

School of Art, Design and Media

Handbook for Graduate Students (Research)

Version correct as at 20 August 2019



School of Art, Design and Media

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1. Overview

1.1 About ADM's Graduate Programmes

1.1.1 The School of Art, Design and Media's graduate programmes provide creative research opportunities in a wide range of academic areas. Students are expected and encouraged to develop innovative ways of thinking, and to experiment and create in a range of media. These programmes are also an incubator for the development and realization of original artistic and professional productions, including and not limited to art history, product design, interactive media, digital film, digital animation, digital photography and visual communication.

1.1.2 Through exploration of new ideas, creative practices and theories, the expectation is that students will transform the field. A collaborative of internationally recognized faculty members with visiting artists and scholars, offers a unique educational environment. Creative and production cooperation between faculty and students is encouraged and the development of worldwide co-production opportunities is fostered.

1.2 Length of Candidature

1.2.1 Both the MA (Research) and PhD programmes can be pursued on a full-time or part-time basis. The minimum and maximum length of candidature is as shown:

	Full-Time		Part-Time	
Programmes	Minimum	Maximum	Minimum	Maximum
Doctor of Philosophy	2 years	5 years	3 years	7 years
Master	1 year	3 years	1 year	4 years

1.3 Academic Calendar and Intakes

1.31 Nanyang Technological University's academic year commences in August and ends in July of the following year. The MA (Research) and PhD programmes have two intakes per academic year. Details are as shown:

Intake	Application Period
August (Semester 1)	1 st October – 15 th November
January (Semester 2)	1 st June – 31 st July

2. Coursework and Graduation Requirements for MA (Research) Students

2.1 Coursework

2.1.1 Both full-time and part-time MA (Research) students have to complete 3 graduate courses (equivalent to 9 academic units) with a minimum CGPA of 3.00 within 12 months of the candidature. These comprise 1 core graduate course and 2 elective courses. At least one elective must be taken within ADM. The other elective can be read outside of ADM. They should be relevant to the student's thesis and approved by their respective supervisors. MA students are allowed to register up to 9 AU (3 courses) per semester of study.

2.1.2 The compulsory core graduate course is:

- **AP9049 Academic Research Methods for Art, Design and Media**

With this course, the Graduate Programmes by Research ensure that all our candidates embark on their graduate studies with the requisite level of advanced knowledge and research competence to undertake research at graduate level.

2.1.3 An MA (Research) student is allowed to take up to two more graduate courses in addition to the three already mentioned, if he / she so wishes. The additional graduate courses will be included in the CGPA calculations but is not a requirement for confirmation or graduation.

2.1.4 Other Academic Requirements

Both full-time and part-time MA (Research) students have to **fulfill the following before the QE:**

1. Complete the Epigeum Research Integrity Course (ERI701).

- To ensure our research is not only of the highest quality and impact but is also of the highest integrity, NTU partnered with Epigeum to develop an online course teaching the key elements of Research Integrity including an introduction, data management, conflict of interest, publications, and human subjects.
- Graduate students undertaking research will be required to complete this online course and all module quizzes **by the end of the first semester, i.e. 31 October 2019**. This course is available via NTULearn, accessed by NTU network ID and Password.
- Please select the "Arts and Humanities" track when prompted, unless your supervisor advises otherwise.
- To pass the course, students need to clear a proctored online examination taken at the end of the semester.
- Note: A fail ('F') grade will be awarded if students do not pass ERI701 by the end of the first semester.

2. Submit proof of attendance for 10 seminars per academic year. (Hence, 10 seminars have to be completed before the QE.)

3. Attend the Scholarly Communication and Impact Seminar for Postgraduate Research Students conducted by the NTU Library.

- Refer to the link below for the schedule and registration for the seminar:
<https://libguides.ntu.edu.sg/sci/sciimpactseminar>

2.2 Qualifying Examination

Overview

- 2.2.1 All successful applicants to NTU's graduate programmes are admitted as research students in the first instance. The student is expected to be confirmed as a Master's or PhD candidate after the Qualifying Examination (QE). The purpose of the QE is to ascertain the level of competence that indicates the candidate may proceed to the next stage of the Master's or PhD thesis.
- 2.2.2 The QE is to be taken after the graduate student has fulfilled his / her course requirements. The timeline for the confirmation of candidature is 12 months for full-time students.
- 2.2.3 The QE panel comprises three members: The Chairperson of the panel and a faculty member from ADM, as well as a faculty member from another school or university. The Chairperson of the QE panel will be the Chair of ADM or his/her designate.
- 2.2.4 The supervisors of the graduate students will make recommendations to the Chair of ADM concerning the members of the QE panel. To ensure the integrity of the examination process, the student **must not** be involved in the examiner selection process. The **breach** of this regulation is a serious offence and will lead to the **invalidation** of the examination results.
- 2.2.5 The identities of the QE examiners will be kept confidential from the student and the supervisor until the actual QE is held.

Notification and Submission

- 2.2.6 To facilitate the appointment of panel members for the QE, graduate students are required to notify the ADM Graduate Programmes Office at least three months in advance of the proposed date of the QE.
- 2.2.7 Three copies of the QE report, duly endorsed by the supervisor, should be submitted to ADM Graduate Programmes Office at least 12 working days before the date of the QE. **A softcopy of the QE report should also be submitted.**

Format of QE Report

- 2.2.8 The QE Report can be submitted in either Manuscript or Multi-mode form:
- Manuscript form: Thesis outline of 3, 000 to 4, 500 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc); or

- Multi-mode form: Thesis outline of 2, 500 to 3, 500 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) AND a project which serves to substantiate or complement the thesis

2.2.9 The QE report should include the following:

- Title
- Acknowledgements
- Table of Contents
- Summary
- Introduction
- Literature Review
- Research aims and objectives
- Research methodology
- Chapter breakdown and outline of each chapter
- Practical Component (if applicable)
- Conclusion
- Bibliography and References
- Research plan and time schedule towards thesis completion

2.2.10 The QE report must be submitted in accordance to the format stipulated below:

- Must contain a summary not exceeding 500 words written in the English language;
- Each copy must be cyclostyled or printed and bounded in international size A4 (210mm x 297mm);
- Each page must have a margin of 3.7cm to allow for binding;
- The QE Report must be preceded by the following in the order given: title page, acknowledgements, table of contents, and summary, all of which must be bound with the thesis;
- The title page and acknowledgement page should be printed on single pages. From the content page onwards, the pages should preferably be printed double-sided;
- The title and author's name must be given in block letters on the cover of the thesis;
- The thesis must be bound in dark blue with lettering not exceeding 16pts;
- Pages must be numbered in one continuous sequence in arabic numerals. Where a thesis consists of more than one volume, one sequence must be used.

QE Procedure

2.2.11 Each Qualifying Examination is generally expected to last between 1.5 to 2 hours. The QE procedure is as follows:

- The student makes a 30 to 45-minute presentation. This presentation should be based on his/her submitted QE report.
- The QE Chair will initiate the Question and Answer segment. In this segment, the QE Chair and QE Panel Examiners will proceed to ask challenging but fair questions to the student aimed at testing the extent of his/her knowledge on his/her proposed research topic and scope.
- The QE Panel will deliberate and discuss the outcome of the QE, and inform the student of the outcome.

Possible Outcomes

2.2.12 There are 5 possible outcomes from the Qualifying Examination:

- i. Pass without further examination;
- ii. Pass with minor amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 2 weeks of the examination (for full-time students), or within 1 month of the examination (for part-time students);
- iii. Pass with major amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 1 month of the examination (for full-time students), or within 2 months of the examination (for part-time students);
- iv. Fail with a second QE to be taken within 2 months (for full-time students), or within 3 months (for part-time students) as advised by the panel;
- v. Fail with termination of candidature
* Students who meet the expectations of research at PhD level may be permitted to convert to PhD candidature by the panel.

Conversion to PhD Candidature

2.2.13 MA students seeking conversion should include a clear explanation of how the original study proposed at the Master's level has been modified to meet the expectations of a PhD research topic.

A MA by Research candidate who seeks conversion will have to complete his/her studies as a MA candidate, if Qualifying Examination Panel considers the research to be below the standard required for conversion. No further requests for conversion to PhD will be considered.

Conversion requests must be made by **the last week of the 2nd semester of the 1st year of your candidature**.

For scholarship holders: Conversion to PhD may affect your scholarship (due to scholarship allocations).

2.2.14 Repeat Qualifying Examination – Possible Outcomes

At the repeat Qualifying Examination, one of the following three outcomes are possible:

- i. Pass the repeat QE
- ii. Pass with amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 1 month of the examination;
- iii. Fail the repeat QE, with termination of candidature

Please note that the repeat QE can only be attempted **once**.

2.3 Progress Report

- 2.3.1 MA (Research) students are required to submit a **Progress Report**, endorsed by their respective supervisors, and the ADM Graduate Programmes Office **upon passing their QE**.

2.4 Thesis Examination

Overview

- 2.4.1 Graduate students who are pursuing graduate degrees by research in an approved field of advanced study will be required to submit a thesis for examination at the end of the candidature. There are two modes of submission, namely Manuscript mode OR Manuscript with Practical Component mode.
- 2.4.2 Graduate students are required to submit the thesis in a form ready and acceptable for examination before the expiry of their maximum candidature, or they have to request an extension of candidature through their supervisors. Extension of candidature is subject to the approval of the School/College. Candidates who do not submit their thesis within their maximum candidature and do not apply for extension of candidature will have their candidature lapse. Their names will be removed from our register of higher degree candidates.
- 2.4.3 Graduate students are liable to pay full / half / none of the research fees for the semester based on the date of submission of the thesis. The date of submission is the date in which the supervisor endorses the thesis as acceptable for examination. The details are as shown:

Date of Submission	Research Fees payable
Before or within first 2 weeks of a semester	Not liable for research fees for the semester
3 rd week of semester till 30 th September; OR 3 rd week of semester till 31 st March	Liable for research fees for first half of Semester 1 or Semester 2 respectively
After 30 th September or 31 st March	Liable for research fees for entire Semester 1 or Semester 2 respectively

- 2.4.4 For research scholars, the monthly stipend will cease on the day the supervisor signs on the Thesis Submission Form.
- 2.4.5 Graduate students will be liable for an examination fee when they submit their thesis, unless the examination fee is covered under the terms of the research scholarship and the thesis is submitted within the prescribed scholarship period.
- 2.4.6 The Master's thesis will be examined by 2 examiners who can both be faculty members from ADM or include a member from another school in NTU or university.

