1. Upon award of an MBI Research Scholarship (“Scholarship”), the student (“Scholar”) will receive a monthly stipend and allowance (details of which are as described in the Annex A and Annex B) and a tuition fee subsidy.

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.

   (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 supervisor 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 five (5) years.

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 is required to 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 at least one (1) semester in the entire candidature, for up to six (6) hours per week, without any remuneration.

7. If the Scholar wishes to perform teaching/laboratory supervision/research duties and other developmental assignments in addition to the hours required by the Head of Department, the Scholar 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); and

   (ii) the Scholars 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.

8. Save as provided for in Clause 6 and 7 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 written 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.

9. The Scholarship will be renewed if the Scholar meets the following criteria:

   (i) minimum CAP (coursework component) of 3.80;

   (ii) pass the PhD Qualifying Examination by the 20th month after initial enrolment, or such other period stipulated by the faculty/school.
(iii) submit at least one (1) Thesis Advisory Committee (TAC) progress report to the MBI Graduate Committee per academic year, in which, the Scholar’s TAC must recommend Scholarship continuation.

10. The Scholar 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 Scholar must obtain, by way of a written request submitted via the supervisor(s), the written approval of the MBI Graduate Committee Chair for such a conversion);

(ii) upon the Scholar’s transfer of his/her candidature from a PhD to a Master’s degree programme;

(iii) where the Scholars submits his/her thesis for examination, upon the date of receipt of thesis examination form (completed and endorsed) by the Student Service Centre@Kent Ridge/Student Services@Bukit Timah Campus;

(iv) upon the expiry of the tenure of the Scholarship as described in clause 4 above;

(v) upon the withdrawal from or failure of the Scholar to complete his/her research programme, for whatever reason;

(vi) upon the termination of candidature of the Scholar at the University, for whatever reason.

11. The University reserves the right to reduce or withhold the stipend, allowance 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.

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

13. If the Scholarship is suspended or terminated for any reason whatsoever, the Scholar shall only be entitled to the stipend, allowance 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.

14. The Scholar will need to pay the fees for Transfer of Module Credits should the Scholar 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.

15. Miscellaneous Student Fees, if applicable, would be deducted from the Scholar's monthly stipend at the beginning of each semester.
16. 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 degree.

17. No delay or forbearance on the part of the University to enforce any of its rights and remedies for any 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.

18. 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. All such guidelines shall be deemed to be part of the terms and conditions of the Scholarship. If the Scholar does not accept such variation, amendment or issuance, he/she is entitled to terminate the Scholarship in accordance with clause 12 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.
ANNEX A

STIPEND AND ALLOWANCE FOR MBI GRADUATE SCHOLARSHIP

Scholars shall receive:

1. A monthly stipend as follows:

<table>
<thead>
<tr>
<th>Nationality</th>
<th>For PhD candidates:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Effective for student admitted from AY2015/2016 onwards but prior to AY2017/2018</td>
</tr>
<tr>
<td>Singapore Citizen*</td>
<td>S$3,400</td>
</tr>
<tr>
<td>Singapore Permanent Resident</td>
<td>S$3,200</td>
</tr>
<tr>
<td>International</td>
<td>S$3,200</td>
</tr>
</tbody>
</table>

* With effect from 1 August 2015, Central Provident Fund (CPF) contributions shall be provided at a rate pegged at the prevailing employer's contribution rate set by CPF.

2. A one-off allowance of up to S$ 5,000 (on a reimbursement basis) towards the purchase of computer, books and software and other items necessary for scholastic pursuits as set out in Annex B.
EDUCATIONAL ALLOWANCE

1. The Scholar will be provided an educational allowance of up to S$5000 to cover purchase of notebook, text books, software and other items necessary for scholastic pursuits and conference / overseas laboratory work training (not supported by student’s supervisor) on a reimbursement basis.

2. Reimbursable items:
   a. Laptop/desktops
      (i) Scholar will be reimbursed up to S$3,500 for one-off purchase of notebooks/desktop\(^1\) intended for this Programme, including extended warranty.
      (ii) Reimbursement will be processed upon submission of photocopied tax receipt (invoice, NETS slip or bank statement) within one (1) month of purchase. Student would need to certify on photocopied invoice ‘Original invoice kept for warranty purpose’ with signature.
      (iii) Replacement of laptop is possible if student is able to show that the original set is no longer functioning. This will require written verification from MBI IT team.
   b. Text Books/academic related software
      (i) Scholar will be reimbursed for the purchase of books materials and software (including subscription) that are academic related only.
   c. IT accessories
      Scholar will not be reimbursed for the purchase of IT accessories except for items listed below (where applicable, the cap is indicated)
      (i) Data storage devices (i.e. external hard disk / thumb drive)
      (ii) USB adaptor / Wifi router / adapter
      (iii) Laser pointer / presenter (powerpoint) clicker (capped at S$50)
      (iv) Mouse (capped at S$50)
      (v) Ear piece / headphone (capped at S$100)

3. Scholar may accumulate the receipts of the text books / academic related software and IT accessories purchased and submit them together for reimbursement within one (1) month from the date of the first purchased.

4. Conference / overseas laboratory work training (not supported by MBI supervisor)
   a. Scholar may apply for financial assistance to attend conferences and laboratory training not supported by Scholar’s Supervisor.
   b. Complete application, along with Supervisor’s approval should be submitted to the Graduate Office at least two (2) months in advance.
   c. Reimbursements must be submitted within one (1) month from the end date of the conference.

5. Others
   a. IPads and any other tablet computer, housing rental, personal necessity and expenses are non-reimbursable.
   b. MBI has the right to reject any claims which it deems not eligible for reimbursement.
   c. Scholar’s claims will be processed within 2 months from the date of MBI’s receipt of the claim.

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\(^1\) In view of space constraints at MBI, it is advisable for student to purchase laptop for ease of mobility. There are adequate desktop workstations set up at MBI.