



## FORM 1: ACCEPTANCE RECORD

INSTRUCTIONS:	MATRICULATION / REGISTRATION NUMBER							
<ul style="list-style-type: none"> <li>Use 2B pencil only for shading purposes.</li> <li>Please write your <b>Matriculation/Registration No.</b> neatly and clearly in the top row of the boxes on the right. Then shade the corresponding letter/number in the columns. There should be only <u>ONE</u> shaded letter/number per column. Any mistakes or stray marks should be completely erased.</li> <li>Do not strike out unused box; leave blank if not applicable.</li> <li>Do not fold, punch holes or staple any documents to this form.</li> <li>Correct way of shading </li> <li>All other entries/signatures should be in ink</li> </ul>								
	U [ ]	[0]	[0]	[0]	[0]	[0]	[0]	[A]
		[1]	[1]	[1]	[1]	[1]	[1]	[B]
	HT [ ]	[2]	[2]	[2]	[2]	[2]	[2]	[E]
		[3]	[3]	[3]	[3]	[3]	[3]	[H]
		[4]	[4]	[4]	[4]	[4]	[4]	[J]
	NT [ ]	[5]	[5]	[5]	[5]	[5]	[5]	[L]
		[6]	[6]	[6]	[6]	[6]	[6]	[M]
	DT [ ]	[7]	[7]	[7]	[7]	[7]	[7]	[N]
		[8]	[8]	[8]	[8]	[8]	[8]	[R]
		[9]	[9]	[9]	[9]	[9]	[9]	[U]
								[W]
								[X]
							[Y]	

As a condition of admission to the National University of Singapore, a student must undertake to comply with all University policies and authorization requirements which are in effect and as may be revised from time to time.

S/N	Policy/Undertaking/Authorization	Please Note
1.	NUS Honour Code	See Attachment 1.
2.	Release of Liability	See Attachment 2. The Release of Liability form* (Form 2) is to be returned only by students under 21 years of age, who should get their parent/legal guardian to complete the form.
3.	Acceptable Use Policy for IT Resources	See Attachment 3.
4.	Rules Relating to Inventions, Innovations and Other Works	See Attachment 4.
5.	Authorization of Medical Procedures / Appointment of Local Guardian for International Students.	See Attachment 5. You <u>must</u> return the Authorization of Medical Procedures form* (Form 3). You need only return the Appointment of Local Guardian for International Students form* (Form 4) if one is being appointed by your parents.
6.	NUS Student Privacy Policy	See Attachment 6
	[ ] Please shade here if you <u>do not consent</u> to the disclosure of Confidential Student Information for purposes other than for an official and educational interest. <i>Please note that your not shading the box constitutes consent for the disclosure of such information pursuant to Clause 3 of the NUS Student Privacy Policy at Attachment 6 or <a href="http://www.nus.edu.sg/students/privacy.html">http://www.nus.edu.sg/students/privacy.html</a></i>	

\* These same forms are also enclosed in the "Freshmen Guide" accompanying each undergraduate offer of admission package. Completion and submission of either version will be acceptable.

I, \_\_\_\_\_, declare that I have read and agreed to  
 (Name of student)  
 the policies, undertakings and authorization requirements as stated above and as attached. I understand that these may be revised from time to time.

Signature: \_\_\_\_\_

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

### Important Notice

Students must complete and return this Acceptance Record and the relevant forms. Students making false declarations are liable to disciplinary action (including suspension and expulsion from the University) as well as civil and criminal penalties, and deportation from Singapore.



**FORM 2: RELEASE OF LIABILITY**  
*[PLEASE REFER TO ATTACHMENT 2]*

**To be completed by parents / legal guardians of students who are below 21 years of age.**

I understand that my child/ward\*, \_\_\_\_\_ may  
*(Name of student)*

participate in fieldtrips, internships and other University-related activities during his / her course of study, may be accommodated in the university's hostels and may use the university's facilities. I have read and agree not to hold the University, its officers, or any of its full time or part time staff (including student assistants) responsible or liable in any way and indemnify the University against damages of any kind as specified in the clauses below:

- I will not hold the University, its officers, or any of its full-time or part-time staff (including student assistants) responsible or liable in any way for, and that no action shall arise from, any loss or damage (including, without limitation, personal injury or property damage) caused by or sustained as a result of the participation of my child/ward\* in such University activities and/or his/her use of such University facilities.
- I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from the participation of my child/ward\* in such University activities, use of such University facilities, or any breach of my undertaking hereof.

Name of Parent/Legal Guardian\* (please print): \_\_\_\_\_

Signature of Parent/Legal Guardian: \_\_\_\_\_

Contact No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Address of Parent/Legal Guardian: \_\_\_\_\_

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

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

\* delete where applicable



### FORM 3: AUTHORISATION OF MEDICAL PROCEDURES FOR INTERNATIONAL STUDENTS

[PLEASE REFER TO ATTACHMENT 5]

I, the father/mother/guardian/spouse\* of \_\_\_\_\_,  
(Name of Student)

hereby authorize the National University of Singapore, its officers, or the Dean, Vice-Deans or any of the Masters of Hall, Managers or Administrative Officers of the Office of Student Affairs to authorize or refuse consent for medical procedures and surgery on my child/ward/spouse\* on my behalf.