Notification and Submission of Thesis

- 2.4.7 To facilitate the appointment of examiners for the thesis examination, graduate students are required to notify the ADM Graduate Programmes Office at least three months in advance of the date of submission of the thesis. The graduate student should obtain approval from his/her respective supervisors on the projected timeframe of submission before notifying ADM Graduate Programmes Office. The form "Thesis Examination Notification Form" is available for download at ADM's graduate student intranet.
- 2.4.8 The respective supervisors are required to nominate 4 potential examiners, of which at least two must be faculty members of ADM. The ADM Graduate Programmes Office, in consultation with the Associate Chair (Research) [or Chair if the Associate Chair (Research) is the student's supervisor] shall select 2 examiners from the list of recommended examiners, of which 1 must be a faculty member of ADM. The student must not be involved in the selection of the examiners and will not be informed of the composition of the examination panel.

Application for Extension of Thesis Submission Deadline

- 2.4.9 MA (Research) students on research scholarships who are unable to submit their thesis by the last day of the scholarship should keep the ADM Graduate Programmes Office informed. Please be advised that such students will continue with the thesis preparation on a self-financing basis and are liable to pay tuition fees until the thesis is certified ready for submission by the supervisor.
- 2.4.10 All full-time and part-time MA students who are unable to submit their thesis by the end of their maximum candidature period must also apply for an extension to ADM Graduate Programmes Office through their respective supervisors. They would need to submit the "Request for Extension of Candidature" form and provide a forecast of when the thesis would be ready for submission. Students who may require extension of candidature are advised to inform the ADM Graduate Programmes Office at least three months before the date of extension requested. Students are reminded that all requests for extension of candidature will be subject to the approval of the Associate Provost (Graduate Education).

Format of MA (Research) Thesis

- 2.4.11 The thesis can be submitted in either the Manuscript form or the Multi-mode form.
- 2.4.12 Manuscript form: Thesis of about **30, 000 words** (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc).
- 2.4.13 Manuscript with Practical Component: It comprises a manuscript of about **23, 000 words** (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) AND a practical component:
- The thesis which includes both manuscript and practical component will be reviewed in its entirety as a single research project;

- The practical component should be constantly referenced-in the manuscript or a separate bridging chapter should be inserted at the end of the manuscript, if required;
- For the examination process, examiners are expected to treat the thesis and related practical component as integral parts of the whole project

2.4.14 The word count of the thesis submitted must fall within +/- 10% of the prescribed word limit. This means between 27, 000 to 33, 000 words for theses submitted in Manuscript form and between 20, 700 to 25, 300 words for theses submitted in the Manuscript with Practical Component form.

2.4.15 The thesis must be submitted in accordance to the format stipulated below:

- The thesis must contain a summary not exceeding 500 words written in the English language;
- Each copy must be cyclostyled or printed and bound with hard covers in international size A4 (210mm x 297mm);
- Each page must have a margin of 3.7cm to allow for binding;
- The thesis must be preceded by the following in the order given: title page, acknowledgements, table of contents, and summary, all of which must be bound with the thesis;
- The title page and acknowledgement page should be printed on single pages. From the content page onwards, the pages should preferably be printed double-sided;
- The title and author's name must be given in block letters on the cover of the thesis;
- The title and the author's name must be given on the spine of the thesis;
- The thesis must be bound in dark blue with gold lettering not exceeding 16pts;
- Pages must be numbered in one continuous sequence in arabic numerals. Where a thesis consists of more than one volume, one sequence must be used.
- Information and details regarding thesis format is available at: <http://www.ntu.edu.sg/Students/Graduate/AcademicServices/Thesis/Pages/Formatoffinalthesis.aspx>

2.4.16 More information regarding thesis submission and guidelines to be adhered to can be found on <http://research.ntu.edu.sg/rieo/RI/Pages/Theses--Dissertations.aspx>.

Submission of MA (Research) Thesis

2.4.17 MA (Research) students whose thesis are in the manuscript form should submit their final thesis through the Online Thesis Submission module via GSLink. MA (Research) students submitting a manuscript with a practical component are required to upload the thesis via GSLink and submit 3 sets of the practical component to the ADM Graduate Programmes Office.

2.4.18 MA (Research) students are required to seek endorsement from their respective supervisors together with the following forms before submission of the thesis:

- Pre-submission Check by MA (Research) Student and Supervisor;
- Submission of Thesis for Examination;
- A copy of academic report from GSLink to indicate that the student has fulfilled all the course requirements for the MA (Research) programme;

- A copy of examination fee receipt;
- If the title of the thesis is different from the approved research title being submitted to ADM Graduate Office earlier, MA (Research) students are required to submit the “Request for Change of Title of Thesis” form.

2.4.19 The practical component should be submitted together with the manuscript in digital format such as video, photos, etc whenever possible. The supervisor of the PhD student is to notify the School in the event that the practical work cannot be reviewed by examiners via digital format and to recommend alternative means of review. (Thesis Examination Notification Form)

2.4.20 For first examination of thesis, examiners are normally given 2 months to complete the thesis review and submit the evaluation report. For re-examination, examiners are normally given 2 weeks. The Office of Academic Services (OAS) will send all examiners' reports to candidate through the supervisor upon receipt of reports from all examiners. Reminders on submission of evaluation report will be sent to examiners periodically. Candidates should not, under any circumstances, communicate directly with any examiner on thesis examination and amendments.

2.4.21 Graduate students can check the status of their thesis submission via GSLink.

Possible Outcomes

2.4.22 Each of the Thesis Examination Panel members may indicate any of these 6 possible outcomes:

- i. Award degree without further examination;
- ii. Award degree with minor corrections and typographical changes as specified by the examiner's report before being deposited in the Library;
- iii. Award degree subject to amendments as specified by the examiners' report. No re-examination is required;
- iv. Degree not awarded. Major amendments and re-examination required in keeping with the recommendations of the examiners;
- v. Degree not awarded. Further period of study and research is required before resubmission; and
- vi. Degree not awarded

Submission of Revised Thesis

2.4.23 In the event that the graduate students are required to revise the thesis, his / her reply to the examiners should:

- be addressed individually to each examiner;
- contain a list of the amendments which were made, as well as the student's reply to any questions raised by the individual examiner; and
- be signed and dated by the student.

2.4.24 The revised thesis is to be submitted together with the “Submission of Revised Thesis” form.

3. Coursework and Graduation Requirements for PhD Students

3.1 Coursework

3.1.1 To graduate, a PhD student has to complete 6 graduate courses (equivalent to 18 academic units) with a minimum CGPA of 3.50 within 18 months of the candidature. These comprise 1 core graduate course, and 5 elective courses. At least 2 electives must be taken within ADM. The other 3 electives can be read from outside ADM. All electives should be relevant to the student's thesis and approved by their respective supervisors. They should be relevant to the student's thesis and approved by their respective supervisors. PhD students are allowed to register up to 15 AU (5 courses) per semester of study.

3.1.2 The compulsory core graduate course is:

- **AP9049 Academic Research Methods for Art, Design and Media**

With this course, the Graduate Programmes by Research ensure that all our candidates embark on their graduate studies with the requisite level of advanced knowledge and research competence to undertake research at graduate level.

3.1.3 Other Mandatory Courses

In addition to the 6 graduate courses, PhD students are required to complete and pass the following mandatory courses conducted by the university, unless otherwise exempted. These mandatory courses are:

- HWG703 Graduate English (unless exempted) and
- HWG702 Teaching Assistant Programme (only for full-time PhD students)
- Communication/Writing Training (for all PhD students)

Compulsory component 1

ADM PhD students have to take at least 2 of the following 3 courses:

- **A901 Speaking Academia (WKWSCl)**
- **HWG705 The Craft of Academic Writing by Language & Communications Centre (LCC)**
- **HWG706 Academic Publishing by Language & Communications Centre (LCC)**

Each course is 19.5 hours (half a semester) in duration. Each course is planned to be offered in both Semester 1 and Semester 2. All PhD students need to read at least 2 out of the 3 courses to fulfill 39 training hours.

Compulsory component 2

All PhD students must attend the 3-Minute Thesis (3MT) Symposium organised by Graduate College.

Optional component

A PhD student may opt to undertake one-on-one tutoring/mentoring at the Language Communication Centre (LCC).

Important Note:

No academic units are awarded for all courses listed in the Other Mandatory Courses section.

These courses are graded on a **pass/fail basis** and will appear in the student transcript.

Students who fail the courses will need to retake the course until they pass. These courses will be listed in the transcript but will **not** be included in the GPA computation.

3.1.4 In order to receive exemption from Graduate English (HWG703), a PhD student needs to fulfil any **one** of the following criteria:

(a) Previous Full-Time Study in English

A three-year degree from an institution where English is the medium of instruction and the dissertation or final year report was written in English

(b) GRE (Graduate Record Examinations) (scores are valid for 5 years)

Verbal reasoning — 160, OR

Analytical writing — 4

(c) GMAT (Graduate Management Admission Test) (scores are valid for 5 years)

Total Score (Verbal and Quantitative) of 650

(d) TOEFL (Test of English as a Foreign Language) (scores are valid for 2 years)

PBT: 600 AND Essay rating 4

iBT: 100 with a minimum score of 23 for Writing

(e) IELTS (International English Language Testing System) (scores are valid for 2 years)

Band 6.5 for the Writing sub-test AND

Band 6.0 for the Speaking sub-test

3.1.5 Students on NTU Research Scholarship (RSS) will be required to pass Teaching Assistant Programme (HWG702) before they can be granted the increment in stipend. Candidates who have yet to pass the course at the point of their confirmation may proceed with confirmation of candidature without any stipend increment. There will be no backdating of stipend increment for these candidates when they subsequently pass the course. The increment will take effect from the date on which the candidate passes the module.

