

NUS Alumni Groups

Handbook



Office of Alumni Relations

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PART A: NUS – A LEADING GLOBAL UNIVERSITY SHAPING THE FUTURE

A-1 INTRODUCTION

The NUS Office of Alumni Relations (OAR) makes engaging the University's alumni its key priority. This publication serves to provide the necessary information to alumni interested in setting up NUS Alumni Groups (AGs).

AGs are university-linked and non-politically affiliated groups of alumni from NUS and its predecessors.

As a confluence of talents from all over the world, NUS is well-placed to be an integral part of the intellectual and entrepreneurial pulse of Singapore. OAR warmly welcomes all alumni to continue sharing and building upon their NUS experience, and to remain strongly connected and engaged with their alma mater.

A-2 MISSION

“NUS is proud of our strong and growing alumni network. Our alumni are passionate, talented and resourceful, and have much to share. You play an important role in strengthening the NUS community and set a great example to future alumni. I look forward to your involvement, support and partnership to bring NUS to greater heights.”

NUS President
Professor Tan Eng Chye
Science '85

NUS VISION

A leading global university shaping the future

NUS MISSION

To educate, inspire and transform

NUS VALUES

Innovation, resilience, excellence, respect, integrity

OAR MISSION

To nurture mutually beneficial and lifelong relationships with alumni and engage them along NUS' aspirations.

A-3 ALUMNI DEFINITION

NUS alumni are graduates of the National University of Singapore and/or any of its five predecessor institutions i.e. King Edward VII College of Medicine, Raffles College, University of Malaya, Nanyang University and University of Singapore. All graduates awarded with an undergraduate or postgraduate degree, or graduate diploma are accorded alumni status.

A-4 ALUMNI PRIVILEGES

All NUS alumni are entitled to the following privileges, mainly relevant to alumni in Singapore. Alumni residing overseas have access to privileges available/valid online:

- **Mobile Phone Application**

For NUS alumni to stay connected, please download the uNivUS mobile phone application from the [App Store](#) or [Google Play](#) to personalise and enhance your alumni experience.

NUS alumni can log in to uNivUS using the NUS lifelong email. Visit alumnilifelong.nus.edu.sg to create your account. Alternatively, you can change or reset your account password. For assistance, please email alumnihelpdesk@nus.edu.sg.

Within the uNivUS app, you may also locate your *AlumNUS* Card, which is also a digital identity card, that is available to all NUS alumni.

- **Alumni Affinity Bank Cards**

NUS alumni can apply for the exclusive NUS Alumni credit card (nus.edu.sg/alumnet/alumnuscard/support-for-students) with Standard Chartered Bank. Each time an alumnus uses the card, it contributes towards the NUS Alumni Bursary Award, NUS Alumni Student Exchange Award and the NUS Overseas Colleges Award to support eligible students.

- **Alumni Events**

OAR organises a diverse range of events for alumni (nus.edu.sg/alumnet/events) throughout the year – from arts and culture to service and thought leadership, and more. Events are publicised via emails, The *AlumNUS* magazine and across our [Facebook](#), [Instagram](#) and [LinkedIn](#) platforms.

- **Alumni House Facilities**

Shaw Foundation Alumni House (SFAH) (nus.edu.sg/alumnet/alumnihouse) is alumni's home on campus. Its varied facilities include an auditorium, seminar rooms, a restaurant and a café. SFAH plays host to a variety of events and programmes throughout the year. Venues are also available for hire by alumni at a special rate.

- **NUS Lifelong Email**

NUS Lifelong Email was introduced in 2013. It allows alumni to keep their student email, which comes with 50GB cloud storage, for life after graduation. Alumni who graduated before 2013 may sign up for a NUS Lifelong Email account at alumnilifelong.nus.edu.sg.

- **Access to NUS Libraries**

NUS Libraries offers a selected list of [e-resources](#) for access by NUS alumni for non-commercial, educational, scholarly and research purposes. NUS alumni are also welcome to browse the physical collection in NUS Libraries by scanning the QR code under eCard after logging in to the uNivUS application.

- **Career Services**

The NUS Centre for Future-ready Graduates is the dedicated career centre for NUS and continues to journey with alumni beyond their time with the university. A range of career resources and support are made available to alumni at nus.edu.sg/cfg/alumni.

- **Lifelong Learning**

The NUS School of Continuing and Lifelong Education (SCALE) provides courses for alumni to upskill and stay competitive. Its NUS Lifelong Learners (NUS L³) (<https://scale.nus.edu.sg/programmes/lifelonglearning/alumni>) program provides a wide array of contemporary courses that seeks to equip alumni with the latest knowledge and skills demanded in today's digital age.

Alumni can stay connected with the University through the following channels:

- **OAR Social Networking Platforms**

Keep in touch. Like and follow OAR via your preferred platforms: [Facebook](#), [Instagram](#) and [LinkedIn](#)

- **AlumNET**

The [AlumNET](#) is a one-stop alumni web resource dedicated to NUS alumni. Overseas Chapters are listed on the website with their respective Chairpersons and email addresses.

