GUIDELINES FOR DBS GRADUATE PART-TIME TEACHING
(For Graduate Part-Time Teaching Appointment under Department of Biological Sciences)

Graduate students applying for part-time teaching (PTT) appointments with the Department of Biological Sciences (hereafter also referred as ‘DBS’ or ‘Department’) of National University of Singapore (NUS) are to read and understand the following set of guidelines governing the entire participation in the appointments. PTT is a part of graduate training and a way of assisting graduate students in professional development. All information pertaining to the part-time appointments here-mentioned is available at DBS Graduate Studies website.
http://www.dbs.nus.edu.sg/education/graduates

Guidelines

1. Part-Time Teaching – Compulsory Teaching Hours and Payable Teaching Hours

   a. The policy governing graduate PTT in DBS is based on the Department Graduate Studies Programme requirements, the Terms and Conditions for Award of NUS Research Scholarship (RO. 424/11, dtd 23 April 2014), and the Part-Time Appointment Scheme (http://www.nus.edu.sg/admissions/graduate-studies/partime.php) dictated by the Registrar’s Office, specifically Graduate Student Tutor Scheme A.

   b. All DBS graduate students who matriculated in Academic Year (AY) 2012/2013 and after, and holding a scholarship or fellowship (or equivalent) administered by NUS (regardless of the source of funding) [please see Annex A for the list of scholarships/fellowships concerned], will need to fulfill the stipulated number of ‘Compulsory Teaching Hours’ for their entire candidature before they can make monetary claims for the excess number of working hours termed ‘Payable Teaching Hours’. Total hours required to serve during candidature are listed in Annex C. These services made are known as ‘Part-Time Teaching (PTT)’. All PTT are measured and calculated in units of hour. Candidature in this document is assumed to refer to the pursuit of the doctoral degree (i.e. Doctor of Philosophy or Ph.D.).

   c. Each graduate student is recommended to commit 36 hours per semester (there are two regular semesters per year) during the first half of his/her candidature for compulsory teaching. Fulfillment of Compulsory Teaching Hours is encouraged before going for Qualifying Exam.

   d. The Compulsory Teaching Hours can however be cleared throughout the entire candidature independently of the recommended distribution of 36 hours per semester. That is, a graduate student can clear more (or less) than 36 hours in a semester, or choose to commit PTT during academic Special Term, and all the hours cleared can be claimed towards his/her total compulsory teaching requirement.

   e. Lecture attendance, laboratory preparation, briefings and field or location reconnaissance are not claimable towards Compulsory Teaching Hours.
f. International students with scholarship or fellowship (or equivalent) administered by NUS (regardless of the source of funding) who are admitted AY2014/2015 and after are required to perform duties under the Graduate Assistantship Programme. Completion of Department Compulsory Teaching Hours serves as partial fulfillment to this programme. Please see Annex C for Department’s guidelines to meet this requirement.

g. After completing the Compulsory Teaching Hours required for the candidature, and the Graduate Assistantship Programme for international students, graduate students may apply to do more PTT service. These PTT hours, known as Payable Teaching Hours, may be used for monetary claims provided that these PTT hours are earned strictly from DBS module undergraduate teaching. Please note that completion of Compulsory Teaching Hours refers to fulfilling at least the stipulated number of hours with the minimum direct contact teaching hours achieved. Monetary claims are to be made in the same semester the PTT hours are committed. No retrospective monetary claim can be made for non-direct contact teaching hours (e.g. marking and invigilation duties) committed in excess of requirements in past semesters.

h. The payment rate for Payable Teaching Hours is S$30.00 per hour.

i. For non-DBS graduate students teaching DBS modules, should monetary claim be made, it shall follow the same rate of S$30.00 per hour.

2. Application

a. Recruitment email notices from selected undergraduate DBS modules offering PTT opportunities may be sent out before the start of semesters. Graduate students may also contact Department Full-Time Teaching Assistants for PTT opportunities (see Section 14).

b. Graduate students can then approach the relevant Module Coordinators/Full-Time Teaching Assistants and seek for mutual agreement on the proposed PTT appointment details. It is advisable for graduate students to teach modules of their own research fields.

c. After securing the teaching appointment, please fill up all required fields legibly on the ‘DBS Graduate Part-Time Teaching Application Form’ available at the DBS Graduate Studies website [http://www.dbs.nus.edu.sg/education/graduates](http://www.dbs.nus.edu.sg/education/graduates) and submit to DBS Administrative Office Block S3 Level 5 prior the start of the undergraduate semester. The exact timeline will be announced during the application period. Preferably all details except signatures should be type-written.