Further,

- (1) I will not hold the University, its officers, or any of its staff members responsible in any way, and that no right of action shall arise from any loss or damage (including, without limitation, personal injury or property damage) caused by or suffered as a result of the performance/non-performance of medical procedures or surgery on my child/ward/spouse\*.
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from the performance/non-performance of medical procedures or surgery on my child/ward/spouse\*.

Name of Father/Mother/Guardian/Spouse\*: \_\_\_\_\_

Passport No: \_\_\_\_\_

Postal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Information:

Telephone (Residence): \_\_\_\_\_

Telephone (Office): \_\_\_\_\_

Mobile Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Fax. No: \_\_\_\_\_

Signature of Father/Mother/Guardian/Spouse\*: \_\_\_\_\_

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

\* delete where applicable



## FORM 4: APPOINTMENT OF LOCAL GUARDIAN

[PLEASE REFER TO ATTACHMENT 5]

I, the father/mother of \_\_\_\_\_, a student of National University of  
*Name of Student*

Singapore, hereby appoint the following person as the local guardian who shall have the authority to  
endorse any surgical procedures on \_\_\_\_\_ on my behalf.  
*Name of Student*

I fully understand that in so doing,

- (1) I will not hold the University and its officers responsible for or liable in any way, and that no action shall arise from any personal injury or loss of life suffered as a result of the guardian's endorsement of the surgery performed, and
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising from the guardian's endorsement of the surgery performed.

### Particulars of Local Guardian [to be completed by parent(s)]:

Name: \_\_\_\_\_ Relation to Student: \_\_\_\_\_  
Passport No: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

### Contact Information:

Home telephone: \_\_\_\_\_ Office telephone: \_\_\_\_\_  
Mobile telephone: \_\_\_\_\_ Email address: \_\_\_\_\_  
Fax No: \_\_\_\_\_

### Particulars of Parent

Name of Father/Mother\*: \_\_\_\_\_  
Passport Number: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Contact Information:  
Telephone (residence): \_\_\_\_\_  
Telephone (office): \_\_\_\_\_  
Email address: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Fax No: \_\_\_\_\_

Signature of Father/Mother\*: \_\_\_\_\_  
Date: \_\_\_\_\_

\* delete where applicable

## **NUS HONOUR CODE**

As a student of the National University of Singapore, I agree to abide by this Honour Code and undertake the following:

- (A) To comply with all the Statutes, regulations, rules, codes of conduct and procedures as may from time to time be prescribed by the University, and any conditions stipulated or undertakings made by me in connection with my admission to the University;
- (B) To maintain the highest standards of personal integrity and respect the rule of law, social order, and the rights of others as are expected of all members of the University, both within and outside the University; and
- (C) To uphold and maintain absolute academic honesty and integrity at all times. This duty extends beyond my own behaviour and actions to include the responsibility to uphold standards in the University community and report academic dishonesty. I understand that the forms of academic dishonesty include but are not limited to cheating, giving or receiving any unauthorized aid, fabrication, plagiarism or engaging in any act that compromises the integrity of the academic standards of the University.

I consent to the exercise of disciplinary powers by the University against me even when I cease to be a student of the University in relation to offences committed by me while being a student of the University. I further accept that disciplinary actions may include the deprivation of any degree, diploma, certificate or other academic distinction conferred upon me.

## RELEASE OF LIABILITY

### PARTICIPATION IN UNIVERSITY ACTIVITIES AND USE OF UNIVERSITY FACILITIES

I am aware that during the course of study at the National University of Singapore, I may be required to participate in fieldtrips, internships and other University-related activities (referred to as 'University activities'). As a student, I may also be accommodated in the University's hostels, and use the sports and recreational and other facilities of the University (referred to as 'University facilities').

I agree that:

- (1) I will abide by the applicable rules and regulations established by/prescribed from time to time by the University, Faculties, Departments, Hostels, and relevant organizations regarding the participation in such University activities, and/or the use of such University facilities; and
- (2) I will not hold the University, its officers, or any of its full-time or part-time staff (including student assistants) responsible or liable in any way for, and that no action shall arise from, any loss or damage (including, without limitation, personal injury or property damage) caused by or sustained as a result of my participation in such University activities and/or my use of such University facilities.
- (3) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from my participation in such University activities, use of such University facilities, or any breach of my undertaking hereof.

For the latest version of this policy, please refer to:

[www.nus.edu.sg/osa](http://www.nus.edu.sg/osa)

## **ACCEPTABLE USE POLICY FOR IT RESOURCES**

(VERSION 3.1/JUNE 2004 EDITION)

### **1. Purpose**

The National University of Singapore ('the University') has invested extensively in Information Technology ('the IT Resources') to facilitate teaching, learning, research, administration, professional development and other functions of the University. This Policy is intended to prescribe the appropriate behaviour and use of IT Resources by students, faculty, staff and authorised users in an effective, ethical and lawful manner. It sets out the parameters of permitted use of the IT Resources and is in addition to any other policies that govern the use of the IT Resources. In the event of a conflict between other policies and this Policy, this Policy shall prevail.

