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Welcome to the Faculty of Science. The following notes have been put together to assist you in planning and organizing your work and to introduce you to the facilities available. We hope you find them useful and that you will be able to play your part as a member of the academic community.

1 Academic Year

The academic year usually starts in August each year and comprises of two semesters.

Semester 1 : Early August to Early December (18 weeks)
Vacation : Early December to Early January (5 weeks)
Semester 2 : Early January to Early May (17 weeks)
Vacation : Early May to Early August (12 weeks)

The detailed academic calendar is available at [http://www.nus.edu.sg/registrar/calendar.html](http://www.nus.edu.sg/registrar/calendar.html)

2 Registration

All students must register as candidates of the University on admission. You will be given a Student Registration card which allows you to access computer facilities, libraries and specific buildings/laboratories.

New students must report to your department after registration so that you will be briefed on the departmental requirements pertaining to your candidature.

Students either register as full-time or part-time candidates. Full-time candidates are not allowed to be employed without permission from the University. Those found doing so may have their candidatures terminated immediately.

No students may concurrently register for more than one degree or register as a candidate for the University and of another university/institution.

3 Use of Library Facilities

The Student Registration Card can be used at the libraries for loan of books. Please visit the library portal at [http://libportal.nus.edu.sg/frontend/index](http://libportal.nus.edu.sg/frontend/index) if you require more information and news.

4 Computer Account

Every registered student will be issued an e-mail account which will serve as your official point of contact. All communications from the University to the students will be via the official email account. Students are expected to check their e-mails regularly.

Students are also expected to be aware of the latest notices/circulars that may be posted in the Registrar’s Office, faculty and/or department’s websites.

Personal data files under the computer account of students who have graduated/withdrawn/terminated their candidature will be removed within the period given in the notice from the University on the conferment/withdrawal/termination. A back up of the files should be made as soon as possible.

Please visit Computer Centre’s NUS IT Care at [http://www.nus.edu.sg/comcen/index.html](http://www.nus.edu.sg/comcen/index.html) for more information.
Intranet for Students

5.1 NUS Education Records System (EduRec)
The NUS Education Records System (myEduRec) https://myedurec.nus.edu.sg is a student administrative system that integrates key activities of a student academic life cycle from admissions, module registration, student financials and progression to graduation.

Here, students have a single entry point to manage a wide range of student-related transactions.

In the Student Center, students are able to do the following:

Academics:
- View Enrolled Modules
- View Exam Timetable
- View Exam Results
- View Student Status Letter
- View Unofficial Transcript

Finances:
- Request for Student Bill/Preliminary Bill
- Make payment
- View Account Summary (Outstanding charges and posted payment)
- View/update bank account details

Personal Information:
- View/update personal information (Official name, address, phone number, email, emergency contact, demographic information, etc)
- Verify Critical Data

Graduate Research
- Apply for Research Scholars Holiday Leave
- Propose thesis submission date
- Submit/check status of Research Progress Report
- Enter GAP hours in Research Progress Report

Other Functions:
- Apply for Leave of Absence
- View Announcements

5.2 NUS Learning Management System (LumiNUS)
LumiNUS https://ivle.nus.edu.sg/ is a Course Management System for the NUS Community. It is your gateway to NUS’ educational resources from campus, at home or overseas. LumiNUS provides a wide range of resources and services. Students can access up-to-date online syllabi, download notes, submit assignments, manage projects, participate in discussion forums and online communities, take part in online quizzes and surveys and watch live webcast lectures, among other things.

5.3 Student Portal
Student Portal https://myportal.nus.edu.sg/studentportal/alerts/all/ is a one-stop gateway to all student related information, systems and events.
6 Code of Conduct

As a widely respected institution of higher learning, the National University of Singapore (NUS) is dedicated to cultivating academic and personal excellence in a way that is inclusive and supportive, where communal values as well as the dignity and rights of each person are respected. NUS students are expected to maintain and uphold the highest standards of integrity and honesty at all times, as well as embrace community standards, diversity and mutual respect for one another, both within the University and the wider Singapore community.

This Code of Student Conduct is intended to guide students’ conduct in both the academic and non-academic aspects of their University life by providing an overview of the behaviour generally expected of them as members of the University community. It is meant to serve as a broad framework, and should not be treated as an exhaustive list.

In line with the above, the University expects students to uphold both the spirit and letter of this Code of Student Conduct at all times.

http://nus.edu.sg/osa/resources/code-of-student-conduct

Plagiarism

It is important to note that all students share the responsibility for upholding the academic standards and reputation of the University. Academic honesty is a necessary condition in the pursuit and acquisition of knowledge, and the University expects each student to uphold academic honesty.

Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources. There are many forms of academic dishonesty and plagiarism is one of them. Plagiarism is generally defined as ‘the practice of taking someone else’s work or ideas and passing them off as one’s own’ (The New Oxford Dictionary of English). The University does not condone plagiarism.

Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. In addition, the following guidelines will provide some assistance.

- When using the ideas, phrases, paragraphs and data of others in work presented for assessment, such materials should be appropriately credited and acknowledged, so that it is clear that the materials being presented is that of another person and not the student’s own.
- The amount of detail required when referencing and acknowledging a source will vary according to the type of work and norms of the discipline. For instance,
  - Supervised examinations will require less detail in referencing and acknowledgement.
  - Papers written other than under examination conditions will require a full citation of all the sources utilised. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the sources cited.
- Research materials (including texts, graphics and data) obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

Any student found to have committed or aided and abetted the offence of plagiarism may be subject to disciplinary action. In addition, the student may receive no grade for the relevant academic assignment, project, or thesis; and he/she may fail or be denied a grade for the relevant subject or module. Such a student caught plagiarizing would have to take that module for grade and not be allowed to exercise the S/U option for that module.

A student may not knowingly intend to plagiarise, but that should not be used as an excuse for plagiarism. Students should seek clarification from their instructors or supervisors if they are unsure whether or not they are plagiarising the work of another person. All students are also encouraged to:
- consult the resources compiled by the Centre for Development of Teaching and Learning (CDTL) on how to avoid plagiarism;
- use the service provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism; and
- access the Academic Culture module online.

Information on the student code of conduct is available at http://nus.edu.sg/osa/resources/code-of-student-conduct.html.

7 Responsibilities of a Graduate Research Student

The primary responsibility for organizing your research work lies with YOU. Your supervisor will guide your research, point you in interesting directions, monitor your progress and generally provide moral and technical support.

General Aspect
- Student must accept ultimate responsibility for your own research activity and candidacy for a degree.
- Satisfactory progress should be maintained at all times with respect to the research project and any programme of work agreed upon with the supervisor(s).
- Any circumstances that might require your mode of study to be modified or your institutional registration to be extended or withdrawn must be made known to your supervisors.
- It is the responsibility of the student to check with the department regarding fulfillment of graduation requirements for the degree admitted. Failure to do so and not fulfilling the requirements will lead to termination of candidature.

Research Aspect
- Student must be responsible for the directions of any innovation in the development of the research project.
- Problems which arise and which are related to the project must be highlighted to your supervisor(s) with adequate explanation of any failure to attend meetings, deadlines or other commitments, so that appropriate guidance may be offered.
- Student is encouraged to make use of appropriate teaching and learning facilities made available by the University.
- Student is required to familiarize with relevant aspects of the University or any other interested party.

Written Aspect
- To submit written work in a specified and agreed time before meeting with your supervisor(s).
- To prepare semester progress reports on the research project.
- To communicate, both orally and in written form, your research findings to others in the academic community.
- Please note that plagiarism is a serious offence. Any student caught plagiarizing will be seriously dealt with. Offenders may have their candidature suspended/terminated.

Safety Aspect
- Student is required to familiarize and must comply to all safety procedures as determined by your department/laboratory.

Teaching Duties and Department Work
- Research Scholars and/or full-time students may be assigned teaching duties or department work. You are expected to be responsible for the work assigned and to perform and complete the duties well and on time.
- A research scholar’s award of scholarship may be terminated or suspended should the department / faculty deems the scholar to be not executing his/her duties in a professional manner.

Most importantly, you must act as a responsible member of the institution’s academic community.
8 Candidature

8.1 Maximum Period of Candidature
The maximum period of candidature for MSc is three years and for PhD, the maximum period of candidature is 5 years. The period of candidature is the same for both full-time and part-time programmes.

8.2 Residency Requirement
The minimum residency requirement for MSc is 6 months and for PhD, it is 18 months. Periods of study leave and overseas fieldwork do not count towards residency. In addition, students must be resident in Singapore during the semester in which they submit their thesis for examination, as well as throughout the tenure of the NUS research scholarship, if awarded, unless approval is granted otherwise.

8.3 Research Progress Reports (Renewal of Candidature)
Students are required to submit a bi-annual research progress report via myEduRec (Academics > Graduate Research > Submit Research Progress Report). You need to provide a summary of the work you did in the previous semester and what you will be doing in the current semester.

