

DISSERTATION SUBMISSION FORM – PROGRAMMES BY COURSEWORK
(to be submitted to the Dissertation Administrator)

Notes to candidates:

1. Conditions to determine a student's liability of tuition fees

A student is no longer liable for the payment of fees when he/she satisfies the following conditions:

- a. he/she must have completed the entire coursework component of the programme of study (8 courses – 24 AUs), and
- b. he/she has submitted his/her dissertation in the form ready and approved by the Associate Chair/Assistant Chair for examination not later than the end of the second week of any semester.

2. Dissertation Examination

- a. TWO (2) soft-bound (spiral bound) copies of the dissertation must be submitted with this form.
- b. Part 1 of this form must be completed and signed by the student. Unsigned forms may delay processing of the submitted dissertation for examination.
- c. After completing Part 1, please hand this form to your supervisor for his/her endorsement.
- d. The completion and compilation of the dissertation submission/report must be in accordance with the instructions found in the guidelines provided.

3. Dissertation Amendments

- a. If the outcome of the examination is minor amendments, students will be given ONE (1) month to make amendments.
- b. If the outcome of the examination is major amendments, students will be given THREE (3) months to make amendments and resubmit a second time for review and until the dissertation is cleared for award of degree without further examination.
- c. Failure to adhere to these deadlines shall either affect the passing of the dissertation component or shall result in student's being billed for an additional semester of fees.

4. Dissertation Final Submission

- a. Student to submit the electronic copy of final dissertation via DR-NTU: <https://dr.ntu.edu.sg/>
- b. Forward the approval email from DR-NTU administrator to the Dissertation Administrator via email at wkwsci_coursework@ntu.edu.sg
- c. Please check with your supervisor if you are required to submit the softcopy of your dissertation in MS Word and/or Adobe PDF formats (in a single file) to him/her for reference.

5. Incompletion of Dissertation

For students who have exceeded the maximum candidature period [TWO (2) academic years for full-time and FOUR (4) academic years for part-time programme status] and still have not submitted the dissertation for examination, students will be terminated from their programmes of study.



PART 1: TO BE COMPLETED BY CANDIDATE

Submitted to Dissertation Administrator:

Name:	Matric No:
Programme:	CGPA:
Academic Year / Semester:	Mobile:
NTU Email:	Personal Email:
Dissertation Title: _____ _____ _____	
Supervisor Name:	(Prof / Assoc Prof / Asst Prof / Dr) *

I have read and understood the **Notes to Candidates** above, and hereby submit TWO (2) soft-bound (spiral bound) copies of my dissertation in partial fulfilment of the above degree for examination, along with the below documents:

1. Statement of Originality of Report (endorsed by my supervisor)
2. Research Integrity Course Certificate (if applicable)

I also confirm that the following declaration statements have been signed and are compiled in the dissertation:

3. Statement of Originality
4. Supervisor Declaration Statement
5. Authorship Attribution Statement

Signature of Student: _____ Date: _____

PART 2: TO BE COMPLETED BY SUPERVISOR

1. The candidate named on Part 1 has completed the writing up of his/her dissertation to my satisfaction. In my opinion, the dissertation is ready for examination.
2. The summary of the originality of the report submitted by the student has been endorsed.
3. Remarks (*attach separate sheet if necessary*): _____

Examiner Assigned: _____ (Prof / Assoc Prof / Asst Prof / Dr) *

Signature of Supervisor: _____ Date: _____



PART 3: TO BE COMPLETED BY PROGRAMME DIRECTOR (PD)

(Office Use)

Recommended / Not Recommended * for examination.

Comments (*if any*): _____

Name & Signature: _____ Date: _____

PART 4: TO BE COMPLETED BY ASSOCIATE CHAIR/ASSISTANT CHAIR

(Office Use)

Approved / Not Approved * for examination.

Comments (*if any*): _____

Name & Signature: _____ Date: _____

* *delete whichever is not applicable*