Nanyang Technological University

CODE OF PRACTICE FOR RESEARCH STUDENTS
-For Research students-

I RESPONSIBILITY OF RESEARCH STUDENT

1. The student shall abide by the Honour Code of Nanyang Technological University and act as a responsible member of the University’s academic community.

2. The student shall be responsible for his/her own research activities, for fulfilling the requirements of his/her higher degree programme, and for committing the necessary time and effort to complete the programme within the period stipulated by the University.

3. The student is expected to take responsibility for independent learning and demonstrate initiative to acquire the necessary skills and knowledge to work on the chosen research area.

4. The student is expected to conform to University, School and programme requirements for the degree, especially with regard to research ethics, copyright issues, registration and graduation requirements, thesis format and quality standards.

5. The student is expected to conform to basic principles of academic integrity and professionalism in the development of a mature and objective relationship with the supervisor, the Thesis Advisory Committee (TAC) members, and other scholars.

6. The student is expected to develop, in consultation with the supervisor, an intended time-table for completion of all stages of the research, and work to realize the timetable, and meeting appropriate deadlines.

7. The student is expected to meet regularly with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student’s work, but shall normally occur at least once a month. He will also interact with other members of the TAC as appropriate.

8. The student is expected to seek advice from his supervisor in an active manner and recognize that it is his responsibility to have his own questions to raise with the supervisor. He is to take the initiative in raising problems and difficulties that he is encountering in his graduate studies and research to the attention of his supervisor in the first instance.

9. The student is expected to contribute to the research environment of the School as appropriate by taking up opportunities to present work at seminars/conferences and
engaging in discussion with other researchers. He is to undertake teaching or other duties as may be directed from time to time by the School to which he belongs to.

10. The student shall establish with the supervisor the frequency and duration of formal meetings to discuss the progress of the research, assigned readings, problems encountered, and experimental procedures or data gathering techniques.

11. The student shall document the outcomes of the meetings with the supervisor. A copy of the write-up should be given to his supervisor as soon as possible after each meeting.

12. The student ought to be aware of all relevant developments within the subject and read up relevant literature.

13. The student should be familiar with issues on time management, documentation, storage of data, confidentiality, ethical, health and safety issues, intellectual property rights, integrity in research, cheating, plagiarism, falsification/tampering, and false declaration.

14. The student is expected to prepare written work and progress reports as required for comment and discussion with the supervisor and TAC members.

15. The student is expected to keep the supervisor informed of where and how he may be contacted, and respond appropriately to all communications received. He is to inform his supervisor in good time, should he/she plans to be away from the University.

16. The student is expected to take into account that the supervisor and other members of the TAC may have other teaching, research and service obligations which may preclude immediate responses.

17. The student is expected to give serious consideration and respond to the advice and criticism received from the supervisor and the TAC.

18. The student is expected to decide when to submit the thesis taking due account of the opinion of the supervisor, which is necessarily only advisory and whose agreement to submission is not a guarantee of success. The supervisor shall be provided with a complete draft of the thesis in an agreed reasonable time to provide comment and feedback. The endorsement of the TAC has to be obtained before the thesis can be submitted for examination.

19. The student is responsible to arrange the meetings with his TAC on a regular basis and the outcome of these meetings can be incorporated into the student’s progress reports.

20. At least two weeks before each meeting of the TAC, the student must provide each member with a written statement, about 2-3 pages in length, of his progress from the last meeting and plans for the following months. This will include self-development activities such as participation in relevant courses, seminars and conferences. Each member of the
committee shall also receive a copy of the previous committee report and the student's previous progress report.