

NATIONAL UNIVERSITY OF SINGAPORE
AWARD OF CSI SINGAPORE* RESEARCH SCHOLARSHIP
TERMS AND CONDITIONS

1. Upon award of a CSI Research Scholarship ("Scholarship"), the student ("Scholar") will receive a monthly stipend, and allowances as described in the Annex and a full tuition fee subsidy, i.e. NUS will pay the current applicable tuition fees for the Scholar.
2. (i) 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. For existing students who are awarded the Scholarship during their candidature, the effective date of the Scholarship will be the date as stipulated by the relevant faculty or school.

(ii) Notwithstanding the above, for students who are employed as at the time of the award of the Scholarship, the Scholarship will only take effect from the date immediately after he/she has ceased to draw a salary from the employer.
3. The Scholarship is tenable only at the National University of Singapore and the Scholar must reside in Singapore for the duration of the Scholarship. As full-time students, Scholars are expected to report to their Department of study and/or thesis advisor at the University during the period of the Scholarship, except during periods of approved leave.
4. The Scholarship is tenable for one (1) year in the first instance and thereafter may, subject to the Scholar's satisfactory progress, be renewed each semester at the University's discretion. The maximum period of the Scholarship is four (4) years for Ph.D. candidates, as determined by the relevant faculty or school in each case.
5. The Scholar undertakes to devote his/her full time and energy to his/her studies and to the best of his/her ability, apply himself/herself to the programme of study, to the satisfaction of the University.
6. The Scholar shall, if required by the Head of Department, assist in teaching duties and departmental work (e.g. conducting tutorials/lab demonstrations, preparing teaching materials or developing new experiments for teaching purposes, performing invigilation duties, etc) up to six (6) hours per week without any remuneration.

If the Scholar wishes to perform teaching duties and departmental work on top of the hours required by the Head of Department, the Scholar is to note that:

- (a) the total time spent on teaching duties & departmental work shall not exceed 16 hours a week (Recipients who are Singaporeans or Singapore Permanent Residents may be allowed to spend more than 16 hours a week, subject to prior written approval of the University).
 - (b) the Scholar shall only be assigned teaching duties & departmental work if the thesis advisor(s) and Department are satisfied with his/her progress.
7. Save as provided for in clause 6 above, the Scholar 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 Scholarship, without the prior approval of the University. In addition, the Scholar 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.

8. The Scholar will cease to receive the Scholarship:

- (i) upon the date of conversion of his/her candidature from full-time to part-time (the Scholar must obtain, by way of written request submitted via the thesis advisor(s) and Head of Department, the written approval of the Vice Dean of Graduate Studies for such a conversion);
- (ii) upon the date of expiry of the tenure of the Scholarship as described in clause 4 above. (Note: The monthly stipend for the last month of the Scholarship will only be paid after the relevant Department has certified that the Scholar has no existing liabilities);
- (iii) subject to clause 8(ii) above,
 - (1) six (6) months from the date the first thesis submitted by the Scholar is endorsed by the university as ready for examination, or
 - (2) upon the final thesis submission, whichever is earlier;
- (iv) immediately without notice if the Scholar withdraws from or fails to complete his/her research programme, for whatever reason; or
- (v) immediately without notice if the candidature of the Scholar at this University is terminated, for whatever reason.

9. The University reserves the right to reduce or withhold the stipend and/or the tuition fee subsidy, and/or suspend or terminate the Scholarship

(a) immediately without notice if the Scholar:

- (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 interests 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 a Scholar;
- (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 Scholar without assigning any reason.

10. The Scholar may terminate the Scholarship by giving one month's prior notice in writing.

11. If the Scholarship is suspended or terminated for any reason whatsoever, the Scholar 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 Scholar, then he/she must immediately refund the excess amount to the University.

12. The University does not provide any additional assistance towards travel or living costs nor does it guarantee employment to the Scholar upon the successful completion of his/her higher degree candidature.
13. No delay or forbearance of the University to enforce any of its rights and remedies for breach by the Scholar 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 Scholar be affected or prejudiced.
14. The University may at its discretion vary these terms and conditions, or amend or issue additional guidelines with respect to the Scholarship, from time to time with notice. If the Scholar does not accept such variation, amendment or issuance, he/she is entitled to terminate the Scholarship in accordance with clause 10 above. Where the Scholar 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.

STIPEND AND ALLOWANCES FOR CSI SINGAPORE RESEARCH SCHOLARSHIP

1. Scholars shall receive a monthly stipend as follows:

For Ph.D. candidates:

Singaporean Students	S\$4,600 + employer's CPF contribution of 17%
Permanent Resident	S\$4,600
International Students	S\$4,600

Note: This change will affect students who are admitted from AY2022/2023, with effect from 1 January 2026.

2. A one-off relocation airfare allowance of up to S\$1,500
3. Laptop allowance of up to S\$1,750
4. Books and Software allowance of up to S\$1,000 for the period of candidature
5. Conference allowance of up to S\$10,000 for the period of candidature

TERMS & CONDITIONS FOR REIMBURSEMENT OF EDUCATIONAL ALLOWANCES

- Reimbursement will be processed upon submission of original receipt/invoice and proof of payment within three months of purchase.

Airfare

1. Students who are recruited from overseas will be eligible for a one-off relocation airfare allowance of up to S\$1,500.
2. International students who were working in Singapore prior to admission will not be eligible for airfare allowance.
3. Relocation allowance will only cover a single-trip, economy-class airfare
4. Reimbursement will be processed upon submission of e-ticket, boarding pass, receipt/invoice and proof of purchase within three months from the date of arrival.

