

Understudy Teaching Assistant Application Form

(Strictly for use in Department of Biological Sciences)



Instructions to apply:

- This scheme is only applicable to international graduate students from August 2016 intake onwards and must not have not taught in any course before;
- Graduate students can only be an understudy teaching assistant ONCE during their whole candidature;
- No payment is involved; only 50% of the contact teaching hours can be claimed and this will be capped at a maximum of 20 hours
- Approach relevant DBS Course Coordinator/Full-Time Teaching Assistant and mutually agree on the proposed appointment details;
- Fill in all details to be completed by student on this form;
- Place the application at the Graduate Studies Office mailbox located at DBS Administration Office Block S3 Level 5.

To be completed by Student

A. Student Particulars

Title	Name (<u>Underline</u> surname)	Student ID.
Birth Date (dd/mm/yyyy)		
Programme Type		Degree
Citizenship (FIN No: _____) (Nationality: _____)		
Singapore Mailing Address: Postal code (_____)		Contacts Telephone No.: _____ Handphone No: _____ Email Address: _____

B. Proposed Appointment:

Period [Please state semester (e.g. Sem 1 AY2015/16) or period from: ____ to ____ (dd/mm/yyyy)]. Total no. of proposed hours (only 50% of the contact teaching hours can be claimed and capped at a maximum of 20 hours): _____	Course Code:
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C. Please obtain the necessary endorsement from your Thesis Advisor:

I support/do not support* the student's proposed appointment.

Name of Thesis Advisor: _____

Signature: _____

Date: _____

Applicant's Declaration:

I declare that the information I have provided in this application form is, to the best of my knowledge and belief, correct and complete. I understand that any false or willfully suppressed information will render my application null and void; and if appointed, I agree that my appointment shall be terminated.

Signature of Student: _____ Date: _____

Approval/Acknowledgement of Course Coordinator/Full Time Teaching Assistant

Course	Course Coordinator /Full Time Teaching Assistant	Signature and date