School of Art, Design and Media
(For Internal Use)
**Application for Teaching Assistant / Research Assistant / Administrative Assistant**

**for Research Students**

***\*Note:***

* *Remuneration for PhD and MA (Research) students on scholarship / self-funded beyond required GAP hours:* ***(TA)*** *Hourly rate at* ***S$50 / S$70****.*
* *Remuneration for PhD / MA (Research) students beyond required GAP hours:* ***(RA & AA)*** *Hourly rate at* ***S$15 / S$12****.*
* ***For Payment*** *-Timesheet is to be submitted to ADM Graduate Programmes Office by the last working day of the month for approval.*

**Completed by Job Requester**

|  |  |
| --- | --- |
| Name of Job Requester |  |
| Matric No. of Graduate Student |  |
| Name of Graduate Student |  |
| Programme |  |
| Job Description |  |
|  |  |
|  |  |
| Duration | From *(dd/mm/yy)*  To *(dd/mm/yy)* |
| No. of Hours Per Week\* |  **(total) (GAP Hours) (Paid Hours)**  |
| No. of Hours Per Month |  **(total) (GAP Hours) (Paid Hours)**  |
| Total Hours |  |
| No. of Hours Payable Per Month |  |
| Fee Per Hour |  |
| Total Amount Payable Per Month |  |
| Total Amount Payable |  |
| Cost Centre & GL Code  |   |
| **Checked & Verified by ADM Graduate Office** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature & Date

**Completed by Research Student**

I agree / do not agree to take up the job in accordance to the details stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature Date

**Completed by Supervisor**

I support / do not support the job taken up by my student in accordance to the details stated above.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature Date

**Completed by Assoc Chair (Research) – For purpose of academic endorsement only**

I approve / do not approve the application for the research student to take up this job for \_\_\_\_\_\_\_\_hours per week.

Comments (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature Date

**Completed by Chair (using school fund) / Assoc Chair (Research) (using research fund) / Director (using centre fund)**

I approve / do not approve the application for the research student to take up this job for \_\_\_\_\_\_\_\_hours per week and the amount of \_\_\_\_\_\_\_\_\_\_\_is to be charged to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Comments (if any):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Name & Signature Date