

ADM Graduate Programmes
Orientation
For AY2019/20
August 2020 Intake
(For Students)



Welcome Intro

- School of Art, Design and Media (ADM) established in 2005.
- Singapore's first professional art school to offer a full suite of undergraduate and graduate programmes.
- Chair, ADM: Professor Michael Walsh
- Associate Chair (Academic): Assoc Prof Peer Sathikh
- Associate Chair (Graduate Education): Assoc Prof Chul Heo
- Associate Chair (Research): Assoc Prof Hans-Martin Rall
- Associate Chair (Students): Senior Lecturer Benjamin Slater

Graduate Programmes Office

- Assoc Prof Chul Heo
- Ms Chia Hsiao Ching

Opportunities for Collaboration & Cooperation

The MA (Research) and PhD programmes are designed to provide breadth of study through broad, interdisciplinary courses with depth of inquiry into students' chosen fields of research.

Inter-disciplinary research areas include but not limited to:

Exhibition design, Film, Cinematography, Heritage studies, Animation, Photography, Immersive spaces, Interactive Media, Bio-design, Human-machine Interaction, Design research, Visual communication, Art history, Artistic research, Knowledge aggregation, Museum studies, Curatorial practices

Platforms and opportunities for exchange of ideas and knowledge sharing

- : Interactions with faculty (both within and outside of ADM)
- : Visiting Scholars
- : Guest lectures (*For e.g. ADM Research Lecture Series*)
- : Workshops, Conferences, Symposiums
- : ADM Graduate Students Space
- : ADM Graduate Students Club

ADM Graduate Students Space

- B1-16
- Full time research student will be allocated a work cubicle
- Communal space to foster social interaction and collaboration between students



ADM Graduate Students Club (ADMGSC)

– President, Vice-President, Honorary General Secretary, Honorary Financial Secretary, Academic Manager

ADM Graduate Student Club 2nd Management Committee

President - Kathleen Ditzig (PhD)

Vice President - Andrew Ng (PhD)

Secretary - Ryan Su (PhD)

Treasurer - Marina Zuccarelli (PhD)

Academic Manager - Lydia Wong (PhD)

Agenda

1. Length of Candidatures and Scholarship
2. Key Milestones for MA (Research)
3. Key Milestones for PhD
4. Graduate Course Registration
5. Other Academic Requirements
6. ADM Graduate Programmes Handbook
7. Panels for MA and PhD Exams
8. Graduate Assistantship Programme
9. Scholarship Matters
10. Leave Matters
11. Conference Presentation / Journal Submission
12. Overseas Conference / Research Allowance
13. Part-Time Work Claim Procedure
14. Research Integrity & Guiding Students in their Research

1. Length of Candidature & Scholarship

	Full-Time		Part-Time	
	Minimum	Maximum	Minimum	Maximum
PhD	2 years	5 years	2 years	5 years
MA	1 year	3 years	1 year	3 years

NTU Research Scholarship (RSS) for PhD students are renewed yearly for up to a maximum of 4 years, subject to good performance.

NTU RSS / HASS funded scholarships for MA (Research) students are renewed yearly for up to a maximum of 2 years, subject to good performance.

2. Key Milestones for MA (Research)



Admission

Graduation
Max 3 years
(FT & PT)

Thesis
Examination
(end of Yr 2 or Yr 3)

12th month: Fulfill Course Requirements,
Qualifying Examination and Supervisor's
Progress Report Submission

4th week: Research Proposal &
Supervisor Confirmation

*Up to 2 co-supervisors may be appointed.

