

PORTAL USER GUIDE FOR STUDENTS

Welcome to the NUS Law pro bono portal! This portal enables students to:

- ✓ Apply for pro bono opportunities
- ✓ Track applications
- ✓ Record pro bono hours
- ✓ Submit hours for endorsement
- ✓ Monitor Mandatory and Voluntary Pro Bono Hours
- ✓ Generate summaries of approved hours

QUICK START

To apply for an opportunity:

1. Login to EduRec
2. Open Pro Bono Portal
3. Click “Apply Opportunities”
4. Select an opportunity
5. Click Apply
6. Wait for email notification of application outcome

To submit your hours:

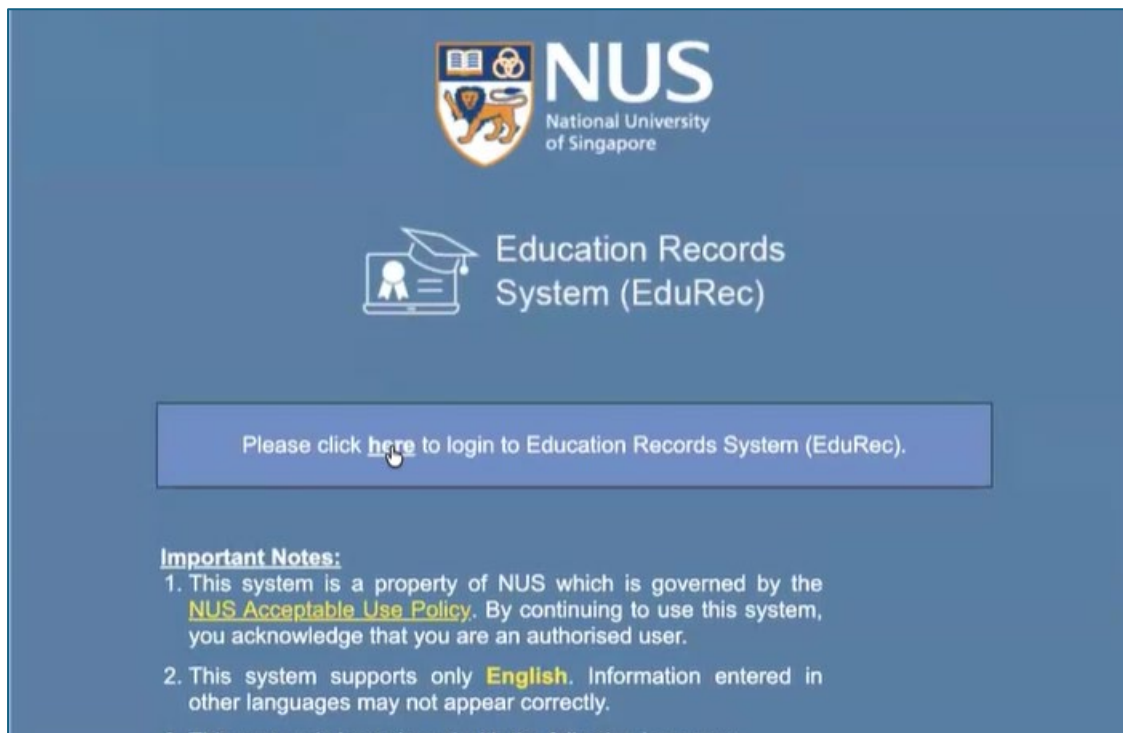
1. Click “My Timesheets”
2. Select your opportunity
3. Add entries and Save
4. Submit when ready
5. Wait for endorsement outcome

For detailed guidance, see Sections 1 to 4.

