

# Yale-NUS College

## Student External Presentation Award (SEPA)

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*Office of the Executive Vice President for Academic Affairs  
(approved on 27 May 2016, updated on 11 Nov 2017)*

# STUDENT EXTERNAL PRESENTATION AWARD (SEPA)

## SECTION 1: OVERVIEW

### 1) What is the Student External Presentation Award?

SEPA provides financial support to Yale-NUS students who would like to present their work outside of the college. SEPA strongly encourages co-presentation or co-authorship between students and faculty.

### 2) What does the Student External Presentation Award support?

SEPA covers expenses related to student participation in Conferences, Festivals, Performances, Exhibitions and Publications. These expenses may include travel, housing, presentation aids and production supplies, and related expenses.

### 3) What is the level of funding support under this scheme?

The level of funding support is capped at:

**up to S\$3000 per academic year and student.**

On average, we expect to award around **5 awards per academic year**. SEPA will range from S\$200 to S\$3000 per application. The actual amount depends on:

- The strength and rigor of the proposal;
- Ability to execute the proposed project;
- A realistic and responsible estimate of the budget;
- Connection between the presentation opportunity and student's medium to long-term intellectual and/or professional goals;
- Availability of funds from the award.

## SECTION 2: ELIGIBILITY

### 4) Who is the student presentation award for?

SEPA is open to:

- All Yale-NUS students, with priority given to Juniors and Seniors.
- Students may apply for the award as individuals or as a group.
- Note: Proposals that are against the mission and values of the college will not be funded.

### 5) Who is not eligible to apply or may not qualify for the Student Presentation Award?

- Students under academic warning or academic probation.
- Upperclass students on a Leave of Absence when the project /conference is due.

## SECTION 3: APPLICATION AND ASSESSMENT PROCESS

### 6) How do you apply for the award?

Vice Rectors (VRs) will send out a call for applications via their weekly e-newsletter each semester.

You apply by submitting a proposal consisting of:

- Name of student presenter, ID, residential college, year
- Description and dates of the presentation platform, i.e., Conference/Festival with URL (if available)
- Synopsis of paper/project
- CV or Bio of student
- Samples of past works and/or work to be presented
- Statement of how presenting this work would further student's intellectual growth, personal development, and/or professional goals.
- Faculty endorsement (either from faculty advisor or instructor)
- Budget breakdown of the project (costs for conference fees, airfare, accommodation, meals, local transport, research costs/production costs). If this project is a collaboration between the student and a faculty member, only the student costs will be funded under this award.
- List of other awards applied for or sponsorship sought for this event/project.
- List of other sources of funding confirmed for this event/project.
- List of previous awards and funding received from the college.

You are to submit your full proposal to: Indrani Kaliyaperumal ( Assistant Manager- Elm RC & SEPA Coordinator) at [indra@yale-nus.edu.sg](mailto:indra@yale-nus.edu.sg). Incomplete proposals will not be accepted.

### 7) By when must you apply?

SEPA is open for application 2 times a year:

<b>Application Closing Dates</b>	<b>Notification of results</b>	<b>Acceptance of Offer</b>
20 April	30 April	7 May
20 Nov	30 Nov	7 Dec

### 8) What happens after you submit an application?

A committee consisting of the three Vice Rectors ( ie the Senior VR will serve as Chair), EVP(Academic Affairs), and Dean of Students will review all applications on-line. The committee may on the recommendations of the Dean of Faculty, invite a maximum of 3 faculty members, preferably one from each division to join them in reviewing the applications.

## SECTION 4: IF YOU ARE AWARDED SEPA

Once the SEPA committee has evaluated all the applications, the Chair of the committee will send out an email to all applicants informing them of the outcome and next steps.

If you receive SEPA funding, an award letter will be sent to you via email. You will have to confirm your acceptance of this award by submitting a soft copy of the acceptance letter. Please note the deadline to confirm the acceptance of this award

Unsuccessful applicants will also be notified via email and may consider re-applying at a later date with a new proposal.

Appeals

The SEPA review committee will not consider any appeals once a decision is made.

**10) How will you receive the award money?**

The SEPA Coordinator will inform Finance of the amount of funds to be allocated to the successful applicants.

Finance will be in contact with successful applicants and SEPA funding will be disbursed in two installments as summarized in the table below. The award money will be credited to your bank account.

<b>1<sup>st</sup> installment</b>	<b>2<sup>nd</sup> installment</b>
80% of award amount upon award acceptance	20% of award amount upon successful completion of project and upon submission of evaluation report, conference paper, receipts and statement of accounts.  You will be reimbursed based on the receipts submitted together with the evaluation report and statement of accounts. If you have overspent, you will have to absorb the additional costs on your own. If you underspent, you'll have to return the excess from the 1 <sup>st</sup> installment.

**11) What are you expected to deliver?**

If you are a SEPA recipient, you will be expected to carry out the plans that you have articulated in your proposal. Upon completion of your project, you will submit the following to the SEPA Coordinator:

- A brief report to help you take stock of what you have accomplished with this project as well as any challenges that you may have faced.
- An updated budget breakdown showing your projected and actual expenditure,
- A copy of your paper presentation as well as any photos, publicity material used, media clippings/press reviews, recordings if available.

You are to submit these materials within 4 weeks after the date of the event. The SEPA Coordinator will collate these documents and archive it as these may be reviewed by auditors.

Once the submitted documents are approved, a letter will be sent to you and Finance via email notifying you of the payment of the second installment or otherwise.