3.1.6 Research students are allowed to take up to two additional graduate courses, if he / she so wishes. The additional graduate courses will be included in the CGPA calculations but is not a requirement for confirmation or graduation.

3.1.7 Other Academic Requirements

Both full-time and part-time PhD students have to **fulfill the following before QE:**

1. Complete the Epigeum Research Integrity Course (ERI701).

- To ensure our research is not only of the highest quality and impact but is also of the highest integrity, NTU partnered with Epigeum to develop an online course teaching the key elements of Research Integrity including an introduction, data management, conflict of interest, publications, and human subjects.
- Graduate students undertaking research will be required to complete this online course and all module quizzes **by the end of the first semester, i.e. 31 October 2019**. This course is available via NTULearn, accessed by NTU network ID and Password.
- Please select the “Arts and Humanities” track when prompted, unless your supervisor advises otherwise.
- To pass the course, students need to clear a proctored online examination taken at the end of the semester.
- Note: A fail ('F') grade will be awarded if students do not pass ERI701 by the end of the first semester.

2. Submit proof of attendance for 10 seminars per academic year. (Hence, 15 seminars in for full-time PhD students or 20 seminars for part-time PhD students have to be completed before the QE.)

3. Attend the Scholarly Communication and Impact Seminar for Postgraduate Research Students conducted by the NTU Library.

- Refer to the link below for the schedule and registration for the seminar:
<https://libguides.ntu.edu.sg/sci/sciimpactseminar>

3.2 Qualifying Examination

Overview

- 3.2.1 All successful applicants to NTU's graduate programmes are admitted as Research Students in the first instance. The student is expected to be confirmed as Master or PhD candidate after a confirmation exercise. The purpose of the Qualifying Examination (QE) is to ascertain the level of competence that suggests the candidate may proceed to the next stage of the Master or PhD thesis.
- 3.2.2 The QE is to be taken after the graduate student has completed his / her course requirements. The timeline for the confirmation of candidature is 1.5 years for full-time PhD and up to 2 years for part-time PhD after the commencement of candidature.

- 3.2.3 The QE panel comprises 3 members, namely the Chair of ADM or his/her designate; a faculty member from ADM; and an external member from other schools in NTU or another university. The supervisors of the graduate students will make recommendations to the Chair of ADM concerning the members of the QE panel. To ensure the integrity of the examination process, the student **must not** be involved in the examiner selection process. The **breach** of this regulation is a serious offence and will lead to the **invalidation** of the examination results.
- 3.2.4 The identities of the QE examiners will be kept confidential from the student and the supervisor until the actual QE is held.

Notification and Submission

- 3.2.5 To facilitate the appointment of panel members for the QE, graduate students are required to notify the ADM Graduate Programmes Office at least three months in advance of the proposed date of the QE.
- 3.2.6 Three copies of the QE report, duly endorsed by the supervisor, should be submitted to ADM Graduate Programmes Office at least 12 working days before the date of the QE. **A softcopy of the QE report should also be submitted.**

Format of QE Report

- 3.2.7 The QE Report can be submitted in either the Manuscript form or the Multi-mode form:
- Manuscript form: Thesis of 8, 000 to 12, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc); or
 - Manuscript with Practical Component: Thesis of 6, 000 to 9, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) AND a project which serves to substantiate or complement the thesis
- 3.2.8 The QE report should include the following:
- i. Title
 - ii. Acknowledgements
 - iii. Table of Contents
 - iv. Summary
 - v. Introduction
 - vi. Literature Review
 - vii. Research aims and objectives
 - viii. Research methodology
 - ix. Chapter breakdown and outline of each chapter
 - x. Practical Component (if applicable)
 - xi. Conclusion
 - xii. Bibliography and References
 - xiii. Research plan and time schedule towards thesis completion

- 3.2.9 The QE report must be submitted in accordance to the format stipulated below:

- i. Must contain a summary not exceeding 500 words written in the English language;
- ii. Each copy must be cyclostyled or printed and bounded in international size A4 (210mm x 297mm);
- iii. Each page must have a margin of 3.7cm to allow for binding;
- iv. The QE Report must be preceded by the following in the order given: title page, acknowledgements, table of contents, and summary, all of which must be bound with the thesis;
- v. The title page and acknowledgement page should be printed on single pages. From the content page onwards, the pages should preferably be printed double-sided;
- vi. The title and author's name must be given in block letters on the cover of the thesis;
- vii. The thesis must be bound in dark blue with gold lettering not exceeding 16pts;
- viii. Pages must be numbered in one continuous sequence in arabic numerals. Where a thesis consists of more than one volume, one sequence must be used.

QE Procedure

3.2.10 Each Qualifying Examination is generally expected to last between 1.5 to 2 hours. The QE procedure is as follows:

- iv. The student makes a 30 to 45-minute presentation. This presentation should be based on his/her submitted QE report.
- v. The QE Chair will initiate the Question and Answer segment. In this segment, the QE Chair and QE Panel Examiners will proceed to ask challenging but fair questions to the student aimed at testing the extent of his/her knowledge on his/her proposed research topic and scope.
- vi. The QE Panel will deliberate and discuss the outcome of the QE, and inform the student of the outcome.

Possible Outcomes

3.2.11 There are 5 possible outcomes from the Qualifying Examination:

- i. Pass without further examination;
- ii. Pass with minor amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 2 weeks of the examination (for full-time students), or within 1 month of the examination (for part-time students);
- iii. Pass with major amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 1 month of the examination (for full-time students), or within 2 months of the examination (for part-time students);
- iv. Fail with a second QE to be taken within 2 months (for full-time students), or within 3 months (for part-time students) as advised by the panel;
- v. Fail with termination of candidature
* A student may be recommended by the panel to downgrade to MA (Research) candidature on a self-financed basis.

3.2.12 At the repeat Qualifying Examination, one of the following three outcomes are possible:

- i. Pass the repeat QE

- ii. Pass with amendments: student needs to address the points raised by the QE panel, in consultation with his/her supervisor, to the satisfaction of the Chairperson of the QE panel. The revised QE report is to be submitted to the Graduate Programmes Office within 1 month of the examination;
- iii. Fail the repeat QE, with termination of candidature

Please note that the repeat QE can only be attempted **once**.

3.3 Progress Report

- 3.3.1 PhD students are required to submit a **Progress Report** endorsed by their respective supervisors at the end of the first year, upon passing their QE in the 18th month, at the 30th month, and at the 42nd month of their candidature.

3.4 Thesis Examination

Overview

- 3.4.1 Graduate students who are pursuing graduate degrees by research in an approved field of advanced study will be required to submit a thesis for examination at the end of the candidature. There are two modes of submission, namely Manuscript mode OR Manuscript with Practical Component mode.
- 3.4.2 Graduate students are required to submit the thesis in a form ready and acceptable for examination before the expiry of their maximum candidature, or they have to request for an extension of candidature through their supervisors. They would need to submit the "Request for Extension of Candidature" form and provide a forecast of when the thesis would be ready for submission. Students are reminded that all requests for extension of candidature will be subject to the approval of the Associate Provost (Graduate Education). Candidates who do not submit their thesis within their maximum candidature and do not apply for extension of candidature will be deemed no longer interested and their candidature will lapse. Their names will be removed from our register of higher degree candidates.
- 3.4.3 Graduate students are liable to pay full / half / none of the research fees for the semester based on the date of submission of the thesis. The date of submission is the date in which the supervisor endorses the thesis as acceptable for examination. The details are as shown:

Date of Submission	Research Fees payable
Before or within first 2 weeks of a semester	Not liable for research fees for the semester

3 rd week of semester till 30 th September; OR 3 rd week of semester till 31 st March	Liable for research fees for first half of Semester 1 or Semester 2 respectively
After 30 th September or 31 st March	Liable for research fees for entire Semester 1 or Semester 2 respectively

- 3.4.4 For research scholars, the monthly stipend will cease on the day the supervisor signs on the Thesis Submission Form.
- 3.4.5 Graduate students will be liable for an examination fee when they submit their thesis, unless the examination fee is covered under the terms of the research scholarship and the thesis is submitted within the prescribed scholarship period.

Notification and Submission of Thesis

- 3.4.6 To facilitate the appointment of examiners for the thesis examination, graduate students are required to notify the ADM Graduate Programmes Office at least three months in advance of the date of submission of the thesis. The graduate student should obtain approval from his/her respective supervisors on the projected timeframe of submission before notifying ADM Graduate Programmes Office. The form “Thesis Examination Notification Form” is available for download at “Forms & Information for Current Students” on the ADM website. This can be accessed from: https://ts.ntu.edu.sg/sites/adm/IT/Graduate_Programmes/Shared%20Documents/Forms/AllItems.aspx
- 3.4.7 The respective supervisors are required to nominate 2 potential internal examiners and 3 potential external examiners. The ADM Graduate Programmes Office shall select 1 internal examiner and 2 external examiners from the list of recommended examiners. The student must not be involved in the selection of the examiners and will not be informed of the composition of the examination panel.

Application for Extension of Thesis Submission Deadline

- 3.4.8 PhD students on research scholarships who are unable to submit their thesis by the last day of the scholarship should keep the ADM Graduate Programmes Office informed. Please be advised that such students will continue with the thesis preparation on a self-financing basis and are liable to pay tuition fees until the thesis is certified ready for submission by the supervisor.
- 3.4.9 All full-time and part-time PhD students who are unable to submit their thesis by the end of their maximum candidature period must also apply for an extension to ADM Graduate Programmes Office through their respective supervisors. They would need to submit the “Request for Extension of Candidature” form and provide a forecast of when the thesis would be ready for submission. Students who may require extension of candidature are advised to inform the ADM Graduate Programmes Office at least three months before the date of extension requested. Students are reminded that all requests for extension of candidature will be subject to the approval of the Associate Provost (Graduate Education).