### **2. Scope**

This Policy applies to the use of the IT Resources owned, controlled or managed by the University, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, etc. All users who have been granted access to the IT Resources ('Users'), including but not limited to the students, faculty, staff and alumni of the University, are to comply with this Policy. Contractors, consultants, vendors and contract workers (including their employees, agents and other authorised representatives) ('Contingent Workers') hired by a staff or faculty of the University ('Hiring Manager') are also to comply with this Policy.

### **3. Waiver**

When restrictions in this Policy interfere with their research, educational or service activities, members of the University community may request for a written waiver from specific clauses from the Director of Computer Centre. Such waiver shall only be granted in very exceptional circumstances.

### **4. General Prohibited Uses**

#### **4.1 Uses in Violation Of Law**

Users shall not engage in any activities relating to the use of the IT Resources that will be in violation of the laws of Singapore, in particular (but not limited to), the Computer Misuse Act (Cap 50A) as may be amended from time to time. By way of illustration only, some examples of such illegal uses are:

- (i) Downloading, distribution, sharing or storing of seditious, obscene or pornographic materials;
- (ii) Downloading, making copies, distribution or sharing of any copyrighted materials or copyright infringing materials without prior permission from the copyright owner; and
- (iii) Infringement of any copyright and intellectual property right.

## **4.2 Commercial Uses**

Users shall not use the IT Resources for commercial purposes or to offer any commercial services to external parties, unless it is within their scope of employment with the University or with prior authorization of the University.

## **4.3 Undermining System Integrity**

Users must not undermine the security of the IT Resources, for example, by 'cracking' passwords or to modify or attempt to modify the files of other Users or software components of the IT Resources in an unauthorized manner.

## **4.4 Unauthorized Access or Use**

Users shall not access or attempt to access IT Resources to which they have not been given access or permit others to do so. Users shall not intercept or attempt to intercept or access data or communications not intended for them.

## **4.5 Tampering of IT Resources**

Users shall not tamper with the IT Resources that may potentially cause performance degradation, service instability, or compromise operation efficiency, security and fair use of resources.

## **4.6 Massive Search Instructions and Data Download**

Users shall not indiscriminately issue search instructions and download data manually or via automated intelligent agents that may potentially consume large amount of network/Internet bandwidth and IT Resources, or which may degrade the network, system and/or database performance.

## **4.7 Unauthorised Disclosure or Transmission of Proprietary/Confidential Materials**

Users shall not divulge any data which is proprietary and/or confidential to the University to any external party, unless with the prior written authorisation of the University.

# **5. Specific Uses of IT Resources**

## **5.1 Personal Responsibility**

- (i) Users shall not reveal their login, email passwords and NUS Smartcard PIN number to anyone.
- (ii) Users shall be responsible for maintaining the security of their passwords, NUS Smartcard and NUS Smartcard PIN number and all functions performed from the accounts and NUS Smartcard PIN number assigned to them.

## **5.2 Network Connection Policy**

- (i) Every network connection point shall be connected to one computer only. Users shall not tamper with network points in any way, such as extending the cable to relocate the point to another room or open area temporarily or permanently, thereby blocking it from access by other Users.
- (ii) Users shall not share any network addresses assigned.

## **5.3 Software Licence and Copyright**

Users shall not use or install unlicensed software or programs. Users shall not infringe the copyright of any software available over the University network. As the University is bound by the terms of software licence agreements, the Users, as end-users, agree to comply with the terms and conditions of use as stated in the respective software licences, a copy of which is available for your perusal upon request.

## **5.4 Email**

Email is used frequently for correspondence internally and externally.

- (i) Users shall not transmit libellous, slanderous, defamatory in nature, threatening or abusive messages or any messages that may be reasonably construed as such.
- (ii) Users shall not send annoying, abusive or unwanted messages to others.
- (iii) Users shall not send unsolicited mass emails within or external to the University, without prior approval of a Dean, Director or higher authority of the University.
- (iv) Users shall not forward messages containing general appeals or warnings like 'virus warnings', 'request for help', by mass mail or otherwise. Users should instead send these messages to the Computer Centre Helpdesk of the University for verification.
- (v) Users shall not forge the identity of or impersonate another person in an email.
- (vi) Users shall not knowingly transmit by email any harmful or malicious content (e.g. viruses) or any other content or material that may otherwise violate the civil and criminal laws of Singapore.
- (vii) Users shall not flood an individual, group or the email system with numerous or large emails.

## **5.5 Hiring Manager**

A Hiring Manager applying for an account on behalf of a Contingent Worker to access the IT Resources as part and in the course of the Contingent Worker's

work shall ensure that such use by the Contingent Worker is in compliance with this Policy.

## **6. University's Access**

### **6.1 Conditions of Access**

The University respects privacy and recognises its critical importance in an academic setting. As private files and data may be involved, the University does not, in general, intend or wish to be intrusive without prior approval.

In the following limited circumstances:

- (i) For identification or diagnosis of systems or security vulnerability and problems in order to preserve the integrity of the IT Resources;
- (ii) Where there are reasonable grounds to believe that a violation of law or a breach of the University's policies may have taken place, and such access, inspection or monitoring may produce evidence of such violation or breach; or
- (iii) Where specifically allowed or required under the laws of Singapore, the University or its representatives may access all aspects of the IT Resources, excluding Users' owned computers.