The Research Progress Report submission periods are August (for assessment of research progress in Semester 2 of the previous Academic Year) and in January (for assessment of research progress in Semester 1 of the current Academic Year).

Example:

<table>
<thead>
<tr>
<th>Report Submission Date</th>
<th>August 2019</th>
<th>January 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment for</td>
<td>Work done in previous semester ie.</td>
<td>Work done in previous semester ie.</td>
</tr>
<tr>
<td></td>
<td>January 2019 to July 2019</td>
<td>August 2019 to December 2019</td>
</tr>
</tbody>
</table>

You will be notified via email of the submission period. Upon receiving the email, you should complete the submission online promptly to allow sufficient time for your supervisor(s), Head of Department/Programme and Faculty to complete their assessments and recommendations for continuation of candidature.

For scholars, your scholarship renewal will be tied in with the semestral progress report. Please note that your scholarship will be suspended if you do not complete the research progress report by the deadline.

Students who are in their first term (semester) of study are not required to submit the Research Progress Report.

International students who are admitted from AY2014/2015 onwards are required to log their service hours under the Graduate Assistantship Programme in the Research Progress Report. You will need to upload a scanned summary sheet duly endorsed by the Module Coordinator/Dept Admin, Research Supervisor or Head of Department. It is the responsibility of the student to track if he/she has fulfilled the service hour requirements.

8.4 Extension of candidature
Students who are unable to submit their thesis for examination or complete their degree requirements by the maximum period of their candidature will have to apply for an extension of their candidature. This should be done at least three months before the expiry of the maximum candidature.

Students are to apply for extension using the Form 289/90A Application for Extension of Candidature for Graduate Research Students (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through supervisor(s), Head of Department, to Vice-Dean of Faculty.

A candidature would be considered lapsed once the maximum candidature period of the degree is reached unless an extension was previously approved.
Extension of candidature applications received after the candidature has lapsed would only be considered if there are compelling reasons. If approved, an administrative fee of S$250 will be charged to reinstate the candidature.

8.5 Upgrading of Candidature from Master’s to Ph.D.
A MSc by research student has to pass the Ph.D. Qualifying Examination (QE) and meet any other criteria set forth by the Faculty/department before the candidature can be upgraded.

Application to upgrade the candidature should be made using Form 578/95B Application for Transfer of Candidature from Master’s (By Research) to PHD (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through supervisor(s), Head of Department and Vice-Dean of Faculty.

As a result of the upgrading, the maximum candidature will be five years from the date of registration for MSc. Credit will be given for the work done towards the Master’s degree.

8.6 Transfer of Candidature from Ph.D. to Master’s
Students are to apply using Form 680/15 Application for Transfer of Candidate from PhD to MSc (by Research) (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through supervisor(s), Head of Department and Vice-Dean of Faculty.

As a result of the transfer, the maximum period of candidature will be reduced to three years from the date of registration. Student will have to apply for extension of candidature, if necessary.

8.7 Conversion of Candidature from Full-Time to Part-Time
Students are to apply using the form RO 681/15 Application for Conversion of Candidature between Full-time and Part-time (For Master’s by Research and PhD students only) (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through supervisor(s), Head of Department and Vice-Dean of Faculty.

Generally, research students should have already submitted a satisfactory first draft of the thesis to the supervisor before the request for conversion to part-time candidature can be approved.

Fees are still payable until such time the thesis has been submitted for examination. For international students, the student’s pass will be cancelled once the application to convert to part-time candidature has been approved.

For research scholarship holders, the scholarship stipend will be terminated with effect from the approved date of conversion. If excess payment has already been made, students will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount arising from that will be added to the refund.

In addition, for international students whose spouse/children are here on a social visit pass sponsored by the University, the pass will also be cancelled once the application for conversion to part-time candidature has been approved.

8.8 Conversion of Candidature from Part-Time to Full-Time
Students are to apply using the form RO 681/15 Application for Conversion of Candidature between Full-time and Part-time (For Master’s by Research and PhD students only) (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through supervisor(s), Head of Department and Vice-Dean of Faculty.

If you are an International student, Registrar’s Office will assist in the application of Student Pass.
8.9 Concurrent Enrolment in Another Course

Research students who wish to enroll concurrently in another course have to seek approval in writing from the Vice-Dean of Faculty through the supervisor(s) and the Head of Department.