Format of PhD Thesis

3.4.10 The thesis can be submitted in either the Manuscript form or the Multi-mode form.

3.4.11 Manuscript form: Thesis of about 85, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc).

3.4.12 Manuscript with Practical Component: A manuscript of about 65, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) AND a practical component

- The thesis which includes both manuscript and practical component will be reviewed in its entirety as a single research project;
- The practical component should be constantly referenced in the manuscript or a separate bridging chapter should be inserted at the end of the manuscript, if required;
- For the examination process, examiners are expected to treat the thesis and related practical component as integral parts of the whole project

3.4.13 The word count of the thesis submitted must fall within +/- 10% of the prescribed word limit. This means between 76, 500 to 93, 500 words for theses submitted in Manuscript form and between 58, 500 to 71, 500 words for theses submitted in the Manuscript with Practical Component form.

3.4.14 The thesis must be submitted in accordance to the format stipulated below:

- i. The thesis must contain a summary not exceeding 500 words written in the English language;
- ii. Each copy must be cyclostyled or printed and bound with hard covers in international size A4 (210mm x 297mm);
- iii. Each page must have a margin of 3.7cm to allow for binding;
- iv. The thesis must be preceded by the following in the order given: title page, acknowledgements, table of contents, and summary, all of which must be bound with the thesis;
- v. The title page and acknowledgement page should be printed on single pages. From the content page onwards, the pages should preferably be printed double-sided;
- vi. The title and author's name must be given in block letters on the cover of the thesis;
- vii. The title and the author's name must be given on the spine of the thesis;
- viii. The thesis must be bound in dark blue with gold lettering not exceeding 16pts;
- ix. Pages must be numbered in one continuous sequence in arabic numerals. Where a thesis consists of more than one volume, one sequence must be used.
- x. Information and details regarding thesis format is available at: <http://www.ntu.edu.sg/Students/Graduate/AcademicServices/Thesis/Pages/Formatoffinalthesis.aspx>

3.4.15 The practical component should be submitted together with the manuscript in digital format such as video, photos, etc whenever possible. The supervisor of the PhD student is to notify the school in the event that the practical work cannot be reviewed by examiners via

digital format and to recommend alternative means of review such as the requirement for a gallery or theatre.

3.4.16 The usage of the student's own previously published materials such as book chapters, articles, reports, letters, posters, etc. in his thesis is allowed. However, please be reminded that previously published materials need to be duly acknowledged in through footnotes as well as in the bibliography.

3.4.17 More information regarding thesis submission and guidelines to be adhered to can be found on <http://research.ntu.edu.sg/rieo/RI/Pages/Theses--Dissertations.aspx>.

Submission of PhD Thesis

3.4.18 PhD students whose thesis are in the manuscript form should submit their final thesis through the Online Thesis Submission module via GSLink. PhD students submitting a manuscript with a practical component are required to upload the thesis via GSLink and submit 4 sets of the practical component to the ADM Graduate Programmes Office.

3.4.19 PhD students are required to seek endorsement from their respective supervisors together with the following forms before submission of the thesis:

- Pre - submission Check by PhD Student and Supervisor;
- Submission of Thesis for Examination;
- Abstract of Thesis;
- A copy of academic report from GSLink to indicate that the student has fulfilled all the course requirements for the PhD programme;
- A copy of examination fee receipt;
- Application for Submission of PhD Thesis;
- If the title of the thesis is different from the approved research title being submitted to ADM Graduate Office earlier, PhD students are required to submit the "Request for Change of Title of Thesis" form.

3.4.20 For first examination of thesis, examiners are normally given 2 months to complete the thesis review and submit the evaluation report. For re-examination, examiners are normally given 2 weeks.

3.4.21 will send all examiners' reports to candidate through the supervisor upon receipt of reports from all examiners. Reminders on submission of evaluation report will be sent to examiners periodically. Candidates should not, under any circumstances, communicate directly with any examiner on thesis examination and amendments.

3.4.22 Graduate students can check the status of their thesis submission via GSLink.

Possible Outcomes

3.4.23 Each of the Thesis Examination Panel members may indicate one these 6 possible outcomes:

- i. Award degree without further examination;

- ii. Award degree with minor corrections and typographical changes as specified by in the examiner's report before being deposited in NTU library;
- iii. Award degree subject to amendments as specified by the examiner's report. No re-examination is required;
- iv. Degree not awarded. Major amendments and re-examination required in keeping with the recommendations of the examiner;
- v. Degree not awarded. Further period of study and research is required before resubmission; and
- vi. Degree not awarded

Submission of Revised Thesis

3.4.24 In the event that the graduate students are required to revise the thesis, his / her reply to the examiners should:

- be addressed individually to each examiner;
- contain a list of the amendments which were made, as well as the student's reply to any questions raised by the individual examiner; and
- be signed and dated by the student.

3.4.25 The revised thesis is to be submitted together with the "Submission of Revised Thesis for Re-examination" form.

Oral Defence of Thesis

3.4.26 In addition to the thesis examination, a PhD student must pass an oral defence on the subject matter of the thesis. The oral defence will be arranged and conducted by the School after thesis examination/re-examination is completed.

3.4.27 The oral defence typically lasts about 2 hours during which the PhD student should give a short presentation of his / her work that should not exceed 30 minutes. The defence will be open to public unless it involves trademark, patent or copyright issues. After the presentation, the panel and other members of the audience, if invited, may direct questions at the PhD student that test their mastery of the thesis research and related subjects.

3.4.28 The panel will consult and decide on the outcome of the oral defence. Possible outcomes are:

- Pass the oral defence without any further amendments to the thesis
- Pass the oral defence with the requirement to attend to all amendments to the thesis to the satisfaction of the appointed panel member(s)
- Fail the oral defence and must repeat it at a later date with no further amendments to the thesis
- Fail the oral defence and must repeat it at a later date after amendments to the thesis

3.4.29 The result of a repeat oral defence will be one of the following:

- Pass the oral defence without any further amendments to the thesis
- Pass the oral defence with some amendments to the thesis
- Fail the repeat oral defence

3.4.30 Should the candidate fail the repeat oral defence, his/her case will be put forward to the Chair of the School for further consideration. The case may also be reported through the Dean of College to the Associate Provost (Graduate Education) for consideration.

3.4.31 The oral defence is to be taken in Singapore. Video conferencing will only be allowed in special circumstances, subject to the permission of the School. For oral examination conducted via video-conferencing, the School will liaise with the student on the details and resources.

4. Key Milestones

4.1 Key Milestones for MA (Research) Students

S/No	Timeline (From point of admission)	Key Milestone
1.	Matriculation	Matriculation at NTU and Report to ADM <ul style="list-style-type: none"> Report to ADM after matriculating at Office of Admissions (OA).
2.	4 weeks after admission	Proposed Research Topic & Supervisor Form <ul style="list-style-type: none"> Identify suitable supervisor and co-supervisor (if necessary); Up to two co-supervisors may be appointed; Submit “<u>Proposed Research Topic and Supervisor Form</u>” and brief write-up to ADM Graduate Office after supervisor approves.
3.	4 months after admission	Study Plan Roundtable (as part of AP9049 requirement) <p>Develop a study plan for the candidature period with your supervisor. The study plan is to include information on research objectives, literature review, methodology, chapter title and brief description of each chapter, bibliography and projected timeline of candidature.</p>
4.	12 months after admission	Fulfill Course Requirements <ul style="list-style-type: none"> Both full-time and part-time MA (Research) students must complete 3 courses with an average grade point of 3.0 within 12 months of admission; The 3 courses comprise the core course and 2 elective courses.

5.	12 or 13 months after admission	<p>Qualifying Examination (QE)</p> <ul style="list-style-type: none"> • MA (Research) students are required to pass the QE after completing the course requirements in the 12th or 13th month of their candidature. In addition, students are required to attend 10 seminars in one academic year; • The QE panel comprises the Chairperson and a faculty member from ADM, as well as a faculty member from another school or university; • MA (Research) students are required to submit: <ul style="list-style-type: none"> - Three copies of your confirmation report to your supervisor. The report should contain both the work you have done, and your plans for future research. A softcopy of the QE report should also be submitted. - For Manuscript QE Report: 3, 000 to 4, 500 words. For Multi-mode form: 2, 500 to 3, 500 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) AND a project which serves to substantiate or complement the thesis. An in-depth literature review of your approved research topic is required which forms part of the report; - Any additional material, as stipulated by the supervisor, pertaining to the specific research area undertaken by the MA (Research) student. • MA (Research) students who do not pass the QE may be required to undergo another QE within a fixed period; • The panel's report and recommendation will be conveyed through ADM to OA. • The supervisor should submit a Supervisor's Progress Report after the QE is passed. The student is to attach this with his/her Academic Record containing the current CGPA and submit both documents to ADM Graduate Office. The supervisor is required to recommend whether the student's scholarship should be renewed for the next 12 months.
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6.	3 months before Thesis Examination	Thesis Examination <ul style="list-style-type: none"> MA (Research) students are to inform the ADM Graduate Programmes Office through the supervisor three months before the forecasted thesis submission. This is to allow time for the appointment of examiners.
8.	Submission of Thesis Note: The monthly stipend will cease on the date the supervisor endorses the submission of the thesis online.	Submission of Thesis (via GSLink) <ul style="list-style-type: none"> MA (Research) students are to submit the following: <ul style="list-style-type: none"> MA (Research) Thesis, Abstract of Thesis; Pre-Submission Check Form; Submission Form of Thesis for Examination; iThenticate Report endorsed by Supervisor; A copy of academic record printed via GSLink; Examination Fee Receipt; Request for Change of Title of Thesis Form (only if applicable) To request <u>for extension of time beyond the deadline</u> given to complete thesis, the MA (Research) student will have to write in with valid reasons for approval, which will be submitted for Dean (GC)'s approval through Chair.
9.		Examination of Thesis <ul style="list-style-type: none"> The Examination Panel will comprise 2 faculty members who can either be: a) Both from ADM or b) One from ADM and one from another school or university; The examiners are given 2 months for examination.
10.	3 months after Thesis Examination	Thesis Examination Results and Follow-up <ul style="list-style-type: none"> Revisions recommended by the examiners or questions raised by the examiners should be sent by OAS through ADM and supervisor to the MA (Research) student; The MA (Research) student will work with the supervisor on the amendments, and to reply to

