



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

Wee Kim Wee School of Communication and
Information
College of Humanities, Arts, and Social Sciences

Wee Kim Wee School of Communication and Information

**HANDBOOK FOR GRADUATE STUDENTS
(RESEARCH)**

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HANDBOOK FOR RESEARCH STUDENTS

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1. About WKWSCI Research Programmes

- The research programmes in WKWSCI are specially designed for students to work with faculty members with diverse research interests in communications and information studies.

Research students can present their research work at regional and global conferences. In addition, they can collaborate with faculty on numerous publications in top academic journals. The research students in the PhD programme are exposed to classroom teaching opportunities to prepare them for an academic career.

- Our research students typically conduct research in the following areas:

Information Studies: Human computer interaction, games and gamification, information retrieval and analytics, social media, mobile and ubiquitous computing, information behaviour, information literacy, knowledge organization, knowledge management applications and practices

Communication Studies: Health communication and information, marketing communication and public relations, media arts and cultural studies, computer-mediated communication, journalism, international/intercultural communication, communication law and policy, political communication.

2. Research Programme Candidature & Scholarship

Programme	Full-time Candidature		Part-time Candidature		Research Scholarship
	Minimum	Maximum	Minimum	Maximum	
PhD	2 years	5 years	3 years	5 years	4 years
MA	1 year	3 years	1 year	3 years	2 years

NTU Research Scholarship (RSS) funded scholarships for PhD students are renewable yearly for up to four years, subject to good performance.

NTU Research Scholarship (RSS) funded scholarships for MA students are renewable yearly for up to two years, subject to good performance.

Students who exceed their maximum candidature will be subject to non-subsidised fees

3. NTU Academic Calendar

<https://www.ntu.edu.sg/admissions/matriculation/academic-calendars>

There are thirteen (13) teaching weeks in a semester. There will be a Recess Week (1 week) after week 7. Teaching week 8 will resume after the Recess Week.

4. Coursework Requirements

4.1 PhD Coursework Requirements

PhD students must complete 6 courses (18 AUs) with a minimum TGPA and CPGA of 3.50 before Confirmation Exam / Qualifying Exam (QE). After QE, PhD students can take additional courses (max 2) with Pass/Fail grades.

18 AUs = 2 Core Courses + 2 Method Courses + 2 Elective Courses

CI7011 Philosophy of Research is a **mandatory** course for MA and PhD students. This course is offered once a year in semester 1 but is subject to change.

Core Courses	Method Courses	Elective Courses
CI7011 Philosophy of Research (CS & IS track)	CI7014 Advanced Quantitative Research Methods in Communication and Information	CI7016 Independent Study in Communication
CI7012 Communication Theory (CS track)	CI7015 Advanced Qualitative Research Methods in Communication and Information	CI7017 Independent Study in Information
CI7013 Conceptual Foundations of Information (IS track)	*CI7104 Network Analysis: Theory and Methods	CI7101 New Media and Society
	*CI7107 Advanced Quantitative Analysis for Communication and Information Research	CI7102 Human Information Behaviour
		CI7103 Mind and Media
		*CI7104 Network Analysis: Theory and Methods
		CI7015 Bayesian Statistics
		CI7106 Communication Neuroscience
		*CI7107 Advanced Quantitative Analysis for Communication and Information Research
		CI7108 Media Influence and Persuasion
		CI7109 Advertising Theory and Consumer Psychology

**Can be counted as method or elective*

4.2 MA Coursework Requirements

MA students must complete 3 graded courses (9 AUs) with a minimum of TGPA and CGPA of 3.0 before Confirmation Exam / Qualifying Exam (QE). After QE, MA students can take additional courses (max 2), which will be **graded** and subject to GPA computation.

9AUs = 2 Core Courses + 1 Method Course

CI7011 Philosophy of Research is a **mandatory** course for MA and PhD students. This course is offered once a year in semester 1 but is subject to change.

Core Courses	Method Courses	Elective Courses
CI7011 Philosophy of Research CI7012 Communication Theory	CI7014 Advanced Quantitative Research Methods in Communication and Information CI7015 Advanced Qualitative Research Methods in Communication and Information *CI7104 Network Analysis: Theory and Methods *CI7107 Advanced Quantitative Analysis for Communication and Information Research	CI7016 Independent Study in Communication CI7017 Independent Study in Information CI7101 New Media and Society CI7102 Human Information Behaviour CI7103 Mind and Media *CI7104 Network Analysis: Theory and Methods CI7015 Bayesian Statistics CI7106 Communication Neuroscience *CI7107 Advanced Quantitative Analysis for Communication and Information Research CI7108 Media Influence and Persuasion CI7109 Advertising Theory and Consumer Psychology

**Can be counted as method or electives*

5. Course Registration Information

- a. Information and Guides:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Course%20Registration/info-guides.aspx>
- b. When to register:
<https://entuedu.sharepoint.com/sites/Student/dept/sasd/oas/SitePages/Course%20Registration/registration-schedule.aspx> (*Course Registration Schedule*)
- c. Graduate Student System Timetable:
[https://wish.wis.ntu.edu.sg/pls/webexe/pgr\\$subrs_timetable.mmenu](https://wish.wis.ntu.edu.sg/pls/webexe/pgr$subrs_timetable.mmenu)
- d. Graduate Students Course Registration System:
<https://student-intranet.ntu.edu.sg/>

Choose:
82: Master of Communication Studies or 83: Doctor of Philosophy (SCI)
- e. Apply for courses from other schools through *Register Cross-Programme courses*
- f. For Cross-listed or Cross Programme courses, students must consult their supervisors before seeking permission from the course instructor. Upload both approvals in the cross-programme registration system.
- g. Please note that students with outstanding tuition fees cannot register for courses.