- **AlumNEWS**

A monthly e-Newsletter is sent to alumni to update them on NUS and alumni happenings.

- **The *AlumNUS* Magazine**

The *AlumNUS* magazine published every quarter is available [online](#). This keeps the alumni in touch with the latest developments at NUS as well as alumni-related news. Alumni are advised to [update their particulars and manage their subscription preferences](#) to ensure that they are subscribed to the magazine. Chapters are also encouraged to contribute articles of their activities for publication in the magazine.

PART B: STARTING AN ALUMNI GROUP (AG)

AGs serve as an extension of NUS' engagement with the general alumni population. They are formalised under OAR as autonomous collectives of NUS alumni who share a common desire to stay connected to NUS and to each other. AGs should mainly comprise NUS alumni, and be led and driven by them.

NUS students may join an AG as an Associate Member (without voting rights) or participate in AG activities. They may lead key activities of the AG but should not be part of the EXCO nor have direct access to the members' personal data.

Non-NUS alumni may participate in the Alumni Group's activities as guests.

B-1 OBJECTIVES OF NUS ALUMNI GROUPS

The objectives of NUS Alumni Groups are to:

- Establish and maintain communication, consultation and co-operation between alumni and NUS in partnership with OAR;
- Strengthen ties among alumni through the Group's professional, social and recreational activities;
- Propagate the good name of NUS; and
- Support NUS in realising its vision to be a leading global university shaping the future.

B-2 SETTING UP AN NUS ALUMNI GROUP

AGs are primarily formed on the basis of ties and bonds established during student days. These include having studied in the same Faculty/School/Department, stayed in the same Hall of Residence/Residential College or participated in the same Student Group. Faculty-/School-/Department-/Hall-/Residential College-based Alumni Groups should also relate to their respective Faculty/School/Department/Hall/Residential College as parent/host and maintain close connections with the respective Associate Director for Alumni Relations.

The following will not be accepted as a common "base" to form Alumni Groups:

- Race
- Religion
- Political Affiliation

A Group that seeks to establish itself as a NUS Alumni Group should address its relationship with NUS as part of its organisational plan and agree to:

- Promote the interests of NUS and its alumni, and maintain regular communications with OAR and their respective Faculty/School/Department/Hall/Residential College;

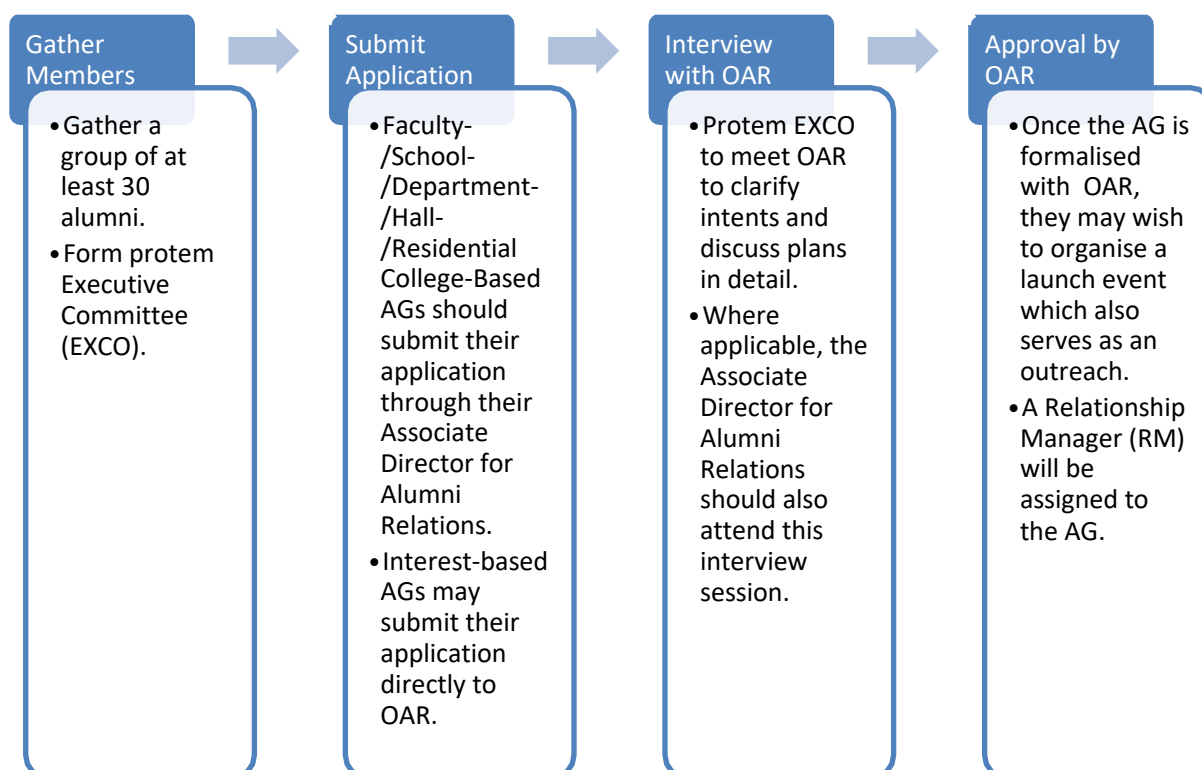
- Attend quarterly Alumni Group Meetings, biennial Alumni Leaders' Forum and key NUS/OAR events;
- Organise at least one alumni event a year;
- Welcome all NUS alumni as members or guests;
- Create a vibrant alumni network through regular events, reunions, talks, and/or community service activities;
- Encourage the spirit of volunteerism and create a positive impact in their community;
- Relay updates of NUS to its members; and
- Develop and maintain a members' database in accordance with local laws, and to update OAR regularly of changes to its membership and their contact details.

