

Guideline on CI reimbursement

- This applies to students in WKWSCI's graduate coursework programmes (MSIS, IS, and KM), who are working on the critical inquiry project (CI) as part of their coursework requirements.
- Students working on the CI project may seek reimbursement of up to \$100 per group (of 3) for participant incentives. Each group has to designate a team member as the formal liaison for the submission of claims and the disbursement of grant to team members. One student representative from the CI group can update the bank details in the system via the online Student Bank Account Form (Alternatively, you may log in to GSLink > Administrative Matters > Update of Bank Account Number.) Please refer to the 'Steps to update bank account number' guide from OFIN (refer to page 3 to page 6 below).
- All claims to be submitted must be incurred in the semester that the CI project is being conducted. Any submission of claims with payment for service period that is longer than the semester that the CI project is being conducted, the reimbursement will be pro-rated by WKWSCI finance department.
- Claims are based on production of official receipts and documentary proof of payment. There is also a template for the recipients to acknowledge and sign off upon the receipt of the participant incentives. Transport charges, meals, and other personal expenses are not claimable.
- Once the claims are verified and approved, the amount of the claim will be reimbursed to the account of the liaison member. The School will not be accountable for the disbursement to other group members.

Procedures to submit CI reimbursement

The liaison member will need to submit the claim via the GS Link. They are required to print the claim submission and to submit all receipts and documentary proof of payment. The deadline for submission of claims to the Graduate Team via email at wkwsci_coursework@ntu.edu.sg is on **13th November 2025**. Late submissions will not be processed.

To submit reimbursement, each CI group's representative will logon to the GS Link under financial services for claim. Please follow the following instructions:

1. Select Integrated Claim System
2. Select "New Claim"- Reimbursement Claim
3. Select Claim Type – General Purchases/Others Claim from the drop down box
4. Input the description of the item or goods and services
5. Under the description section, student to also indicate their CI project and CI Group ID
6. Input date of receipt for purchases made
7. Input the cost centre and GL code information as follows:
8. Attach all supporting documents (official receipts, documentary proof of payment and acknowledge form for the receipt of the participant incentives)
9. Under the verifier, select [Ong Jia Qi](#)
10. Under the recommender, for recommender 1 – For liaison member from KM, select [Zhuang Yixin](#). For liaison member from IS/MSIS, select [Eunice Ong](#)
11. For recommender 2 – select [Zoey Boo Lee Ling](#)
12. Under the approval, select [Sin Sei Ching, Joanna](#)
13. You may input the cost centre information as requested by the system:

Programme	Cost Centre	GL Code	Internal Order
MSIS	C440061004	75110050	
IS	C440021000	75110050	2000021
KM	C440061002	75110050	

NOTE: MSIS is referring to MSc in Information Systems. IS is referring to MSc in Information Studies. KM is referring to MSc in Knowledge Management.

NOTE: The KM programme and MSIS programme do not have an Internal Order number. When filling the online form, please leave the Internal Order field blank

14. Click submit and print a hardcopy of the claim form.
15. Bring the hardcopy claim form and all supporting documents (official receipts, documentary proof of payment and acknowledge form for the receipt of the participant incentives) to the CI coordinator at the WKWSI Graduate Programmes Office for verification.

Online update of Bank Account Number (“Student Bank Account Form”)