8.10 Withdrawal of Candidature

Graduate research students who wish to withdraw from their course should submit the Withdrawal from the University (Graduate Research Students) Form (available at RO website: http://www.nus.edu.sg/registrar/forms.html) through their supervisor(s), Head of Department, to Vice-Dean of Faculty. A letter confirming the withdrawal from the University will be sent to student.

Please note that students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester. Not having attended any class or not having utilised university’s resources are invalid reasons for exemption from fee payment.

For students who have modules registered for the semester, depending on when during the semester they notify the University of the intent to withdraw, their module(s) and candidature withdrawal status will be recorded as follows:

<table>
<thead>
<tr>
<th>Notification of withdrawal</th>
<th>Module(s) registered for the semester</th>
<th>Withdrawal Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>By end of Instructional Week 2*</td>
<td>Remove from record completely.</td>
<td>Take effect from the date of application.</td>
</tr>
<tr>
<td>First day of Instructional Week 3* through to last day of Reading Week*</td>
<td>Record with a “WU” grade representing “withdrawal from university”.</td>
<td></td>
</tr>
<tr>
<td>First day of Examination Period* through to last day of Vacation*</td>
<td>Record with final grade(s) awarded by the University.</td>
<td>Withdrawal will not be processed. However, for students who are in between two semesters of study, withdrawal will only take effect from the following semester.</td>
</tr>
</tbody>
</table>

* Please refer to Academic Calendar for the actual date.

8.11 Termination of Candidature

The candidature of a student can be terminated when:
- performance in coursework and/or research is unsatisfactory;
- student is the subject of a disciplinary case brought before the Board of Discipline;
- student is missing in action (without approved leave);
- student did not register for module(s) when s/he is expected to (without approved leave or other approval); or
- student has exceeded the maximum candidature (candidature has lapsed)

When any of the above occurs, the student will be notified officially in writing.

Please note that students who leave the University after the second instructional week of a semester are liable to pay fees for the whole semester.

For international students, the student’s pass and spouse social visit pass sponsored by the University (if any) will be cancelled. The University will inform the Immigration and Checkpoints Authority (ICA) of the termination. The student’s pass must be surrendered to ICA within seven days from the date of the termination letter. Any spouse/child social visit pass sponsored by the University will also be cancelled.

Students who have been dismissed and would like to return to the same programme of study generally will have to apply for readmission and be subjected to the prevailing tuition fee rate and policy.

For students whose dismissal is due to candidature lapse, they may appeal to return within 12 months from date of termination, by submitting a request with justifications for reinstatement of candidature to their Faculty for consideration. Reinstatement of candidature will be considered on a case-by-case basis and is not guaranteed. An administrative fee of S$250 is payable for approved reinstatement of candidature.
For those on MOE-subsidised programmes and are successful in gaining reinstatement/readmission, they will be subjected to the eligibility guidelines for MOE subsidy.

9 Fees
For detailed information on fees matters, please refer to http://www.nus.edu.sg/registrar/edu/gd-fees.html. Research scholars who are no longer in receipt of the research scholarship and have not submitted their thesis for examination, will be required to pay fees.

9.1 Tuition Fees for PhD and MSc by research
The fees (per annum) for AY2019/2020 are as follows:

<table>
<thead>
<tr>
<th>Per Annum Amount (S$)</th>
<th>Singapore Citizens(^2)(^5)</th>
<th>Singapore Permanent Residents(^2)</th>
<th>International students with Service Obligation(^3)(^7) / Graduate Assistantship Programme (inclusive of GST)</th>
<th>Non-Subsidized Fees (^4) (inclusive of GST)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
<td>Full-time/Part-time</td>
</tr>
<tr>
<td>$9,500</td>
<td>$13,300</td>
<td>$20,350</td>
<td>$38,550</td>
<td></td>
</tr>
</tbody>
</table>

For all other cohorts, please refer to http://www.nus.edu.sg/registrar/info/gd/GDTuitionCurrent.pdf

9.2 Mandatory Miscellaneous Fees
Miscellaneous fees are typically levied on items that are either not covered or partially covered by tuition fee and grant/subsidy. All students, whether registered on a full-time or part-time basis, are charged the mandatory miscellaneous fees.

For new students admitted in AY2019

<table>
<thead>
<tr>
<th>Mandatory Miscellaneous Fees Per Semester</th>
<th>Full-time</th>
<th>Part-time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee (SSF) (Lab-based)</td>
<td>$182.60</td>
<td>$132.90</td>
</tr>
<tr>
<td>Health Service Fee (HSF)</td>
<td>$68.35</td>
<td>-</td>
</tr>
</tbody>
</table>

For all other cohorts, please refer to http://www.nus.edu.sg/registrar/edu/gd-fees.html

The mandatory miscellaneous fees will be deducted on a semestral basis from the scholars’ stipend.