6. Graduation Requirements for PhD Students

6.1 Coursework Requirements

- 6 courses (18 AUs) = 2 Core Courses + 2 Method Courses + 2 Elective Courses
- Maintain a minimum term grade point average (TGPA) and cumulative grade point average (CGPA) of 3.50
- Attain at least a Grade Point of 2.50 (Grade C+) for every course

6.2 Communication Courses

<https://www.ntu.edu.sg/graduate-college/student-life/Postgraduate-Essential-skills/Communications-Writing-Training-Programme>

- Pass two communication courses (CI8001, HWG805 or HWG806) which make up to 39 hours. Each course has 19.5 teaching hours.
- There will be no grades for the communication courses. They are pass/fail courses which will be reflected in the student transcript.
- CI8001 Speaking Academia (WKWSCl) *Recommended taking before QE*
- HWG805 Academic Writing in the Humanities & Social Sciences (LCC) *Recommended taking before QE*
- HWG806 Publishing in the Humanities & Social Sciences (LCC) *Recommended taking after QE*

6.3 Three-Minute Thesis (3MT)

- Participate in a 3-minute thesis (3MT) presentation symposium before thesis submission
(Must be taken after passing QE)

6.4 Epigeum Research Integrity Course (ERWA01)

- Complete the e-learning Anti-Harassment course on NTULearn before taking the ERWA01 Epigeum Research Integrity course (RI-ERIC)
- A self-enrolment guide for Anti-Harassment course can be found [here](#)
- Pass ERWA01 Epigeum Research Integrity course (1st Semester)
- Only 1 track is required. However, you may take more than 1 track. Choose the track that is related to your specific research activities.
- Students must review course content and complete Module Quizzes 1 to 5 for their selected track before they are eligible to take the final examination.
- ERWA01 Epigeum Research Integrity course is valid for a maximum of 3 years, and hence PhD students are required to take the course at the end/mid of Year 3 candidature
- Students are not allowed to submit thesis if they fail to take ERWA01 Epigeum Research Integrity course in their year 4.

6.5 Scholarly Communication & Impact Seminars

- All **first-year postgraduate research students** need to attend Scholarly Communication & Impact Seminars conducted by the NTU Library
- Refer to the link below for the schedule and registration for the seminar
<https://blogs.ntu.edu.sg/ntulibrary/workshops-events/>

6.6 Pass HWG703, Graduate English (unless exempted) for international students

6.7 HWG702 University Teaching for Teaching Assistants

- Full-time PhD students under scholarship must also complete HWG702, (University Teaching for Teaching Assistants) before confirmation to be granted the \$500 RSS stipend increment
- For students who do not pass HWG702 in time – There will be no backdating of stipend increment when they subsequently pass HWG702

6.8 All PhD students (FT and PT) must attend 10 seminars per academic year / 5 seminars per semester (submit proof of attendance at the end of each semester). The seminars attended should bear relevance to your research or expand new knowledge.

6.8 Passed Confirmation / Qualifying Exam (QE)

- Complete six graded courses (18 AUs) before proceeding with the Confirmation / Qualifying Exam (QE)
- QE must be completed **by the end of 18 months (FT) or the end of 24 months (PT)** from the start of candidature (Students who cannot meet the QE deadline have to submit the Extension of QE form)
- Refer to **Annex E** for Confirmation Report Guidelines
- Refer to **Annex F** for Confirmation Report Template

6.10 Complete required GAP hours before graduation (for scholars)

- If a student does not meet the total required GAP hours by the time the thesis is submitted for examination, the student will have his/her transcript, student status letter, conferment letter and degree scroll withheld until the required GAP hours are fulfilled.
- Please refer to the required hours in Annex A of your Award Letter.

7. Graduation Requirements for MA Students

7.1 Coursework Requirements

- 3 courses (9 AUs) = 2 Core Courses + 1 Method Courses
- Maintain a minimum term grade point average (TGPA) and cumulative grade point average (CGPA) of 3.00
- Attain at least a Grade Point of 2.50 (Grade C+) for every course

7.2 Epigeum Research Integrity Course (ERWA01)

- Complete the e-learning Anti-Harassment course @NTU before taking the ERWA01 Epigeum Research Integrity course (RI-ERIC)
- A self-enrolment guide can be found [here](#)
- Pass ERWA01 Epigeum Research Integrity course (1st semester)
- Only 1 track is required. However, you may take more than 1 track. Choose the track that is related to your specific research activities.
- Students must review course content and complete Module Quizzes 1 to 5 for their selected track before they are eligible to take the final examination.

7.3 Pass HWG703, Graduate English (unless exempted) for international students

7.4 Scholarly Communication & Impact Seminars

- All **first-year postgraduate research students** need to attend Scholarly Communication & Impact Seminars 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>

7.5 All MA students (FT and PT) must attend 10 seminars per academic year / 5 seminars per semester (submit proof of attendance at the end of each semester). The seminars attended should bear relevance to your research or expand new knowledge.

7.6 Passed Confirmation / Qualifying Exam (QE)

- Complete six graded courses (9 AUs) before proceeding with the Confirmation / Qualifying Exam (QE)
- QE must be completed **by the end of 12 months (FT & PT)** from the start of candidature (Students who cannot meet the QE deadline have to submit the Extension of QE form)
- 12 months from the start of candidature for MA students (For scholars, stipend will be cut off after 12 months until students pass QE)
- 18 to 24 months from the start of candidature for PhD students (For scholars, stipend will be cut off after 18 months until students pass QE)
- Refer to **Annex E** for Confirmation Report Guidelines
- Refer to **Annex F** for Confirmation Report Template

7.7 Complete required GAP hours before graduation (for scholars)

- If a student does not meet the total required GAP hours by the time the thesis is submitted for examination, the student will have his/her transcript, student status letter, conferment letter and degree scroll withheld until the required GAP hours are fulfilled.
- Please refer to the required hours in Annex A of your Award Letter.

8. Confirmation of Candidature / Qualifying Examination (QE)

- The Qualifying Examination (QE) is compulsory for all research students enrolled in a research programme leading to the award of a PhD or a Master's degree upon completion of all graduation requirements.
- The aim of the QE is to assess and ascertain if the student is equipped with the fundamental domain knowledge in his/her research discipline and to demonstrate the ability to take independent research, write and defend a thesis

- QE marks a student's competency and readiness to advance to the next stage of his/her candidacy for research training
- Students must keep track of their candidature and work with the supervisor/s and TAC (only for PhD) to prepare before the QE deadline.
 - a. MA students should have completed QE by end of 12 months from the start of candidature
 - b. Full-time PhD students should have completed QE by end of 18 months from the start of candidature
 - c. Part-time PhD students should have completed QE by end of 24 months from the start of candidature
- Students should spend time discussing and working together with his/her supervisor(s) to produce a QE Report of high quality.
- Students must seek approval from the supervisor, co-supervisor (if any) and TAC (for PhD students) before submitting the QE report to the school Turnitin or iThenticate the report for plagiarism check before submitting the QE reports to the school.
- Students must submit the following documents for QE and prepare for the oral exam within one month from the reports submission.
 - QE Report
 - Turnitin or iThenticate Report
 - Student Progress Report
 - Supervisor/TAC Assessment Report
 - TAC Presentation Form (for PhD students)
- Students must fulfil the coursework requirements of their programme, complete the **Anti-Harassment course** and **Epigeum Research Integrity Course (ERWA01)** and achieve a minimum CGPA requirement to be eligible for QE