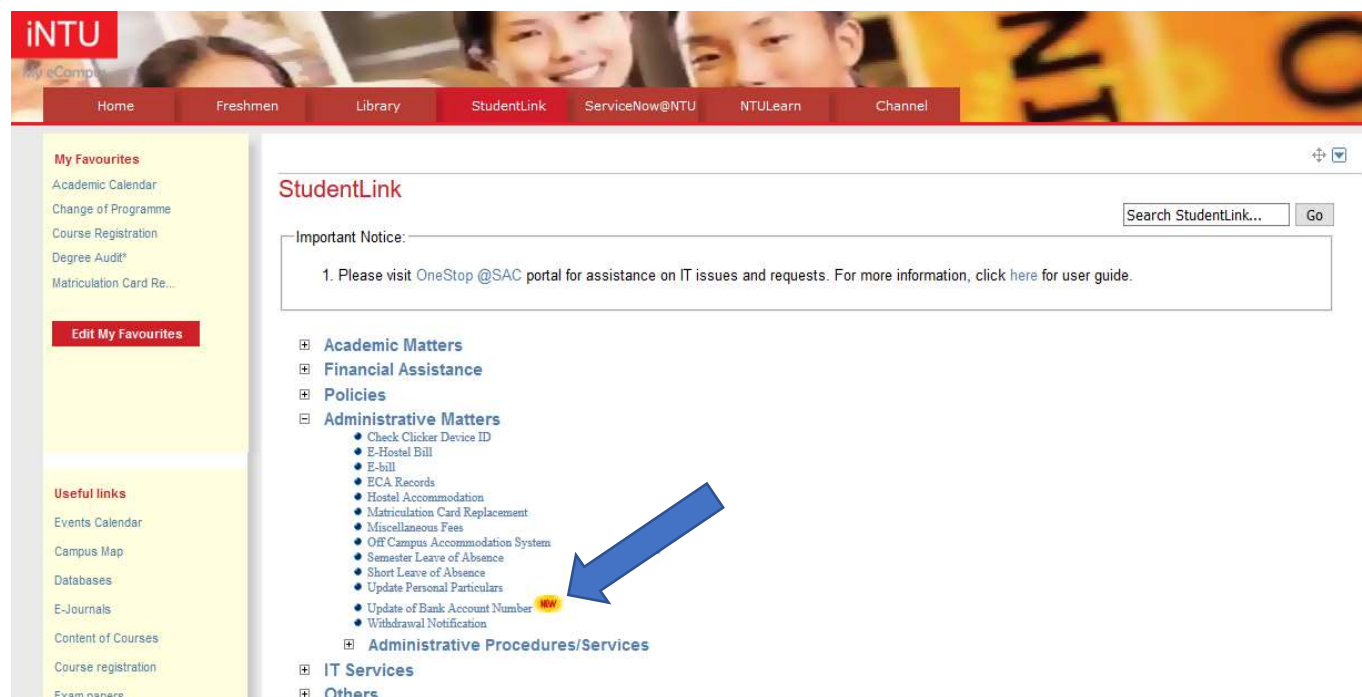
1) Click on ‘Update of Bank Account Number’ via StudentLink / GSLink

Embedded URL:

[Student Bank Account Form](#)

Direct URL:

https://sso.wis.ntu.edu.sg/webexe88/owa/sso_login1.asp?t=3&p2=https://wis.ntu.edu.sg/webexe88/owa/s_bank_acct.main



NTU
My eCampus

Home Freshmen Library **StudentLink** ServiceNow@NTU NTULearn Channel

My Favourites
Academic Calendar
Change of Programme
Course Registration
Degree Audit*
Matriculation Card Re...
Edit My Favourites

Useful links
Events Calendar
Campus Map
Databases
E-Journals
Content of Courses
Course registration
Exam papers

