

APPENDIX 1

**DATA-SCIENCE ISEP SCHOLARSHIP SCHEME
TERMS & CONDITIONS**

1. Each Data-Science Scholarship (“Scholarship”) will provide the following for the PhD student:

Items	Value
<i>for PhD studies carried out locally, for a maximum of four years</i>	
(a) Tuition Fee, on a yearly basis throughout the period of the award	In full ¹
(b) Research Allowance	Capped at S\$6000 per candidature ²
(c) Stipend on a yearly basis	
- Singapore Citizens ³	S\$43,200
- Singapore Permanent Residents and	S\$40,800
- International Students	S\$37,200

2. The above items and their rates are subject to applicable conditions and adjustments by IDS and ISEP (Integrative Sciences and Engineering Programme).
3. The effective date of the Scholarship for incoming students will be the commencement date of the relevant semester or the actual date of registration, whichever is later.
4. The Scholarship is tenable only at the National University of Singapore and the awardee must reside in Singapore for the duration of the Scholarship. As full-time students, awardees are expected to report to their Department of study and/or supervisor at the University during the period of the Scholarship, except during periods of approved leave.
5. The Scholarship is for PhD studies in science, engineering, data-science and related aspect of medicine, at the NUS Graduate School (NUSGS). The programme is for a maximum of five years in duration. The PhD degree will be awarded by the National University of Singapore (NUS). The tenure of the award is four years, or up to the date of graduation, whichever is earlier. The scholarship is open to all nationalities. The award is subject to review on an annual basis.
6. Awardees must register as full-time students with ISEP and carry out their research in laboratory approved by Data-Science Institute (IDS). The choice of the thesis supervisor and of members of the Thesis Advisory Committee is subject to approval of IDS. Scholars shall not change their research project topic without obtaining prior written permission from IDS.

¹ The following fees are NOT borne by IDS

- One-time fees to be paid for Registration and Thesis Examination have been annualised and apportioned over the semesters

- Miscellaneous Student Fees (MSFs) comprise (i) Student Services Fee (SSF); and ii) Health Service Fee (HSF)

Refer to <https://www.nus.edu.sg/registrar/administrative-policies-procedures/graduate/graduate-fees> for information on the MSF

² For research related expenses on a reimbursement basis.

³ With effect from 1 August 2015, Central Provident Fund (CPF) contributions shall be provided at a rate pegged to the prevailing employer's contribution rate set by CPF, on top of the monthly stipend received.

7. Awardees will undertake coursework as prescribed by IDS.
8. Awardees must fulfil the ISEP CAP requirement of at least 3.8 for every semester and must take the PhD Qualifying Examination within 18 to 24 months from the date of enrolment, failing which the scholarship award may be withdrawn.
9. International Students awarded the Scholarship, who are admitted from AY2014/2015, must perform the requirements of the **Graduate Assistantship Programme** as set out in the **Annex**.
10. The awardee is to note that:
 - (i) the total time spent on work done under the Graduate Assistantship Programme and any other form of paid or unpaid work (subject to prior written approval of the University), shall not exceed 16 hours a week;
 - (ii) the total hours required under the Graduate Assistantship Programme is completed before thesis submission or six (6) months before the expiry of the scholarship, whichever is earlier; and
 - (iii) the awardee shall be remunerated for work done in excess of the hours required under the Graduate Assistantship Programme at a rate in accordance with the Part-Time Appointment Scheme. Any remuneration paid will be subject to tax where applicable.
11. Awardees who are Singaporeans or Singaporean Permanent Residents are required to assist in undergraduate teaching, fulfilling a minimum of 40hrs, usually to be completed by the end of the second year of enrolment at IDS. At least 20 hours should involve demonstrating/lecturing/tutorials only. The rest may be completed by mentoring peers or by supervision of UROP /Honours/JC Students. Note that marking hours cannot be clocked to fulfil the teaching requirement. These must be done without any remuneration.
12. If the awardee wishes to perform teaching/ laboratory supervision/ research duties and other developmental assignments on top of the hours required by the Head of Department, the awardee is to note that:
 - (i) the total time spent on teaching/ laboratory supervision/ research duties and other developmental assignments shall not exceed 16 hours a week (unless with the prior written approval of the University);
 - (ii) the awardee shall only be assigned teaching/ laboratory supervision/ research duties and other developmental assignments if the supervisor(s) and Department are satisfied with his/her progress; and
 - (iii) the awardee shall be remunerated for work done in excess of the hours required by the Head of Department at a rate in accordance with the Part-Time Appointment Scheme. Any remuneration paid will be subject to tax and Central Provident Fund contributions, levies and donations, where applicable, in accordance to the Central Provident Fund Act.
13. Save as provided for in Clause 10 and 11 above, the awardee may not accept employment, whether or not he/she is remunerated, or hold concurrently any other scholarship, fellowship, allowance or other award during the period of the Fellowship, without the prior approval of the University. In addition, the awardee

cannot change to a programme of study different from that stated in his/her offer of admission letter or take up any additional course(s) without the prior written permission of the University.