Consistent with privacy interests of the Users, University access without the consent of the User will occur only with the approval of Provost, Vice Provost, Deputy President or their authorised delegates.

### **6.2 User's Assistance**

The User agrees to provide all possible assistance to the University or its representatives in relation to the activities stated at paragraph 6.1.

### **6.3 Use of Security Scanning Systems**

Notwithstanding paragraph 6.1, Users consent to the University's use of scanning programs for security purposes at system and network level for computers and systems that are connected to the University's network. This is to ensure that any computers or systems attached to the network will not become a launching pad for security attacks and jeopardise the IT Resources. System level scanning includes scanning for security vulnerabilities and virus detection on email attachments. Users' stored files and data are excluded from the scanning.

## **7. Enforcement Procedures**

### **7.1 Complaints/Reports of Alleged Violations**

Any User who believes that the security of his/her computer account, NUS Smartcard or NUS Smartcard PIN number has been compromised or is aware of a violation of this Policy must report the matter to the Director of Computer Centre, who shall investigate the allegation and, if appropriate, refer the matter to

the University disciplinary and/or law enforcement authorities.

## **7.2 Disciplinary Procedures**

Alleged violations of this Policy will be pursued in accordance with the appropriate disciplinary procedures for students, faculty and staff.

## **7.3 Network Connection and Computer Account**

In the event that the situation poses an immediate security threat to the IT Resources or other external systems and jeopardises the reputation, properties or other interests of the University, the University may disconnect the User's computer or any IT equipment from the University's network or disable his/her computer account for further pending actions and notify the User accordingly.

## **7.4 Legal Liability for Unlawful Use**

In addition to University disciplinary actions, Users may be subject to criminal prosecution, civil liability or both for unlawful use of any of the IT Resources. Users are reminded that unauthorised access to, modification or interception of computer programmes or data can amount to serious criminal offences under the Computer Misuse Act (Cap 50A) and the general law.

## **8. Channel of Recourse**

Any User who suspects that the University or its representatives have made unwarranted access to his or her computer systems may feed back his or her concerns to the Deputy President, who will investigate the report.

## **9. Indemnity**

Failure by Users to observe the abovementioned policies may result, whether directly or indirectly, in the University being involved in claims and/or suffering damages, losses and expenses. The User shall indemnify the University and its officers from any such claims, damages, losses and expenses resulting from the User's failure to observe any of the provisions of this Policy.

## **10. Consent to Disclosure of Information**

In addition, the User must understand that the University will cooperate in any official investigations resulting from any breach of this Policy and may, in its discretion, furnish the relevant authorities/parties with the relevant information and your consent to any such disclosure shall be deemed by your acceptance of this Policy.

## **11. Changes to Policy**

The University environment is a fast-changing environment and computer technologies and network access may be subject to change at any time. The University reserves the right to amend this Policy or implement additional policies, without the User's consent, from time to time in the future. Although Computer Centre will inform Users of policy changes, Users must share the responsibility of staying informed about the University's policies regarding the use of IT Resources

and complying with all other applicable policies.

The current version of the Policy can be found at

<https://stuweb.nus.edu.sg/circulars/Shared%20Documents/Forms/AllItems.htm>

## **RULES RELATING TO INVENTIONS, INNOVATIONS AND OTHER WORKS**

### **A. Introduction**

1. In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of the public and the country.
2. Consistent with its status as a publicly funded organization, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University.
3. Intellectual Property derived from University Research may be of commercial value. The commercialisation of such Intellectual Property could provide a source of income to support further research activities of the University with University Member having a share in such income as an incentive to conduct further research.
4. These Rules shall therefore apply to all Intellectual Property developed or created by University Member in the course of University Research.

### **B. Definitions**

1. In these Rules, unless the context otherwise requires, the following expressions shall have the following meanings:-

"Copyrighted Work" means all and any books, journal articles, texts, glossaries, bibliographies, study guides, laboratory materials, syllabi, tests, proposals, lectures, musical or dramatic compositions and unpublished scripts, films, film strips, charts, transparencies and other visual aids, audio-visual material, live video or audio broadcasts and programmed instruction materials, but does not include any of the foregoing that is created otherwise than in the course and for the purposes of a University Member's employment with the University.

"Electronic Medium" shall include but not be limited to digital optical and magnetic information storage and retrieval platforms or systems (including but not limited to videos floppy disk-based software CD-ROM CD-I DVD-ROM DVD-RAM interactive software compact discs, ROM-card silicon chip and any other similar or dissimilar offline platforms or systems) on-line electronic or other transmission (including but not limited to satellite or microwave transmission video-on-demand and/or near near-video-on-demand and the Internet) and the Digital Library (or any such digital online collection developed and maintained by the University) whether now known or subsequently developed.

"Integrated Circuit Design" means the layout design of an integrated circuit protected under the Layout-Design of Integrated Circuits Act 1998.

"Intellectual Property" means any new and useful invention (whether patentable or not), discovery, process, machine, composition of matter, life form, article of manufacture, patents, Copyrighted Work, Integrated Circuit Design, design right, Software, Trade Mark, tangible property, know-how, new or improved devices, circuits, chemical compounds, drugs, genetically engineered material (including but not limited to plasmids, virus, bacteria and cell lines), data sets, musical processes, unique and innovative uses of existing inventions and any other intellectual property right.