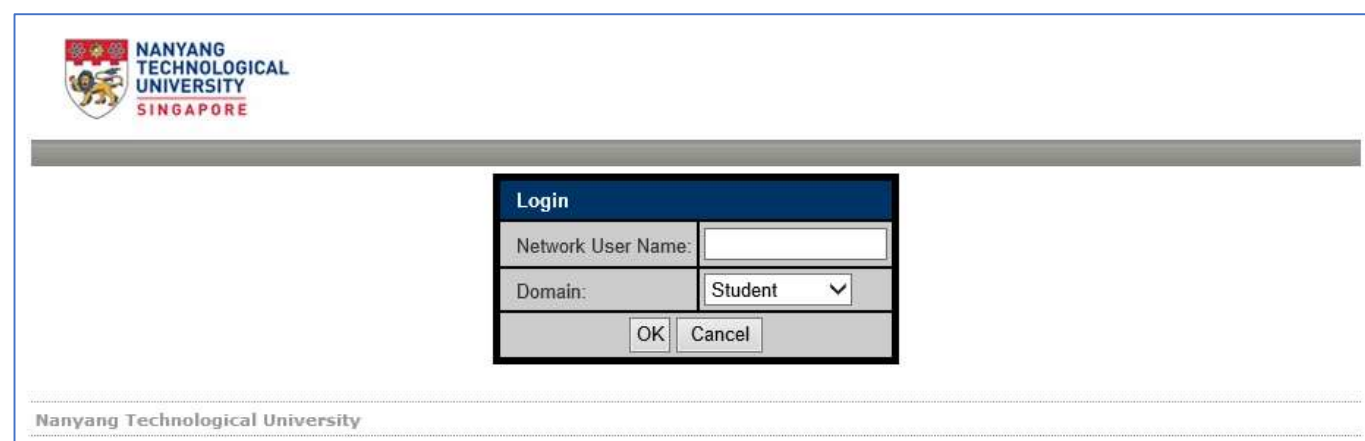
StudentLink

Search StudentLink... Go

Important Notice:
1. Please visit OneStop @SAC portal for assistance on IT issues and requests. For more information, click [here](#) for user guide.

- Academic Matters
- Financial Assistance
- Policies
- Administrative Matters
 - Check Clicker Device ID
 - E-Hostel Bill
 - E-bill
 - ECA Records
 - Hostel Accommodation
 - Matriculation Card Replacement
 - Miscellaneous Fees
 - Off Campus Accommodation System
 - Semester Leave of Absence
 - Short Leave of Absence
 - Update Personal Particulars
 - Update of Bank Account Number** **NEW**
 - Withdrawal Notification
- Administrative Procedures/Services
- IT Services
- Others

2) Log in as Student



NANYANG TECHNOLOGICAL UNIVERSITY SINGAPORE

Login

Network User Name:

Domain:

OK Cancel


Nanyang Technological University

Online update of Bank Account Number (“Student Bank Account Form”)

3) Read the header information and notes on Bank Details.

Input the Bank Account Number (only numeric digits) and select Bank Name from the Dropdown List.

Click “Continue” after input.


		Student Bank Account Form Update of Bank Account Number	
Close			
<p>This online form is applicable to the student of Nanyang Technological University (NTU) for <u>GIRO payment</u> to you such as refund of Tuition Fees, Hostel Fees, Deposit, Scholarships, Bursaries and other financial assistance and Reimbursement of expenses.</p> <p>Payment would be credited directly into the designated bank account submitted below and is not used for deduction of fees. For GIRO application for deduction of fees, please proceed to click on the URLs below:</p> <ul style="list-style-type: none">■ Undergraduate■ Graduate Student			
Bank Details			
<p>1. Please include the branch number as part of the account number for the following banks:</p> <ul style="list-style-type: none">■ HSBC (The Hongkong and Shanghai Banking Corporation Limited, Singapore Branch / HSBC Bank (Singapore) Ltd)■ OCBC (Oversea-Chinese Banking Corporation Limited)■ SBI (State Bank of India) <p>2. Please do not enter your 16-digit Bank Debit/Credit Card number.</p>			
<p>[STUDENT NAME] [COURSE]</p>			
Bank Account Number	<input type="text" value="1234567890123456789"/>	Enter numerical digits only without space, '-' or '/'? eg. 5374123456 for 537-4-123456	
Bank Code	<input type="text" value="INDUSTRIAL & COMMERCIAL BANK OF CHINA"/>		
<div>Continue</div> <div>Exit</div>			
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Close			

Online update of Bank Account Number (“Student Bank Account Form”)

4) Check the information to be submitted is correct.

Read the important notes under the ‘Confirmation’ paragraph.

