

ANNEX A

GRADUATE ASSISTANTSHIP PROGRAMME

International Students on NTU Research Scholarship (hereinafter referred to as “Scholars”) who are admitted from AY2014/2015 must perform teaching/laboratory supervision duties to fulfil the requirements of the Graduate Assistantship Programme (“GAP”).

Degree	Total Hours Required to Serve during Candidature
PhD	416 hours
2-year Master’s by Research	156 hours
1-year Master’s by Research	78 hours

The Scholar is to note that:

- The total time spent on work done under the GAP and any other form of paid or unpaid work, should not exceed sixteen (16) hours a week;
- The Scholar must ensure that the total hours required under the GAP is completed at least six (6) months before the expiry of the Award or submission of the thesis (whichever is earlier); and
- The School, at its discretion, may or may not remunerate the Scholar for performing teaching duties and other developmental assignments in excess of the GAP.

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

Mode of Clocking Graduate Assistantship Programme Hours (per candidature)	PhD	Master’s (2-years)	Master’s (1-year)	Remarks
Teaching/Laboratory Supervision (max.100%)	416	156	78	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 duty, inclusive of research supervision (max.60%)	up to 250	up to 94	up to 47	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 83	up to 31	up to 16	Other assignments with developmental value approved by the Vice Dean.
Total Hours	416	156	78	

1. The Scholar will not be paid any remuneration for the hours clocked under the GAP.
2. The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.
3. The duties can only be clocked for work done and deemed satisfactory by the University.
4. If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, the University can:
 - (a) Reduce or withhold the stipend and/or the tuition fee subsidy, and/or suspend or terminate the Scholarship; and/or
 - (b) Withhold the transcript (both unofficial and official) and the student status letter until the requirements are met.
5. If the GAP hours are not fulfilled at least six (6) months before the expiry of the Award or submission of the thesis (whichever is earlier), the Scholar will not be eligible for subsidised tuition fees.
6. If the total required GAP hours are not met by the time the thesis is submitted for examination, the Scholar will have his/her transcript (both unofficial and official), student status letter, conferment letter and degree scroll (for graduating student) withheld until the fulfilment of the requirement.

This is a computer-generated letter. No signature is required.