9. Outcome of QE Examination

- Passed QE with no amendments required to the QE report
- Passed QE subject to satisfactory corrections to be made to the QE report
- Failed QE and is entitled to a one-time retake within two months from the 1st QE
- Failed QE and convert from a PhD candidature to Master's by Research candidature
- Failed QE with the termination of candidature

10. Thesis Submission (refer to Annex G)

- In compliance with the Research Integrity Policy, all these must be cleared for plagiarism, fraud and falsification. <https://www.ntu.edu.sg/research/theses-dissertations>
- Theses should not exceed the following number of words (refer to Annex H)
 - Master's Thesis should not exceed 40,000 words
 - PhD Thesis should not exceed 80,000 words
 - The number of words includes footnote, but excludes appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.
- Students are required to write an abstract of 150 words for the thesis.
- Students should submit the thesis within the maximum candidature of study.
- Students should have completed the coursework requirements for the programme of study before submitting the thesis for examination.
- In addition to the thesis examination, a PhD student must pass an oral examination after the thesis examination is completed.

11. Research Student Milestone

- Refer to **Annex A** for Milestone for PhD students (with scholarship)
- Refer to **Annex B** for Milestone for PhD students (Part-time)
- Refer to **Annex C** for Milestone for MA students (with scholarship)
- Refer to **Annex D** for Milestone for MA students (Full-time/Part-time)

Please give due diligence in submitting the relevant documents by the stipulated deadlines indicated in the milestone.

12. Graduate Assistantship Programme (GAP) *(For students under scholarship)*

- All students under scholarship will be required to perform duties as Teaching or Research Assistants as a form of 'In-service obligation'
- Students must ensure that the total hours required under the GAP are completed at least six months before graduation
- If the total required hours are not met by the time the thesis is submitted for examination, students will have his/her transcript, student status letter, conferment letter and degree scroll withheld until the fulfilment of the requirement

- Students are allowed to participate in the Work Study Scheme (WSS) if they have fulfilled the following conditions:
 - Passed QE
 - Complete GAP hours requirements set out by MOE

Refer to **Annex I** for GAP hours

13. Guidelines and Expectations of Research Students *(For students under scholarship)*

- Office Hours
 - Students should be readily contactable (via email or phone) if they are not in the office during office hours and are expected to respond promptly to communications from supervisors or school administrators
- Expectations
 - Students should fulfil TA duties assigned by the School and meet the requirements of their reporting faculty
 - Students should fulfil exam invigilation duties and marks batch checking every semester
- Vacation Leave Guidelines
 - 21 working days of vacation leave in calendar year for full-time students only. Rollover of unconsumed leave to the following year is not allowed.
 - Students are not allowed to take leave during semester time
 - Students are not allowed to take leave during the marks batch checking
 - Special provision of up to 2 days can be allowed during semester time for students who need to take leave for urgent reasons.
- Leave of Absence (LOA)
 - Classified under *Full-Term Leaves and *Short-Term Leaves
 - To be taken only after utilizing all the balance vacation leave
 - Counted towards the maximum candidature with the exception of full-term leave
 - Research students with NTU scholarships would have their stipend stopped during LOA
 - Administrative fee of \$54.00 per semester to be paid to retain their names on the higher degree register
 - Surrender student pass if on LOA for more than three months
 - Approval is at the discretion of the Associate Chair, Graduate and Continuing Education on a case-by-case basis

*Full-term Leaves refer to absence from studies for a period in terms of more than 4 weeks or a full semester.

*Short-term Leaves refer to absence from studies for a cumulative period of up to four (4) weeks. Absence beyond a period of 4 weeks will constitute full-term leave.

- Maternity Leave (Similar to LOA)
 - Full scholarship stipend up to a maximum of 8 weeks
- Reservist/In-Camp Training
 - Applicable to male students who need to serve Singapore National Service
 - Students under NTU scholarship will have their stipend paid during this period
- Compassionate Leave
 - A student is granted compassionate leave of up to 3 working days on the bereavement of an immediate family members
 - Students under NTU scholarship will have their stipend paid during this period

14. Stipend Renewal Process

- Students need to submit the following documents for scholarship renewal on a yearly basis
 - Student's Progress Report
 - Supervisor's Assessment Report on Research Student
 - Student Academic Record
 - Seminar Attendance Form
 - GAP Hours Form
- Stipend Payback after Qualifying Exam
 - Students who are late in their QE (12 months for MA and 18 months for PhD) will only be entitled to a max of 6 months stipend to be paid back.

Example: If you are supposed to be confirmed by the 18th month but only managed to do so by the 26th month, which is 8 months later than the deadline, you will only receive back pay of **6 months stipend**. The remaining 2 months will be forfeited.

15. Graduate Student Research Support Grant – Post QE

- Research students who pass QE will receive a research support grant to defray the expenses incurred in the research for the thesis, specifically in collecting data, providing incentives to survey participants or interview respondents, and local travel to study sites.
- Funding for MA students and PhD students will be at S\$1,000 and S\$2,000, respectively
- Funds will be disbursed in January or August to the student's bank account
Please update bank details via the online [Student Bank Account Form](#).
- Funding is subject to the school budget availability

- The payment will be disbursed to students only in January or August every year:

No	Categories	1st Disbursement (upon passing QE)	2nd Disbursement
1	PhD students	S\$1,000	S\$1,000
2	MA students	S\$1,000	NA

16. Guidelines on Conference Support (refer to Annex J)

- S\$5,000 for FT and PT PhD (per candidature) for Semester 1, AY2022 intake onwards
- S\$2,000 for FT and PT MA (per candidature) for Semester 1, AY2022 intake onwards

17. Code of Practice for Research Students











Refer to **Annex K**





18. WKWSCI Graduate Students Space

Full-time research students will be allocated cubicles on Level 5 of the WKWSCI Building.