"INTRO" means the University's Industry And Technology Relations Office.

"Invention Disclosure Form" means the Invention Disclosure Form substantially in the form attached to the Rules as amended from time to time.

"Net Royalty" means the Royalty less the expenses referred to in Rule F2.

"Royalty" means all consideration received by the University pursuant to the commercialisation of the Intellectual Property in the form of cash or Shares but does not include any reimbursement of expenses (including patent costs), maintenance fees received under any licence agreement or research funds.

"Rules" means these Rules Relating To Inventions And Innovations And Other Works as the same may be amended from time to time.

"Shares" means "share" as defined in section 4(1) of the Companies Act (Cap. 50).

"Software" means any computer software or program whether in source or object code and other technologies used to support the electronic capture, storage, retrieval, transformation and presentation of digital data and information or to interface between digital forms and other communications and information media.

"Students" means any matriculated student of the University and includes all Masters Programme, PhD and exchange students.

"Third Party Contracts" means any contract between the University and a Third Party for the conduct of sponsored research.

"Third Party" means any person other than the University and the University Member.

"Trade Mark" means a trade or service mark as defined as such under the TradeMarks Act 1998.

"Trigger Date" means the date to be determined by the University from which the University Member may freely deal with his Shares.

"University Member" means (a) any employee who is under a contract of employment with the University including academic research and administrative staff, visiting, adjunct and part time staff; and (b) all Students.

"University Research" means all and any research conducted (a) in the course of the University's Member's employment with the University (where applicable); and/or (b) with the use of University Support.

"University Support" means financial and other support either directly from or channeled through the University regardless of origin and includes use of the University's facilities as described in Rule D2(c).

2. In these Rules words importing the singular shall include the plural and vice versa and words importing the masculine shall include the feminine and neuter and vice-versa.
3. References to person shall include bodies corporate and incorporated associations and partnership.

### **C. Disclosure of Intellectual Property**

1. All University Members shall report any Intellectual Property first conceived or reduced to practice in the course or furtherance of University Research to INTRO.
2. All such reports shall be made on the Invention Disclosure Form which must be accompanied with all relevant details of the Intellectual Property. Copies of this form may be obtained from INTRO. Copies of the Invention Disclosure Form should be concurrently submitted to the University Member's project supervisor and/or Head of Department.
3. All University Members shall maintain as confidential and shall not use or otherwise disclose any information relating to Intellectual Property developed in the course of University Research or under any Third Party Contract without the prior written consent of the University until such time as the University releases the Intellectual Property in question to the University Member in accordance with Rule G.

### **D. Ownership of Intellectual Property**

1. Subject to Rule G, all rights, title and interest in Intellectual Property developed in the course or furtherance of University Research shall vest in and belong to the University.
2. Intellectual Property discovered or developed in the following circumstances shall be deemed to have been developed using University Support and shall consequently belong to the University:
  - (a) Intellectual Property developed by the University Member in the course of his participation in a research project funded by or through the University;
  - (b) Intellectual Property developed by the University Member with the assistance of funds provided by or through the University;

- (c) Intellectual Property developed with the substantial use of the University's facilities and materials.
3. In addition, Intellectual Property developed in the following instances shall be deemed to be developed in the course of University Research:-
- (a) Intellectual Property developed by the University Member in fulfillment of his contract of employment as a staff member;
  - (b) Intellectual Property developed by the University Member for the purpose of commercial exploitation if such Intellectual Property falls within the area of expertise of the University Member for which he was hired by the University or is related to his duties as a University Member.
4. The University shall be the sole arbiter as to whether any Intellectual Property is created in the course of University Research. In making any such determination, the University will consider whether:
- (a) there has been substantial use of the University's facilities. The use of the University's office space, personal computers and libraries shall not be considered as "substantial use". The use of mainframe computers and major pieces of laboratory equipment and materials shall constitute "substantial use";
  - (b) the Intellectual Property is in an area outside the field of expertise for which a University Member is hired;
  - (c) the University Member is able to show evidence that the activities leading to the invention is conducted outside the scope of University Research; and
  - (d) the University Member is able to show evidence that the Intellectual Property was developed solely with his own resources.

#### **E. Protection and Commercialisation of Intellectual Property**

1. The University shall within 6 months from the date of INTRO's receipt of the Invention Disclosure Form and full details of the Intellectual Property, notify the University Member whether the University will apply for patent or other protection for the Intellectual Property and/or commercialise the same.
2. If the University does not so notify the University Member within the said periods, and it can be shown that there is no delay attributable to the University Member, the University Member shall, subject to Rule G, be at liberty to protect and commercialise the Intellectual Property at his own cost and expense.
3. The University may, in its sole and absolute discretion, determine such means to protect the Intellectual Property or any part thereof. For avoidance of doubt, the University shall not be obliged to seek any such patent or other protection in respect of the Intellectual Property or institute legal or other proceedings with regards to intellectual property infringement or otherwise.

