

ANNEX C TO
MP-D (401) 03/2007 (A)
DATED 8 APR 2022

TERMS AND CONDITIONS FOR DISRUPTION OF FULL-TIME NATIONAL SERVICEMEN FOR FULL-TIME STUDIES

1. This document lays out the terms and conditions governing your disruption from full-time national service (NS).
2. You are subjected to all policy guidelines laid out in Manpower Directive No. (401) 03/2007 (A) on “Disruption of Full-Time National Servicemen for Studies”. The guidelines may be updated from time to time, as the Proper Authority deems fit.
3. Your disruption will be subject to your satisfactory performance and conduct up to the day before the approved disruption date. MINDEF/SAF retains the right to terminate your disruption as and when necessary.
4. You are required to refund any overpayment of NS allowance upon receiving notification from the SAF Salary Centre.
5. You are required to serve the balance of your full-time NS liability immediately after the end of your disruption period. If you were granted disruption for university studies, your remaining full-time NS must be served in one continuous period (i.e. re-disruption is not allowed). The only exception is if you are mobilised and/or recalled during the period in which you are disrupted for further studies (see Paras 15 and 16).
6. Leave Policy. A full-time national serviceman (NSF) who is disrupted from full-time NS is not eligible to carry forward unconsumed pro-rated leave days over the period of disruption. Any unconsumed pro-rated vacation leave days earned in the year of disruption will be forfeited if it remains unconsumed by the date of disruption. Servicemen who over-consume their leave prior to disruption will have their leave entitlement off-set when they resume the remainder of their NSF liability. Please refer to GOM 404-06-02 on “SAF Leave Policy” for more details on the leave policy.
7. Leave Planning. Leave planning is necessary in order for units and departments to maintain operational readiness and service. NSFs will have to consume their leave at regular intervals, instead of accumulating their leave until just prior to disruption date. This applies to NSFs in both combat and service vocations. NSFs should not have more than five continuous days of annual leave

immediately prior to disruption date. All servicemen are required to return on the last day prior to their disruption.

8. Fitness for Instruction (FFI) Processing. All servicemen shall undergo both medical and dental examination prior to their disruption from the SAF to document their state of health at that point in time. Please refer to SAFMED-D HC-53 on “Fitness for Instruction Medical Examination” for more details on FFI processing.

9. Exit Permit. For those who have applied for overseas disruption, their Exit Permit will be automatically issued once their disruption has been approved by MINDEF/SAF Human Resource Shared Services Centre (HRSSC). You can print a copy of the Exit Permit from NS Portal at www.ns.sg. If your disruption has been cancelled or has lapsed, your Exit Permit will be automatically cancelled.

Duration of Disruption

10. You are granted disruption for the specific duration of the course if you are pursuing the following courses:

- a. Repeat of first education bar course such as GCE ‘A’ level, International Baccalaureate (IB), diploma course¹;
- b. Polytechnic courses (for NSF’s who sat for but failed to obtain their GCE ‘A’ level or equivalent qualifications² only);
- c. Advanced diploma course;
- d. Single Bachelor degree (including Honours) course;
- e. Double degree course of five-year duration or less; or
- f. Direct Masters course of five-year duration or less.

Switch of Course or Institution

11. To switch course or institution during the period of disruption, you are to seek prior approval from MINDEF/SAF HRSSC. You should submit your request,

¹ A first education bar qualification is defined as a qualification that (a) is attained after at least 12 years of formal schooling (excluding pre-school/kindergarten education); and (b) would allow a person to enrol for university. Other examples include Associate degrees, Year 12 Australian certificate, Australian High School diploma, Foundation Course and the Intersegmental General Education Transfer Curriculum in the Californian Education System.

² This refers to the IB and NUS High School Diplomas.

together with supporting documents, to MINDEF/SAF HRSSC **at least one month** before the commencement of the new course or in the new institution, **even if you have not received confirmation from the institution**. To be considered, all of the following conditions must be met:

- a. If the disruption period granted for your original course of study is five years or less, the switch must not lead to an extension of the maximum five-year duration permitted for disruption.
- b. If the disruption period granted for your original course of study is more than five years, the switch must not lead to an extension of the original disruption period.
- c. The qualification arising from the switch should be at least equivalent to that of the original course.

Extension of Disruption

12. To request for an extension of disruption, you are to seek prior approval from MINDEF/SAF HRSSC. No re-disruption will be granted after resumption of service. Extension of disruption may be granted for the reasons below. You should submit your request, together with supporting documents, to MINDEF/SAF HRSSC **at least one month** before the expiry of disruption, **even if you have not received confirmation from your university**.