FORMS

<https://www.ntu.edu.sg/wkwsci/admissions/useful-links/graduate/forms-and-procedures#research>

No	List of Forms	When to Submit	Forms
1	Proposed Research and Supervisor Form	By 6 th month after matriculation	 Proposed Research Topic and Supervisor
2	Change Supervisor or Add Co-supervisor	When applicable	 Change supervisor or add co-supervisor
3	Seminar Attendance Form	End of every semester	 Seminar Attendance Form
*4	GAP Hours Form (for scholarship)	End of every semester	 GAP Semester Form
5	Student Progress Report	Renewal of scholarship	 Student Progress Report
6	Supervisor Assessment Report	Renewal of scholarship	 Supervisor Assessment Report
7	Course Exemption Form	When applicable	 Course Exemption Form
8	Application for CI7016 /CI7017 Independent Study	When applicable	 A9016-A9107 Independent Study
9	Conference Support Application Form	When applicable	 Conference Support Application Form
10	PhD Summer Programmes Application Form	When applicable	 PhD Summer Programme Application Form

11	TAC Presentation Form (PhD only)	Before submission of QE proposal	 TAC Presentation Form
12	Application for Thesis Submission Form	Before thesis submission	 Application of Thesis Submission
13	Request for withdrawal from course (s) or programme	When applicable	 Request for withdrawal from cours
14	Extension of Candidature	When applicable	 Extension of Candidature

***For students with scholarship**

ANNEXES

Annex A – Milestone for PhD student (with scholarship)

Annex B – Milestone for PhD student (Part-time)

Annex C – Milestone for MA student (with scholarship)

Annex D – Milestone for MA student (Full-time / Part-time)

Annex E - Confirmation Report Guideline

Annex F – Confirmation Report Template


Annex G – Thesis Submission Process

Annex H - Thesis Format

Annex I – Graduate Assistantship Programme (GAP) Hours


Annex J – Conference Funding Guidelines

Annex K – Code of Practice for Research Students


Milestone of PhD Students (with scholarship)			
Year	Semester	Coursework Requirements	Other Requirements
Year 1	1 st semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 2) 	<ul style="list-style-type: none"> Attend HWG703 Graduate English (unless exempted) Exemption Criteria: Previous full-time study in English for both UG and Master studies or with IELTS test score of average 7.0 with min sub-score of 6.5 Complete e-learning module (SLO-20S1-PGR) – Anti-Harassment @ NTU before taking ERWA01 Research Integrity course. SLO-20S1-PGR is a self-enrolment course which can be found here https://www.ntu.edu.sg/docs/default-source/academic-services/here91ba3e7d-8a7d-4f81-a3c6-bff0284e92b9.pdf?sfvrsn=4dc6100f_3 Attend ERWA01 Epigeum Research Integrity Course (Pass/Fail grade)  SBS to access ERI701.pdf ERWA01 is valid for 3 years and hence PhD students need to take the course again at the end/mid of Year 3. Attend Scholarly Communication and Impact Seminar. This is compulsory in the first year. https://blogs.ntu.edu.sg/ntulibrary/workshops-events/ TA admin duty (GAP Hours) Confirm supervisor, TAC and research topic and proposal (submit form) for Associate Chair, Graduate and Continuing Education for approval Aug intake – submit the form by 31 December Jan intake – submit the form by 30 June Attend 5 seminars Assist in Exam Marks Batch Checking (GAP Hours)

Year 1	2 nd semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 1 or 2) 	<ul style="list-style-type: none"> Attend HWG702 University Teaching for Teaching Assistants (compulsory before QE for full-time students only) Students with scholarships must pass HWG702 before they can be granted the increment in stipend upon passing QE Attend Communication Course (Pass/Fail grade) CI8001 Speaking Academia <u>OR</u> HWG705 Academic Writing in The Humanities & Social Sciences TA admin duty (GAP Hours) Attend 5 seminars Renew stipend at the end of 2nd semester / Year 1 Submit Student Progress Report and Supervisor Assessment Report Assist in Exam Invigilation Duty (GAP Hours) Assist in Exam Marks Batch Checking (GAP Hours)
Year 2	3 rd semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 1 or 2) <p>Note: Maximum 6 courses before QE</p>	<ul style="list-style-type: none"> TA admin duty (GAP Hours) Attend 5 seminars Qualifying Examination (QE) Renew stipend upon passing QE Submit Student Progress Report and Supervisor Assessment Report Assist in Exam Invigilation Duty (GAP Hours) Assist in Exam Marks Batch Checking (GAP Hours)
Year 2	4 th semester		<ul style="list-style-type: none"> TA teaching/ admin duty (GAP hours) Attend 5 seminars Assist in Exam Invigilation Duty (GAP Hours) Assist in Exam Marks Batch Checking (GAP Hours)


Year 3	5 th semester		<ul style="list-style-type: none"> • TA teaching/admin duty (GAP Hours) • Attend 5 seminars • Attend Communication Course (Pass/Fail grade) HWG706 Publishing in The Humanities & Social Sciences (recommended after QE) • Assist in Exam Marks Batch Checking (GAP Hours)
Year 3	6 th semester		<ul style="list-style-type: none"> • TA teaching/admin duty (GAP Hours) • Attend 5 seminars • Renew stipend at the end of year 3 Submit Student Progress Report and Supervisor Assessment Report • Assist in Exam Marks Batch Checking (GAP Hours)
Year 4	7 th Semester		<ul style="list-style-type: none"> • TA teaching/admin duty (GAP Hours) • Attend 5 seminars • Participate in 3-Minute Thesis (3MT) presentation symposium before graduation
Year 4	8 th Semester		<ul style="list-style-type: none"> • Attend 5 seminars • Submission of Thesis (End of scholarship)
Year 5	9 th Semester		<ul style="list-style-type: none"> • Revision of Thesis • Oral Defence • Submission of Final Revised Thesis