4. The University shall be entitled to approach, negotiate and enter into any binding agreement with any Third Party on such terms and conditions as the University shall in its sole and absolute discretion deem fit
5. The University Member shall provide all information and render such assistance to the University (and/or its nominees) in respect of the patent or other applications and/or commercialisation of the Intellectual Property as the University may from time to time require, including but not limited to, execution of documents (including assignments), furnishing additional or further information and details, providing assistance in the further formulation of the Intellectual Property, amendments to the patent or other applications, and negotiations with regards commercialisation of the Intellectual Property.
6. If the University Member feels that there is a risk of a similar Intellectual Property as the Intellectual Property disclosed to the University being patented before the University is likely to make decision as stated in Rule E 1 above, the University Member may request the University to immediately apply for a patent for the Intellectual Property in question at the University Member's cost and expense subject to the University reimbursing the University Member for such cost and expense in the event of the University ultimately being interested in commercialising the Intellectual Property.
7. Subject to Rule G nothing in this Rule E shall apply to any Intellectual Property developed by a University Member in his own time and outside the scope of University Research.
8. If the University Member incurs cost and expense in patent filing without the prior agreement of INTRO, such cost and expense shall be borne solely by the University Member. In the event of commercialization of the Intellectual Property directly utilizing such patent, the Director of INTRO may approve documented and reasonable costs and expenses associated with such patent filing to be reimbursed from Royalty received from the commercialisation of the relevant Intellectual Property. For the avoidance of doubt, research funds and other funds administered by or through the University should not be used to fund such patent filing and if so used in contravention of these Rules, shall be considered as use of University funds and shall not be attributed as the University Member's own costs and expenses.

#### **F. Royalty from Intellectual Property**

1. Royalty received by the University from the commercialisation of Intellectual Property shall be shared between the University Member and the University in the manner and on the terms set out below. For avoidance of doubt, the term "Royalty" shall not include funds received for research support even if (a) such funds are to be used in connection with the Intellectual Property or the further development thereof and (b) the commitment to provide such funds is obtained or negotiated together with the agreement in respect of the commercialisation of the Intellectual Property.
2. The following costs shall be deducted from all Royalty received prior to distribution in accordance with Rule F3:-

- (a) all costs related and incidental to the filing, prosecution and maintenance of patent and other applications in respect of the Intellectual Property;
  - (b) all costs related to the commercialisation efforts in relation to the Intellectual Property including but not limited to legal costs;
  - (c) all costs incurred in relation to Intellectual Property infringement, licensing enforcement and contract related proceedings; and
  - (d) a proportion of the University's overhead costs in relation to administration, utilities, materials, premises and manpower expenses incurred in respect of the relevant Intellectual Property as reasonably determined by the University in its sole discretion. Such overhead costs shall not be less than 15% of the total Royalty received.
3. All Net Royalty shall be divided between the University, and University Member and his centre, institute or faculty as the case may be (collectively "Faculty") as follows:-

University Member	-	50%
Faculty	-	30%
the University	-	20%

The University may from time to time, in its absolute discretion, amend or revise the above sharing proportions, provided that any new or amended sharing ratio shall not be applied to Royalty received prior to the amendment or revision.

- 4. Where the Net Royalty is in the form of Shares the University Member will not be entitled to sell, transfer, trade in, dispose of, charge, mortgage or other encumber his part of the Shares until after the stipulated Trigger Date. The University shall have the discretion to distribute such Royalty in the form of Shares or the cash value thereof standing as at the date the Shares are issued to the University.
- 5. The University Member's Shares (if the cash value thereof is not distributed in accordance with Rule F 4 above) will be held by the University as legal owner thereof until the Trigger Date. All voting rights in respect of such shares shall be exercised by the University in its absolute discretion.
- 6. The University Member will from time to time be notified, at his last known address, of any portion of the Net Royalty due to him. The University Member shall be responsible for collecting all monies due to him from the University and keeping the University updated of his most current address and contact details. All monies due to the University Member which are not collected within 12 months of the date of the relevant notification (as evidenced by the University's records) will be forfeited and retained by the University and the University shall not be liable to account therefor to the University Member or any Third Party.

**G. Release of Intellectual Property**

- 1. If the University evaluates an Intellectual Property disclosure and determines that the University has no interest in the Intellectual Property whether for patent

or other protection or commercialisation, the University may, upon request, licence (on an exclusive or non-exclusive basis) the Intellectual Property to the University Member, on the following terms:

- (a) the University Member agrees to develop the Intellectual Property in a manner which will benefit the public;
- (b) the University Member shall have full discretion as to whether he wishes to file patent or other applications to protect such Intellectual Property. All such patents and other applications, if any, shall be filed in the name of the University but the University Member shall have full control over the prosecution and maintenance thereof at his own cost and expense;
- (c) the University Member agrees to reimburse the University for all any of its costs determined in accordance with Rule F2 if and when the University Member receives income from exploitation of the Intellectual Property;
- (d) the University Member pays to the University (i) royalties of 1.5% of gross sales of all products, processes or services which use, embody, incorporate, are based on or derived from the Intellectual Property sold, provided or otherwise disposed off by the University Member, or his sub-licensee or any agent or distributor to end-users; and (ii) 15% of any income including upfront fees, milestone payments and other fees not accounted for by royalty payments (whether in the form of cash, Shares or otherwise) received by the University Member from the arms length sub-licensing transaction relating to the Intellectual Property, less any legal and licensing expenses associated with the protection and commercialisation of the Intellectual Property incurred by the University Members; provided always that the University Member shall not grant any sub-licences without the prior consent of the University;
- (e) the University Member agrees to keep the University informed of progress of development on the Intellectual Property;
- (f) the University Member agrees to fulfil any obligations that may exist under any Third Party Contracts which led to the development of the Intellectual Property, e.g. the grant of royalty free, non-exclusive licences to the sponsor or the sharing of royalty income with the sponsor;
- (g) the University Member shall indemnify and hold the University harmless from any expense, claim, proceeding, judgment, damages, cost (including legal costs on a full indemnity basis) arising from any Intellectual Property infringement or product liability claims relating to such Intellectual Property and the University Member shall ensure that all licences and other agreements with any Third Party relating to such Intellectual Property shall provide for such an indemnity from the Third Party in favour of the University;
- (h) the University shall have a royalty-free right to use the Intellectual Property in question for its academic and research purposes; and

- (i) the licence shall terminate if, within a period of 12 months from the date of the formal grant of the licence to the University Member under this Rule G, (a) a patent covering the licensed Intellectual Property is not filed; or (b) the Intellectual Property is not sub-licensed or otherwise commercialised.
2. In respect of Rule G1(c) above, the University Member shall, at the reasonable request of the University, from time to time allow the University or its agent (or procure that the University or its agent is allowed) to inspect those records and books of account maintained by the University Member and/or such other person through whom the Intellectual Property is commercialised and to the extent that they relate to the calculation of those payments, to take copies of them.
3. Any University Member may also request the release of the Intellectual Property that INTRO is evaluating or attempting to commercialise at any time during the patenting or other intellectual property protection and/or commercialisation process. The terms and conditions of release of the Intellectual Property will be dealt with on a case by case basis.

## **H. Students**

1. Intellectual Property created by Students are additionally subject to the following rules.
2. The University makes no claim to ownership of Intellectual Property created by Students working on their own i.e. outside the scope of University Research and without use of the University Support.
3. Students working on projects under Third Party Contracts shall be bound by the terms of such contracts.

## **I. Ownership of Copyrights in Theses**

1. The ownership of copyrights in Student theses is governed by the following:-
  - (a) Copyright ownership of theses generated by research that is performed in whole or in part by the Student with financial support in the form of wages, salaries, stipends, scholarships, or grants from funds administered by the University shall be determined in accordance with the terms of the support agreement or in the absence of such terms, shall become the property of the University.
  - (b) Copyright ownership of theses generated by research performed in whole or in part utilizing equipment or facilities provided to the University under conditions that impose copyright restrictions shall be determined in accordance with such restrictions or in the absence of such terms, the theses shall become the property of the University.
  - (c) Students will own the copyrights to theses not within the provisions of (a) and (b) above. However, a Student shall hereunder, as a condition to a degree award, irrevocably and unconditionally grant in perpetuity

to the University the royalty-free right by way of licence to print, publish, reproduce and publicly distribute copies of his thesis in all languages, including but without limitation the right to publish on the Internet or by means of any other electronic medium throughout the World.

**J. Relations with Third Parties**

- (a) If a research leading to any Intellectual Property has been funded by a Third Party, whether government or private or has been conducted in some other form of association with such Third Party, the terms of the Third Party Contract shall override any of these Rule to the contrary. If the question of the ownership of the Intellectual Property is not be established in advance as part of the terms of the Third Party Contract, as between the University and the University Member, these Rules shall apply.
- (b) The provisions of Rule F shall apply to any Royalty which the University may receive pursuant to any such Third Party Contract.

**K. Administrative Procedures**

- 1. INTRO shall advise the University as to whether the University should take up the commercial exploitation of any Intellectual Property developed by a University Member and shall carry out such other functions as may be allocated to it from time to time.
- 2. In the event of dispute or disagreement arising between the University and the University Member in relation to the commercial exploitation of any Intellectual Property developed by a University Member or in relation to the receipt of royalties, fees or commissions from such commercial exploitation, the Vice-Chancellor and/or his nominees shall be empowered to make a ruling on such dispute or disagreement and his decision shall be accepted as final by the University Member involved.

**L. Settlement of Disputes**

If any dispute arises in the interpretation of these Rules, the same shall be referred to the Vice-Chancellor for his decision which shall be final.

**M. Amendment of Rules**

These Rules or any of them may be amended by the University in its absolute discretion from time to time and the Rules as amended shall apply to all Intellectual Property disclosed by University Member after the effective date of such amendment. All Intellectual Property disclosed prior to the amendment shall be governed by the Rules prior to such amendment provided that the provisions of Rule F shall apply to all Intellectual Property licensed or otherwise commercialised on or after the effective date of any such amendment regardless of when the Intellectual Property is disclosed.

**N. Waiver of Rules**

The Vice-Chancellor shall have the discretion to waive any or all of the provisions of these Rules in a particular case.