3. Appointment Duration

a. Each PTT appointment will officially cover the entire duration of only one undergraduate semester, which is the semester the graduate student has put up application for.
b. A new application has to be submitted for every academic semester the graduate student is involved in PTT. Application will not be renewed automatically.

4. Module Coordinator & Problem Resolution

a. For the entire duration of the PTT appointment, the Module Coordinator will oversee the part-time employment covering aspects inclusive of disseminating teaching information and instructions, mentoring and advices, and performance assessment and recommendation.

b. For any module with Full-Time Teaching Assistant (FTTA) assigned, the Module Coordinator may dedicate a portion of his/her role, authority, and responsibility to the FTTA. The same dedication may also be made to any NUS full-time staff appointed by the Module Coordinator with equivalent role to FTTA.

c. When encounter problem or issue, the graduate student should first approach the Module Coordinator and/or FTTA.

d. In the case of an unresolved issue between the graduate student and Module Coordinator, the case should then be presented to the DBS Graduate Studies Programme Committee.

5. Administrative Communication

a. All administrative matters pertaining to the PTT appointment will be communicated to graduate students via their official NUS email addresses as submitted in their applications. Students should check their email accounts regularly for such communication, read and respond accordingly. When necessary, students will be reached via the contact numbers as submitted in their applications as well.

b. All teaching matters pertaining to the module the graduate students are involved in will be communicated to them via channels stipulated by the Module Coordinator. Students should check the communication regularly, take note of all information directed to them and respond accordingly.

6. Teaching Responsibility

a. Graduate students are to acquire the module contents through compulsory attendance of briefings, meetings, rehearsals, recce trips, lesson preparations and reading of recommended texts. All teaching materials have to be gone through for understanding, and if in doubt, clarification. Teaching content preparation is to be completed prior the start of every lesson.

b. Punctuality has to be observed at all times for meetings, briefings and lessons. If a graduate student is unable to make it or will be late due to a certain reason, he or she must inform the Module Coordinator/FTTA prior to the session. Absence will be duly noted and will contribute to the teaching evaluation.
c. Graduate students are to be aware of the safety procedures and protocols to be taken in the event of an emergency as dictated by the Module Coordinator/FTTA specific to the lesson settings involved (i.e. laboratory, field trip). The contact person for emergency has to be clearly identified prior field trips and laboratory sessions.

d. Groups of undergraduates may be assigned to graduate students and proper group management is to be carried out. This includes supervising the groups for the entire period the graduate students are assigned to, keeping the noise level of the groups to a minimum, and keeping to the stipulated schedule in contexts with station rotation system. Leaving the group unattended is not allowed, though taking short breaks (i.e. 5 min each) is possible provided the undergraduates have been notified who to approach in case of emergency.

e. All timelines and deadlines are to be met, especially with regards to marking.

7. Attire

a. Laboratory Sessions (bench-work)
   - Lab coat is compulsory;
   - The bottom of personal outfit has to be trousers or long skirts. Strictly no shorts/bermudas is allowed;
   - Fully-covered footwear.

b. Field-trips (field-work)
   - Fully-covered footwear for all contact sessions with students. Special footwear is required in certain contexts (e.g. boots for LSM1103 Changi Beach trip) and are to be worn throughout;
   - The bottom of personal outfit has to be trousers when entering forests (e.g. LSM3255 MacRitchie Reservoir trip);
   - Where there are boardwalk and trails, trousers are not compulsory.

8. Conduct

a. Please be **punctual** for all activities pertaining to PTT appointment.

b. **Professionalism** has to be maintained at all times in all interactions with students, peers, FTTA and Module Coordinator, especially in the presence of students.

c. **Always teach in English** and please speak clearly, correctly and confidently.

d. **Do not eat/drink in laboratory.**

9. Temporary Replacement
a. If a graduate student is unwell or unable to teach a class due to valid reasons, the Module Coordinator/FTTA has to be informed of the situation as early as possible.

b. Should a graduate student miss a class, he/she has to find a replacement who must be briefed and be familiarized with that session, and all information regarding that class must be forwarded to the replacement. This arrangement has to be approved by the Module Coordinator/FTTA.

c. Valid documents (medical certificate/official excuse letter, etc.) must be provided by the graduate student for justification of his/her absence.