		<p>questions posed using the <u>“Submission of Amended Thesis for Re-Examination”</u>.</p> <ul style="list-style-type: none"> • If the maximum candidature period has lapsed, the MA (Research) student has to apply to the Chair for an extension of the maximum candidature.
11.		<p>Re-examination of thesis</p> <ul style="list-style-type: none"> • The amended thesis, certified ready by the supervisor for re-examination, is endorsed by the Chair, and conveyed through the Associate Chair (Research)’s office to OAS to send for re-examination; • Examiners are given 2 weeks to re-examine the thesis; • If the examiners still recommend amendments the process as described in para 10 will be repeated; • If the examiners accept the amended thesis, OAS will convey the decisions to the School and the supervisor.
12.		<p>Award of MA (Research) Degree by the University</p> <ul style="list-style-type: none"> • The MA (Research) student's name will be submitted to OAS once he/she has passed his/her thesis, oral examination and submitted his/her hardbound thesis report, in addition to settling all the outstanding fees.
13.		<p>Degree Conferred</p> <ul style="list-style-type: none"> • NTU will send the conferment letters to graduates. The letter can be used as proof of the degree obtained pending the Convocation Ceremony and the issue of the degree certificates. • Upon the degree being conferred the MA (Research) student is deemed a graduate of the University. <p>Note: If proof of student status is required, the graduate may apply online via GSLink to OneStop@SAC to issue a certification letter, or pay for a copy of the transcript which will stipulate the subjects taken and the degree awarded.</p>

4.2 Key Milestones for PhD Students

S/No	Timeline (After Admission)	Key Milestone
1.	For Semester 1 (August) intake: end July / early August	Matriculation at NTU and Report to ADM <ul style="list-style-type: none"> Report to ADM after matriculating at Office of Admissions (OA).
2.	4 weeks after admission	Proposed Research Topic & Supervisor Form <ul style="list-style-type: none"> Identify suitable supervisor and co-supervisor (if necessary); Up to two co-supervisors may be appointed (subject to approval of supervisor and Associate Chair (Research); Submit “<u>Proposed Research Topic and Supervisor Form</u>” and brief write-up to ADM Graduate Office after supervisor approves.
3.	4 months after admission	Study Plan Roundtable (as part of AP9049 requirement) and Thesis Advisory Committee <ul style="list-style-type: none"> Develop a study plan for the candidature period with your supervisor; The study plan is to include information on research objectives, literature review, methodology, chapter title and brief description of each chapter, bibliography and projected timeline of candidature; The student, in consultation with supervisor, is to form a Thesis Advisory Committee (ideally before the end of the 12th month of candidature) through ADM who will provide timely guidance to him/her; The student is to inform ADM Graduate Office of the composition of the Thesis Advisory Committee.
4.	12 months after admission	Commencement of Progress Report and Annual Meetings with TAC <ul style="list-style-type: none"> The supervisor is to submit a Supervisor’s Progress Report. The student is to attach this with his/her Academic Record containing the current CGPA and submit both documents to ADM Graduate Office. The supervisor is required to

		<p>recommend whether the student's scholarship should be renewed for the next 6 months.</p> <ul style="list-style-type: none"> • At every stage of the PhD student's candidature, the student is highly encouraged to engage their TAC for assistance and to update the TAC on progress made • It is a requirement to meet the TAC at least once per year. • The "Documentation of Thesis Advisory Committee Meeting" should be filled in for these yearly meetings. • Informal meetings with TAC members that go beyond the once per year requirement need not be documented.
5.	18 months after admission	<p>Fulfill Course Requirements</p> <ul style="list-style-type: none"> • PhD students must complete 6 courses with an average grade point of 3.5 or B, and at least a grade point of 2.5 or C+ for all courses; • In addition to the 6 courses, PhD students are required to pass the courses Small Group Teaching (HWG702) and Graduate English (HWG703). Students need not take Graduate English (HWG703) if they meet the exemption criteria; • PhD students may apply to take additional courses on top of the course requirement. However, do note that all courses count towards the Cumulative Grade Point Average (CGPA) score.
6.	18 months after admission	<p>Qualifying Examination (QE)</p> <ul style="list-style-type: none"> • PhD students are required to pass the QE after completing the course requirements within 18 months from the date of matriculation. In addition, students are required to attend 10 seminars in one academic year. The QE panel will be formed by the School; • PhD students are required to submit: <ul style="list-style-type: none"> - Three copies of your QE report to your supervisor. The report should contain both the work you have done, and your plans for future research. It should be concise and precise, not exceeding 80 pages in total. A significant part

		<p>of it must contain details of future work and a time schedule towards completing your candidature and the writing up of the thesis. A softcopy of the QE report should also be submitted.</p> <ul style="list-style-type: none"> - An in-depth literature review of your approved research topic is required which forms part of the report; - Any additional material, as stipulated by the supervisor, pertaining to the specific research area undertaken by the PhD student. • PhD students who do not pass the Qualifying Examination may be required to undergo another Qualifying Examination within a fixed period; • The panel's report and recommendation will be conveyed through the School to OA. • A Supervisor's Progress Report should also be submitted by the supervisor at this stage. The supervisor is required to recommend whether the student's scholarship should be renewed for the next 12 months. From this point, a Supervisor's Progress Report should be submitted every 12 months.
7.	3 months before Thesis Examination	<p>Thesis Examination</p> <ul style="list-style-type: none"> • PhD students are to inform the Assoc Chair (Research) through the supervisor three months before the forecasted thesis submission. This is to allow time for the appointment of examiners.
8.	Note: The monthly stipend will cease on the date the supervisor signs on the form "Supervisor's Report on Submission of Thesis".	<p>Submission of Thesis</p> <ul style="list-style-type: none"> • PhD students are to submit the following: <ul style="list-style-type: none"> - PhD Thesis, - Abstract of Thesis; - Pre-Submission Check Form; - Submission Form of Thesis for Examination; - iThenticate Report endorsed by Supervisor; - A copy of academic record printed via GSLink; - Examination Fee Receipt; - Request for Change of Title of Thesis Form (only if applicable) - Application for PhD Thesis Submission

		<ul style="list-style-type: none"> To request <u>for extension of time beyond the deadline</u> given to complete thesis, the PhD student will have to write in with valid reasons for the Chair's approval, which will be submitted for Dean (GC)'s approval through Chair.
9.		Examination of Thesis <ul style="list-style-type: none"> The panel of examiners will consist of 1 internal examiner and 2 external examiners. The examiners are given two months for examination.
10	3 months after Thesis Examination	Thesis Examination Results and Follow-up <ul style="list-style-type: none"> Revisions recommended by the examiners or questions raised by the examiners should be sent by OAS through ADM and supervisor to the PhD student. The PhD student will work with the supervisor on the amendments, and to reply to questions posed using the "<u>Submission of Amended Thesis for Re-Examination</u>". If the maximum candidature period has lapsed, the PhD student has to apply to the Chair for an extension of the maximum candidature.
11.		Re-examination of thesis <ul style="list-style-type: none"> The amended thesis certified ready by the supervisor for re-examination is endorsed by the Chair, and conveyed through the Associate Chair (Research)'s office to OAS to send for re-examination; Examiners are given 2 weeks to re-examine the thesis; If the examiners still recommend amendments the process as described in para 10 will be repeated; If the examiners accept the amended thesis, OAS will convey the decision to the School and the supervisor. An oral examination will be arranged.

12.		Oral Examination for PhD Candidates <ul style="list-style-type: none"> • The Oral Examination Panel will be scheduled to review the final thesis and to conduct the oral examination with the PhD candidate; • The panel may decide whether the PhD candidate has passed the oral examination; require another oral examination; or require further amendments to the thesis; • If the Oral Examination Panel recommends that the thesis be accepted for the award of the degree of PhD, OAS will convey the outcome to the School and the student.
13.		Award of PhD Degree by the University <ul style="list-style-type: none"> • The PhD student's name will be submitted to OA once he/she has passed his/her thesis, oral examination and submitted his/her hard-bound thesis report, in addition to settling all the outstanding fees.
14.		Degree Conferred <ul style="list-style-type: none"> • NTU will send the conferment letters to graduates. The letter can be used as proof of the degree obtained pending the Convocation Ceremony and the issue of the degree certificates. • Upon the degree being conferred the PhD student is deemed a graduate of the University. <p>Note: If proof of status is required, the graduate may apply online via GSLink to OneStop@SAC to issue a certification letter, or pay for a copy of the transcript which will stipulate the subjects taken and the degree awarded.</p>

5. Course Administration

5.1 Course Registration

Maximum Number of Graduate Courses Per Term

- 5.1.1 MA (Research) students are allowed to register up to 3 courses per semester and PhD students are allowed to register up to 5 courses per semester.

How to Register for Courses

- 5.1.2 Research students are required to refer to the Class Timetable on GSLink before course registration to avoid conflict of class schedule. On the other hand, the University reserves the right to withdraw or change the class time table of any course listed in the Class Timetable. Classes may be rescheduled or cancelled due to unforeseen circumstances or low demand. Students enrolled in a cancelled class will be notified through email.
- 5.1.3 Research students may only register for courses through the Graduate Course Registration System on GSLink during stipulated period of time, typically about 2 weeks before the semester starts, after which you are not allowed to add or drop any courses.
- 5.1.4 Research students will be informed through email to check whether the courses are successfully registered.