- a. Honours/Masters Degree. You may request for an extension of disruption to pursue an Honours/Masters degree if you can complete both courses within five years or within the same duration as the single Bachelor degree (including Honours if you are extending your disruption to pursue a Masters degree) course, whichever is longer.
- b. Postgraduate Professional Courses. You may request for an extension of disruption to pursue postgraduate professional courses, if you have to wait for more than six months after ORD for the next intake of the professional course. Only the following courses will be considered under this category:
 - (1) Courses with Scheduled Intakes. Of note, medical students from the National University of Singapore are scheduled to undergo housemanship immediately upon the completion of the academic component of their MBBS course.
 - (2) Courses That Are Directly Related to Your Course of

Study. These courses must be taken as a minimum requirement for you to qualify as a practitioner in your field of study.

- c. Inability to Complete Course. You may request an extension of disruption in the event that you are unable to complete your course within the original disruption period, subject to a maximum extension of two years. This does not apply to those who are granted disruption to repeat their first education bar studies.

Resumption of Full-Time NS

Expiry of Disruption or Discontinuation/Completion of Studies

13. Two months before the expiry of your disruption, a “Notice of Requirement to Render Full-time National Service” (NOR) will be sent to you via NS Portal. The NOR will be sent via registered mail should you fail to acknowledge receipt on NS Portal within two weeks.

14. If you wish to resume full-time NS before an NOR is served (e.g. during vacation, discontinuation of studies, completed studies early), you are to log onto www.ns.sg to apply for resumption of service at least six weeks in advance of your preferred resumption date. The NOR will be sent to you via NS Portal within two weeks of your application for resumption of service.

Fulfilling Operational Requirements

15. During the period of disruption, you are liable for mobilisation and subject to recall for full-time NS to fulfil operational requirements.

16. Upon completion of the period of mobilisation and/or recall, you will be re-disrupted for studies, with no change to the end-date of your original disruption period. The duration of call-up will count towards the fulfilment of full-time NS liability, and thereafter, operationally-ready NS liability.

17. If you are unable to report for mobilisation/recall as scheduled, you should inform MINDEF/SAF HRSSC immediately and seek a deferment of resumption of service. A deferment of resumption of service will be considered if there are valid grounds, subject to exigencies of service.

Inability to Resume Service

18. If you have been issued with a medical certificate by a doctor, your resumption of service will be postponed until you are medically fit for service.

The period of postponement will not be reckoned towards your full-time NS liability. For cumulative period(s) of more than 14 days, a medical board will be convened to endorse the medical certificates through your unit.

Penalties

19. You must return immediately to resume full-time NS and to serve out the balance of your full-time NS liability as recalled, upon expiry of your disruption, or upon discontinuation/completion of your studies. If you fail to resume service, you will be subject to disciplinary action under Section 33 of the Enlistment Act, Chapter 93. In addition, if you have been disrupted for overseas studies, your Exit Permit will be withdrawn by CMPB with effect from the date you are required to resume service, and if you fail to return to Singapore by the resumption of service date, you will be subject to disciplinary action under Section 32 of the same Act.

Updating of Personal Particulars

20. Throughout the disruption period, you are required to update your personal particulars (including residential and mailing address, contact number, email address and citizenship) using the e-Self Update feature on NS Portal.

Overseas Exchange/Internship Programme and Exit Permit

21. If you are disrupted locally and have been selected for an overseas exchange/internship programme, you will need to apply for an Exit Permit via NS Portal if you are travelling overseas for three months or more. If the period you will spend overseas extends beyond your disruption end-date, you should seek approval from MINDEF/SAF HRSSC for an extension of disruption before embarking on the programme. Extension will not be granted if the overseas exchange/internship programme does not contribute to your graduation requirements.

Clarifications

22. If you require any clarifications, you may contact MINDEF/SAF HRSSC via:

NS Call Centre
Tel: 1800 367 6767
Email: contact@ns.sg

ACKNOWLEDGEMENT

I, _____, have read and accepted the above
(*NRIC/Rank/Name*)
terms and conditions for my disruption of full-time national service (NS).

I understand that I am required to resume full-time NS immediately upon the expiry of my disruption or upon the completion or discontinuation of my studies, whichever is earlier. I also understand that I may be required to resume service due to operational requirements.

I am aware that failure to report for resumption of service as required in both cases constitutes an offence under the Enlistment Act (Cap 93).

Signature of full-time national serviceman (NSF) and date

**** NSF's should retain a copy of these terms and conditions for their reference.***