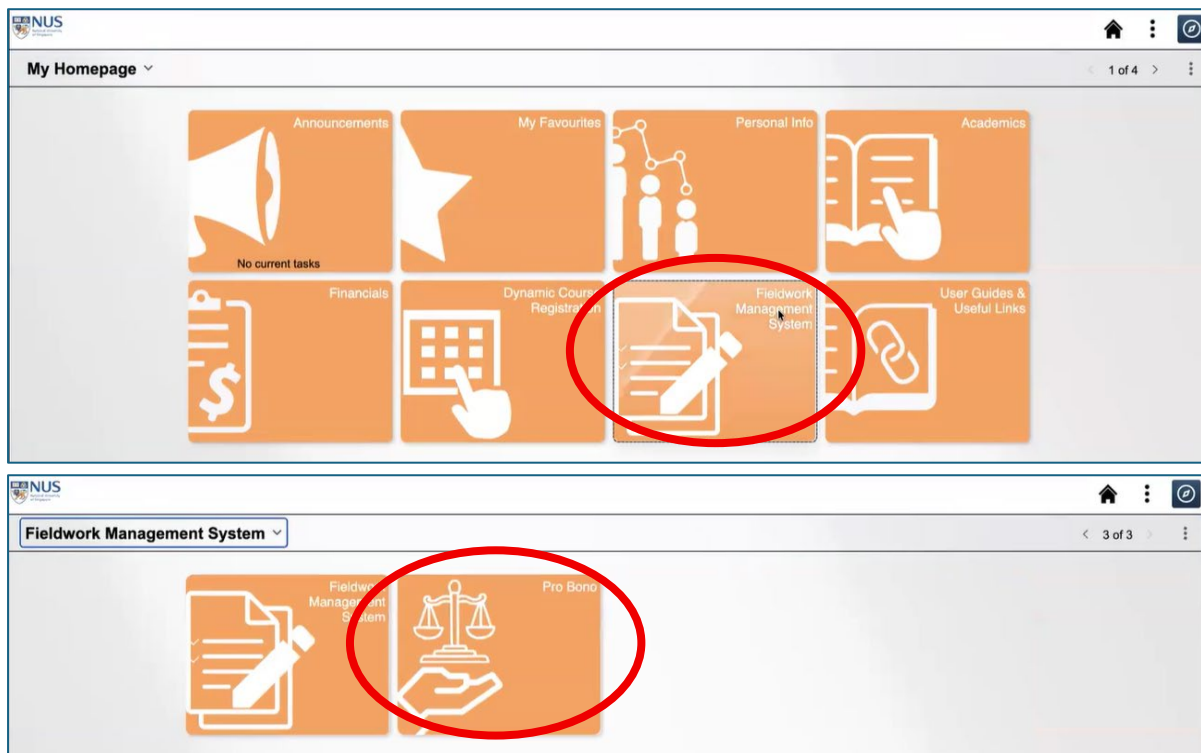
- **Section 1 (Page 2): Accessing the Pro Bono Portal**
- **Section 2 (Page 3): Pro Bono Information page**
- **Section 3 (Page 4): Applying for Opportunities**
- **Section 4 (Page 8): Timesheet Submissions**
- **Section 5 (Page 11): Summary of pro bono hours completed**
- **Section 6 (Page 12): Common FAQs**

Section 1: Accessing the Pro Bono Portal

1. Login to EduRec: <https://myedurec.nus.edu.sg/>



2. Click on "Fieldwork Management System" and click on "Pro Bono".



Section 2: Pro Bono Information page

(Estimated time: ⌚ 2 minutes)

Students are advised to read through the information on this page, prior to using the portal.

← Fieldwork Management System

Information

Information

Apply Opportunities

My Applications

My Timesheets

My Team Timesheets

About this Portal

The Pro Bono Portal provides application and timesheet management modules for students to apply for pro bono opportunities and record and submit timesheets for endorsements by supervisors.

This module allows students to:

- View and apply for pro bono opportunities.
- Track the status of your applications.
- Create, save and submit timesheets for accepted opportunities.
- View progress status of endorsements from student leaders and supervisors.
- View and track overall progress of Mandatory and Voluntary Pro Bono Hours.
- Generate a summary of approved Pro Bono Hours.

Pro Bono Programme at NUS Law

Under LC2009/LCJ5009 "Pro Bono Service" in CANVAS, all LLB and JD students are required to fulfil 20 hours of Mandatory Pro Bono Hours (MPBH) as part of their graduating requirements.

- **Semester 1 Deadline for submission of Pro Bono Hours:** By 15 November every Academic Year
- **Semester 2 Deadline for submission of Pro Bono Hours:** By 15 April every Academic Year

Section 3: Applying for Opportunities

(Estimated time: ⌚ 3-5 minutes)

1. Click on “Apply Opportunities” for an overview of the available opportunities which are open for application.
2. Click on the individual opportunities to view opportunity details and to apply.