Milestone of PhD Students (Part-time)			
Year	Semester	Coursework Requirements	Other Requirements
Year 1	1 st semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 2) 	<ul style="list-style-type: none"> Attend HWG703 Graduate English (unless exempted) Exemption Criteria: Previous full-time study in English for both UG and Master studies or with IELTS test score of average 7.0 with min sub-score of 6.5 Complete e-learning module (SLO-20S1-PGR) – Anti-Harassment @ NTU before taking ERWA01 Research Integrity course. SLO-20S1-PGR is a self-enrolment course which can be found here https://www.ntu.edu.sg/docs/default-source/academic-services/here91ba3e7d-8a7d-4f81-a3c6-bff0284e92b9.pdf?sfvrsn=4dc6100f_3 Attend ERWA01 Epigeum Research Integrity Course (Pass/Fail grade)  SBS to access ERI701.pdf ERWA01 is valid for 3 years and hence PhD students need to take the course again at the end/mid of Year 3 Attend Scholarly Communication and Impact Seminar This is compulsory in the first year. This seminar can be counted as one of the seminar requirements https://blogs.ntu.edu.sg/ntulibrary/workshops-events/ Confirm supervisor and TAC (submit form) Attend 5 seminars
Year 1	2 nd semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 1 or 2) 	<ul style="list-style-type: none"> Attend Communication Course (Pass/Fail grade) CI8001 Speaking Academia OR HWG705 Academic Writing in The Humanities & Social Sciences Attend 5 seminars

Year 2	3 rd semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 1 or 2) <p><i>Note: Maximum 6 courses before QE</i></p>	<ul style="list-style-type: none"> Attend 5 seminars
Year 2	4 th semester		<ul style="list-style-type: none"> Attend 5 seminars Qualifying Examination (QE)
Year 3	5 th semester		<ul style="list-style-type: none"> Attend 5 seminars
Year 3	6 th semester		<ul style="list-style-type: none"> Attend 5 seminars Attend Communication Course (Pass/Fail grade) HWG706 Publishing in The Humanities & Social Sciences (recommended after QE)
Year 4	7 th Semester		<ul style="list-style-type: none"> Attend 5 seminars Participate in the 3-Minute Thesis (3MT) presentation symposium before graduation
Year 4	8 th Semester		<ul style="list-style-type: none"> Attend 5 seminars
Year 5	9 th Semester		<ul style="list-style-type: none"> Attend 5 seminars
Year 5	10 th semester		<ul style="list-style-type: none"> Attend 5 seminars Submission of thesis
Year 6	11 th semester		<ul style="list-style-type: none"> Revision of Thesis Oral Defence Submission of Final Revised Thesis

Milestone of MA Students (with scholarship)			
Year	Semester	Coursework Requirements	Other Requirements
Year 1	1 st semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 2) 	<ul style="list-style-type: none"> Attend HWG703 Graduate English (unless exempted) Complete e-learning module (SLO-20S1-PGR) – Anti-Harassment @ NTU before taking ERWA01 Research Integrity course. SLO-20S1-PGR is a self-enrolment course which can be found here https://www.ntu.edu.sg/docs/default-source/academic-services/here91ba3e7d-8a7d-4f81-a3c6-bff0284e92b9.pdf?sfvrsn=4dc6100f_3 Attend ERWA01 Epigeum Research Integrity Course (Pass/Fail grade)  SBS to access ERI701.pdf Attend Scholarly Communication and Impact Seminar This is compulsory in the first year. This seminar can be counted as one of the seminar requirements. https://blogs.ntu.edu.sg/ntulibrary/workshops-events/ Confirm supervisor (submit form) Attend 5 seminars Assist in Exam Invigilation Duty (GAP Hours) Assist in Exam Marks Batch Checking (GAP Hours)
Year 1	2 nd semester	<ul style="list-style-type: none"> 1 or 2 graded courses (Register during Registration Period 1 or 2) <p><i>Note: Maximum 3 courses before QE</i></p>	<ul style="list-style-type: none"> TA admin duty (GAP Hours) Attend 5 seminars Qualifying Examination (QE) Assist in Exam Invigilation Duty (GAP Hours) Assist in Exam Marks Batch Checking (GAP Hours)

			<ul style="list-style-type: none"> • Renew stipend at the end of 2nd semester for 6 months • Submit Student Progress Report and Supervisor Assessment Report
Year 2	3 rd semester	<ul style="list-style-type: none"> • 1 or 2 graded courses <i>(Register during Registration Period 1 or 2)</i> 	<ul style="list-style-type: none"> • TA admin duty (GAP Hours) • Attend 5 seminars • Assist in Exam Invigilation Duty (GAP Hours) • Assist in Exam Marks Batch Checking (GAP Hours)
Year 2	4 th semester		<ul style="list-style-type: none"> • Attend 5 seminars • Submission of Thesis
Year 3	5 th Semester		<ul style="list-style-type: none"> • Revision of Thesis • Submission of Final Revised Thesis

Milestone of MA Students (Full-time / Part-time)			
Year	Semester	Coursework Requirements	Other Requirements
Year 1	1 st semester	<ul style="list-style-type: none"> 2 graded courses (Register during Registration Period 1 & 2) 	<ul style="list-style-type: none"> Attend HW703 Graduate English (unless exempted) Complete e-learning module (SLO-20S1-PGR) – Anti-Harassment @NTU before taking ERWA01 Research Integrity course. SLO-20S1-PGR is a self-enrolment course which can be found here https://www.ntu.edu.sg/docs/default-source/academic-services/here91ba3e7d-8a7d-4f81-a3c6-bff0284e92b9.pdf?sfvrsn=4dc6100f_3 Attend ERWA01 Epigeum Research Integrity Course (Pass/Fail grade)  SBS to access ERI701.pdf Attend Scholarly Communication and Impact Seminar This is compulsory in the first year. This seminar can be counted as one of the seminar requirements. https://blogs.ntu.edu.sg/ntulibrary/workshops-events/ Confirm supervisor (submit form) Attend 5 seminars
Year 1	2 nd semester	<ul style="list-style-type: none"> 1 or 2 graded courses (Register during Registration Period 1 or 2) 	<ul style="list-style-type: none"> Attend 5 seminars
Year 2	3 rd semester	<ul style="list-style-type: none"> 1 or 2 graded courses (Register during Registration Period 1 or 2) 	<ul style="list-style-type: none"> Attend 5 seminars Qualifying Exam (QE)
Year 2	4 th semester		<ul style="list-style-type: none"> Attend 5 seminars
Year 3	5 th Semester		<ul style="list-style-type: none"> Attend 5 seminars Submission of Thesis
Year 3	6 th Semester		<ul style="list-style-type: none"> Revision of Thesis Submission of Final Revised Thesis

CONFIRMATION / QUALIFYING EXAM (QE) REPORT

The student must submit a QE Report at least 2 months prior to his/her QE. In general, the report must address the following:

- The research topic must be clearly defined
- An appropriate research methodology must be shown
- Clear presentation of data to support the research investigations
- Relevant literature review and references made to the literature

A. Requirements

1. The confirmation report by the candidate should be at least 10 pages, excluding appendixes in length (Font size 12 and double-spaced A4 page with 1-inch margins). Please follow the APA format.
2. The QE Report submitted by the candidate must be screened using Turnitin or iThenticate for plagiarism against previously published works. The Turnitin or iThenticate report must be submitted with the QE report.