*Key milestones for MA are the same for both FT and PT candidature

2. Key Milestones for MA (Research)

4 weeks after admission: Research Topic and Proposal

- In consultation with supervisor, develop research topic and proposal
- Confirmation of supervisor or co-supervisor (if required)
- Submit “**Proposed Research Topic and Supervisor Form**” with brief one-page write-up (on research topic) to supervisor who will submit to ADM Associate Chair (Graduate Education) for approval

2. Key Milestones for MA (Research)

12 months after admission: Fulfill Coursework & other Academic Requirements

- To complete 3 graduate courses (equivalent to 9 academic units) with a minimum CGPA of 3.00 / B- within 12 months of the candidature

	Course Code & Title
CORE	AP9049 Academic Research Methods for Art, Design and Media
ELECTIVE	Any ADM elective course (Recommended to take in Sem 1)
ELECTIVE	Any ADM or NTU elective course (Recommended to take in Sem 2)

- *Other academic requirements will be discussed later in Agenda Item 5

12 months after admission: Qualifying Examinations (QE)

- Serves to ascertain the level of competency required for the student to proceed to the next stage of the Master's candidature
- Taken after the fulfilment of coursework & other academic requirements
- 2 tracks:
 - Full manuscript: Thesis outline of 3, 000 to 4, 500 words or
 - Multi-mode form: Thesis outline of 2, 500 to 3, 500 words AND a project which serves to substantiate or complement the thesis (+/- 10% allowance for word limit)
- Exam panel comprises three faculty members from ADM / NTU / other university
- Students who fail the QE will need to take a repeat QE
- Supervisor to submit Progress Report after QE is passed

Procedure for Conversion to PhD

- 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 30 April 2021.
- For scholarship holders: Conversion to PhD may affect your scholarship (due to scholarship allocations).

2. Key Milestones for MA (Research)



Master's Thesis Examination

- To submit the thesis in a form acceptable for examination **before** the expiry of maximum candidature
- To inform the ADM Graduate Programmes Office, through the supervisor, **three months before** the forecasted thesis submission date for appointment of examiners
- The thesis can be submitted in either:
 - Full manuscript form: Thesis of about 30, 000 words **(through GSLINK); or**
 - Multi-mode form: Thesis of about 23, 000 words AND a project which serves to substantiate or complement the thesis
- A +/-10% allowance applies for the word limits. Theses that fall out of these limits may not be accepted. Recommend not to fall below 30, 000 words.
- Master's theses will be examined by two faculty members from ADM / NTU / other university

3. Key Milestones for PhD

Admission

Graduation
Max 5 years
(FT & PT)

Yearly Progress Report
Required for Scholarship Holders

Thesis
Examination
(end of Yr 4 or Yr 5)

18th month: Fulfill Course Requirements,
Qualifying Examination and Supervisor's
Progress Report Submission (FT)
24th month: As above, for PT

By end of the 1st year: Nomination of Thesis Advisory Committee

4th week: Research Proposal &
Supervisor Confirmation

*Up to 2 co-supervisors may be appointed.

3. Key Milestones for PhD

4 weeks after admission: Research Topic and Proposal

- In consultation with supervisor, develop research topic and proposal
- Confirmation of supervisor or co-supervisor (if required)
- Submit “**Proposed Research Topic and Supervisor Form**” with brief one-page write-up (on research topic) to supervisor who will submit to ADM Associate Chair (Graduate Education) for approval

By the end of the 1st year: Nomination of TAC

- **Nominate Thesis Advisory Committee (TAC) *More information on Slide 17**
 - **1 ADM TAC member**
 - **1 non-ADM / external University TAC member**

3. Key Milestones for PhD

18 mths/24 mths after admission: Fulfill Coursework & other Academic Requirements

- To complete 6 graduate courses (equivalent to 18 academic units) with a minimum CGPA of 3.50 or B, of which **3 courses** must be offered by ADM.

	Course Code & Title	Remarks
CORE	AP9049 Academic Research Methods for Art, Design and Media	Recommended to take two courses per semester
2 Electives	From within ADM	
3 Electives	These 3 electives can come from within ADM and/or NTU	

*Other academic requirements will be discussed later in Agenda Item 5 (Slide 21)

Other Mandatory Courses – 3 components

All courses in the following section are graded on a pass/fail basis:

- HWG703 Graduate English (unless exempted)
Exemption Criteria:
Previous Full-Time Study in English: three-year degree from an institution where English is the medium of instruction and the dissertation or final year report is written in English OR
IELTS: Band 6.5 for the Writing sub-test AND Band 6.0 for the Speaking sub-test
- HWG702 Teaching Assistant Programme (only for full-time PhD students)
 - Students on NTU Research Scholarship (RSS) will be required to pass HWG702 before they can be granted the increment in stipend
- Communication/Writing Training (by end of candidature) → Slide 24