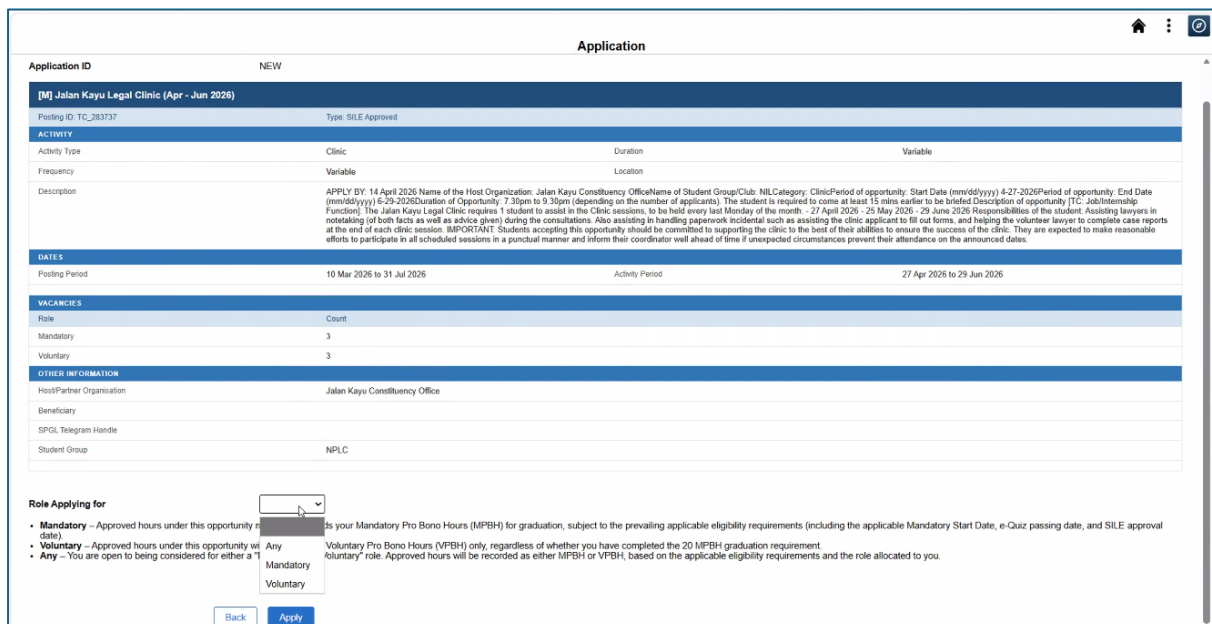


Opportunity	Type	Start Date	End Date	Apply By	View
1 TEST [V] OPP 25 JUNE 2026	Voluntary	01/06/2026	30/06/2026	2 Days	View

Note:

Pre-selected students need not apply for their pre-selected opportunity – they will be able to view these assigned opportunities under “My Timesheets” page.

3. Review the opportunity details and click “Apply”.



Application ID NEW

[M] Jalan Kayu Legal Clinic (Apr - Jun 2026)

Posting ID: TC_283737 Type: SILE Approved

ACTIVITY

Activity Type	Clinic	Duration	Variable
Frequency	Variable	Location	

Description: APPLY BY: 14 April 2026 Name of the Host Organization: Jalan Kayu Constituency Office Name of Student Group/Club: NIL Category: Clinic Period of opportunity: Start Date (mm/dd/yyyy) 4-27-2026 Period of opportunity: End Date (mm/dd/yyyy) 6-29-2026 Duration of Opportunity: 7:30pm to 9:30pm (depending on the number of applicants). The student is required to come at least 15 mins earlier to be briefed Description of opportunity [TC: Job/Internship Function]: The Jalan Kayu Legal Clinic requires 1 student to assist in the Clinic sessions, to be held every last Monday of the month - 27 April 2026 - 25 May 2026 - 29 June 2026 Responsibilities of the student: Assisting lawyers in notetaking (of both facts as well as advice given) during the consultations. Also assisting in handling paperwork incidental such as assisting the clinic applicant to fill out forms, and helping the volunteer lawyer to complete case reports at the end of each clinic session. IMPORTANT: Students accepting this opportunity should be committed to supporting the clinic to the best of their abilities to ensure the success of the clinic. They are expected to make reasonable efforts to participate in all scheduled sessions in a punctual manner and inform their coordinator well ahead of time if unexpected circumstances prevent their attendance on the announced dates.