B. General Guidelines

The QE Report should cover the following:

- 1) Background to the study and research objectives
 - a. If the topic of study has deviated from the originally proposed topics, an explanation for this should also be given,
 - b. Master's student 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.
- 2) Literature review
- 3) Methodology
- 4) Preliminary results (if any)
- 5) Discussion of preliminary results (if any)
- 6) A plan of action that should include the methodology suitable for the next stage of work and that is achievable within the remaining timeframe of the candidature. A detailed schedule should be included as far as possible.
- 7) A description of possible challenges and how the candidate intends to meet those challenges

APA format

IN-TEXT REFERENCE		REFERENCE LIST
THESIS OR DISSERTATION		
Thesis or Dissertation – print	Nurses working in an acute care environment tend to experience a high degree of workplace conflict (Duddle, 2009).	Duddle, M. (2009). <i>Intraprofessional relations in nursing: A case study</i> (Unpublished doctoral thesis), University of Sydney, Australia.
Thesis or Dissertation – retrieved from a database	The field of engineering has largely developed around the positivist philosophical position (Hector, 2008).	Hector, D. C. A. (2008). <i>Towards a new philosophy of engineering: Structuring the complex problems from the sustainability discourse</i> (Doctoral thesis). Available from Australasian Digital Theses database. (Record No. 185877) <i>Note:</i> End the reference with the unique number or identifier assigned to the thesis/dissertation.
Thesis or Dissertation – retrieved from the web	Lacey (2011) differentiates between instrumental violence and violence inflicting injury for its own sake.	Lacey, D. (2011). <i>The role of humiliation in collective political violence</i> (Masters thesis, University of Sydney, Australia). Retrieved from http://hdl.handle.net/2123/7128
UNIVERSITY PROVIDED STUDY MATERIALS		
Lecture / tutorial notes, etc. – online	Septicaemia is one of many infections commonly acquired in hospitals (Maw, 2010) ...	Maw, M. (2010). <i>NURS5082 Developing nursing practice, lecture 2, week 1: Healthcare-associated infections and their prevention</i> [Lecture PowerPoint slides]. Retrieved from http://learn-online.ce.usyd.edu.au/

In the QE seminar presentation, you should cover these areas:

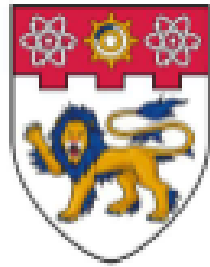
- a. Clear and coherent presentation
- b. Adequate knowledge of the research field to continue with the research
- c. Ability to respond to questions in a clear and convincing manner
- d. Understanding the purpose and goals of research
- e. Novelty and significance of the proposed research work

In summary, a candidate's confirmation report and seminar presentation must demonstrate sufficient evidence of the knowledge and skills needed to conduct research at the appropriate level and the potential of the study to contribute to knowledge in the field.

When you are ready to submit your QE report, please send the following documents to the school:

- QE Report
- Turnitin Report (<10%)
- TAC presentation form (PhD students only)

After checking that all these documents are in order, the school will arrange the QE oral exam within one month.



**NANYANG
TECHNOLOGICAL
UNIVERSITY**
SINGAPORE

RESEARCH TOPIC

NAME OF STUDENT

Confirmation Report submitted in partial fulfilment for the requirements for the (Name of Degree) <Year>

Wee Kim Wee School of Communication and Information

<Date>

Supervisor: <Name of Supervisor>

Contents

	Page
Abstract	XX
Introduction	XX
Literature review	XX
Proposed Research Method	XX
- Sampling	
- Analysis	
Preliminary results (if any)	XX
Discussion of preliminary results (if any)	XX
Action plan	
(That include the methodology suitable for the next stage of work and that is achievable within the remaining timeframe of the candidature. A detailed schedule should be included as far as possible)	XX
Possible Challenges	
(A description of the possible challenges and how to meet those challenges)	XX
References	XX
Appendix	XX

THESIS SUBMISSION PROCESS

1. Inform the school in writing three months before thesis submission. This is to kick start the appointment of thesis examiners and oral exam panel which the school will handle.
2. Students who cannot submit the thesis on time, please request an extension of the thesis submission.
3. Students must send the following documents to the school one week before the thesis submission deadline. This is for administrative checks and clearance before the thesis is approved for online submission.
 - Thesis
 - Thesis Turnitin Report (Less than 10% similarity)
 - Application of Thesis Submission



Application of Thesis
Submission

4. Once the programme administrator has cleared the above documents, proceed to upload the following documents onto the thesis submission system.
 - Thesis Report
 - Abstract (150 words)
 - Academic record (download from GSLink)

Important

PLEASE ENSURE YOUR THESIS TITLE IN THE SYSTEM IS EXACTLY THE SAME AS THE THESIS TITLE IN YOUR REPORT. ANY DISCREPANCY IN THE TITLE WILL BE REJECTED.

5. To change your thesis title in the system, please follow the Thesis Submission User Guide.



Change of Thesis
Title

6. The date the supervisor last endorses the thesis online will be counted as the official submission date. This date is when the stipend will cease.

THESIS FORMAT

- 1) The title and author's name must be in block letters in the title page of the thesis.
- 2) Each copy must be A4 size and each page must have a margin of 3.7cm.
- 3) Pages must be numbered in one continuous sequence in arabic numerals.
- 4) The thesis must be preceded by the following in the order given:
 - Title page
 - Statement of Originality
 - Supervisor Declaration Statement
 - Authorship Attribution Statement
 - Acknowledgements
 - Table of Contents
 - Summary

More details can be found in this link:

<https://www.ntu.edu.sg/research/theses-dissertations>

- 5) If the thesis or dissertation does not contain published material, select option (A) reflected in the Authorship Attribution Statement. Students must still sign such statements with nil entry.

Frequently Asked Questions

Where should the Declaration Statements be included in the thesis?

