

KHOO PRE-DOCTORAL FELLOWSHIP AWARD TERMS AND CONDITIONS

1. Upon award of the Khoo Pre-Doctoral Fellowship Award ("Award"), the student ("Awardee") will receive a monthly stipend, a tuition fee subsidy and a miscellaneous student fee subsidy. For Singapore Citizen students, Central Provident Fund (CPF) contributions shall be provided at a rate pegged at the prevailing employer's contribution rate set by CPF.
2. The effective date of the Award for incoming students will be the commencement date of the relevant semester or the actual date of registration, whichever is the later. For existing students who are awarded the Award during their candidature, the effective date of the Award will be from a date as stipulated by the School.
3. The Award is tenable only at Duke-NUS Medical School and the Awardee must reside in Singapore for the duration of the Fellowship. As full-time students, Awardees are expected to report to their mentors at the School during the period of the Fellowship, except during periods of approved leave.
4. The Award is tenable for one (1) year in the first instance and thereafter may, subject to the Awardee's satisfactory progress, be renewed each semester at the School's discretion. The maximum period of the Award is 4 years.
5. The Awardee 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 his/her programme of study, to the satisfaction of the School.
6. The Awardee shall, if required by the Signature Research Programme (SRP) Director, assist in teaching/ laboratory supervision/ research duties and other developmental assignments (e.g. conducting tutorials/lab demonstration, preparing teaching materials or developing new experiments for teaching purposes, performing invigilation duties, etc.) for up to six (6) hours per week without any remuneration.

If the Awardee wishes to perform teaching/ laboratory supervision/ research duties and other developmental assignments on top of the hours required by the SRP Director, 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 Duke-NUS Department of Graduate Studies);
- (ii) the Awardee shall only be assigned teaching/ laboratory supervision/ research duties and other developmental assignments if the supervisor, SRP programme head and the Director of Graduate Studies are satisfied with his/her progress;
- (iii) the Awardee shall be remunerated for work done in excess of the hours required by the SRP Director 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 (for Singapore Citizens and Singapore Permanent Residents), where applicable, in accordance to the Central Provident Fund Act;

(iv) prior written approval from the Duke-NUS Department of Graduate Studies must be obtained.

7. Save as provided for in clause 6 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 Award, without the prior written approval of the School. 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 School.

8. The Awardee will cease to receive the Award:

(i) upon the date of conversion of his/her candidature from full-time to part-time (the Awardee must obtain, by way of written request submitted via the supervisor(s), the written approval of the Vice Dean, Research for such a conversion);

(ii) where the Awardee successfully completes his/her thesis work including a successful thesis defense/examination and submission of a written thesis as stated on the PhD completion form (signed by thesis committee, Student and Senior Associate Dean of Graduate Studies), whichever is earlier, or where stipends are concerned, the date of degree conferment;

(iii) for the period where the Fellow is placed on approved Leave of Absence. For avoidance of doubt, tuition fees subsidy will continue to be awarded as long as the Fellow is liable for tuition fees payment for the semester;

(iv) upon the date of expiry of the tenure of the Award as described in clause 4 above.

(v) immediately without notice if the Awardee withdraws from or fails to complete his/her research programme, for whatever reason; or

(vi) immediately without notice if the candidature of the Awardee at this School is terminated, for whatever reason.

9. The School reserves the right to terminate the Award:

(i) immediately at any time without notice if the Awardee is found guilty of a disciplinary offence as defined under the National University of Singapore's statutes or breaches any of the terms and conditions herein;

(ii) immediately at any time without notice if the Awardee's progress is not satisfactory; or

(iii) at any time by giving one month's notice in writing to the Awardee without assigning any reason.

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

11. If the Award is suspended or terminated for any reason whatsoever, the Awardee shall only be entitled to the stipend and/or tuition and miscellaneous fees subsidies up to the date of suspension or termination of the Award. If an excess amount has already been paid to the Awardee, then he/she must immediately refund the excess amount to the School.

12. The School does not provide any additional assistance towards travel or living costs nor does it guarantee employment to the Awardee upon the successful completion of his/her higher degree candidature.

13. The School may at its discretion vary these terms and conditions, or amend or issue additional guidelines with respect to the Award, from time to time with notice. All such guidelines shall be deemed to be part of the terms and conditions of the Award. If the Awardee does not accept such variation, amendment or issuance, he/she is entitled to terminate the Award in accordance with clause 10 above. Where the Awardee continues to accept the monthly stipend and/or the tuition fee and miscellaneous student fee subsidies after such notification, he/she shall be deemed to have accepted such variation, amendment or issuance.