A preliminary discussion will be arranged to understand the aims and activities proposed by alumni keen to establish a new Alumni Group, and to determine its sustainability in the long run. The setting up of all Alumni Groups must be approved by OAR.

Groups may use OAR's address as their mailing address for convenience.

<Name of Alumni Group>
 c/o NUS Office of Alumni Relations
 11 Kent Ridge Drive
 #05-01 Shaw Foundation Alumni House
 Singapore 119244

The process for setting up an NUS Alumni Group is as follows:



B-3 REGISTRY OF SOCIETIES (ROS)

AGs may choose to register as a Society with ROS. All registered societies must abide by ROS' code of governance. Such AGs are required to include in their Constitution a clause empowering OAR to de-register them should they become inactive for an extended period of time, or if they persistently do not align themselves with NUS or OAR. The Group's Constitution must be approved by OAR before submitting their registration to ROS.

B-4 COMMITTEE STRUCTURE FOR ALUMNI GROUPS

As AGs are purely volunteer-driven, alumni aspiring to serve as AG leaders and committee members should believe in the spirit of volunteerism and have a desire to serve its members and NUS. AGs should not be used for personal glorification or to derive personal benefit/gain.

The primary responsibility for the operation of an AG rests with the Executive Committee (EXCO) to provide overall direction and implement policies. The size of the committee will be determined by the membership and subjected to a minimum of four EXCO members.

Key Committee Positions

The following is a list of the key leadership positions for the successful operation of Alumni Groups:

Chairperson	Provides leadership for the Group and serves as the main point-of-contact for OAR. His/her name and email address will be published on OAR platforms as the main point-of-contact. The Chairperson is chosen by a general consensus of the Alumni Group's members or EXCO, and appointed by OAR.
Vice-Chairperson	Supports the Chairperson and serves as the Acting Chairperson in his/her absence. In the event that the Chairperson steps down, this person will automatically become the next Chairperson for reasons of continuity, until the next Annual General Meeting.
Secretary	Prepares meeting agendas, maintains a record of proceedings at meetings and distributes meeting notes to committee members. He/She also maintains the Group's membership database, and prepares updates and reports for the Chairperson to submit to OAR.

Treasurer	Responsible for all the Alumni Group's money matters and keeps an accurate record of all income and expenditure, and liaises with OAR on any reimbursement matters.
Adviser (Optional)	Provides strategic advice to the Chairperson and the Executive Committee. Typically a former Chairperson, senior faculty member or leader of global standing who is able to lend support to the Alumni Group.

AGs may appoint other committee members or set up sub-committees for the purpose of organising activities.

B-5 NAMING OF ALUMNI GROUPS

To ensure consistency, the names of the AGs shall follow a standard naming convention with the NUS Alumni branding in front of the Group's name, e.g. "NUS Alumni Photographic Society".

B-6 USE OF NUS ALUMNI NAME AND TRADEMARKS

The usage of the NUS Alumni logo (available for download at nus.edu.sg/alumnet/publications/nus-alumni-logo) shall be for the sole purpose of operating an AG for the benefit of alumni. This includes organising social, educational and networking events for NUS alumni, and promoting and marketing such activities in print and/or electronic forms.

Any AG which intends to use the NUS Alumni name and trademarks (including logo) in any form or manner, for any purpose whatsoever, including but not limited to use as part of an AG branding, for name cards, use or production of collaterals, shall first be required to submit the proposed artwork and seek the approval of OAR prior to use. If necessary, the AG may be required to enter into a license agreement with NUS.

Upon approval, the use of the NUS Alumni name and trademarks in any form or manner shall at all times be in accordance with NUS' corporate rules and regulations.

B-7 FUNDAMENTAL OBLIGATIONS OF COMMITTEE MEMBERS

Fundamental obligations of committee members include agreeing and abiding to:

- 1) Volunteer Acceptance Form and NUS Code of Conduct for Volunteers (Annex B); and
- 2) Laws of Singapore.