5.2 Course Exemption

- 5.2.1 With strong justifications, research students may apply for course exemptions with the submission of the Application of Course Exemption Form for approval by Assoc Chair (Research) through their respective supervisors.
- 5.2.2 Master students are permitted to be exempted from 1 graduate course (3 AUs) and PhD students are permitted to be exempted from 3 graduate courses (9 AUs).

5.3 Additional Courses and Requirements

- 5.3.1 A research student is allowed to take two additional courses, if he/she wishes. The additional courses are included in the CGPA calculation. However, these additional courses are not a requirement for confirmation or graduation.
- 5.3.2 After the QE, all MA (Research) and PhD students **are still required to attend 10 seminars per academic year** until the submission of their thesis.

5.4 Change of Supervisor

- 5.4.1 Research students may initiate a change of supervisor for approval by the Chair of ADM, in consultation with the respective supervisor and Assoc Chair (Research). The research student must provide a strong justification for the request with the submission of Application for Change of Supervisor Form.

5.5 Change of Candidature

- 5.5.1 Change of candidature refers to either conversion from full-time to part-time study (or vice-versa). Research students are required to seek approval from the Assoc Chair (Research) through their respective supervisors in writing.

5.6 Termination of Candidature and / or Scholarship

- 5.6.1 Either the School or the student may initiate the termination of candidature and / or scholarship at any point of the candidature. Research students should inform the ADM Graduate Office of their intention to withdraw from the programme.
- 5.6.2 For cases of termination initiated by the School, the Associate Chair (Research) will inform the student through the “Application for Termination of Candidature and / or Scholarship Form”.
- 5.6.3 If your NTU Research Scholarship is terminated for any reason, or if you choose to withdraw while on scholarship, you must refund to the University an amount up to the total emoluments received by you (i.e. the total amount of money disbursed to you) under the terms of the Scholarship, unless the University determines otherwise.
- 5.6.4 In the event that the student is on scholarship, the School will inform the student of the penalty involved with the termination.

5.7 Leave

- 5.7.1 Students may apply for the following leave types via *the Graduate Student Leave System* at **GSLink**, except for Conference or Research Attachment Leave which is administered internally by ADM.

Vacation Leave

- 5.7.2 Full-time graduate students are eligible for vacation leave of up to 21 days per calendar year, subject to approval by their respective supervisors. Students are to take note of the following:
 - NTU scholarship stipend will continue during their vacation leave, unless otherwise stated by the supervisor;
 - Un-utilized vacation leave **cannot** be carried forward to the next calendar year.

Conference, Research Attachment and Fieldwork Research Leave

- 5.7.3 Students requesting to apply for conference or research leave should complete either the “Application for Overseas Conference” form or the “Application for Overseas Research Attachment or Fieldwork Research Trip” form. Please indicate whether or not financial support is required in your application. All applications for overseas conference, research attachment and fieldwork research should be submitted to the ADM Graduate Programmes Office at least 14 days prior to departure, especially if financial support is requested. Students are strongly encouraged to declare their overseas trip online via NTU’s travel registry system. More information about the travel registry system can be found on <http://www.ntu.edu.sg/SAO/OverseasTravelandDeclaration/Pages/index.aspx>.

Outpatient Medical Leave, Hospitalisation Medical Leave & Maternity Leave

- 5.7.4 Graduate students are granted medical leave according to the period prescribed in the medical certificate up to a maximum of 60 days per calendar year, out of which Outpatient

Medical Leave may be given up to a maximum of 14 days. The remaining period of medical leave permitted may be granted in the form of Hospitalisation Leave or Maternity Leave.

5.7.5 Students are to take note of the following:

- The medical certificate is to be issued in Singapore by a medical practitioner registered with the Singapore Medical Council or a dental officer registered with the Singapore Dental Council.
- Medical certificates issued by overseas medical practitioners or dental officers are not acceptable.
- NTU scholarship stipend will continue during the period of medical leave.

Compassionate Leave

5.7.6 Graduate students are granted compassionate leave of up to 3 working days on the bereavement of an immediate family member which refers to the student's spouse, child, parent, parent-in-law and grandparent.

5.7.7 Students are to take note of the following:

- The compassionate leave may be taken within 7 calendar days of the death of the immediate family member;
- NTU scholarship stipend will continue during the period of compassionate leave.

Reservist/In-Camp Training

5.7.8 Students are to take note of the following:

- Applicable to male Singapore citizens only.
- Students under NTU scholarship will have their stipend paid during this period in which they are away.

5.8 Leave of Absence

5.8.1 A research student can only apply for leave of absence after he has consumed his 21 days of vacation leave. Graduate students are to submit the "Leave of Absence (LOA) Application Form" to their supervisor at least 7 working days in advance.

5.8.2 Leave of absence granted will be counted towards the permitted maximum period of candidature. If the leave duration exceeds the permitted maximum candidature, students must seek approval from the School for extension of candidature before the LOA can be processed.

5.8.3 A non-refundable administrative fee of \$53.50 (inclusive of prevailing GST) is payable for each semester of official LOA granted. If the LOA granted is less than 1 semester but more than 1 month, the same amount of administrative fee will still be charged.

5.8.4 Scholarship stipends will be suspended during the period of LOA, and will be resumed upon confirmation of students' return from leave. The scholarship suspension will be counted towards the maximum period of the scholarship.

- 5.8.5 Full-time international students granted leave of absence for more than 3 months are required to cancel and surrender their Student's Pass as required by Immigration & Checkpoints Authority of Singapore. They are to re-apply for a new Student's Pass through the University at least 4 weeks before they resume study.

5.9 Overseas Conference/Fieldwork Research Trip, Overseas Research Attachment and Journal Publications

- 5.9.1 Before conference presentations and journal submissions, the paper is to be presented and the article submitted first to ACR for internal consultation and final clearance, in collaboration with the supervisor, at least 2 weeks before.

5.9.2 For Masters students

Each MA (Research) student is eligible to apply for financial support of up to S\$1,500 to fund their overseas conference and overseas research during their candidature. Financial support for these activities is not an entitlement as it is approved based on the students' coursework performance, research progress and availability of funds. Students are required to submit the application form (capped at S\$1, 500) at least one month before their actual trip.

5.9.3 For PhD students

Full-time PhD students are eligible to apply for financial support of up to S\$5, 000 to fund their overseas conference and overseas research during their candidature. Financial support for these activities is not an entitlement as it is approved based on the students' coursework performance, research progress and availability of funds. Students are required to submit the application form for these activities (capped at S\$5, 000) at least one month before their actual trip.

	Overseas Conference	Overseas Research Attachment
Eligibility	<ul style="list-style-type: none"> Full-time MA students: Students should preferably be in the 2nd year of their candidature Full-time PhD students: Students should preferably be in the 2nd, 3rd or 4th year of their candidature 	<ul style="list-style-type: none"> Full-time MA students: Students should preferably be in the 2nd year of their candidature Full-time PhD students: Students should preferably be in the 2nd, 3rd or 4th year of their candidature; Student to declare if receiving any other form of funding from the host university or institute
Scope	<ul style="list-style-type: none"> Financial support covers two-way economy class airfare, conference registration fee and daily stipend 	<ul style="list-style-type: none"> Financial support covers two-way economy class airfare, daily stipend and any other expenditures required for the research;

	<ul style="list-style-type: none"> Daily stipend is pegged at 50% of the rates being allocated to NTU's academic staff which varies across countries; For students on scholarship, monthly stipend will continue during the conference 	<ul style="list-style-type: none"> Students are to provide detailed budget breakdown in the research plan for approval; For students on scholarship, monthly stipend will continue during the research attachment
Application Process	<ul style="list-style-type: none"> Application form is to be submitted to ADM Graduate Office at least 1 month before travel date; To attach the following documents to the application form: <ul style="list-style-type: none"> i. conference brochure/official handout on conference; ii. correspondence from organiser pertaining to your participation or invitation to the conference and grant of financial assistance, if applicable; iii. correspondence regarding the acceptance of paper; iv. copy of the paper/abstract for conference presentation; v. documentary evidence of registration fee to be paid; vi. Flight itinerary and quotation for airfare; vii. Any other documents which would support the application 	<ul style="list-style-type: none"> Application form is to be submitted to ADM Graduate Office at least 1 month before travel date; To attach the following documents to the application form: <ul style="list-style-type: none"> i. Research plan and budget approved by respective supervisor; ii. Correspondence with host universities if any; iii. Flight itinerary and quotation for airfare; iv. Any other documents which would support the application
Application Form	Application Forms can be downloaded from ADM Graduate Programmes Sharepoint (Login using your NTU network userid and password)	
Post Trip Submission	<p>Students are to submit the following documents to ADM Graduate Programmes office <u>within 7 days</u> of return from the trip:</p> <ul style="list-style-type: none"> Flight itinerary Original boarding pass / ticket stub for return trips; Original receipt for conference registration; The School will reimburse the student for the conference 	<p>Students are to submit the following documents to ADM Student & Academic Services Department <u>within 7 days</u> of return from the trip:</p> <ul style="list-style-type: none"> Research Report (one copy to the respective supervisor and one copy to Graduate Programmes office); Flight itinerary Original boarding pass / ticket stub for return trips; Original receipt for conference registration;

	<p>registration and subsistence claims after the trip (Students have to submit their claims through the Student Integrated Claims System via GSLink.)</p>	<ul style="list-style-type: none"> • The School will reimburse the student for the course registration and subsistence claims after the trip (Students have to submit their claims through the Student Integrated Claims System via GSLink.)
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6. Graduate Supervision and Panels

6.1 Main Supervisor and Co-Supervisor

Role of Supervisor

- 6.1.1 The main supervisor is expected to have a sufficient range of theoretical and methodical expertise in the research proposal area to offer the student proper supervision.
- 6.1.2 The main supervisor needs to be well acquainted with the student's academic background so that if the student requires additional skills and knowledge to conduct the research, he can be informed about how these might be acquired.
- 6.1.3 The main supervisor must be reasonably accessible to the student for consultation and discussion of the student's academic progress and research problems, and provide timely responses.
- 6.1.4 The main supervisor shall guide the student in the preparation of the thesis proposal, including specification of the research problem, the literature review that helps point the way towards the research, the questions or hypotheses for investigation, and the methodology.
- 6.1.5 The main supervisor shall provide guidance on the research proposal structure and content and set clear expectations for the timely completion of the proposal.
- 6.1.6 The main supervisor shall provide guidance on the thesis structure and content and set clear expectations for high-quality writing.
- 6.1.7 The main supervisor shall assist the student to formulate a framework for the research and set clear expectations for timely completion. He shall guide the student towards achieving a high level of quality (technical and ethical) in the research and final thesis.
- 6.1.8 The main supervisor shall provide guidance and editorial assistance during the process of the research, and advise the student on the requirements of the University to ensure compliance with graduate requirements. He should ensure that the student is aware of the academic standards to which the research is expected to conform and the code of conduct for research students.
- 6.1.9 The main supervisor shall guide and if necessary, assist the student in obtaining necessary resources for his research and in the introduction to the network of scholars in the area of research.