DATES

Posting Period	10 Mar 2026 to 31 Jul 2026	Activity Period	27 Apr 2026 to 29 Jun 2026
----------------	----------------------------	-----------------	----------------------------

VACANCIES

Role	Count
Mandatory	3
Voluntary	3

OTHER INFORMATION

Host/Partner Organisation	Jalan Kayu Constituency Office
Beneficiary	
SPGL Telegram Handle	
Student Group	NPLC

Role Applying for

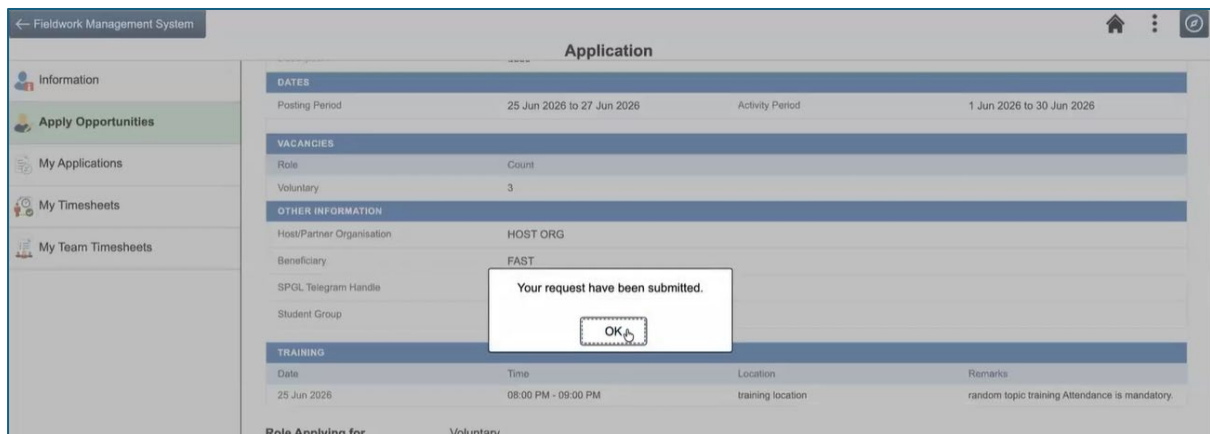
- Mandatory** – Approved hours under this opportunity will be recorded as Mandatory Pro Bono Hours (MPBH) for graduation, subject to the prevailing applicable eligibility requirements (including the applicable Mandatory Start Date, e Quiz passing date, and SILE approval date).
- Voluntary** – Approved hours under this opportunity will be recorded as Voluntary Pro Bono Hours (VPBH) only, regardless of whether you have completed the 20 MPBH graduation requirement.
- Any** – You are open to being considered for either a Mandatory or Voluntary role. Approved hours will be recorded as either MPBH or VPBH, based on the applicable eligibility requirements and the role allocated to you.

[Back](#) [Apply](#)

Note:

For opportunities that offer more than one Role type, please take note of the following:

- **Mandatory** – Approved hours under this opportunity may count towards your Mandatory Pro Bono Hours (MPBH) for graduation, subject to the prevailing applicable eligibility requirements (including the applicable Mandatory Start Date, e-Quiz passing date, and SILE approval date).
 - **Voluntary** – Approved hours under this opportunity will count towards Voluntary Pro Bono Hours (VPBH) only, regardless of whether you have completed the 20 MPBH graduation requirement.
 - **Any** – You are open to being considered for either a "Mandatory" or "Voluntary" role. Approved hours will be recorded as either MPBH or VPBH, based on the applicable eligibility requirements and the role allocated to you.
4. Upon clicking “Apply”, you will receive a prompt that the application has been submitted, and you will also receive an email acknowledgement.



