

15-Mar-2021

Quek Xiu Kun  
Singapore Institute of Technology

Dear Quek Xiu Kun,

**STUDENT ATTACHMENT PROGRAMME AT THE INSTITUTE OF MATERIALS  
RESEARCH AND ENGINEERING (IMRE)**

1. We are pleased to offer you a research attachment opportunity at the Institute of Materials Research and Engineering (IMRE) ("the Institute").
2. The terms and conditions of the attachment are as follows.
  - a) Attachment Period  
06-Sep-2021 to 29-Apr-2022
  - b) Attachment Programme  
LOCAL - Undergraduate Attachment
  - c) Allowance  
You will be paid a monthly allowance of S\$1,000.00 (not subjected to CPF contributions). This is an attachment and you are not and shall not be construed as an employee of the Institute.
  - d) Project Supervisor(s)  
NG Chee Koon
  - e) Duties  
You agree to serve the Institute diligently and perform the duties assigned to you from time to time including but not limited to work relating to the Institute's parent body, A\*STAR and its related research institutes.
  - f) Official Working Hours  
42 hours per week (Monday - Friday)  
Monday – Thursday: 8.30am – 6.00 pm  
Friday: 8.30am – 5.30 pm  
Lunch: 1 hour
  - g) Benefits

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You will be eligible to receive only those benefits specified in the attached Annex A that are applicable to you.

h) Discipline

You will be subject to and shall duly observe and abide by all Policies, rules and regulations of A\*STAR and the Institute, including but not limited to the Institute's disciplinary rules and regulations.

i) Notice of Withdrawal from Attachment Programme / Termination of Service

The Institute may terminate your attachment immediately and without prior notice should you (a) fail to comply with your obligations and undertakings as set out in this letter; or (b) fail to observe any of the terms and conditions of your attachment; or (c) be subject to any form of disciplinary action as determined by the Institute in its sole discretion. You shall, during the term of the attachment, comply with all directions of your supervisor and the officers of the Institute. You shall also comply with the prevailing rules and regulations at the Institute in particular those related to health and safety.

You or the Institute may terminate this contract at any time by giving the other party a written notice of termination in advance of the applicable notice period (as specified below).

| Period Served | Notice Period |
|---------------|---------------|
| ≤ 2 months    | 2 weeks       |
| >2 months     | 1 month       |

j) Allowance Disbursement for First Month

| Date of Commencement                   | Date of receiving payment          |
|----------------------------------------|------------------------------------|
| 1st to 10th of the current month       | Last day of the same current month |
| 11th to 30th/31st of the current month | Last day of the following month    |

k) Exit Clearance

To ensure that you have duly returned all assets and property belonging to the Institute on or before your official last day of attachment, you will be required to complete your exit clearance.

The Institute will withhold the last payment of your allowance or any monies due to you until your exit clearance is completed. Further instructions on the clearance process will be communicated to you at least one (1) week before the last day of your attachment. Any outstanding allowance or monies payable to you will be credited into your bank account according to the following payment schedule

| The latest of the following dates | Period                                    | Payment date                    |
|-----------------------------------|-------------------------------------------|---------------------------------|
| 1. Exit Clearance                 | 1st to 10th of the current month          | Last day of the current month   |
| 2. Last day of attachment         | 11th to the last day of the current month | Last day of the following month |

3. The Institute reserves the right to cancel, add to, amend or change any of the terms of your attachment and all such terms will be binding. The Institute may at its sole discretion retract this offer at any time.
4. To accept this offer, please complete and return the enclosed forms to us.
5. This offer is conditional upon you being granted all necessary Governmental or other permits enabling you to commence your attachment at the Institute prior to the commencement of your Attachment Period, including the Ministry of Manpower granting you a Training Employment Pass, if applicable.
6. We look forward to welcoming you to the Institute.

Yours sincerely

Hazwani Begum from.tp  
Temp Senior Officer  
Institute of Materials Research and Engineering (IMRE)  
Agency for Science, Technology and Research

*This is a computer generated document and no signature is required.*

Encl :

Annex A: Service Benefits and Conditions  
Annex B: Form of Acceptance  
Annex C: Undertaking for Attachment  
Annex D: Undertaking on Conflict of Interests  
Annex E: Declaration on Code of Practice and Procedure relating to Integrity in Research

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## Annex F: Personal Data Undertaking Statement

### CONFIDENTIAL

### Annex A

#### Service Benefits and Conditions

#### 1. Allowance and Grants

| Attachment Scheme | Allowance and Grants <sup>1</sup>                                            |
|-------------------|------------------------------------------------------------------------------|
| ARAP              | One-time Settling-in allowance: S\$1,000<br>One-time Airfare grant: S\$1,500 |
| Others            | Not applicable                                                               |

<sup>1</sup>Not subjected to CPF contributions

#### 2. Housing Subsidy

| Attachment Scheme          | Housing Subsidy*                                               |
|----------------------------|----------------------------------------------------------------|
| ARAP                       | Up to S\$500 per month for monthly rental amount beyond S\$500 |
| SINGA (A*STAR-funded only) | Up to S\$500 per month for monthly rental amount beyond S\$500 |
| Others                     | Not applicable                                                 |

\*Terms and conditions apply

#### 3. Annual Leave

| Attachment Scheme          | Annual Leave <sup>2</sup> |
|----------------------------|---------------------------|
| AGS                        | 21 days                   |
| ARAP                       | 21 days                   |
| SINGA (A*STAR-funded only) | 21 days                   |
| Others                     | Not applicable            |

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<sup>2</sup>Pro-rated to the number of days actually served in the calendar year. Annual Leave cannot be carried forward to the following calendar year – all unused leave days shall lapse.

Please seek your supervisor's approval and inform the A\*GA Student Administrator 2 weeks in advance. Annual leave taken in excess of the annual entitlement will be deemed as no-pay leave. No half day no-pay leave will be allowed.

4. Medical Leave

| <b>Attachment Scheme</b>   | <b>Medical Leave<sup>3</sup></b> |
|----------------------------|----------------------------------|
| AGS                        | 14 days                          |
| ARAP                       | 14 days                          |
| SINGA (A*STAR-funded only) | 14 days                          |
| Others                     | Not applicable                   |

<sup>3</sup>Medical leave taken in excess of the annual eligibility will be deducted from annual leave.

You are required to submit a copy of your Medical Certificate to the A\*GA Student Administrator for medical leave application upon resumption of duty.

5. Medical Insurance

| <b>Attachment Scheme</b>   | <b>Medical Insurance</b>                                                          |
|----------------------------|-----------------------------------------------------------------------------------|
| AGS                        | Plan B of the Combined Insurance Programme (optional for AGS(Singapore) scholars) |
| ARAP                       | Plan B of the Combined Insurance Programme                                        |
| SINGA (A*STAR-funded only) | Plan B of the Combined Insurance Programme                                        |
| Others                     | Not applicable                                                                    |

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**Annex B**

Form of Acceptance

To: A\*GA Student Administration  
Institute of Materials Research and Engineering (IMRE)

Dear Sir/Madam

**FORM OF ACCEPTANCE**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (NRIC/FIN No.), confirm  
that I have received and have read IMRE's attachment offer letter.

I confirm that I agree to and accept IMRE's offer of attachment on the terms and  
conditions of the attachment programme.

\_\_\_\_\_  
Signature of Quek Xiu Kun

Date: \_\_\_\_\_

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