PART C: SUSTAINING AN ALUMNI GROUP

AGs are encouraged to proactively seek out and engage alumni who share the same background/ interests, and invite them to join as members. They may set up private groups on social media (e.g. Facebook, WhatsApp, WeChat etc.) to facilitate communications amongst members.

AGs should keep OAR updated regularly of its activities and developments. Where feasible, OAR will publicise the Group and its upcoming events on *AlumNET*, its Facebook page and other appropriate communication platforms.

AG Chairpersons should attend Alumni Leaders Forum, AG Meetings and OAR events regularly to network with other AG leaders and stay updated on the latest developments in NUS. AG Chairpersons may appoint another EXCO member to join them at these meetings.

C-1 ANNUAL GENERAL MEETINGS

It is recommended that AGs organise a General Meeting each year to:

- Review their activities for the past year;
- Plan their programme for the following year; and
- Select their committee members.

Following the General Meeting, AGs are required to submit the names of their committee members to OAR.

It is recommended that all committee members be elected for a term of two years, with elections taking place at the Annual General Meeting. Nominations for elections should be called at least six weeks prior to the election. Further nominations may be made from the floor at the Annual General Meeting.

OAR may assist to ensure the sustainability of the group by identifying active alumni to take on leadership roles.

C-2 RESPONSIBILITIES OF AN ALUMNI GROUP LEADER

The Chairperson and committee members of AGs have the following responsibilities towards their members:

- Encourage alumni representation at NUS, OAR and other AG events;
- Build networks among alumni and with students;
- Organise at least one event a year that provides opportunities for alumni to reconnect with NUS and other alumni;

- Undertake succession planning so that new leaders are identified and groomed; and
- Encourage leadership renewal to cultivate the Group, promote new ideas and maintain fairness and transparency.

All event registrations where alumni's personal data are collected should include the following NUS-approved Personal Data Notice:

Personal Data Notice
By registering for this event, I hereby accept the Terms and Conditions and consent to National University of Singapore (NUS) collecting, using and /or disclosing my personal data to third parties (including any third party located outside of Singapore) for the purpose of updating my particulars with NUS.

- AGs should only collect the following personal data to allow event participation and to stay in touch with alumni:
 - 1) Full Name;
 - 2) Faculty;
 - 3) Year of Graduation; and
 - 4) Email Address.
- In collecting, handling and storing of alumni personal data, committee members are required to abide by the guidelines stated under "Protection of Confidential Information" in the Code of Conduct for Volunteers (Annex B).
- AGs are required to provide OAR with the updated contact details of their alumni.
- All event invitations where photography and/or videography is planned and/or anticipated, should include the NUS-approved Media Notice:

Media Notice
Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR's marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR's marketing and publicity purposes in print, electronic and social media.

- AG committee members must undertake to obtain all necessary consents and licenses to share any photographs or videos taken during these activities with NUS/OAR [for marketing and publicity purposes in print, electronic and social media].

C-3 BUILDING AN ALUMNI GROUP

AGs need to be active in order to be successful. It is recommended that AGs strive to achieve a high and diverse (whenever possible) participation base of alumni in the Group's interest area(s). Suggestions for conducting an effective recruitment drive include:

- Making an announcement in *AlumNEWS* whenever a new Alumni Group is formed to call for interested alumni to join the Group;
- Inviting students (future alumni) and fresh graduates in related disciplines/interest areas to join the group soon after their graduation;
- Leveraging on OAR events to recruit new alumni by forming **Welcome Committees**, whose role is to attend OAR events and leverage on such opportunities to recruit new alumni;

C-4 PRIVILEGES FOR ALUMNI GROUPS

Alumni Groups are entitled to the following privileges and support:

- **Exclusive Invitations** – AG Chairpersons will receive invitations to attend signature NUS and/or OAR events.
- **NUS Alumni Name Cards** – OAR will sponsor the printing of one box of name cards per person per year for up to five EXCO members which incorporates the NUS Alumni logo. Such name cards must, at all times, be used in accordance with NUS' corporate rules and regulations. Please refer to nus.edu.sg/alumnet/publications/nus-alumni-logo. For further queries, please contact alumnihelpdesk@nus.edu.sg.

C-5 RECOMMENDED ALUMNI GROUP ACTIVITIES

AGs should be involved in NUS-related activities such as:

Commencement

- Join OAR in making contact with the graduating cohort and/or supporting recruitment talks and seminars in their areas of specialty/interests.

Partnership with Faculties/Schools/Halls and Residential Colleges

- All Faculty/School/Hall/Residential College-based Alumni Groups are encouraged to work closely with OAR and their respective Faculties/Schools/Halls/Residential Colleges to engage alumni and strengthen ties.

Homecomings

- Organise activities as part of NUS Homecoming reunion events.

NUS Cares

- Join the NUS Cares movement by championing and participating in community service projects.

C-6 FRAMEWORK OF SUPPORT FROM OFFICE OF ALUMNI RELATIONS

AGs are required to organise at least one alumni event per year. The events organised should be in line with the objectives of NUS, targeted at the NUS community and alumni network and therefore be open to all NUS alumni regardless of Faculty/School and nationality.