9.3 Financial Assistance for Needy Students
The University provides a comprehensive range of financial assistance schemes such as Tuition Fee Loan so that every student who qualifies for admission to NUS has the financial resources to complete his/her studies. Please refer to http://www.nus.edu.sg/admissions/graduate-studies/financial-aid.php for more information.

9.4 Submission of Thesis - Portion of Fees Payable
Tuition and miscellaneous fees are payable until the thesis is submitted for examination. The general guidelines are listed below.

<table>
<thead>
<tr>
<th>Date of Thesis Submission</th>
<th>Fees Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Instructional Week 2</td>
<td>Exempted</td>
</tr>
<tr>
<td>After Instructional Week 2 but within the first half of the semester</td>
<td>Half of fee for the semester</td>
</tr>
<tr>
<td>Within second half of the semester</td>
<td>Full fees for the semester</td>
</tr>
</tbody>
</table>
However, the insurance premium will continue to be payable, after thesis submission, for full-time students.


### 9.5 Withdrawal/Termination – Portion of Fees Payable

Students who leave the University, either through withdrawal on their own accord or termination of candidature by the University, after Instructional Week 2 of the semester will be liable to pay fees for the entire semester.

<table>
<thead>
<tr>
<th>Date of Withdrawal / Termination</th>
<th>Fees Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Instructional Week 2</td>
<td>Exempted</td>
</tr>
<tr>
<td>After Instruction Week 2</td>
<td>Full fees for the semester</td>
</tr>
</tbody>
</table>

### 9.6 Students who are on Leave of Absence

Students who are granted leave of absence for part of a semester (i.e. the period of leave does not cover the dates of the whole semester) are required to pay fees for that semester. Those who are granted leave of absence for the whole semester will be exempted from payment of fees for that semester. However the application must be submitted before Instructional Week 2, otherwise fees for the semester will be payable.

<table>
<thead>
<tr>
<th>Date of Submitting Leave of Absence Application</th>
<th>Fees Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>By the end of Instructional Week 2</td>
<td>Exempted</td>
</tr>
<tr>
<td>After Instruction Week 2</td>
<td>Full fees for the semester</td>
</tr>
</tbody>
</table>

### 9.7 Staff Concession

Students who are full-time staff members may apply for the staff concession on the tuition fees. Information on the staff concession is available at the Staff Portal > HR & Benefits > Staff Concessions for Continuing Education > Government-subsidized graduate programmes.

### 9.8 Change in citizenship (Effect on fees & scholarship stipend)

Citizenship changes which result in tuition fee rate changes will be effected in the semester only if notification is received no later than the end of the third instructional week. Notification received beyond that will have the revised tuition fee effected only in the following semester.

For those receiving the NUS Research Scholarship, any revised scholarship stipend due to a change in citizenship will be effected the month after the student’s notification.

### 9.9 Payment of Fees

Fees must be paid to the Office of Financial Services by the stipulated deadline, otherwise a late fee of S$25 will be imposed. Students may pay their Student Bill at Student Service Centre or via GIRO, NETS, cheque / bank draft, cash, telegraphic transfer, internet banking (using “Bill Payment / Payment” option) or credit / debit cards (online only).

Please refer to [http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html](http://www.nus.edu.sg/finance/NoticeonPaymentofFees.html) for detailed information on payment due dates and modes of payment.

### 9.10 Consequences of Non-Payment of Fees

A Negative Service Indicator (NSI) will be tagged against your student account if you fail to pay fees by the stipulated deadline. The NSI has the following effects:

- Unable to view exam results / enroll for any modules
- Unable to obtain official / unofficial result transcripts
- thesis will not be examined (for research students)
- Student status / conferment letter will be withheld
- Degree scroll will be withheld
- Students may be de-registered as sanctioned by NUS

10 Scholarships/Financial Assistance

For a full range of financial assistance available, please refer to http://www.nus.edu.sg/admissions/graduate-studies/fees-aid-scholarships.php.

10.1 NUS Research Scholarships/President’s Graduate Fellowship

Research Scholars are expected to abide by the terms and conditions of their scholarships.

Research scholars are not allowed to concurrently hold any other scholarships while pursuing their studies. Students who wish to take up other scholarships must inform the University to withdraw their scholarship.

