

Yale-NUS College Student Associate Program

Frequently Asked Questions

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What is the Student Associate Program (SAP)?

The Student Associate Program is a student hiring scheme that allows Yale-NUS faculty and administrative departments to engage Yale-NUS students for part-time work. Visit the [Student Associate Program webpage](#) for detailed information on SAP policies and processes.

What is the pay rate for Student Associates?

Starting from 1 May 2017, hiring managers can choose from 3 fixed pay rates for Student Associates: \$9, \$12 or \$20 per hour. The rate is determined based on the position scope and complexity, and the student's experience level. Please refer to the [Student Associate Pay Rate Guidelines](#) to determine which pay rate would be most suitable for the position you are advertising.

The SAP pay rate does not carry Central Provident Fund (CPF) benefits.

Where does the budget for Student Associates come from?

When an administrative department hires Student Associates, their payment comes from the department's budget. When a faculty member hires a Student Associate as a research assistant, the payment is funded from the faculty's research grant. If a student is hired as an assistant for a major, the funding for their position should come from the major budget or divisional budget.

Faculty should plan their budget carefully in advance and seek approval from all necessary parties (Research and Grant Administration Office, Divisional Director, etc.) before hiring Student Associates.

Are all Yale-NUS students eligible to become Student Associates?

All full-time matriculated students at Yale-NUS are eligible to become Student Associates. The program is open to both Singaporean and international students. To the extent possible, we encourage you to make your Student Associate positions open to all class years as well.

Are NUS students eligible to become Student Associates?

NUS students may also be hired through the SAP, as long as they are full-time matriculated students at NUS and paid from a Yale-NUS budget (an administrative department's budget or a faculty member's research grant). NUS students who are paid from an NUS budget should be hired through the NUS Student Work Scheme (NSWS). For more information, contact your divisional contact point for the SAP.

How can I advertise for and hire a Student Associate?

Please refer to the [Student Associate Hiring Guide](#). If you encounter any difficulties with the process, please contact your divisional contact point for the SAP, as follows:

Division of Sciences: [Suhana Binte Sulaiman](#)

Division of Social Sciences: [Renee Lau](#) and [Vicky Poon](#)

Division of Humanities: [Mastura Binte Mohammad Saleh](#), [Jessie Wong](#) and [Lily Seah](#).

I need help ASAP. Can I hire a Student Associate without advertising the position?

We strongly encourage you to advertise whenever possible, because that gives all students fair access to on-campus jobs. But if you have immediate needs and a suitable student is keen and available to start working with you, you can hire them directly without advertising the position.

How do students apply to a Student Associate position?

After you post a position in the Symplicity portal, students will apply directly to it. Refer to the [Student Associate Hiring Guide](#) for instructions on how to review student applications on Symplicity.

After you have reviewed the applications, we strongly encourage you to contact the students and set up individual interviews before making a final decision.

How many Students Associates can I hire?

You can hire as many Student Associates as you are comfortable to supervise and support financially.

How many hours per week are Student Associates allowed to work? Is there an upper or lower limit to their hours?

For all Student Associates, there is no minimum number of hours required per week.

Singaporean students may work up to 44 hours per week on any week of the year.

International students may work **up to 16 hours per week** (Monday-Sunday) during semester time, in accordance with the legal restrictions of their Student's Pass. The limit does not apply during vacation periods, when international students may work up to 44 hours per week.

The working hour limits stated above apply to the combined number of hours from all jobs that the student holds in Singapore (on and off-campus). It is the student's responsibility to ensure that they do not breach the limit, whether they hold one or more jobs.

If a Student Associate wants to work over 44 hours per week, they need special permission from the College. Hours above that limit must be paid as overtime, at 1.5 times the regular hourly rate.

CIPE advises all Student Associates to work up to 10 hours per week during the semester, so that they can better balance their commitments.

I have decided which student(s) I want to hire. What should I do next?