OAR will provide a framework of support detailed below. To qualify, at least 80% of event attendees must be NUS alumni, students or staff. The application for support should be made using the Application for Sponsorship e-form at nus.edu.sg/alumnet/AG-Sponsorship. Please refer to Annex A for details.

- **Venue Subsidies**

AGs are entitled to complimentary usage once a month and subsequently 80% discount off the published rates for the rental of the following Shaw Foundation Alumni House (SFAH) venues:

Level 1	Sage, Saffron and Sesame (Complimentary usage once a month)
Level 2	Auditorium (Complimentary upgrade usage once a year, subsequently 80% discount)

To make a request, please complete this [Application Form](#).

- **Publicity**

OAR supports AGs in the publicity of their events and programmes through its website *AlumNET*, its monthly *AlumNEWS*, and its quarterly magazine *The AlumNUS*.

- **Corporate Gifts**

OAR may sponsor tokens, gift items with NUS OAR branding for AG events once a year.

- **Funding Support**

To celebrate the launch of new AGs and milestone anniversaries (every five years), OAR may provide each eligible AG up to S\$1,000 to offset the costs of their major celebration event. Once approved, funding will be disbursed on a reimbursement basis upon submission of relevant receipts and supporting documents.

- **Licensed Zoom Access**

OAR may provide access to the Zoom platform to facilitate the organisation of virtual events (up to 300 participants per Meeting and 500 participants per Webinar). Access will be granted on a case-by-case basis and depending on the purpose and nature of the event.

Acknowledgement of OAR Support

In reciprocation, AGs are to acknowledge OAR as a Supporter and feature OAR's logo prominently on event publicity materials and collaterals. These publicity and event materials should be sent to OAR to ensure proper application of OAR logo prior to use or publication.

C-7 REVIEW AND TERMINATION OF ALUMNI GROUPS

AGs are subject to a yearly review by OAR to assess their objectives and activities. At any point in time, if the objectives and activities of the Group are not aligned with NUS' and OAR's mission and goals, OAR reserves the right to:

- Mandate immediate adjustments or changes to re-align with NUS' and OAR's mission and goals;
- Renew the leadership of the Alumni Group;
- De-register the Alumni Group; and/or
- Withdraw any permission or terminate any license for the use of NUS name, trademarks and/or use of any collaterals and name cards.

PART D: CONTACT INFORMATION

D-1 OFFICE OF ALUMNI RELATIONS' CONTACT INFORMATION

For enquiries on joining an existing or starting a new Alumni Group, please email: alumnihelpdesk@nus.edu.sg or contact OAR at:

NUS Office of Alumni Relations

11 Kent Ridge Drive
#05-01 Shaw Foundation Alumni House
Singapore 119244
Tel: (65) 6516 5775

D-2 ALUMNI GROUPS' CONTACT INFORMATION

Please refer to nus.edu.sg/alumnet/community for the updated list of Alumni Groups.

Annex A

ACTIVITY PROPOSAL & APPLICATION FOR SPONSORSHIP

AGs are required to submit their application for sponsorship via the Alumni Groups (AG) Sponsorship Application e-form at nus.edu.sg/alumnet/AG-Sponsorship.

Terms and Conditions

1. Alumni Groups are required to submit this e-form to OAR at least **one month before** the start of their event/activity/project.
2. To qualify for OAR sponsorship, at least 80% of event attendees must be NUS alumni, students or staff. Alumni Groups will also need to submit the following **within one month after** the event:
 - a. Online submission of Post-Event Write-up with photos at [Alumni Happenings](#); and
 - b. Event Attendance List

OAR may use the event photographs for NUS' marketing and publication purposes.

3. OAR reserves the right to reject application(s) and its support for any event in which the speaker(s) and/or topic of discussion are deemed sensitive, socially-divisive, inappropriate or controversial.
4. All event invitations **where photography and/or videography is planned and/or anticipated**, should include the NUS-approved Media Notice:

Media Notice

Participants should be aware that for events or activities organised by NUS/OAR [for its Alumni] ("NUS Activities"), NUS/OAR has its appointed authorised personnel to take photographs and videos for and on behalf of NUS/OAR during NUS Activities to be used for NUS/OAR's marketing and publicity purposes in print, electronic and social media. Where events or activities are organised within/by the Alumni Group ("Alumni Group Activities"), all photographs and videos taken during Alumni Group Activities may be shared with NUS/OAR for NUS/OAR's marketing and publicity purposes in print, electronic and social media.

All event registrations where **alumni's personal data is collected** should include the NUS-approved Personal Data Notice:

Personal Data Notice

By registering for [and/or participating in] this event, I hereby accept the Terms and Conditions and consent to NUS collecting, using and/or disclosing my personal data to third parties (including any third party located outside of Singapore) for the purpose of updating my particulars with NUS.