The sequence recommended by OAS is as follows:

- i. Title Page
- ii. Statement of Originality
- iii. Supervisor Declaration Statement
- iv. Authorship Attribution Statement
- v. Acknowledgements
- vi. Table of Contents
- vii. Summary

Must the Authorship Attribution Statements always be included, even if not applicable?

The Authorship Attribution Statement must always be included in a thesis and the appropriate option (A) or (B) is to be selected.

Is the Authorship Attribution Statement required if my thesis contains materials featured in a manuscript currently undergoing review by a journal?

Author contributions must be provided in the Authorship Attribution Statement once the manuscript has been accepted by the journal (accepted; in press). If the manuscript is in review phase, author attributions are not required.

Is the Authorship Attribution Statement required if my thesis contains materials featured in an accepted conference papers?

Yes, author contributions must be detailed in the Authorship Attribution Statement in such cases.

Must the co-supervisor also sign off on the Supervisor Declaration Statement?

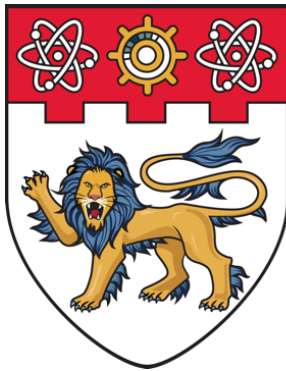
Co-supervisors need not sign off on this statement; only the main supervisor's signature will be required.

How should the statements be signed off on?

Statements can be signed in hardcopy and scanned for insertion into thesis. Or e-signatures can be added.

How are pages numbered?

Pages are numbered in one continuous sequence in Arabic numerals.



**NANYANG
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SINGAPORE

**[Input thesis title in capital letters in
Times New Roman, Size 16**

[Input full name in capital letters in Times New Roman, Size 14]

WEE KIM WEE SCHOOL OF COMMUNICATION AND INFORMATION

[Input year of submission in Times New Roman, Size 14]

**[Input thesis title in capital letters in
Times New Roman, Size 16]**

[Input full name in capital letters in Times New Roman, Size 14]

WEE KIM WEE SCHOOL OF COMMUNICATION AND INFORMATION

A thesis submitted to the Nanyang Technological University in partial fulfilment
of the requirement for the degree of

Doctor of Philosophy/Master of Communication Studies

20xx

Statement of Originality

I hereby certify that the work embodied in this thesis is the result of original research, is free of plagiarised materials, and has not been submitted for a higher degree to any other University or Institution.

[Input Date Here]

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Date

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Supervisor Declaration Statement

I have reviewed the content and presentation style of this thesis and declare it is free of plagiarism and of sufficient grammatical clarity to be examined. To the best of my knowledge, the research and writing are those of the candidate except as acknowledged in the Author Attribution Statement. I confirm that the investigations were conducted in accord with the ethics policies and integrity standards of Nanyang Technological University and that the research data are presented honestly and without prejudice.

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[Input Supervisor Name Here & Sign above]

AUTHORSHIP ATTRIBUTION STATEMENT

Please select one of the following; *delete as appropriate:

*(A) This thesis **does not** contain any materials from papers published in peer-reviewed journals or from papers accepted at conferences in which I am listed as an author.

*(B) This thesis contains material from [x number] paper(s) published in the following peer-reviewed journal(s) / from papers accepted at conferences in which I am listed as an author.

Please amend the typical statements below to suit your circumstances if (B) is selected.

Chapter 4 is published as D.T. Murphy, S. Schmid, J.R. Hester, P.E.R. Blanchard, and W. Miiller. Coordination site disorder in spinel-type LiMnTiO₄. *Inorganic Chemistry* **54**, 4636-4643 (2015). DOI: 10.1021/ic502747p.

The contributions of the co-authors are as follows:

- A/Prof Schmid provided the initial project direction and edited the manuscript drafts.
- I prepared the manuscript drafts. The manuscript was revised by Dr Hester and Dr. Blanchard.
- I co-designed the study with A/Prof Siegbert Schmid and performed all the laboratory work at the School of Materials Science and Engineering and the Singapore Synchrotron Light Source. I also analyzed the data.
- All microscopy, including sample preparation, was conducted by me in the Facility for Analysis, Characterization, Testing and Simulation.
- Dr James Hester assisted in the collection of the neutron powder diffraction data.
- Dr Peter Blanchard assisted in the interpretation of the X-ray absorption spectroscopy data and carried out the spectral interpretation.
- Dr Wojciech Miiller assisted in the collection and provide guidance in the interpretation of the magnetic measurement data.

Chapter 5 is published as H. V Doan, B. Yao, Y. Fang, A. Sartbaeva, U. Hintermair, V. P Ting, Controlled Formation of Hierarchical Metal-Organic Frameworks using CO₂ Expanded Solvent Systems. In press, *ACS Sustainable Chemistry & Engineering* (2017). DOI: 10.1021/acssuschemeng.7b01429.

he contributions of the co-authors are as follows:

- Prof Ting suggested the materials area and edited the manuscript drafts.
- I wrote the drafts of the manuscript. The manuscript was revised together with Dr. Sartbaeva and Dr. Yao.
- I performed all the materials synthesis, collected X-ray diffraction patterns and visible light spectra, carried transmission electron microscopy, and conducted data evaluation.
- Dr. Y. Fang conducted the Rietveld analysis of the powder X-ray diffraction data and single crystal structure determinations.
- Dr U. Hintermair conducted the molecular dynamics simulations.
- Ms. A. Sartbaeva prepared the samples for electron microscopy

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GRADUATE ASSISTANTSHIP PROGRAMME

International Students on NTU Research Scholarship who are admitted from AY2014/2015 must perform teaching/laboratory supervision duties to fulfil the requirements of the Graduate Assistantship Programme.

Degree	Total Hours Required to Serve during Candidature
PhD	416 hours
2-year Master's by Research	156 hours
1-year Master's by Research	78 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 sixteen (16) hours a week;
- (ii) The Scholar must ensure that the total hours required under the Graduate Assistantship Programme is completed at least six (6) months before graduation; and
- (iii) The School, at its discretion, may or may not remunerate the Scholar for performing teaching duties and other developmental assignments in excess of the Graduate Assistantship Programme

The table below sets out 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). No preparation time is to be clocked in this assignment. 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 Vice-Dean.
Total Hours	416	156	78	

- 1) The Scholar will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.
- 2) The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.
- 3) The duties can only be clocked for work done and deemed satisfactory by the University.
- 4) If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, the school can:
 - (a) Reduce or withhold the stipend and/or the tuition fee subsidy, and/or suspend or terminate the Scholarship; and/or
 - (b) Withhold the transcript (both unofficial and official) and the student status letter until the requirements are met,
- 5) 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 student) withheld until the fulfilment of the requirement.

