

## AY08-09 URECA Student Guidelines

### 1. URECA Student research guidelines

- Meet Professor at a reasonable frequency as agreed with the professor.
- Team work with professor's other students in the team with good initiative.
- Time management and early communication with professors on major concerns.
- Submit your stipend claims monthly; follow claim guidelines (please see Item 3 below for details).
- Submit reports, poster and research paper as per assessment guidelines, strictly by the deadline (please see Item 2 below for details on deadlines).
- As done by great scientists of the world, we encourage you to maintain a Research Logbook (similar to IA or PA) to record your lab and other research activities, research findings etc.

### 2. URECA Student Assessment Guidelines for AY2008-2009

% of final marks	Date	Length	Suggested Content	Submission
20%	15 <sup>th</sup> Dec 08	1page	This may include Research planning, Problem definition and Initial Literature Review.	To professor only
-	31 <sup>st</sup> Dec 08	-	40 hours minimum research	Admin check & recommend
20%	30 <sup>th</sup> Jan 09	1 poster	Poster competition <a href="mailto:L.I.F.E@NTU">L.I.F.E@NTU</a> (Template will be provided) <ul style="list-style-type: none"> <li>• Poster soft copy</li> <li>• A4 hard copy (B&amp;W)</li> </ul>	<ul style="list-style-type: none"> <li>• Poster submission to professor via studentlink</li> <li>• Hard copy submission to the office of URECA</li> </ul>
60%	30 <sup>th</sup> June 09	6 pages	<ul style="list-style-type: none"> <li>• URECA Research Paper (Template will be provided)</li> <li>• Report etc as requested by the professor</li> </ul>	<ul style="list-style-type: none"> <li>• Soft submission through professor via studentlink</li> <li>• Other submission to professors as requested</li> </ul>

### 3. URECA student stipend claim Guidelines

- Maximum claimable: 40 hours per month regardless of semester time or semester break.
- URECA scholars may claim for hours spent on the following:
  - Reading relevant research material
  - Experimentation
  - Lab work, field work, creating software/ hardware or conducting simulation
  - Briefing by the supervisor
  - Writing paper/report/poster - Typical hours for paper, report, or poster should be no more than 5-15 hours each

The following items are **not claimable**: Transport time, Taxi fares, Time spent in URECA exhibitions, Time spent in attending conferences, Time spent in attending seminars, Learning software and Studying software/hardware manuals.

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### 4. URECA GIRO Payment

For new URECA students, URECA payment will be credited to your students bank account used to deduct tuition fees.

For past URECA students, URECA payment will be credited into the same account number maintained in the Office of Finance.

For new URECA students with no bank account maintained at Office of Finance, a GIRO form will be sent to you in a separate email shortly.

### 5. URECA and UE with (S/U) Option in Semester 2 for AY2008-2009

Schools may allow their students to opt for satisfactory/unsatisfactory (S/U) option for URECA. If your school chooses and informs you on this option you may select S/U for URECA in the recess of the second semester (ie. recess of S2 of AY 2008-2009) when the declaration system is open.

### 6. Reminder on FYP-ABP student and URECA

Under the current guidelines, an ABP (Accelerated Bachelor Programme) student who will be starting his/her FYP in Semester 1 or 2 in AY08/09 will have to DROP ABP in order to take up URECA. This is because a student cannot simultaneously be registered for URECA and FYP. If you are currently under ABP, please make a choice between the two immediately. No exception is given.

- If you would like to take up URECA, you need to inform the NTU undergraduate office to be dropped from ABP.
- If you decided to continue with ABP, please inform your supervisor to deregister you from URECA as soon as possible.

### 7. IA and URECA

The IA project and URECA project cannot be exactly the same as you cannot get units and Stipend for both IA and URECA for the same project. However URECA does not exclude IA and URECA in a related project at the same time as long as the student does the URECA project outside the IA hours.

### 8. GIP/INSTEP and URECA

Those of you got selected for GIP/INSTEP can continue URECA if your URECA professor is agreeable and support your continuation of URECA in the overseas host institution. During GIP/INSTEP period you will research on a closely related or continuation of your URECA project work under the supervision of a professor at the overseas hosting institution. Please contact office of GIP/INSTEP and/or Office of URECA for assistance.

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### 9. URECA Consumable Claims Guidelines

1. URECA consumable may be purchased and claimed ("claims") or through purchase order (PO) system ("PO pre-approval")
2. Maximum claims per academic year is as follow:

Project Type	Amount per academic year
URECA / SIMTech-URECA / DSO-URECA	\$600
FYP-URECA	\$800

3. Claims should be made within three months from the last day of the calendar month from the time they are incurred. Late claims beyond three months will be rejected.
4. Steps on consumable claims procedure are as follow:
  - (i) Student submits claims / PO pre-approval form through studentlink
  - (ii) Professor approves claims / PO pre-approval form through stafflink
  - (iii) Student prints approval claims / PO pre-approval form through studentlink and attaches supporting documents (refer to point 7)
  - (iv) Student submits hardcopy to school coordinator
  - (v) School coordinator endorses the claims / PO pre-approval form and submits to respective school admin office for processing.
5. Please ensure that returnable items such as software(s) are returned to Professor at the end of URECA project duration.
6. Purchases of all books/ journals/ manuscripts/ reports/ data acquisition that not available from the library must be catalogued with the library and obtained library confirmation.  
[http://www.ntu.edu.sg/library/services/Documents/research\\_fund\\_form.pdf](http://www.ntu.edu.sg/library/services/Documents/research_fund_form.pdf)
7. Final forms (claim/PO pre-approval) submission to school coordinator must be attached with supporting paper documents (e.g. receipt, library cataloguing confirmation, original quotation). The supporting documents must be endorsed by supervisor.
8. Any claims or PO for overseas purchases have to be justified.
9. Rejected or Cancelled Claims / PO Pre-approval form must be returned to URECA office (N3-B3c-10) for budget spends updating.
10. Please follow up with school admin office on any payment enquiries after the submission of claims form to school coordinator.