Venue Rental Waiver/Discount

5. As of Jan 2023, all AGs are entitled to complimentary usage once a month for venues at the Shaw Foundation Alumni House (SFAH):
 - Seminar Rooms available for booking are Sage, Saffron and Sesame, located at Level 1. See rooms (<https://www.nus.edu.sg/alumnet/alumnihouse/venue>)
 - Opportunity to upgrade one room booking to the Auditorium per annum. (If required, the Auditorium booking also includes the Benefactors' Foyer to serve refreshments as we have a strict no food and drinks policy in the Auditorium.)
 - Seminar Rooms include two tables and four chairs for registration and/or speaker purpose, tables and chairs (set up to the room capacity) and AV equipment. Additional equipment and furniture are chargeable. Please refer to Rate Sheet.
 - Additional venues are chargeable at 20% of prevailing rental rate.

To make a request, please complete this [Application Form](#). OAR or your RM will respond within 10 working days.
6. Venues are subject to availability upon written confirmation by SFAH Operations and subject to further terms and conditions of SFAH venue hire.
7. Waiver/discount applies solely to venue rental charges. Charges for rental of equipment may apply.
8. If an event accorded venue rental waiver is cancelled or postponed within one month from the date of event, the annual venue rental waiver would be deemed as utilised. This is in line with SFAH's cancellation policy.

Cash Support

9. To celebrate milestone anniversaries of Alumni Groups (every five years), OAR may provide each eligible AG up to S\$1,000 in the milestone year.
10. The milestone event/activity must fulfil objectives of the Alumni Group and be attended by at least 20 alumni which forms minimally 80% of attendees.
11. This cash support may be utilised on a single event for the following purposes:
 - a. Food and beverage;
 - b. Venue-related costs (for events not held at SFAH);
 - c. Rental of equipment essential for the conduct of the programme/activity;
 - d. Printing of event collaterals; and
 - e. Event photography/videography.
12. This cash support should not be used for the purchase of door gifts or lucky draw prizes.
13. The cash support for each event/activity is capped based on the number of NUS alumni attendees:

- a. 20 – 39 attendees up to S\$400
 - b. 40 – 79 attendees up to S\$800
 - c. 80 or more attendees up to S\$1,000
14. Cash support will be disbursed on a reimbursement basis to the Alumni Group's bank account (for registered Societies) or to either the Chairperson's or Treasurer's bank account, upon satisfactory receipt of:
- a. Vendor Creation Form, duly completed;
 - b. Request for Payment Form, duly completed;
 - c. Original receipts;
 - d. Post-event write-up (about 150 words);
 - e. At least five event photographs (high-resolution); and
 - f. Event Attendance List.

Door Gifts

- 15. OAR may further support Alumni Groups' events/activities by sponsoring token gift items that may be used as door gifts.
- 16. The choice of gift items is at OAR's sole discretion and is subject to availability.
- 17. The quantity of gifts provided will be based on registration numbers. If the actual attendance is fewer than the registered number, the remaining gifts should be returned to OAR.

Acknowledgement of OAR's Sponsorship

- 18. In recognition of OAR's sponsorship, Alumni Groups should acknowledge OAR in the following ways:
 - a. Including the OAR logo in event publicity material and collaterals *(please request for original logo from OAR and refer to nus.edu.sg/alumnet/publications/nus-alumni-logo for guidelines on logo usage); and*
 - b. Crediting OAR in speeches/verbal mentions.
- 19. Please submit marketing/ publicity materials to OAR for review before publishing to ensure correct application of NUS/OAR corporate identity.

Annex B

VOLUNTEER ACCEPTANCE FORM AND CODE OF CONDUCT FOR VOLUNTEERS

VOLUNTEER ACCEPTANCE FORM

This document shall be read in conjunction with the NUS Code of Conduct for Volunteers (Page 22) and all terms used herein shall have the meanings given to them in the said Code.

1. I hereby acknowledge that without payment or other material benefit, I hereby **offer my services and time**, to undertake activities undertaken by or on behalf of NUS for the purposes of seeking or receiving donations of time, talent, money, property or other resources for the University (including but not limited to, advocating on behalf of and/or raising philanthropic support for the University).
2. I affirm that the facts set forth in it are true and complete.
3. I consent to:
 - (a) having my photographs, interviews, and any audio and/or video recordings bearing my image and voice and related transcripts taken by the employees of NUS, its related corporations, agents and representatives (whether in Singapore or otherwise) and other persons authorised by NUS, for promotional, fundraising, marketing, publicity and fundraising purposes;
 - (b) all photographs and video images containing my likeness being used by NUS for lawful purposes including but not limited to disclosing, posting, publishing, displaying and/or otherwise causing to be seen my Personal Data including images, photographs and/or videos publicly through any medium or form such as but not limited to social media sites and blogs (e.g. Facebook, Instagram, Twitter, Youtube), publications (such as newspapers, magazines, newsletters) and/or other form of advertising or promotional materials (e.g. banners, brochures and pamphlets) for the purposes listed above;
 - (c) NUS disclosing such photographs, interviews, audio, videos and transcripts to third party media entities (whether in Singapore or otherwise) for publicity purposes;
 - (d) NUS identifying me by name in the course of their use and disclosure as listed above;
 - (e) my personal information as given in this form being collected, used and/or disclosed by NUS for the purpose of NUS contacting me and all other actions necessary in relation to the photo/video shoot and/or interviews; and
 - (f) waiving any right to inspect or approve the finished content and images.