Fieldwork Management System

Application

Information

Apply Opportunities

My Applications

My Timesheets

My Team Timesheets

DATES

Posting Period: 25 Jun 2026 to 27 Jun 2026 Activity Period: 1 Jun 2026 to 30 Jun 2026

VACANCIES

Role: Count

Voluntary: 3

OTHER INFORMATION

Host/Partner Organisation: HOST ORG

Beneficiary: FAST

SPGL Telegram Handle

Student Group

TRAINING

Date: 25 Jun 2026 Time: 08:00 PM - 09:00 PM Location: training location Remarks: random topic training Attendance is mandatory.

Role Applying for: Voluntary

Your request have been submitted.

OK

5. You can view and track the status of your applications on the “My Applications” page.



Fieldwork Management System

My Applications

Application Details	Activity Period	Status
TEST [V] OPP 25 JUNE 2026	1 Jun 2026 to 30 Jun 2026	In-Progress

Application Withdrawal

- i. If you wish to withdraw your application from consideration, click on the specific opportunity under “My Applications” and click “Withdraw”.

← Fieldwork Management System

Information
Apply Opportunities
My Applications
My Timesheets
My Team Timesheets

My Application Details

Activity Type	Clinic	Duration	3 to 4 hrs
Frequency	Monthly	Location	LOCATION
Description	desc		
DATES			
Posting Period	25 Jun 2026 to 27 Jun 2026	Activity Period	1 Jun 2026 to 30 Jun 2026
VACANCIES			
Role	Count		
Voluntary	3		
OTHER INFORMATION			
Host/Partner Organisation	HOST ORG		
Beneficiary	FAST		
SPGL Telegram Handle	TELEGRAM HANDLE 12331		
Student Group	CJCB		
TRAINING			
Date	Time	Location	Remarks
25 Jun 2026	08:00 PM - 09:00 PM	training location	random topic training Attendance is mandatory.

Withdraw

Application Offer and Acceptance/Decline

- i. If you are offered a position, you will receive an email notification of the offer.
- ii. To accept or decline the offer, click on the specific opportunity under the “My Applications” page.

← Fieldwork Management System

Information
Apply Opportunities
My Applications
My Timesheets
My Team Timesheets

My Applications

Application Details	Activity Period	Status	
TEST [V] OPP 25 JUNE 2026 <i>Respond by 2 Jul 2026</i>	1 Jun 2026 to 30 Jun 2026	Offered	⇒ Review Offer...

- iii. Click “Accept” to accept the offer, or “Decline” to decline the offer.

← Fieldwork Management System

My Application Details

ACTIVITY			
Activity Type	Clinic	Duration	3 to 4 hrs
Frequency	Monthly	Location	LOCATION
Description	desc		

DATES			
Posting Period	25 Jun 2026 to 27 Jun 2026	Activity Period	1 Jun 2026 to 30 Jun 2026

VACANCIES	
Role	Count
Voluntary	3

OTHER INFORMATION	
Host/Partner Organisation	HOST ORG
Beneficiary	FAST
SPGL Telegram Handle	TELEGRAM HANDLE 12331
Student Group	CJCB

TRAINING			
Date	Time	Location	Remarks
25 Jun 2026	08:00 PM - 09:00 PM	training location	random topic training Attendance is mandatory.

- iv. Upon acceptance or decline of the offer, you will receive an email acknowledgement.

← Fieldwork Management System

My Applications

Application Details	Activity Period	Status
TEST [V] OPP 25 JUNE 2026	1 Jun 2026 to 30 Jun 2026	Accepted

You have accepted the offer.

Section 4: Timesheet Submissions

(Estimated time: ⌚ 5-10 minutes)

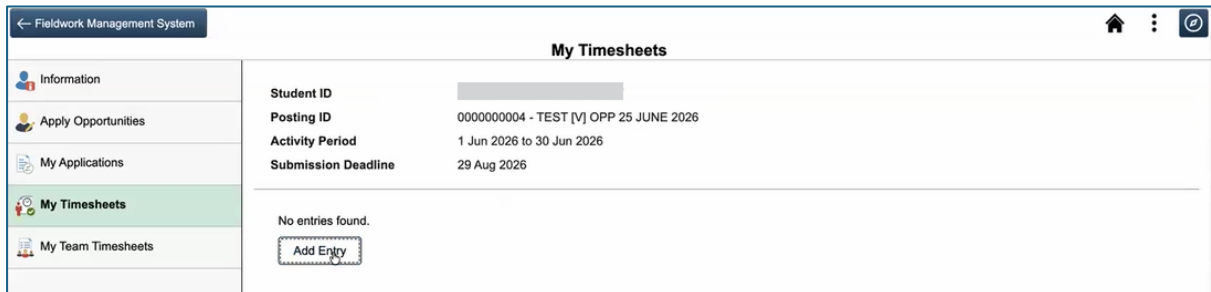
NOTE: Hours previously recorded as Approved or Rejected in TalentConnect will be reflected under the respective opportunities in “My Timesheets”. The date and time of each entry will not be visible in the new portal but all approved minutes and hours will be included in the MPBH calculations, subject to prevailing eligibility criteria. These records will be reflected accordingly under the Pro Bono Summary page once it is launched.

