

PRACTICUM / FIELD PRACTICE / INDEPENDENT STUDY COURSE FUND CLAIM: GUIDELINES

The Fund has been set up to support you in regard to expenses that occur in the course of your study project. It is not the purpose of the Fund to support students in regard to general expenses that occur in the course of their research and education.

You may claim up to 100% of the actual expenditure, subject to a maximum of SGD500 for local project and SGD1,500 for overseas project (SGD1,000 for airfare and accommodation, SGD500 for field work related expenses) per student throughout your candidature period.

For students who have undertaken Independent Study Course (ISC) and/ or Field Practice in addition to their Practicum, the maximum claimable for ISCs, Field Practice and Practicum combined (local or overseas) is SGD1,000 per student.

All expenditure will need to be coordinated with and approved by the ISC/ Field Practice/ Practicum supervisor, subject to approval. A template to itemise your claims can be found in the [Student Resources](#) webpage, under “Expenses Claim”.

The following examples illustrate items that are claimable and non-claimable through the Fund.

Examples of Items Claimable

- Airfare/ accommodation for necessary travel in relation to the project (details regarding the places and/ or countries visited, the purpose and duration must be provided. Boarding passes to be submitted.)
- Public transportation (receipts to coincide with the period for the project).
- Token of appreciation for participants of surveys/ interviews
 - Token amount should be clearly stated in the proposal (amount per participant)
 - Disbursement of vouchers or tokens of appreciation in kind is preferred.
- Cost of postage and photocopying of materials (list of materials photocopied to be submitted)
- Books that are not available in the library and that the library does not want to acquire (proof necessary)
- Course fees, where knowledge/ skills are essential for the project, but not covered by the MPH syllabus/ faculty expertise.

Examples of Items NOT Claimable

- Software
- General consumables such as stationery
- Items for personal use (e.g. Laptop)
- Books available online or libraries
- Photocopying/ binding of reports
- Audio and video equipment

You may submit the claims at the end of the project; or when the cost of claimable items has reached the maximum of SGD500/ SGD1,500 (overseas project), whichever is earlier. Please submit the prescribed template/ forms, supported by the necessary receipts and description of expenses incurred, to the Education Office.