I understand, acknowledge and agree that:

- (a) all photographs and video images will become property of NUS and I will receive no compensation; and
- (b) NUS shall not be responsible for photographs and/or videos taken by

unauthorised persons.

- (c) I further agree and consent to NUS (as well as its representatives and agents) collecting, using, disclosing and sharing amongst themselves my Personal Data provided, as well as in the records of NUS from time to time, and disclosing such personal data to NUS' authorised service providers, and relevant third parties for purposes reasonably required by NUS to administer, manage and terminate my volunteer relationship with NUS.
- (d) I acknowledge that I have fully read, do fully understand and agree to abide and be bound by the terms of the NUS Code of Conduct for Volunteers (as the same may be amended from time to time).
- (e) I agree to abide and be bound by any policies and procedures of NUS that may be conveyed to me from time to time.
- (f) I recognise and accept that while reasonable precaution and care will be taken by NUS to ensure participants' safety, I understand that I take part in all activities/programs/events at my own risk and, in consideration of NUS allowing me to volunteer and participate in the said activities/programs/events, I hereby acknowledge and agree that NUS will not be held liable for any injury or death or for any property loss or damage I sustain as a result of my participation in the same, unless caused by NUS' negligence;
- (g) Subject to paragraph (v) above, I hereby release, discharge, indemnify and hold harmless NUS and its agents, employees, representatives, volunteers and associated personnel, from and against any and all demands, claims, and causes of action arising, directly or indirectly from:
 - i. my participation in all activities, programs and events;
 - ii. any breach of the NUS Code of Conduct for Volunteers and/or such policies and procedures of NUS as I may be subject to; and/or
 - iii. any action or omission by me that causes NUS to be in breach of the [PDPA](#) or [Charities Act \(Cap. 37\)](#).

CODE OF CONDUCT FOR VOLUNTEERS

Introduction

1. The National University of Singapore ("**NUS**") Code of Conduct for Volunteers (the "**COCV**") aims to ensure that all volunteers for all NUS-related activities understand the standard of conduct required. Volunteers are expected to uphold the COCV at all times when carrying out their duties and interactions.
2. For the purposes of the Code:

"**Activities**" refers to all authorised activities undertaken by or on behalf of NUS (including but not limited to, advocating on behalf of and/or raising philanthropic support for NUS for the purposes of seeking or receiving donations of time, money, property or other resources for NUS).

"**Confidential Information**" shall mean all information (whether recorded or not and in whatever form or media) relating to all or any part of the business, property, assets, technology, activities, services, financial affairs, management and administration of NUS, including information relating to NUS' employees, students, donors, alumni, business or academic partners, clients, suppliers and any third party dealing with NUS.

For the avoidance of doubt, Confidential Information includes, without limitation, Personal Data and any information relating to donations and/or gifts, and further includes, without limitation, all data, analyses, reports and other derivative information or material created in the course of, or as a result of, volunteering and other philanthropic activities with or for NUS, or as a result of having access to or otherwise obtaining confidential information of NUS.

"**Data Subject**" refers to any person whose personal data is being collected, held or processed.

"**Personal Data**" shall have the meaning ascribed to it in the Personal Data Protection Act 2012 ("**PDPA**") (as the same may be amended and/or revised thereto from time to time). For the avoidance of doubt, photographs, images and videos are considered Personal Data and volunteers who wish to take photographs or videos with any individuals must first seek consent from such individuals.

"**Volunteer**" refers to a person who, without payment or other material benefit, offers his/her services and time, to undertake or render assistance in connection with the Activities.

Expectations

3. Volunteers are expected at all times to:-
 - (i) be present for their duties and to adhere to the stipulated date(s) and time of their duties;
 - (ii) inform their volunteer liaison / supervisor as early as possible if they are unable to be present for their duties;
 - (iii) use the resources, property, information or funds provided by NUS solely for authorized uses and the purposes of accomplishing his/her duties as a volunteer;

- (iv) carry out their duties and act in good faith, in a safe and responsible manner, and with skill and diligence, in the best interests of NUS;
- (v) speak and act in a respectful and professional manner in all their dealings and communications with others;
- (vi) be appropriately dressed for their duties;
- (vii) be responsible for their own personal belongings;
- (viii) abide by all applicable NUS' policies, procedures and codes of conduct;
- (ix) maintain confidentiality of all data and information obtained;
- (x) observe all safety procedures;
- (xi) inform and seek permission from NUS before making any donations and/or gifts while being a volunteer for NUS;
- (xii) where such volunteering relates to fundraising, observe all relevant guidelines, rules and regulations, legislation, codes of governance and best practices relating to fundraising; and
- (xiii) notify NUS if he/she chooses to terminate his/her volunteer relationship with NUS.

