

WKWSCI Guideline on Dissertation Reimbursement

- This applies to students in WKWSCI's graduate coursework programmes (MSIS, IS, and KM), who are working on dissertation as part of their coursework requirements.
- Students working on the dissertation may seek reimbursement of up to \$200 for participant incentives. You are required to have a GIRO account with NTU. If he/she does not have such an account, the person will need to sign up for a GIRO account with the bank.
- Students will need to submit the Dissertation Registration Form once they have finalized their Option of Study. Period of claim will commence from the submission of dissertation registration form till the submission of dissertation for examination. In event that students who are unable or decides not to pursue dissertation mid-way, they are not entitled for any reimbursement.
- All claims to be submitted via the GSLink. You are required to print the claim application attaching all receipt and documentary proof of payment as you submit the Dissertation for examination. All claims must be submitted online before you submit the Dissertation for examination.
- Claims are based on production of official receipts and documentary proof of payment. There is also a template for the recipients to acknowledge and sign off upon the receipt of the participant incentives. Transport charges, meals, and other personal expenses are not claimable.
- Once the claims are verified and approved, the amount of the claim will be reimbursed to the account of the student.
- Please refer to the procedures to submit the Dissertation reimbursement in a separate document.