of Applicant: \_\_\_\_\_

\_\_\_\_\_  
Signature and date

NRIC/Fin No./Passport No.: \_\_\_\_\_