4. Volunteers are expected not to:-

- (i) act in any way that will incur any liability to NUS or bring into disrepute NUS and its name;
- (ii) seek or accept rewards, benefits or gifts without permission from NUS;
- (iii) engage in any activity that may bring harm (e.g. physical or mental) to another person or property;
- (iv) be under the influence of alcohol and non-prescription drugs while volunteering;
- (v) falsify or change any documents or records;
- (vi) post any photographs, videos, reports, advertisement, promotional material on social media or any other media platform without obtaining authorisation from NUS and the Data Subject;
- (vii) act as a spokesperson for NUS unless prior permission or authority has been given;
- (viii) use their involvement with NUS to promote their own personal interests, beliefs or practices, which have either actual, perceived or potential conflicts with the duties to the University where these are inconsistent with the vision and mission of NUS;
- (ix) make any statement or representation for and on behalf of NUS or the people within NUS, knowing it to be false or without regard as to the validity or falseness of the statement; and
- (x) enter negotiations or make any commitments regarding NUS related activities, including sponsorship and rights.

Protection of Confidential Information

- 5. In the course of carrying out their volunteer duties, volunteers may collect, have access to, be exposed to or otherwise obtain Confidential Information. Notwithstanding the foregoing, NUS shall have the absolute discretion to decide the type of Confidential Information it wishes to disclose to the volunteers.
- 6. Volunteers shall ensure that all Confidential Information:
 - (i) must be held and kept in strictest confidence;
 - (ii) is only collected with the prior written consent of the Data Subject;

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- (iii) is only used (directly or indirectly):
 - (a) in accordance with the instructions of NUS;
 - (b) in accordance with the purposes for which NUS and/or the Data Subject disclosed the Confidential Information;
 - (c) for purposes which the Data Subject has been notified of and has given his/her consent to; and
 - (d) for purposes which are reasonably necessary to enable the volunteer to fulfil his/her voluntary responsibilities with NUS;
 - (iv) is only disclosed to third parties with the prior written consent of the Data Subject and the prior written approval of NUS, and if such approval is granted, is only transferred upon such additional terms and conditions which NUS and/or the Data Subject may impose for such transfer;
 - (v) is only transferred to another country with the prior written consent of the Data Subject and the prior written approval of NUS, and if such approval is granted, is only transferred upon such additional terms and conditions which NUS and/or the Data Subject may impose for such transfer;
 - (vi) is not copied or reproduced in any form whatsoever by the volunteer, save as may be necessary for the purposes of accomplishing his/her duties as a volunteer;
 - (vii) is protected against accidental/unlawful/unauthorised destruction, loss, alteration, disclosure, access, misappropriation, misuse and all other unlawful forms of processing by another person, including, but not limited to, taking steps to ensure that the Confidential Information:
 - (a) is properly secured and stored in a manner which does not permit unauthorised access (including physically restricting the location and use of such Confidential Information to areas over which the volunteer has control and storing such Confidential Information in a manner which does not permit unauthorised access); and
 - (b) is not stored in data clouds or such services;
 - (viii) is not retained or stored for longer than necessary for:
 - (a) the purposes of accomplishing his/her duties as a volunteer and performance of their obligations herein; and/or
 - (b) the purposes for which NUS disclosed the Confidential Information; and
 - (ix) is promptly returned to NUS or destroyed or permanently deleted by the volunteer (with no copy retained and written confirmation to NUS of the same) upon the request of NUS at any time and/or after the purpose of retaining the information is no longer necessary to enable the volunteer to fulfil his/her voluntary responsibilities with NUS.

- 7. Volunteers shall immediately give notice in writing to NUS as soon as they become aware of, or reasonably suspect, that any of the events set out in Paragraph 6(vii) above has occurred, and take all the steps necessary to remedy the event and prevent its re-occurrence.

8. Volunteers shall comply with the PDPA and Charities Act (Cap. 37) and all subsidiary legislation related thereto with regard to any and all Personal Data and donor information that they may have access to or otherwise obtain.

Conflict of Interest

9. Volunteers are expected to avoid situations which may have conflict of interest with the organisation (e.g. other commitments, roles in other organisations). If any potential area of conflict arises, volunteers are to consult their volunteer liaison / supervisor.

Amendments to the COCV

10. NUS may amend the COCV from time to time subject to approval by the NUS Board of Trustees.

Promulgation of Other Policies and Guidelines

11. NUS may introduce or promulgate new guidelines and policies in line with the practices set out in the COCV.

Breach of Code

12. Should there be any breach of the COCV, this will be investigated through the relevant structure and processes within NUS. Failure to uphold the COCV may result in for example, a warning, and where appropriate limitation, suspension or termination of the volunteer's role.