- 6.1.10 The main supervisor shall communicate all necessary requirements regarding thesis process, oral examination and graduation to the student.
- 6.1.11 The main supervisor shall guide the student in the preparation of proposals/reports for review by the TAC members, and in the preparation of the necessary progress reports/forms to be submitted to the Student & Academic Services Department as appropriate.
- 6.1.12 The main supervisor shall guide the student in preparation for the Oral Examination, and to interpret and comply with any changes recommended at the Oral Examination.
- 6.1.13 The main supervisor shall advise the student in the selection of enrichment / specialisation courses that will complement the student's research work.

Role of Co-Supervisor

- 6.1.14 The co-supervisor shall serve as an additional resource person to provide extra independent assessment of the research work and additional expertise to assist in the guidance of the research project.
- 6.1.15 The co-supervisor shall serve as a back-up in the event the main supervisor is not available for consultation and discussion.
- 6.1.16 The co-supervisor shall provide constructive intervention in the event of conflict between the main supervisor and student.
- 6.1.17 The co-supervisor shall assist in reviewing the student's thesis drafts and provide constructive suggestions for improvements.

6.2 Thesis Advisory Committee

Composition of TAC

- 6.2.1 The TAC is formed for PhD students and it comprises 3 or 4 members as follows:
- 3 members consisting of the main supervisor (as co-ordinator of the TAC) and 2 committee members or 4 members consisting of the main supervisor, the co-supervisor and 2 committee members;
 - The TAC will consist of minimum of 2 members: One member from ADM and the other member from another school in NTU or an external university;
 - The TAC members for PhD students must have an earned PhD or its equivalent doctoral research degree and have sufficient knowledge and expertise to advise in the student's research area;
- 6.2.2 The TAC is formed by the School in consultation with the student's main supervisor. It should ideally be formed within 8 months but no later than the qualifying examination of the graduate student.

- 6.2.3 The TAC is a separate committee from the Qualifying Examination panel, but at most one member from the TAC can form part of the Qualifying Examination panel.

Role of TAC

- 6.2.4 The TAC should provide a critical review of the student's research aims, methods and progress and give guidance and advice where appropriate. The committee shall provide constructive criticism and provocative discussion of the student's ideas, thereby ensuring that the student is exposed to a wider range of expertise and ideas than can be provided by the supervisor alone.
- 6.2.5 The TAC should assess the student's knowledge in the research area, the ability to synthesize theory, concepts, research and practice in their disciplines, and the ability to reason and critically analyse issues and problems related to their fields.
- 6.2.6 The TAC should evaluate the integrity of the research thesis with respect to the content of the proposal, the research aims and the accepted standards in the research field.
- 6.2.7 The TAC is responsible for monitoring the student's progress and completing the research progress report. The TAC shall recommend the continuation or termination of candidature.
- 6.2.8 The TAC should assess the student's thesis report and determine if it is satisfactory for examination.
- 6.2.9 One TAC member may serve as a member on the student's PhD oral defence panel.
- 6.2.10 The TAC should submit a Thesis Advisory Committee Report endorsed by TAC members to the School. The supervisor should also separately submit a progress report.
- 6.2.11 The TAC may recommend that the student terminate his candidature should the progress be minimal or unsatisfactory.
- 6.2.12 The TAC may recommend the renewal of scholarship.
- 6.2.13 The committee should meet the student once a semester to determine the progress of the student.
- 6.2.14 The committee (or a member of the committee) shall also act as a potential first point of contact for student if there is a conflict between the supervisor and student. In these circumstance, the concerns raised by the student need to be treated confidentially. The committee is to inform the Chair of the School if the concern is significant.
- 6.2.15 Before the student submits his thesis for examination, he is required to send his thesis to the TAC members for their views and get endorsement from all the TAC members indicating that they have read the thesis and they agree that the thesis is ready for submission. This step has to be completed and the "Application for PhD Thesis Submission" form has to be signed by the entire TAC and submitted in hardcopy along with the online submission.

6.3 Guidelines on Appointment of MA and PhD Qualifying Examination Panels

- 6.3.1 The Qualifying Examination (QE) is an important and integral part of the overall assessment of every MA/PhD candidate. The role of the QE panel is to establish that the student has a realistic programme of study and research (with intermediate objectives) on a topic that offers sufficient scope for research training and which is likely to prove an intellectually rewarding investigation that can be expected to produce sufficient results for submission of an acceptable thesis in the time designated for the degree.
- 6.3.2 Every MA student has to pass the QE which is arranged and conducted by the School typically around the 12th month (for both full-time and part-time students) from commencement of candidature. The timing of the QE may be initiated by the School or the supervisor.
- 6.3.3 Every PhD student has to pass the QE which is arranged and conducted by the respective schools typically around 18 months (for full-time students), or around 24 months (for part-time students), from the commencement of candidature. The timing of the QE may be initiated by the School or the supervisor.
- 6.3.4 Under the guidance of the supervisor, MA and PhD students should submit a succinct QE report to members of the QE panel not less than three weeks before the date of the QE presentation.
- 6.3.5 The supervisor may nominate the QE panel of examiners and it is to be approved by the Chair of ADM. Details of the QE panel are as shown:
- The QE panel should comprise at least 3 members: namely the Chairperson; an internal faculty member from ADM and an internal faculty member from ADM or external member from another school or university;
 - In the case that the thesis consists of a manuscript and practical component, at least one of the QE panel members must possess the ability to critically assess the thesis in its entirety as a single research project; (Particular to ADM)
 - The members of **PhD QE panels** should hold PhD qualifications or its equivalent doctoral research degrees;
 - The Chairperson of the panel, whose role is that of the representative of the Chair of the School should be a senior faculty member who is an Associate Professor or above. Therefore, the Chairperson should be a senior faculty member from the home School of the PhD student;
 - The internal faculty member from ADM can be an Assistant Professor or above. Lecturers/Senior Lecturers **cannot** serve as members of the QE panel;
 - The supervisor and co-supervisor will act as observers during the QE and hence cannot be members of the QE panel; and
 - In the case of students funded by NTU's Industrial Postgraduate Programme (IPP), the industry-related TAC member may participate in the QE without being a voting member.
 - Nomination Process for QE Examiners
 - Three months before the scheduled date of the QE, the supervisor should propose 5 examiners to the ADM Graduate Programmes Office.
 - The ADM Graduate Programmes Office will forward the 5 names to the Associate Chair (Research), who will choose the two QE panel examiners.

- The ADM Graduate Programmes Office will then forward the remaining names to the Chair, who will choose the Chair of the QE panel.
- Neither supervisor nor student will be told of the identity of any of the three examiners in order to safeguard the integrity of the examination process.

6.4 Guidelines on Appointment of Thesis Examiners

PhD

- 6.4.1 A PhD thesis examination panel requires at least three independent examiners: one internal and two external examiners.
- 6.4.2 Details of the Thesis Examination Panel are as shown:
- Examiners for PhD students must hold PhD qualification or an equivalent doctoral research degree. They can be appointed from members of the Thesis Advisory Committee (TAC);
 - In the case that the thesis consists of a manuscript and proposed practical component, at least one of the Thesis Examination Panel members must possess the ability to critically assess the thesis in its entirety as a single research project;
 - The internal examiner must be a faculty member from NTU who is an Assistant Professor, Associate Professor or Professor. Lecturers/Senior Lecturers from NTU **cannot** be internal examiners;
 - The external examiners should be an academic staff with good international standing in his / her field of research. He / She should preferably be a senior faculty member of the rank of Associate Professor or Professor from an internationally recognized and reputable university or a senior researcher in an international research institution;
 - In the case of a senior researcher from a reputable international research institution, he/she should have prior experience in co-supervising and examining PhD students;
 - Both the external examiners cannot be from research institutions. At least one of the external examiners should be from an internationally recognized reputable university;
 - Visiting Professors may be appointed as external examiners provided they have already left NTU when the thesis is ready for examination;
 - As a general guide, an external examiner should have a strong research dissemination record in the given research areas.
 - Neither supervisor nor student will be told of the identity of any of the three examiners in order to safeguard the integrity of the examination process.
- 6.4.3 Both the external examiners should not be from:
- Local institutions only;
 - The same overseas university;
 - Research institutions only (without any academic affiliation or prior PhD supervision experience)
 - Universities of low international ranking

6.5 Guidelines on Appointment of PhD Oral Examination Panel

- 6.5.1 The PhD Oral Examination is an important and integral part of the overall assessment of every PhD candidate. Every PhD student has to pass the oral examination which is

arranged and conducted by the respective Schools after the thesis examination / re-examination reports have been received from the Thesis Examination Panel.