Notebooks

1. Students will be reimbursed for up to S\$1,750 for one-off purchase of notebooks and desktops intended for this program. IT accessories e.g. mouse, keyboard, external hard disk are not reimbursable.
2. Reimbursement will be processed upon submission of scanned tax receipt/invoice and proof of payment within three months of purchase.
3. Date stipulated on receipt/invoice should not be more than three months before the start of candidature or enrolment, whichever is later.
4. Date stipulated on receipt/invoice should be within the first academic year.

Books / Software

1. Students will be reimbursed for up to S\$1,000 for any books and software purchased that are related to the research area of the student.
2. Locally purchased books are strongly encouraged.
3. For the purchase of software, students must check with CSI before purchasing.
4. Students may accumulate receipts of the book/software purchases and submit them together with thesis advisor's approval for reimbursement within three months.
5. Books purchased online or from overseas are subject to CSI's approval and CSI has the right to reject any claims which it deems not eligible for reimbursement.
6. For any purchases made outside of Singapore, the reimbursement will follow the NUS' exchange rates, subject to the rate of the day.
7. Students cannot be reimbursed for the purchase of IT accessories e.g. mouse, external hard disk, laser pointers.

Conference

1. Full-time PhD research students may apply for financial assistance of up to S\$10,000 to present papers or posters as first-, co-first or leading author at academic conferences during their candidature.

2. Students must be a full-time graduate student under the CSI Singapore Research Scholarship at the time of application **and** scientific conference.
3. Students **must** be presenting an oral presentation or poster for the use of conference allowance in the following scenarios:
 - Overseas conferences requiring flight fee, accommodation fee and/or per diem, or
 - Local or virtual conferences requiring a registration fee of S\$250 and above.
4. Students must seek approval from CSI Education and Training Committee to utilize the conference allowance. Request, along with thesis advisor's approval, should be submitted at least three months prior to the conference. Proof of acceptance of poster or oral presentation should also be provided once available.
5. On top of ETC approval, the following requirements must be met as well:
 - Students must attend the full conference and present their work (poster/oral presentation) at the conference.
 - Flights, accommodation, and conference registration must be arranged at least one month before the conference.
6. Students traveling internationally should check that their passport is current with at least six months' validity. Students should obtain the appropriate visa when traveling. It is the student's responsibility to ensure they have all correct and applicable travel documents for their destination(s). It is strongly encouraged for students to obtain the visa at least 2 months before conference date.
7. Financial assistance will be considered for the following:
 - Return airfare via the most direct and economical route,
 - Hotel accommodation,
 - Registration fee,
 - Visa fee (if applicable; If multiple applications are submitted, only the application fee for the successful application will be reimbursed), and
 - Subsistence allowance (at 20% of daily subsistence allowance payable for the country concerned) for the duration of the conference.
8. Financial assistance provided would be benchmarked based on these guidelines:
 - Airfare:
 - Lowest Logical Fare (LLF) in airfare quotation from NUS Travel Management Companies
 - Airfare quotation must be sought before purchasing flight tickets.
 - Fees for seat selection and extra baggage are **not** reimbursable.
 - Hotel accommodation:
 - Moderate class hotel (3 or 4 star) or conference hotel
 - Accommodation claims can include up to one night before the conference and the last night of the conference.
 - For accommodation that exceeds \$250/night, please seek quotation from NUS Travel Management Companies before booking accommodation.

- Students can only submit reimbursement for room charges.
 - Registration fees:
 - Students should register for conference under “Student” rates.
 - Approval from ETC may be sought if registration for membership provides greater saving for conference registration fees.
9. Reimbursements must be submitted within three months from the end date of the conference.
10. Students are required to present the following at AIRS/lab meeting upon return from conference:
- What they have learned from the posters/presenters at the conference
 - How they will be able to incorporate this into their work/lab research
 - New collaborations/connections established that can enhance their work
- A copy of the presentation slides will need to be submitted to the Graduate Program administrator.
11. CSI has the right to reject any claims which it deems not eligible for reimbursement.
12. Where there is a need to travel overseas, students are advised to purchase air tickets from NUS Travel Management Companies as airfare includes travel insurance. Students can purchase air tickets directly from airlines provided the price of the air ticket is lower than that quoted by NUS Travel Management Companies. If a particular destination is not found on the above list, please submit at least one written quotation from the University approved travel agents with your application.

Workshop / Courses/ Seminars

1. Financial assistance requested for workshops, courses or seminars related to the research area of the student can be granted under conference allowance based on these guidelines:
 - Students must be a full-time graduate student under the CSI Singapore Research Scholarship at the time of application **and** workshop/ courses/ seminars to apply for financial assistance.
 - Approval from CSI Education and Training Committee must be sought before registering for the workshop, course, or seminar.
 - Request, along with thesis advisor’s approval should be submitted at least one month before the date of the workshop, course, or seminar.
2. For all workshops, courses and seminars, students are required to provide justification on how the activity is helpful for their PhD study.
3. Students are required to submit a 2-page report on what they have learnt after attending the seminar/course/workshop.
4. Students **must** have strong justification of the learning outcome for the use of conference allowance in the following scenarios:
 - Overseas activities requiring flight fee, accommodation fee and/or per diem, or
 - Local or virtual activities requiring a registration fee of S\$250 and above.

5. CSI has the right to reject any claims which it deems not eligible for reimbursement.
6. For workshops or courses conducted overseas, students should seek financial grants for travel and living expenses. Students should check if registration fee includes lodging. Otherwise, financial assistance requested for international workshops or courses should be calculated using the same guidelines for conference allowance.