We encourage you to first email the students who were not selected to thank them for their interest and reassure them that you will keep them in mind for future opportunities.

Next, please email your [divisional contact point](#) the following information at least a week before the student is expected to start working. That gives them enough time to prepare the contract:

1. The name(s) of the student(s) you would like to hire
2. A brief description of the position duties
3. The pay rate (\$9/hr, \$12/hr or \$20/hr)
4. The position's start and end date. The default contract end date is the end of the academic year.

What paperwork do Student Associates have to complete before they can start working?

Both you and the student will need to sign a Student Associate contract, prepared by the divisional contact point using the information you send them by email (as described above). Afterwards, the student may start work.

I only need the Student Associate for a short-term project or a one-off event. Do they still need to sign a contract?

If the work is for a short period (less than two weeks) and not likely to recur, you may settle the position details and expectations by email with the student, without signing a contract. The student can then claim payment in the same way as a regular Student Associate.

If the position requires handling of sensitive information or may involve copyright claims, we recommend preparing a contract for it, regardless of the appointment length.

How do Student Associates get paid?

All newly hired Student Associates will receive payment claiming instructions from the divisional contact point who prepared their contract. A payment claim consists of two documents – a Request for Payment form and a timesheet.

Every month, your Student Associate must bring you their payment claim. **You only need to sign on the timesheet.** Then, the student submits the claim to the divisional contact point by the 1st working day of the month.

It is a good idea to remind your Student Associates to submit payment claims on time. They should only claim payment for the past one or two months; if they claim for earlier months, they have to provide a note of explanation along with the claim. This is to avoid cases of payment claim buildup that may cause financial planning issues for faculty and administrative departments.

How will I know how much of my research grant has been spent on Student Associate payments?

You will receive regular updates on the status of your grant from the Research and Grant Administration Office (RGAO). If you have further questions on the status, contact RGAO at rgao@yale-nus.edu.sg.

Do Student Associates have to pay taxes on their salary?

Students only need to pay income tax on their salary if they earn S\$20,000 or more per year.

I want to continue working with the same Student Associate(s) during the summer break and/or the following academic year. What should I do?

By default, a Student Associate contract is valid until the end of the academic year. If you prefer a different end date, please mention it to the divisional contact point for SAP when you email them to prepare the student's contract.

Near the expiration date of your Student Associates' contracts, the divisional contact point will email you to ask what you would like to do with each contract – extend it until a later date, renew it from a later point in time, or let it expire.

Please reply to the email by the indicated deadline, so that the contact point has enough time to follow up on the contracts.

I am facing issues with a Student Associate. What should I do?

While working with a Student Associate, you may face certain difficulties, such as frequent lateness or absences, unresponsiveness, poor quality work, or a dispute over an aspect of the work. If it is the first time the problem occurs with this student, or if it occurs rarely, we encourage you to first meet with the student one-on-one to discuss and try to reach a solution.

If the matter persists, if the student is not responding to your messages, or if you have a dispute with them that you are unable to resolve on your own, please contact Zhana Sandeva at CIPE (zhana.sandeva@yale-nus.edu.sg). CIPE can offer additional support to you and the student, and also consult with other staff (Vice Rector, Dean's Fellow) to identify any underlying causes of the problem.

It is important to remember that Student Associates are students, and not polished professionals. For some, a Student Associate position may be their first regular job. When they do not perform according to expectations, there may be underlying causes that we should investigate before proceeding with a plan of action. Problems at work are opportunities to help a student learn and grow. Navigating them with consideration builds students' trust in you as a hiring manager, and in the College as a whole.

Who should I contact if I have other questions?

For questions on the Student Associate hiring process (posting jobs, reviewing applications, contract prep, payment claims), please contact your divisional contact point for SAP.

For technical help with Symplicity, dispute resolution and other aspects of the Student Associate Program, please contact Zhana Sandeva, Program Manager at CIPE (zhana.sandeva@yale-nus.edu.sg).