1. To record your new hours, click on “My Timesheets”, followed by the specific opportunity.



Opportunity Details	Activity Period
TEST OPP (PRE) 25 JUNE 2026	16 Jun 2026 to 30 Jun 2026

2. Click “Add Entry” to start creating your entries.



Student ID	
Posting ID	0000000004 - TEST [V] OPP 25 JUNE 2026
Activity Period	1 Jun 2026 to 30 Jun 2026
Submission Deadline	29 Aug 2026

No entries found.

[Add Entry](#)

3. If you are ready to submit the all the entries for review and endorsement, you may click “Submit” immediately. If you wish to save your entries for review at a later date before submission, click on “Save” to save your entries in “Draft” mode.

Add Details

Student ID

Posting ID

Activity Period

Submission Deadline

000000004 - TEST [V] OPP 25 JUNE 2026

1 Jun 2026 to 30 Jun 2026

29 Aug 2026

	Activity Date	Start Time	End Time	*Work Description	*Supervisor Contact Email
1	02/06/2026 Tuesday	09:00 AM	11:00 AM	2h 0m	
2	dd/mm/yyyy	--:--	--:--		

[Back](#)
[Save](#)
[Submit](#)

4. You will be able to view the statuses of the different entries created under each opportunity under “My Timesheets”.

← Fieldwork Management System
🏠 ⋮ 📧

Information

Apply Opportunities

My Applications

My Timesheets

My Team Timesheets

My Timesheets

Student ID

Posting ID

Activity Period

Submission Deadline

000000003 - TEST OPP (PRE) 25 JUNE 2026

16 Jun 2026 to 30 Jun 2026

29 Aug 2026

[Add Entry](#)

	Activity Date	Start/End Time	Status
1	17/06/2026	09:00 AM to 11:00 AM	Pending Review
2	21/06/2026	08:42 AM to 11:42 AM	Pending Review

• **Draft** – the recorded hours have been saved pending your submission

• **Pending Review** – the recorded hours have been submitted for review

• **Supported** – the recorded hours have been supported and pending supervisor's endorsement

• **Not Supported** – the recorded hours have not been supported and may require your follow up action

• **Pending Endorsement** – the recorded hours have been submitted to supervisor

• **Approved** – the recorded hours have been endorsed by the supervisor

• **Rejected** – the recorded hours have not been rejected by the supervisor and may require your follow up action

Entries Supported for Endorsement

- i. Supported entries will eventually be submitted to supervisors, and you will be able to view and track the corresponding status under “My Timesheets”.

Entries Not Supported for Endorsement

- i. For entries not supported, you will receive an email notification and will be able to view the corresponding status under “My Timesheets”. Returned entries can be deleted or edited and resubmitted if needed.

← Fieldwork Management System

My Timesheets

Information
Apply Opportunities
My Applications
My Timesheets
My Team Timesheets

Student ID
Posting ID
Activity Period
Submission Deadline

Add Entry

	Activity Date	Start/End Time	Status
1	17/06/2026	09:00 AM to 11:00 AM	Not Supported
2	20/06/2026	05:50 PM to 09:50 PM	Pending Endorsement
3	21/06/2026	08:42 AM to 11:42 AM	Pending Endorsement
4	25/06/2026	09:00 AM to 12:00 PM	Pending Endorsement