CONFERENCE FUNDING GUIDELINES

Criteria for Eligibility of Conference Travel Support Application:

1. Students under the following categories would qualify for application:
 - a) Full-Time Graduate Students
 - b) Part-time Graduate Students

2. Qualified students would be supported when they present academic papers or attend film festivals & other special events based on work done in WKWSCI. The work needs to be presented at top-tier conferences, prestigious regional and international events. For example, in communications studies, the conferences sponsored by ICA, NCA, AEJMC and BEA are considered prestigious and students are encouraged to send papers to them. In information studies, conferences hosted by ASIST, A-LIEP, ICADL, CIKM, ICKMS, AOM are considered exemplary. There are many other conferences and festivals that are also suitable, and students are encouraged to consult with their advisors about where to submit their work.
 - a) Preference will be given to conferences that require full papers (not abstracts), use blind peer review, and that have a relatively low acceptance rate (e.g., not higher than 70%). Students should document these criteria to the best of their ability.
 - b) Festivals and Competitions are reviewed on a case-by-case basis. Similar to conferences, students should make an effort to document the selection criteria, and describe the quality of the festivals and exhibitions to the best of their ability.
 - c) All applications must be endorsed by a faculty member (either supervisor or course instructor).

3. Only one application can be submitted for each work.

4. Application needs to reach Chair at least 6 weeks before the commencement of the conference, or at least 6 weeks before the date of registration/other fees to be paid (if applicable), whichever is earlier.

5. For planning purposes, students should notify the school of their intention to attend a festival or conference prior to making their submission.

6. Students who are awarded financial support may be called upon to assist the school in some assigned task (e.g., transportation and distribution of promotional material).

7. Students must present the academic/research paper in the School or University when they are called upon to make the presentation.

The following Conference Travel Support will be provided to students if the application meets all the above-mentioned criteria. Financial support for student travel is subject to the School's budget availability and compliance with all the conditions stated in this document.

Categories	Lump Sum Grant per Candidature	Number of Overseas Trips/ Conferences
Full-Time & Part-Time PhD Students	S\$5,000	<ul style="list-style-type: none"> • \$5,000 is claimable throughout candidature until degree conferral. • No restriction on the number of trips
Full-Time & Part-time Master's Students (Research & Coursework)	S\$2,000	<ul style="list-style-type: none"> • \$2,000 is claimable throughout candidature • Claimable within 1 year of graduation if students have not received any conference support at all during their candidature

Nanyang Technological University

CODE OF PRACTICE FOR RESEARCH STUDENTS

1. The student shall abide by the Honour Code of Nanyang Technological University and act as a responsible member of the University's academic community.
2. The student shall be responsible for his/her own research activities, for fulfilling the requirements of his/her higher degree programme, and for committing the necessary time and effort to complete the programme within the period stipulated by the University.
3. The student is expected to take responsibility for independent learning and demonstrate initiative to acquire the necessary skills and knowledge to work on the chosen research area.
4. The student is expected to conform to University, School and programme requirements for the degree, especially concerning research ethics, copyright issues, registration and graduation requirements, thesis format and quality standards.
5. The student must conform to basic academic integrity and professionalism principles in developing mature and objective relationships with the supervisor, the Thesis Advisory Committee (TAC) members, and other scholars.
6. In consultation with the supervisor, the student is expected to develop an intended timetable for completing the research, work to realise the schedule and meet the appropriate deadlines.
7. The student is expected to meet regularly with the supervisor to review progress. The frequency of such meetings will vary according to the discipline involved and the stage and nature of the student's work but shall generally occur at least once a month. He will also interact with other members of the TAC as appropriate.
8. The student is expected to seek advice from his supervisor in an active manner and recognise that it is his responsibility to have his questions to raise with the supervisor. He is to take the initiative in raising problems and difficulties that he is encountering in his graduate studies and research to the attention of his supervisor in the first instance.
9. The student is expected to contribute to the research environment of the School as appropriate by taking up opportunities to present work at seminars/conferences and engaging in discussion with other researchers. He is to undertake teaching or other duties as may be directed from time to time by the School to which he belongs to.

10. The student shall establish with the supervisor the frequency and duration of formal meetings to discuss the progress of the research, assigned readings, problems encountered, and experimental procedures or data-gathering techniques.
11. The student shall document the outcomes of the meetings with the supervisor. A copy of the write-up should be given to his supervisor as soon as possible after each meeting.
12. The student ought to be aware of all relevant developments within the subject and read up relevant literature.
13. The student should be familiar with issues on time management, documentation, storage of data, confidentiality, ethical, health and safety issues, intellectual property rights, integrity in research, cheating, plagiarism, falsification/tampering, and false declaration.
14. The student is expected to prepare written work and progress reports as required for comment and discussion with the supervisor and TAC members.
15. The student is expected to inform the supervisor of where and how he may be contacted and respond appropriately to all communications received. He is to inform his supervisor in good time, should he/she plans to be away from the University.
16. The student is expected to consider that the supervisor and other members of the TAC may have other teachings, research and service obligations which may preclude immediate responses.
17. The student is expected to give serious consideration and respond to the advice and criticism received from the supervisor and the TAC.
18. The student is expected to decide when to submit the thesis taking due account the opinion of the supervisor, which is necessary only advisory and whose agreement to submission is not a guarantee of success. The supervisor shall be provided with a complete draft of the thesis in an agreed reasonable time to provide comments and feedback. The endorsement of the TAC must be obtained before the thesis can be submitted for examination.
19. The student is responsible for arranging the meetings with his TAC on a regular basis and the outcome of these meetings can be incorporated into the student's progress reports.
20. At least two weeks before each meeting of the TAC, the student must provide each member with a written statement, about 2-3 pages in length, of his progress from the last meeting and plans for the following months. This will include self-development activities such as participation in relevant courses, seminars and conferences. Each member of the committee shall also receive a copy of the previous committee report and the student's previous progress report.

Revision History

Version	Prepared by	Revised Date	Sections Modified