10. Assessment

a. Module Coordinator/FTTA is required to submit the names of graduate students who are holding PTT appointment for the ‘Online Student Feedback Exercise’ at the end of the semester for all the activities involved (e.g. tutorial and practical sessions).

b. The performance of graduate students will also be monitored by the Module Coordinator/FTTA throughout the entire duration of the PTT appointment.

11. Non-compliance

a. In the event of any non-compliance in terms of administrative communication, teaching responsibility, attire, conduct and uninformed absence, the following actions may be taken with respect to the accumulated number of non-compliances incurred from the start of the candidature of the graduate student:

- 1st offence – Verbal warning;
- 2nd offence – Official warning letter issued and on record;
- 3rd offence – On-going PTT appointment with the module involved to be terminated.

b. On top of the actions stated in Para 11a, Module Coordinator may also execute appropriate penalty (i.e. deduction of hours to be claimed) in response to any non-compliance.

c. No hours will be awarded should there be a termination of appointment or failure to complete allocated teaching or other duties for that teaching appointment. Inability to complete a teaching appointment due to illness or compassionate reasons will be considered for penalty waiver on a case-by-case basis.

d. If the PTT appointment is terminated by the Module Coordinator, the graduate student may appeal to a panel consisting of faculty members from the DBS Graduate Studies Programme Committee.

e. Non-compliance records will be expunged a year after issue if no further complaint is received.
12. Making Claims

   a. To claim PTT hours for record and monetary payment, please fill up all required fields legibly on the relevant ‘DBS Graduate Part-Time Teaching Appointment Claim Form’ available at the DBS Graduate Studies Programme website [http://www.dbs.nus.edu.sg/education/graduates](http://www.dbs.nus.edu.sg/education/graduates) and submit to DBS Administrative Office Block S3 Level 5. Preferably all details except signatures should be type-written.

   b. The exact deadline for submission will be announced by the Department near the end of the entire Instructional Period of a regular academic semester (i.e. Week 13).

13. The DBS Graduate Studies Programme Committee of NUS reserves the right at any time, from time to time, to make changes to the whole or any part of this set of guidelines as it deems appropriate with respect to either the entire DBS graduate student community or individual cases. This right also includes the authority to amend the PTT appointment policy of the Department whenever it deems necessary.

14. Enquiries

   a. For enquiries on administrative matters of PTT, please contact Ms Priscilla Li, administrator for DBS Graduate Part-Time Appointment Management, at dbslxz@nus.edu.sg.

   b. For enquiries on teaching and technical matters of PTT, please contact any of the following Full-Time Teaching Assistants (FTTAs) of the relevant fields:

      Sylvia Law (dbslsjs@nus.edu.sg) – Molecular and Cell Biology
      Low Yi Lian (dbslyl@nus.edu.sg) – Molecular and Cell Biology
      Cai Hongxia (dbscaih@nus.edu.sg) – Biodiversity and Ecology
      Xu Weiting (dbsxuwt@nus.edu.sg) – Biodiversity and Ecology
      Gavan Leong (dbsgleong@nus.edu.sg) – Biodiversity and Ecology

- End of Guidelines for DBS Graduate Part-Time Teaching -
Annex A

List of Graduate Studies Scholarships/Fellowships administered by NUS

1) NUS Research Scholarship (NUS RS)
2) President's Graduate Fellowship (PGF)
3) Lee Kong Chian Graduate Scholarship (LKC)
4) NUS Research Grants
5) China Scholarship Council (CSC)
6) SMA Graduate Fellowship (SMART)
7) Singapore International Graduate Award (SINGA NUSRS)
8) National Research Foundation (NRF)
9) NUS Industrial Postgraduate Program (NUS-IPP)
10) Singapore, Peking and Oxford Research Enterprise (SPORE PVO)
11) Imperial College London (ICL) Joint PhD Programme
12) King's College London (KCL) Joint PhD Programme
13) NUS-Hebrew University of Jerusalem Joint PhD Programme
14) NUS-Yale College PhD Programme
Annex B

Event duties in place of module teaching in fulfillment of Compulsory Teaching Hours

1. Event duties for functions and events may replace the teaching commitment in fulfillment of Compulsory Teaching Hours but should not be the major percentage.