- Draft** – the recorded hours have been saved pending your submission
- Pending Review** – the recorded hours have been submitted for review
- Supported** – the recorded hours have been supported and pending supervisor's endorsement
- Not Supported** – the recorded hours have not been supported and may require your follow up action
- Pending Endorsement** – the recorded hours have been submitted to supervisor
- Approved** – the recorded hours have been endorsed by the supervisor
- Rejected** – the recorded hours have not been rejected by the supervisor and may require your follow up action

Edit Details

Student ID
Posting ID
Activity Period
Submission Deadline

Activity Date
Day
Start Time
End Time
Duration
Status
Supervisor Contact Email
Work Description
SGPL/Admin Comments

17/06/2026

Wednesday

09:00 AM

11:00 AM

2h 0m

Not Supported

sooyc1@nus.edu.sg

legal clinic

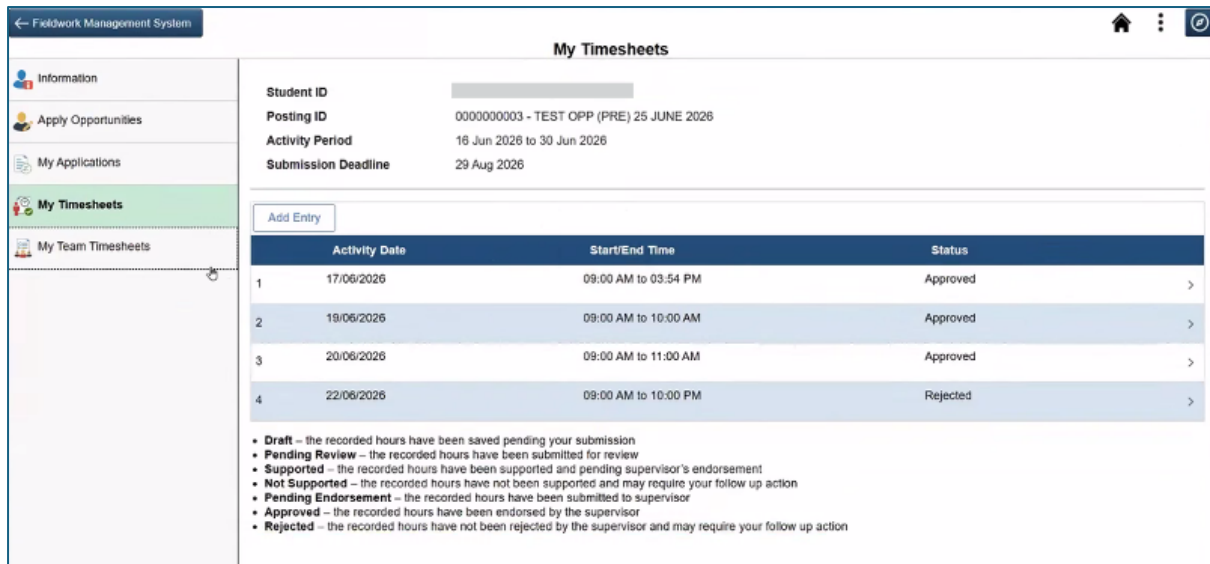
reduce 1 hr

Back
Delete
Save
Submit

Page 10 of 13

Entries Endorsed by Supervisor

- i. Entries endorsed by a supervisor will reflect a “Approved” or “Rejected” status with comments.
- ii. For rejected entries, you will receive an email notification and will be able to view the corresponding status under “My Timesheets”. Rejected entries cannot be deleted or edited, and you will need to create fresh entries for any submissions.



My Timesheets

Student ID: [REDACTED]
Posting ID: 000000003 - TEST OPP (PRE) 25 JUNE 2026
Activity Period: 16 Jun 2026 to 30 Jun 2026
Submission Deadline: 29 Aug 2026

[Add Entry](#)

