

19-Dec-2024

Angelina Xue Jiaxin
Nanyang Technological University

Dear Angelina Xue Jiaxin,

STUDENT ATTACHMENT PROGRAMME AT THE INSTITUTE OF MOLECULAR & CELL BIOLOGY (IMCB)

1. We are pleased to offer you a research attachment opportunity at the Institute of Molecular & Cell Biology (IMCB) ("the Institute").
2. The terms and conditions of the attachment are as follows.
 - a) Attachment Period
13-Jan-2025 to 30-May-2025
 - b) Attachment Programme
LOCAL - Undergraduate Attachment
 - c) Allowance
You will be paid a monthly allowance of S\$350.00 (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)
Su Xinyi
 - 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) Number of hours per week as approved by supervisor
Monday – Thursday: 8.30am – 6.00 pm
Friday: 8.30am – 5.30 pm
Lunch: 1 hour
(Or alternative working hours as approved by supervisor)

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g) Benefits

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

You should receive the first stipend(s) within two months from the time that you submit your bank documents to A*STAR, upon commencement of your attachment at the A*STAR RI.

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.

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

May Cana Yeo
Associate
Institute of Molecular & Cell Biology (IMCB)
Agency for Science, Technology and Research

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

Enclosed:

Annex A: Service Benefits and Conditions

Annex B: Form of Acceptance

Attached:

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

Annex F: Personal Data Undertaking Statement

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Annex A

Service Benefits and Conditions

1. Allowances, Grants and Housing Subsidy

Attachment Scheme	Allowances, Grants and Housing Subsidy ¹
ARAP	Refer to ARAP Starter Pack
AMA	Refer to AMA Starter Pack
SINGA (A*STAR-funded only)	Refer to SINGA Starter Pack
Others	Not applicable

¹Not subjected to CPF contributions

2. Annual Leave

Attachment Scheme	Annual Leave ²
AGS/ACIS	21 days
ARAP	21 days
AMA	21 days
SINGA (A*STAR-funded only)	21 days
Others	Not applicable

²(ARAP/AMA/SINGA/AGS & ACIS Only) Pro-rated to the number of days actually served in the calendar year. 50% of Annual Leave may be carried forward to the following calendar year – max period of carry forward leave is 1 year. Leave encashment is not allowed.

All leave applications must be submitted through the A*STAR Employee Self-Service (ESS) portal with your SAP User ID. Excess leave taken will be considered as No Pay Leave (NPL). Only full day of NPL is allowed.

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3. Medical Leave

Attachment Scheme	Medical Leave ³
AGS/ACIS	14 days
ARAP	14 days
AMA	14 days
SINGA (A*STAR-funded only)	14 days
Others	Not applicable

³Medical leave taken in excess of the annual eligibility will be deducted from annual leave. All medical leave applications must be submitted through the A*STAR Employee Self-Service (ESS) portal with your SAP User ID.

Please attach a copy of your medical certificate when submitting your medical leave application.

4. Medical Insurance

Attachment Scheme	Medical Insurance
AGS/ACIS	Not applicable
ARAP	Howden Medihub Insurance Programme
AMA	Howden Medihub Insurance Programme
SINGA (A*STAR-funded only)	Howden Medihub Insurance Programme
Others	Not applicable

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Annex B

Form of Acceptance

To: A*GA Student Administration
Institute of Molecular & Cell Biology (IMCB)

Dear Sir/Madam

FORM OF ACCEPTANCE

I, Xue Jia Xin Angelina (Name) T0234673C (NRIC/FIN No.), confirm that I have received and have read IMCB's attachment offer letter.

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



Signature of Angelina Xue Jiaxin

Date: 26/12/2024

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