2. Event duties are classified into internal and external duties.

3. Internal duties involve DBS departmental-related activities such as conferences, graduate student congresses, workshops, and other departmental events.
   a. The number of Compulsory Teaching Hours claimable for assisting in congresses/conferences will be reviewed by the DBS Graduate Part-Time Appointment Management on a case-by-case basis, taking into consideration the portfolio and responsibility of the graduate student for the event.

4. External duties may include conferences, workshops and seminars organized by external societies/institutions/organizations which do not involve the Department.
   a. Organizers for external events would have to seek approval from DBS for manpower. If approved, only graduate students with Compulsory Teaching Hours left to be fulfilled will be dispatched;
   b. The number of Compulsory Teaching Hours claimable for external duties will be reviewed by the DBS Graduate Part-Time Appointment Management on a case-by-case basis, taking into consideration details like the event duration and the size of participants involved.

5. Application for event duties to fulfill Compulsory Teaching Hours will be open as and when required by the events, and will be conducted via email.

6. All claims for event duty hours to fulfill Compulsory Teaching Hours would have to be endorsed by the event organizer.
TOTAL PTT HOURS REQUIRED TO SERVE DURING CANDIDATURE

The stipulated Compulsory Teaching Hours for Matriculation Cohorts before AY2014/2015 are 144.

International students with NUS Research Studentship who are admitted from AY2014/2015 are required to perform duties under the Graduate Assistantship Programme (GAP) as set out below.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Total Hours required to serve during candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>416</td>
</tr>
<tr>
<td>2-year Master’s by Research</td>
<td>156</td>
</tr>
</tbody>
</table>

The table below elaborates the number of hours allocated for the different modes of activities required for local and international students.

<table>
<thead>
<tr>
<th>Mode of Activities</th>
<th>Local Student</th>
<th>International Student (Graduate Assistantship Programme)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Teaching</td>
<td>104 hours at least</td>
<td>140 hours at least</td>
</tr>
<tr>
<td>Teaching Preparation</td>
<td>-</td>
<td>70 hours at least</td>
</tr>
<tr>
<td>(automatically recognised by Department)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Research Assistant Duty,</td>
<td></td>
<td>123 hours at most</td>
</tr>
<tr>
<td>inclusive of research supervision</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Developmental Assignments</td>
<td>40 hours at most for marking, invigilation and/or event duties</td>
<td>83 hours at most for marking, invigilation and/or event duties</td>
</tr>
<tr>
<td>Total Hours</td>
<td>144</td>
<td>416</td>
</tr>
</tbody>
</table>

a) Please note that no remuneration will be paid for the hours fulfilled under this programme.
b) Hours committed towards direct contact teaching, marking and invigilation in excess of this programme are recognised as Payable Teaching Hours, and may be used for monetary claims provided that these are earned strictly from **DBS module undergraduate teaching**. Monetary claims are to be made in the same semester the PTT hours are committed. No retrospective monetary claim can be made for non-direct contact teaching hours (e.g. marking and invigilation duties) committed in excess of requirements of this programme in past semesters.
c) The Department guidelines assume international students are on Ph.D. track. Should there be a degree downgrade to the 2-year Master’s by Research, completion of the number of direct contact teaching hours for local students will fulfill the requirements of this programme.
Guide to completing the Graduate Assistantship Programme (GAP)  

To serve the 416 hours of commitments required by GAP, international students should aim to complete this requirement within at most the first six semesters of candidature. This works up to 80-100 hours of service each semester.