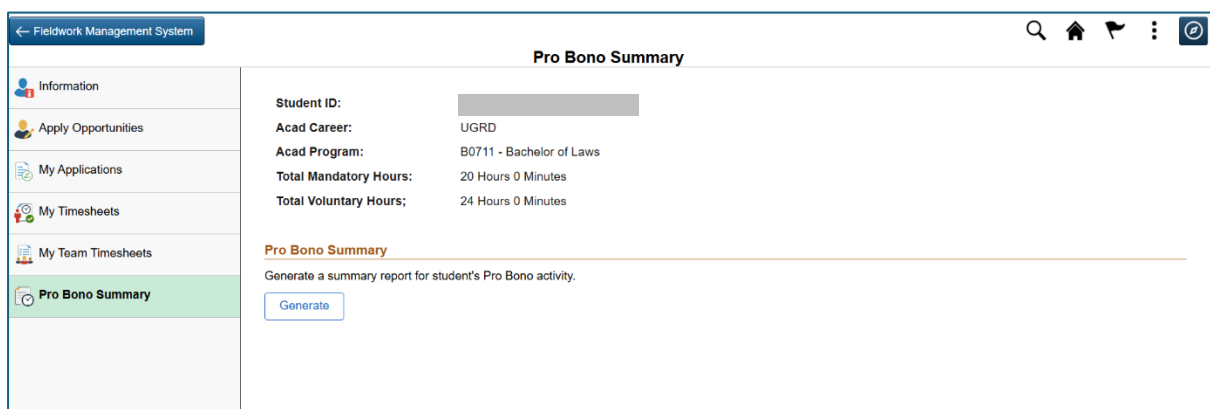
Activity Date	Start/End Time	Status
17/06/2026	09:00 AM to 03:54 PM	Approved
19/06/2026	09:00 AM to 10:00 AM	Approved
20/06/2026	09:00 AM to 11:00 AM	Approved
22/06/2026	09:00 AM to 10:00 PM	Rejected

- **Draft** – the recorded hours have been saved pending your submission
- **Pending Review** – the recorded hours have been submitted for review
- **Supported** – the recorded hours have been supported and pending supervisor's endorsement
- **Not Supported** – the recorded hours have not been supported and may require your follow up action
- **Pending Endorsement** – the recorded hours have been submitted to supervisor
- **Approved** – the recorded hours have been endorsed by the supervisor
- **Rejected** – the recorded hours have not been rejected by the supervisor and may require your follow up action

Section 5: Summary of Approved Pro Bono Hours and Activity History

(Estimated time: ⌚ 3 minutes)

1. Click on “Pro Bono Summary” for an overview of the total completed MPBH and VPBH.
2. Click on “Generate” to download a .pdf record of the total MPBH and VPBH accumulated, as per the last date of calculation in the system.



Pro Bono Summary

Student ID: [REDACTED]
Acad Career: UGRD
Acad Program: B0711 - Bachelor of Laws
Total Mandatory Hours: 20 Hours 0 Minutes
Total Voluntary Hours: 24 Hours 0 Minutes

Pro Bono Summary
Generate a summary report for student's Pro Bono activity.

[Generate](#)

Section 6: Common FAQs

1) Why can't I see an opportunity?

Ans: The opportunity that you are searching for may be either closed due to a past application deadline or reserved for pre-selected students.

2) Why are my submitted hours still showing as Pending Review?

Ans: These hours are awaiting either review by a Student Group/Project Leader or pending the endorsement of a supervisor.

3) Can I edit submitted entries?

Ans: You may edit submitted entries only if they are returned as “Not Supported”.

4) Why are some of my approved hours allocated as MPBH and some as VPBH?

Ans: MPBH refers to the 20-hour pro bono graduation requirement that all NUS Law students must fulfil through SILE approved pro bono opportunities.

MPBH is awarded subject to the following criteria:

- Passing (by achieving full marks) of mandatory E-Quiz in CANVAS under LC2009/LCJ5009 “Pro Bono Service” Course.
- Participating in SILE-approved pro bono work from 15 May onwards at the end of your first year of law school (as rising Year 2s). Hours will only count from SILE application date upon approval.
- Timely recording of your pro bono hours in TalentConnect.

Pro bono work that does not meet above criteria will be classified as voluntary pro bono hours.

Voluntary pro bono hours encompass:

- any hours completed beyond the mandatory 20-hour requirement;
- hours undertaken on pro bono work that may not be SILE approved, but has been approved by the Centre;
- hours clocked during the first year of law school before 15 May; or
- hours completed after the first year but before passing the LC2009/LCJ5009 quiz in CANVAS.

Only pro bono work that meets all mandatory conditions will count towards the graduation requirement. All other contributions will be categorised as voluntary hours.

For other FAQs, refer to: <https://law.nus.edu.sg/cpbcle/for-students/pro-bono/faqs/requirements/>