<i>Prepared by</i>	<i>Industry &amp; Technology Relations Office (INTRO), NUS</i>
<i>Effective date:</i>	<i>1 September 2000</i>
<i>Amendments since:</i>	<i>1. Definition of "Electronic medium" inserted and Rule I.1(c) amended on 12 October 2002</i>

For the latest version of these rules, please refer to:

<https://aserv.nus.edu.sg/staff/intro/guidelines.html>

## **AUTHORIZATION OF MEDICAL PROCEDURES FOR INTERNATIONAL STUDENTS / APPOINTMENT OF LOCAL GUARDIAN**

In the course of their studies in the National University of Singapore (NUS), international students may need medical attention that requires surgery. For any surgery to be carried out on an international student below 21 years of age, surgeons or consultants in hospitals in Singapore require a local guardian to be present at the hospital to give consent for surgery. In certain cases, a student who is 21 years of age and above may also be required to produce a local guardian to endorse the surgery.

In order to avoid possible delays to any medical procedure or surgery that an international student may need, the Office of Student Affairs (OSA) requires a parent/guardian of each international student to provide the following:

(i) To appoint a guardian in Singapore (“Local Guardian”) who will have the authority to consent to the surgery, on behalf of the parent/guardian. This Local Guardian should be informed of his/her role by the parent/guardian(s) and should be contactable by the student and OSA at any time. Please complete Appointment of Local Guardian Form, if a local guardian is available.

### **AND**

(ii) To authorize an NUS staff member to authorize or refuse consent for the surgery, on behalf of the parent(s), if neither a parent/guardian or a Local guardian (if any) is contactable at the time of need. Please complete the Authorization for NUS Form. This authorization is subject to the conditions:

- (1) I will not hold the University, its officers, or any of its staff members responsible in any way, and that no action shall arise from any loss or damage (including, without limitation, personal injury or property damage) caused by or suffered as a result of right of the performance/non-performance of medical procedures or surgery on my child/ward.
- (2) I will indemnify the University and keep the University indemnified against all losses, claims, demands, actions, proceedings, damages, costs, expenses, and any other liability arising in any way from the performance/non-performance of medical procedures or surgery on my child/ward

Notwithstanding (i) and (ii) above, NUS will make every reasonable effort to contact the parent/guardian(s) first if a student needs authorization for a medical procedures or surgery. If the student or OSA is unable to contact the parent/guardian(s), OSA will contact Local Guardian (if any); otherwise if the Local Guardian is not contactable, an NUS staff member will authorize or refuse consent for the medical procedure or surgery.

It is important that all international students coming to NUS have the attached form duly executed by their parents/guardian before arriving in Singapore. Please bear in mind that this procedure is meant to avoid delay to any surgery that may be required, and that reasonable effort will be made to contact their parent(s)/guardian before using the authorizations.

For the latest version of this policy, please refer to:

<http://www.nus.edu.sg/osa/international/forms.htm>

## NUS STUDENT PRIVACY POLICY

1. Except as otherwise provided in paragraphs (3) and (6) below, NUS will grant access to Confidential Student Information to authorized NUS personnel or other external agencies only if there is a need to know based on what is reasonably in the view of the University's Registrar's Office, an official and educational interest. "Confidential Student Information" means confidential personally identifiable student information received from the student or arising out of the student's course of study in the University, and it excludes information that: (i) is publicly known or available from other sources who are not under a confidentiality obligation to the source of the information, or subsequently becomes public by publication or otherwise through no action or fault of the University; (ii) has been lawfully received from a third party without a breach of this privacy statement; (iii) is already known by or available to the University without a confidentiality obligation; (iv) is disclosed with prior written approval of the student; or (v) is required to be disclosed under the law or pursuant to a lawful court order.
2. Without affecting the generality of paragraph (1) and for avoidance of doubt, the following shall be deemed to meet the requirement for disclosure stated in paragraph (1) above:
  - a. A request for information by the Ministry of Education;
  - b. Sharing of data with Government agencies or statutory bodies or non-government agencies authorized to carry out specific Government services, so as to serve a student in an efficient and effective way; or
  - c. Publication or release of information that is customary by universities or other educational institutions, including but not limited to awards of prizes, medals, scholarships, classes of honours and other marks of distinction, and student or graduation status.
3. Access to Confidential Student Information for purposes other than those based on an official and educational interest may also be granted at the discretion of the University, provided that a student has provided his or her consent for such disclosure. A student may provide such consent in his or her Acceptance Record at the time of his or her admission to the University.
4. For the convenience of students, the University may also display to individual students data that the individual student had previously supplied to the University or other Government agencies. In the event that a student provides consent for (in the manner set out at paragraph (3) above) the disclosure or use of information other than for an official and educational purpose, the University will retain a student's personal data only as necessary for the effective delivery of services to the student.
5. To safeguard a student's personal data that had been provided electronically or had been converted into an electronic form, students should note that all electronic storage and transmission of personal data are secured with appropriate security technologies.

6. This Policy stated herein is subject to any applicable law mandating or otherwise requiring disclosure. The Policy is also subject to revision at the discretion of the University from time to time.
7. If you have any questions or concerns regarding this Statement, you should first contact the NUS Quality Service Manager (email: [qsmanager@nus.edu.sg](mailto:qsmanager@nus.edu.sg)).
8. The current version of this NUS Student Privacy Statement can be found at: <http://www.nus.edu.sg/students/privacy.html>