Click ‘Submit’ if all the information is correct. Otherwise, click ‘Back’ to re-submit.



Student Bank Account Form
Update of Bank Account Number

Close

[STUDENT NAME]
[COURSE]

Bank Account : 0123456789123456789

Bank Name : INDUSTRIAL & COMMERCIAL BANK OF CHINA
Bank Swift Bic : ICBKSGSGXXX

Confirmation

By clicking 'Submit', you understand and agree to the following:

- a. I hereby authorise Nanyang Technological University (NTU) to credit payments to me to the above account. Amounts so credited would constitute valid discharge of obligations due to me.
- b. This authorisation shall continue to be in force until I have expressly revoked it by notice in writing delivered to you 30 days in advance before the change. NTU may in their absolute discretion terminate this arrangement of crediting monies to the above stated bank account.
- c. I hereby consent that Nanyang Technological University may collect, use and disclose all the personal data contained in this application form for processing payment or credit transaction.
- d. NTU is not responsible for the verification of the information provided by me in this form.
- e. The information and bank account provided in this form will be used for subsequent payments to me and will supersede any existing direct credit authorisation, if any.

Back


Submit

Exit

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Close

5) Acknowledgement after submission



Student Bank Account Form
Update of Bank Account Number

Close

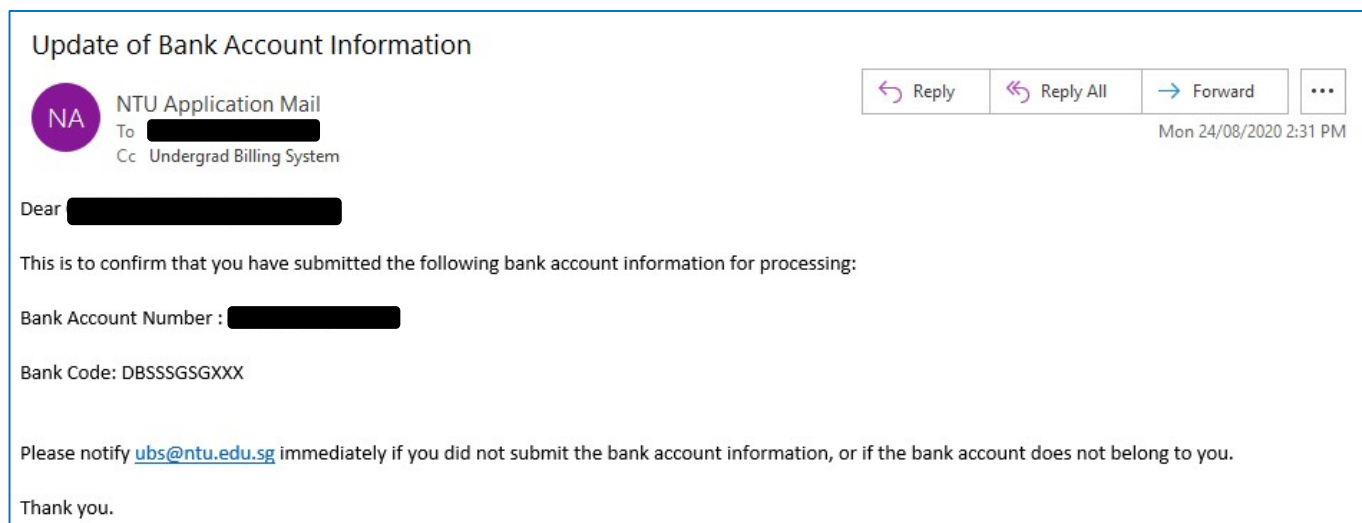
Thank you. Please ensure you receive an email notification for successful submission.

Exit

Online update of Bank Account Number (“Student Bank Account Form”)

6) Email Notification

An email notification will be sent to student’s NTU email account upon successful submission.



7) Update

The bank account details will be updated within 1-2 days after email notification.