The Department recommends the following breakdown of GAP service in a semester:
- About 20-40 hours of Contact Teaching
- About 10-20 hours of Teaching Preparation
- About 10-20 hours of Other Developmental Assignments
- 41 hours of Research Assistant Duty

Further notes on the components:

i) **Contact Teaching** refers to hours in contact with the students, e.g. practical/tutorial hours.
   - Practical/Tutorial hours should not exceed those reflected in module write-ups.
   - At least 140 hours for whole GAP; recommended 20-40 hours per semester.

ii) **Teaching Preparation** is automatically calculated as 0.5 times number of hours for Contact Teaching.

iii) **Other Developmental Assignments** refer to duties like marking, invigilation, or event.
   - Participation in setting up lessons for a new module could be recognised.
   - At most 83 hours for entire GAP; recommended 10-20 hours per semester.

iv) **Research Assistant Duty** (i.e. Graduate Student Researcher or GSR) refer to daily research tasks that go beyond the scope of the research project undertaken by the student to fulfil the requirement of the graduate programme. These can include:
   - **Laboratory Housekeeping**: Manuals and SOPs management; safety and logistics maintenance.
   - **Experiment Logistics and Setup**
   - **Sample Management**
   - **Data Collection**
   - **Research Supervision**: For fellow junior graduate students; for undergraduate students.

Student will aim to fulfil 41 hours each semester for the first three semesters of candidature.
An example to illustrate:
Student in his/her second semester of PhD candidature teaches for 24 hours in the practical/tutorial sessions of one undergraduate LSM module, plus committed 10 hours to marking the reports submitted by the group he/she has taught. In addition, Student completes the default 41 hours of RA duty through supervising Honours undergraduate students (12 hours), managing the cell/plant/insect samples (14 hours) and maintaining weekly laboratory safety checks (15 hours). In this one semester, Student would fulfil:
24 Contact Teaching + 12 Teaching Preparation + 10 Other Assignments + 41 RA = 87 hours

Do keep in mind this is a typical illustration. Individual students may vary the completion for each component each semester but should have a good momentum to complete the GAP.

In addition from observations any PTTA claim (i.e. for Contact Teaching and Marking) by a single student for a single module in a single semester typically does not exceed 50 hours. Claims that deviate from this may be rejected or inquired for justification by the DBS Graduate Part-Time Appointment Management.
DBS - PTTA Appointment Scheme

**Local Student** (144 hours)
- 104 hours - Contact Teaching
- 40 hours - Other Developmental Assignments

Student/FTTA submits PTTA application form to Priscilla in **Sep (Sem 1) / Feb (Sem 2)**.
*The form must be endorsed by Supervisor, Module Coordinator/FTTA.

Priscilla collates and checks the application forms.

Student/FTTA submits the PAYMENT/ NON-PAYMENT claim form to Priscilla in **Nov (Sem 1) / May (Sem 2)**.

Priscilla verifies the claim forms, processes the PAYMENT claim forms and updates the records.
* Student should be able to receive the payment **end of Dec (Sem 1) / Jun (Sem 2)**.

**International Student** (Graduate Assistantship Programme, GAP)
*Please also refer to Flowchart B
- 140 hours - Contact Teaching
- 70 hours – Teaching Preparation
- 83 hours - Other Developmental Assignments
- 123 hours – Research Assistant Duty

Student/FTTA submits PTTA application form to Priscilla in **Sep (Sem 1) / Feb (Sem 2)**.
*The form must be endorsed by Supervisor, Module Coordinator/FTTA.

Priscilla collates and checks the application forms.

Student/FTTA submits the PAYMENT/ NON-PAYMENT claim form and GAP form to Priscilla in **Nov (Sem 1) / May (Sem 2)**.

Priscilla verifies the claim forms, processes the PAYMENT claim forms and updates the records.
* Student should able to receive the payment **end of Dec (Sem 1) / Jun (Sem 2)**.

*The forms can be found at: [http://www.dbs.nus.edu.sg/education/graduates/ppt.html](http://www.dbs.nus.edu.sg/education/graduates/ppt.html)
Graduate Assistantship Programme (GAP)

For International Student (416 hours)

Contact Teaching (140 hours)

Teaching Preparation (70 hours)

Other Developmental Assignments (83 hours)

Research Assistant Duty, inclusive of research supervision (123 hours)

Student submits the completed GAP form (endorsed by Supervisor) to Priscilla in Nov (Sem 1) and May (Sem 2) for verification.

*Same period for submitting the PTTA claims forms.

Priscilla verifies the GAP form.

Student will be notified to collect the verified form in Jan (for Sem 1) and Jul (for Sem 2).

Student needs to upload a scanned PDF copy of GAP form together with the online Research Progress Report.