3. Key Milestones for PhD

Full-time students - 18 months after admission: Qualifying Examination
(Part-time students - 24 months after admission)

- The QE Report can be submitted in either:
 - Full Manuscript form: Thesis of 8, 000 to 12, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, tables of statistics, graphs, illustrations, etc); or
 - Multi-mode form: Thesis of 6, 000 to 9,000 words (including footnotes, but excluding appendices, bibliography, maps, charts, tables of statistics, graphs, illustrations, etc) AND a project which serves to substantiate or complement the thesis
 - A +/-10% allowance applies for the word limit
- Exam panel comprises three faculty members from ADM / NTU / other university
- Students who fail the QE will need to take a repeat QE
- They may be permitted to convert to Master's

3. Key Milestones for PhD

Regarding the Thesis Advisory Committee (TAC)

- The external TAC member should possess an earned PhD degree
- However, ADM faculty (Assistant Professors and above) who do not hold a PhD degree may serve as members of the TAC. They should possess the relevant domain knowledge and expertise in the student's research area.
- 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 (recommend to meet once per semester)
- 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.

3. Key Milestones for PhD

PhD Thesis Examination

- To submit the thesis in a form acceptable for examination before the expiry of maximum candidature
- To inform the ADM Graduate Programmes Office by submitting the Thesis Examination Notification Form through the supervisor, three months before the forecasted thesis submission date for appointment of examiners
- The thesis can be submitted in either:
 - Full manuscript form: Thesis of about 85, 000 words (including footnotes, but excluding appendices, bibliography, maps, charts, table of statistics, graphs, illustrations, etc) **(through GSLINK); or**
 - Multi-mode form: Thesis of about 65, 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
 - A +/-10% allowance applies for the word limits. Theses that fall out of these limits may not be accepted. Recommend not to fall below 85, 000/65, 000 words.
- PhD thesis will be examined by three faculty members from ADM / NTU / other university

3. Key Milestones for PhD

PhD Oral Examination

- In addition to the thesis examination, a PhD student must pass an oral examination after the thesis examination/re-examination is completed.
- This Oral Examination will be **open to public**, unless patent, trademark or copyright issues are involved
- Even though the supervisor and co-supervisor may be present during the Oral Examination as observers, they will not have voting rights.
- The Oral Examination Chair has the discretion to ask the supervisor and co-supervisor to leave the room should he/she intervene during the examination, in order to maintain the integrity of the examination process.

4. Graduate Course Registration

- Graduate Course content and time-table are available on NTU website at <http://www.ntu.edu.sg/Students/Graduate/AcademicServices/CourseRegistration/Pages/gcrs.aspx>
- Master students are allowed to register up to 3 courses per semester and PhD students are allowed to register up to 5 courses per semester (subject to approval).
- Students should seek approval from their supervisor and the relevant course lecturer before registering for courses. Please forward the email approvals from both supervisor and course lecturer to Chia Hsiao Ching for processing.
- Online course registration for graduate courses will be open **from 11 August 2020 (1100hrs) to 20 August 2020 (2359hrs)**.

5. Other Academic Requirements (MA / PHD)

Students have to fulfill the following before QE:

1. 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 research students will be required to pass this online course (ERI701) **before the end of the first semester (before 31 October 2020)**.
- This course is available via NTULearn from 11 August 2020, accessed by NTU network ID and Password. New students are already auto-enrolled into the course.
- Please sign up for one course track as discussed with your supervisor (generally most should attempt the “Arts and Humanities” track)
- A student’s training requirement is met upon completing at least one track, though multiple tracks can be attempted
- Students can register for other tracks on NTULearn (RI-ERIC) though subsequent course grades beyond the first track will not be reflected on student transcript

5. Other Academic Requirements (MA / PHD)

Students have to fulfill the following before QE:

1. Epigeum Research Integrity Course (ERI701)

- There will be a compulsory online final examination held on **Tuesday, 10 November 2020 (from 00:00 to 23:59)**
- Before the exam, students must review course content and complete Module Quizzes 1-5 for their selected track
- 100% score is required for each module quiz in order to attempt the next one.
- Trial Quizzes mimic the actual exam so students are encouraged to practice these which are available on the course site, before their actual exam
- Penalty: A fail ('F') grade will be assigned if students do not complete ERIC by the end of the first semester.
- Students who fail the course in the first semester would be automatically enrolled for the course in the subsequent semester.