14. The awardee will automatically cease to receive the monthly stipend, tuition fee subsidy and allowances under the Scholarship:
 - (i) upon the date of conversion of his/her candidature from full-time to part-time (the awardee must obtain, by way of a written request through the supervisor(s) and Head of Department, for such a conversion;
 - (ii) the awardee transfers his/her candidature from a PhD to a Master's degree programme;
 - (iii) where the awardee submits his/her thesis for examination, upon the date of receipt of thesis examination form (*completed and endorsed*) by the Student Service Centre;
 - (iv) upon the expiry of the tenure of the Fellowship as described in clause 4 above;
 - (v) upon the withdrawal from or failure of the awardee to complete his/research programme, for whatever reason;
 - (vi) upon the termination of candidature of the awardee at the University, for whatever reason.
15. The University reserves the right to reduce or withhold the stipend and/or the tuition fee subsidy, and/or suspend or terminate the Fellowship
 - (a) immediately without notice if the awardee:
 - (i) commits a criminal offence;
 - (ii) is found to have committed a disciplinary offence pursuant to the University's Statutes and Regulations;
 - (iii) participates in activities or acts in a manner which is, or is likely to be, adverse to the interest of the University, or which cause, or is likely to cause, embarrassment to the University;
 - (iv) in the view of the University, conducts himself/ herself in a manner unbecoming of an awardee;
 - (v) in the view of the University, does not progress satisfactorily in his/her programme of study;
or
 - (vi) breaches any of the terms and conditions herein;
 - (b) at any time by giving one month's notice in writing to the awardee without assigning any reason.
16. The awardee may terminate the Scholarship by giving one month's notice in writing.
17. If the Scholarship is suspended or terminated for any reason whatsoever, the awardee shall only be entitled to the stipend and/or tuition fee subsidy up to the date of suspension or termination of the

Scholarship. If an excess amount has already been paid to the awardee, then he/she must immediately refund the excess amount to the University.

18. The awardee will need to pay the fees for Transfer of Module Credits should the awardee fail to complete the research programme and wish to transfer the module credits/grades earned during his/her period of Scholarship to a Master's by coursework programme.
19. Miscellaneous Student Fees would be deducted from the awardee's monthly stipend at the beginning of each semester.
20. The University does not provide any additional assistance towards travel or living costs nor does it guarantee employment to the awardee on the successful completion of his/her degree.
21. No delay or forbearance on the part of the University to enforce any of its rights and remedies for any breach by the awardee of any of these terms and conditions shall in any way affect or prejudice the University's rights or remedies in respect of such breach, nor will the University's rights and remedies in respect of any other or subsequent breach of these terms and conditions by the awardee be affected or prejudiced.
22. The University may at its discretion, vary these terms and conditions, or amend or issue additional guidelines with respect to the Fellowship, from time to time with notice. All such guidelines shall be deemed to be part of the terms and conditions of the Fellowship. If the awardee does not accept such variation, amendment or issuance, he/she is entitled to terminate the Fellowship in accordance with clause 16 above. Where the awardee continues to accept the monthly stipend and/or the tuition fee subsidy after such notification, he/she shall be deemed to have accepted such variation, amendment or issuance.

GRADUATE ASSISTANTSHIP PROGRAMME

Since AY2014/2015, all International Students awarded the IDS-ISEP Scholarship are required to perform duties under the Graduate Assistantship Programme as set out in the table below.

Total Hours Required to Serve during Candidature
312 hours

The below table sets out the maximum hours that can be clocked under the respective categories:

Mode of Clocking Graduate Assistantship Programme Hours (per candidature)	Hours	Remarks
Teaching/Laboratory Supervision (max. 20%)	At least 63	Official office hours and preparation of the class can be taken into account. As a guide, preparation time taken for the assignment should not take more than half of the time required for the assignment.
Research Assistant (RA) duty, inclusive of research supervision (max.60%)	up to 188	The quality of the research supervision or research assistant duty needs to be endorsed by the student's supervisor(s). No preparation time is to be clocked in this assignment. The research assistant duty should go beyond the scope of the research project undertaken by the student to fulfil the requirement of the graduate programme.
Other developmental assignments (max.20%)	up to 63	Other assignments with developmental value approved by the Vice-Dean. This could include: <ol style="list-style-type: none"> 1. Buddy Hours (10 hours) 2. Attendance of PhD Seminars (up to 20 hours, only applicable students on GAP) 3. Giving Seminar Talks to Department or Workshop (5 hours) 4. Conference Organization (5 hours)
Total Hours	312	

- 1) The awardee will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.
- 2) The awardee should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.
- 3) The awardees have to complete at least half of the required hours (156) by PQE (2-year point) or 208 hours by the end of the 3rd year."
- 4) The duties can only be clocked for work done deemed satisfactory by the University.
- 5) If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, IDS can

- (a) reduce or withhold the stipend, and/or the tuition fee subsidy, and/or terminate the Scholarship; and or
- (b) withhold the transcript (both official and unofficial) and student status letter, conferment letter until the requirements are met.