- 6.5.2 If only minor amendments are required by all examiners, the School can proceed to arrange for the Oral Examination immediately. The amendments to the thesis can be attended to after the Oral Examination.
- 6.5.3 If major amendments are required by one of the Thesis examiners, the Oral Examination should only be held after this examiner is satisfied that his / her points have been satisfactorily addressed.
- 6.5.4 Details of the Oral Examination Panel are as shown:
- The Oral Examination Panel should consist of at least 3 independent members which includes the Chairperson, internal examiner from ADM and an external faculty member from another school or university;
 - Nominations of the Oral Examination Panel are to be approved by the Chair of ADM or his/her designate;
 - Members of the Oral Examination Panel should hold PhD qualifications or equivalent doctoral research degrees;
 - The Chairperson of the Oral Examination Panel whose role is that of the representative of the Chair of ADM should be a senior faculty member who is an Associate Professor or above of the School;
 - The internal member can be a tenured or tenure-track faculty member of ADM. Lecturers/Senior Lecturers **cannot** serve as members of the Oral Examination Panel;
 - The supervisor / co-supervisor may attend the Oral Examination as an observer with no voting rights.
 - Neither supervisor nor student will be told of the identity of any of the three examiners in order to safeguard the integrity of the examination process.
- 6.5.5 An external examiner based overseas may participate in the Oral Examination via video conferencing.

Master's

- 6.6.1 A Master's thesis requires two examiners. Both can be internal examiners.
- 6.6.2 Examiners for Master's students must hold at least a Master's degree.
- 6.6.3 The guidelines stated in paragraphs 6.4.2 and 6.4.3 apply to the Masters Thesis Examination panel in general.

7. Financing Your Education

7.1 Research / Tuition Fee for Graduate Students

- 7.1.1 Research / tuition fees are revised for each academic year and the new fees will be applicable to all existing and new students. The fees for the current and previous academic years can be found at <http://admissions.ntu.edu.sg/graduate/R->

[Programs/BeforeApplying-Research/Pages/Fees.aspx](http://admissions.ntu.edu.sg/graduate/R-Programs/BeforeApplying-Research/Pages/Fees.aspx). They are listed in Singapore dollars (S\$) and are exclusive of Goods and Services Tax (GST).

7.2 Miscellaneous Fees

- 7.2.1 The miscellaneous fees stated below are applicable to both local and international applicants. The exact amount payable can be found at <http://admissions.ntu.edu.sg/graduate/R-Programs/BeforeApplying-Research/Pages/Fees.aspx>. They are listed in Singapore dollars (S\$) and are inclusive of the prevailing GST. The miscellaneous fee is to be paid only upon receipt of the bill from the NSS-Finance Office. An electronic bill (E-bill) will be sent to successful candidates via NTU student email account AFTER they have matriculated formally with the University.
- 7.2.2 Students are charged a tuition fee per semester and a miscellaneous fee payable at the start of every year of their candidature.

7.3 Scholarships

- 7.3.1 The University provides research scholarships to candidates with outstanding academic records to enable them to pursue Master of Arts (Research) and Doctor of Philosophy (PhD) programmes by research on full-time basis. The applications for the awards are opened together with the application for admission. More information about the types of scholarships available and their terms and conditions can be found at <http://admissions.ntu.edu.sg/graduate/scholarships/Pages/default.aspx>.
- 7.3.2 Graduate students on scholarship should not be on paid employment or accept paid employment or concurrently hold any other scholarship, fellowship, bursary or top-up allowance during the prescribed period of the award.
- 7.3.3 Scholarship stipends are renewed upon passing the Qualifying Examination (QE), and subsequently on a yearly basis. Backpayment of lapsed stipends for up to six months is allowed. However, any additional stipends that have lapsed for more than the period of six months in duration will be forfeited.
- 7.3.4 Note that for the 1st 10 months of stipend disbursement, 10% of the stipend amount is withheld for each month. To receive this withheld stipend amount, scholarship recipients must submit their thesis for examination within 1 year after the end of their scholarship period

7.4 Graduate Assistantship Programme (GAP)

7.4.1 International Students

The Graduate Assistantship Programme (GAP) implemented by the Ministry of Education requires international students on NTU Research Scholarship to perform teaching/research duties according to this table:

Degree	Total Hours Required to Serve during Candidature
PhD	416 hours
2-year Master's by Research	156 hours

The Scholar is to note that:

- (i) The total time spent on work done under the Graduate Assistantship Programme and any other form of paid or unpaid work should not exceed 10 hours a week;
- (ii) The Scholar must ensure that the total hours required under the Graduate Assistantship Programme is completed before thesis submission; and
- (iii) The Scholar shall be remunerated for performing teaching/research duties and other developmental assignments at a rate in accordance to the Part-Time Appointment Scheme, for work done in excess of the Graduate Assistantship Programme.

The table below sets out and summarises the maximum hours that can be clocked under the respective categories:

Mode of Clocking Graduate Assistantship Programme Hours (per candidature)	PhD	Master's (2-year)	Master's (1-year)	Remarks
Teaching/Laboratory Supervision (max. 100%)	416	156	78	Official office hours and preparation of the class can be taken into account. As a guide, preparation time taken for the assignment should not take more than half of the time required for the assignment.
Research assistant duty, inclusive of research supervision (max. 60%)	up to 250	up to 94	up to 47	The quality of the research supervision or research assistant duty needs to be endorsed by the student's supervisor(s). <u>No preparation time is to be clocked in this assignment.</u> The research assistant duty should go beyond the scope of the research project undertaken by the student to fulfil the requirement of the graduate programme.
Other developmental assignments (max. 20%)	up to 83	up to 31	up to 16	Other assignments with developmental value approved by the Associate Chair.
Total Hours	416	156	78	

Points to note:

- (i) The Scholar will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.
- (ii) The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.
- (iii) The duties can only be clocked for work done and deemed satisfactory by the University.
- (iv) If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, the faculty or school can reduce the stipend, or withhold, suspend and/or terminate the Scholarship.
- (v) If the total required hours are not met by the time the thesis is submitted for examination, the Scholar will have his/her transcript (both unofficial and official), student status letter, conferment letter and degree scroll (for graduating students) withheld until the fulfilment of the requirement.

7.4.2 Local students (Singapore Citizens/Singapore Permanent Residents)

Local students on scholarships have to fulfill **half** of the above hours listed for international students.

7.4.3 GAP Sharepoint System

Faculty will post GAP job tasks via the GAP Sharepoint System for students to apply online. The GAP Sharepoint System can be accessed via <https://ts.ntu.edu.sg/sites/adm/gap/>.

7.5 Part-time Work Policy

Singaporeans and Singapore Permanent Residents are allowed to undertake part-time work. They do not require a Letter of Endorsement. Students on scholarship are advised that they should only engage in part-time work after their GAP hour commitments have been fulfilled. Please refer to this website for more information: <http://www.ntu.edu.sg/SAO/OurServices/Pages/Parttimeemployment.aspx>

All international undergraduate and postgraduate students who wish to take on part-time employment during semester time are required to apply to NTU's One Stop@Student Activities Centre through GSLink for a Letter of Endorsement before accepting any employment. A Letter of Endorsement is also required for international graduate students who work during vacation time.

The general workflow for all part-time paid work undertaken by ADM graduate students is as follows:

- Student is to let ADM Graduate Office know of his/her intention to take up part-time work;
- Student is to submit the Application for Teaching Assistant / Research Assistant / Administrative Project Assistant Form to ADM Graduate Office;
- At the end of the assignment, student is to submit all official timesheets, duly endorsed by job requester and supervisor, to ADM Graduate Office;

- Student will then log in to the Part-Time Work Student Assistant Claim system through GSLink to submit his/her claims.

7.5.1 Part-time Work for Local Students

During university term, Singaporeans and Singapore Permanent Residents are allowed to work a maximum of **9 hours a day or 44 hours a week**. During university vacation, students are allowed to work a maximum of **9 hours a day or 44 hours a week**.

7.5.2 Part-time Work for International Students

Masters students

International Masters students on scholarship are allowed to work for **10 hours a week, after their GAP hour commitments have been fulfilled**. Masters students not on scholarship are allowed to work a maximum of **16 hours per week during the semester**. During vacation, they are allowed to work up to **9 hours a day or 44 hours a week**.

PhD students

International PhD students on scholarship are allowed to work for **10 hours a week** in their own school after they have confirmed their PhD candidature and have fulfilled their GAP hour commitments. If they are not on scholarship, they are allowed to work **16 hours a week during term time**, after confirming their PhD candidature. During vacation, they are allowed to work up to **9 hours a day or 44 hours a week**.

7.5.2 Application for Teaching Assistant / Research Assistant / Administrative Project Assistant

Application by Job Requester (i.e. Faculty member requesting the assistant of the graduate student)

- Student is to submit Application for TA/RA/AA form to ADM Graduate Office, duly signed by the job requester and supervisor.
- Once approved, the research student may commence with the job and a time-sheet is to be submitted to the ADM Graduate Programmes Office on the last working day of each month.

7.5.3 Submission of Time-Sheet by Research Student

- Due to limitations of the online Part-Time Work Student Assistant Claim system, research students are required to submit the Time-Sheet Endorsement form (attached) AFTER filing their claim online on the last working day of each month.
- Research student are to log in to the Part-Time Work Student Assistant Claim system through GSLink to submit their claim. Print the screen of the timesheet submitted.
- Attach the printed Time-Sheet to the Time-Sheet Endorsement Form to the ADM Graduate Programmes Office for approval.
- Once approved, ADM Graduate Office will liaise with the Finance Department to process the payment.

7.6 Remuneration for Paid Work

7.6.1 Remuneration for MA (Research) Students

	Teaching Assistant	Administrative
Scholarship Holder	Not applicable	S\$12/hour (above and beyond GAP hours)
Self-financed student	Not applicable	S\$12/hour (above and beyond GAP hours)

Remuneration for PhD Students

	Teaching Assistant	Administrative
Scholarship Holder	S\$50/hour (above and beyond GAP hours)	S\$15/hour (above and beyond GAP hours)
Self-financed student	S\$70/hour	S\$15/hour

**The above rates are subject to availability of funding and are indicative rates only.*