5. Other Academic Requirements (MA / PHD)

Students have to fulfill the following before QE:

2. Ten seminars per academic year (ongoing requirement)

- To submit proof of attendance
- MA students need to chalk up 10 seminars by the QE
- PhD students need to chalk up 15 seminars by the QE (FT) and 20 seminars by the QE (PT)
- Keep in mind that seminar attendance must be fulfilled **throughout your candidature**
- Seminars by external organisations (eg. SAM, NLB etc.) are recognised
- All seminars attended should bear relevance to your research or expand new knowledge

3. Scholarly Communication and Impact Seminar for Postgraduate Research Students

- Conducted by NTU Library
- To be completed **within first year of candidature**

Schedule and registration for seminar - refer to the link below

<https://libguides.ntu.edu.sg/sci/scimpactseminar>

5. Other Academic Requirements (PhD only)

Communication/Writing Training

- **Compulsory component 1**

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

- A901 Speaking Academia (WKWSCI)
- 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, and 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**

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).

- No grade will be awarded for the courses attended under Communication/Writing Training.
- Courses are graded on a pass/fail basis and will be reflected in the student transcript.

5. Other Academic Requirements (MA / PHD)

Note:

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. More information can be found on <http://research.ntu.edu.sg/rieo/RI/Pages/Theses--Dissertations.aspx>

6. ADM Graduate Programmes Handbook

- ADM Graduate Programmes Handbook and relevant forms are available on ADM website under “Forms & Information for Current Students-> Graduate Programmes”. Access is authorised for supervisors and graduate students
- Login with NTU network ID and password
- Information and details regarding thesis format is available at:
<http://www.ntu.edu.sg/Students/Graduate/AcademicServices/Thesis/Pages/Formatoffinalthesis.aspx>

7. Panels for MA and PHD Exams

- MA and PhD Qualifying Examinations
 - Typically 3 QE examiners: 1 QE Chair and 2 QE Panel Examiners
 - However, additional examiner(s) may be appointed as necessary (with supervisor's request and approval from ACR)
- MA Thesis Examination Panel
 - 2 Thesis examiners
- PhD Thesis Examination Panel
 - 3 Thesis examiners
- PhD Oral Defence Panel
 - 3 Oral Defence examiners: 1 Oral Examination Chair and 2 Panel Examiners
- For QE and Oral Defence, the supervisor (and co-supervisor, if any) can be present, but he/she will be an observer only and have no voting rights
- Neither the student nor supervisor will be informed of the identities of any examiner, be it for the QE, Thesis Examination or Oral Examination

8. Graduate Assistantship Programme

The Graduate Assistantship Programme (GAP) has been implemented by the Ministry of Education. **Students on scholarship** must perform teaching/research duties to fulfil the requirements of the Graduate Assistantship Programme, according to the table below.

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

- (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 6 months before thesis submission; and
- (iii) The Scholar may 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. *Note: Subject to availability of funding for payment.*

***Citizens/SPR students** must serve **half** of the abovementioned hours.

8. Graduate Assistantship Programme

Mode of Clocking Graduate Assistantship Programme Hours (per candidature)	PhD	Master's (2-year)
Teaching/Laboratory Supervision (max. 100%)	416	156
Research assistant duty, inclusive of research supervision (max. 60%)	up to 250	up to 94
Other developmental assignments (max. 20%)	up to 83	up to 31
Total Hours	416	156

The Scholar will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.

The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.

Citizens/SPR students must serve half of the abovementioned hours.

8. Graduate Assistantship Programme

GAP Sharepoint Website:

<https://ts.ntu.edu.sg/sites/adm/gap/>

Login to view GAP requirements and view/register for current GAP job assignments

If the student does not meet the total required GAP hours 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 student) **withheld until the fulfilment of the requirement.**

9. Scholarship Matters

Back-payment of stipends that have lapsed for 6 months or less will be made, but anything above this will be forfeited

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 (within the max candidature)

10. Leave Matters

Summary of Leave types:

- Unofficial leave – 21 days / year, cannot be brought forward, stipends continue
- Leave of Absence (LOA) – to be taken if leave period exceeds 21 days
 - Counted towards maximum candidature and period of scholarship, stipends suspended, admin fee of \$53.50 per sem
- Maternity leave – stipends continue for up to 8 weeks
- Reservist / ICT – Singaporean males only, stipends continue
- Compassionate leave – up to 3 days, stipends continue

Check the Leave Policy and apply for leave online via GSLink

You are also required to keep your supervisor and ADM Graduate Office informed of your leave plans in advance.

11. Conference Presentation / Journal Submission

Before conference presentations and journal submissions, the paper is to be presented and the article submitted first to ACGE for internal consultation and final clearance, in collaboration with the supervisor, at least 2 weeks before (whether or not financial assistance is sought from ADM).

Check with ADM Graduate Office in advance (at least 2 weeks before planned trip) if seeking financial assistance.

12. Overseas Conference / Fieldwork Research Allowance



- Each MA student is entitled up to \$1500 (for FT) and \$750 (for PT) per candidature to fund his/her overseas conferences / research, subject to approval and availability of funds
- Each PhD student is entitled up to \$5000 (for FT) and \$2500 (for PT) for the same purpose, subject to approval and availability of funds
- Refer to the Graduate Handbook for more details of this allowance
- Whether or not funding is sought, students should apply for Overseas Conference / Overseas Research leave and notify their supervisor and ADM Graduate Office at least 14 days prior to departure

13. Part-Time Work Claim Procedure

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

- Student is to let ADM Graduate Office in advance know of his/her intention to take up part-time work;
- Part-time work by international students require prior approval by NTU One Stop@SAC
- For part time work in NTU: Student to submit 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.

14. Research Integrity & Guiding Students in their Research

CITI (Collaborative Institutional Training Initiative) Training

- To ensure proper and ethical conduct of research on human subjects.
- Faculty must obtain certification before their students start on their research projects.
- Refer to NTU-IRB Guidelines on how to register for this course:
<https://research.ntu.edu.sg/rieo/IRB/Pages/Policy.aspx>
- If student's research involve recruiting human participants, students need to complete CITI online training certification.

Institutional Review Board (IRB) Review

- IRB application is only for supervisors to apply via NORA. Students should ensure that they do not start recruitment of participants until IRB approval is obtained.
- New "Exempt category" for minimal risk projects.
- Email irb@ntu.edu.sg for queries and advice.

14. Research Integrity & Guiding Students in their Research

Thesis Declaration Statements

- Each thesis submitted for examination requires 3 declaration statements made by student and supervisor.
- See next slide for details.

<https://www.ntu.edu.sg/Students/Graduate/AcademicServices/Thesis/Pages/GeneralInformation.aspx>

Thesis/ Dissertations: Declaration Statements

Revised Research Integrity Policy incorporates a University-level requirement for the inclusion of 3 Declaration Statements to promote good authorship practices. These declarations are to be inserted in all theses submissions commencing **Jan 2019**.

Statement of Originality (Students)

- Certifies that work done and reported is the **student's own**
- **Not submitted** for a higher degree to any other University or Institution

Supervisor Declaration Statement

- Currently provided as a separate insert to theses/ dissertations, but now to be **included within the submission**
- To declare **free of plagiarism, grammatical clarity, student's own work, honesty, integrity**

Authorship Attribution Statement

- To be included when published materials are inserted as thesis chapters (often the result of group work)
- Specify **student's contribution** and **co-authors' contribution** in the statement for each publication
- Demonstrates proper credit and accountability

Templates available for download at:

NTU OAS> Graduate Education> [Theses/Dissertations](#)

NTU RIEO> Research Integrity > [Theses/Dissertations](#)

Schools may adapt templates accordingly

→ If published materials are not inserted as thesis chapters, students must acknowledge co-worker contributions in the acknowledgement section of their thesis.