The University takes a very serious view on the students’ overall performance and reserves the right to suspend or terminate your scholarship due to:
- Not meeting academic requirements ie. unsatisfactory CAP
- Poor or unsatisfactory research progress
- Disciplinary issues
- Unable to pass PhD Qualifying Examination by end of 2nd year of candidature

Suspension of scholarships will result in no stipend awarded and students will be required to pay fees. The University will not waive fees nor reduce the amount to be paid. The scholarship may be re-activated upon approval by the Faculty after students have made satisfactory improvements. There will be no payback to students for the period where the scholarship was suspended nor any further extension of scholarship period due to suspension.

10.2 Part-time Appointment Schemes

International students must not work more than 16 hours per week during term time. Student may apply directly to their departments for the following part-time appointment schemes. For further details on part-time appointment schemes, you may refer to http://nus.edu.sg/cfg/students/employment-opportunities

11 Graduate Assistantship Programme

Students who are recipients of MOE scholarships are required to clock a certain number of work hours.

11.1 GAP Requirements for International Students

<table>
<thead>
<tr>
<th>Type of Funding</th>
<th>Degree type</th>
<th>Total hours required to serve during candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUS RS</td>
<td>博士学位</td>
<td>416 hours</td>
</tr>
<tr>
<td></td>
<td>2年研究生学位</td>
<td>156 hours</td>
</tr>
<tr>
<td></td>
<td>1年研究生学位</td>
<td>78 hours</td>
</tr>
<tr>
<td>PGF</td>
<td>博士学位</td>
<td>312 hours</td>
</tr>
<tr>
<td>Tuition Fee Allowance</td>
<td>博士学位</td>
<td>208 hours</td>
</tr>
<tr>
<td></td>
<td>2年研究生学位</td>
<td>78 hours</td>
</tr>
<tr>
<td></td>
<td>1年研究生学位</td>
<td>39 hours</td>
</tr>
</tbody>
</table>

For any other scholarships, please refer to the Terms and Conditions of the scholarship issued at point of award.
### 11.2 Mode of Clocking GAP hours

As listed in the scholarship’s Terms and Conditions;

<table>
<thead>
<tr>
<th>Mode of Clocking Graduate Assistantship Programme Hours (per candidature)</th>
<th>PGF PhD</th>
<th>NUS RS/PhD</th>
<th>NUS RS Master’s 2-yr</th>
<th>NUS RS Master’s 1-yr</th>
<th>Tuition Fee Subsidy PhD</th>
<th>Tuition Fee Subsidy Master’s 2-yr</th>
<th>Tuition Fee Subsidy Master’s 1-yr</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching/Laboratory Supervision (min 20%)</td>
<td>At least 63</td>
<td>At least 84</td>
<td>At least 32</td>
<td>At least 16</td>
<td>At least 42</td>
<td>At least 16</td>
<td>At least 8</td>
<td>Official office hours and preparation of the class can be taken into account. Preparation time taken for the assignment should not be more than half of the time required for the assignment.</td>
</tr>
<tr>
<td>Research Assistant (RA) duty, inclusive of research supervision (max. 60%)</td>
<td>Up to 188</td>
<td>Up to 250</td>
<td>Up to 94</td>
<td>Up to 47</td>
<td>Up to 125</td>
<td>Up to 47</td>
<td>Up to 24</td>
<td>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 current research project undertaken by the student in order to fulfil the requirement of the graduate programme.</td>
</tr>
<tr>
<td>Other developmental assignments (max. 20%)</td>
<td>Up to 63</td>
<td>Up to 84</td>
<td>Up to 32</td>
<td>Up to 16</td>
<td>Up to 42</td>
<td>Up to 16</td>
<td>Up to 8</td>
<td>Other assignments with developmental value as approved by the Vice Dean.</td>
</tr>
<tr>
<td><strong>Total hours required to serve</strong></td>
<td>312</td>
<td>416</td>
<td>156</td>
<td>78</td>
<td>208</td>
<td>78</td>
<td>39</td>
<td></td>
</tr>
</tbody>
</table>

Note: For SC and SPR - The total number of hours is 50% of the hours required under the GAP for international students.

### 12 Programme Structure

#### 12.1 Degree Requirements

In addition to the thesis, which forms a major part of your work, the normal requirements for the research degrees of MSc and PhD include certain coursework and English language requirements. PhD students are also expected to pass the PhD Qualifying Examination.

Students pursuing Joint Degree Programmes should check with your department for further details regarding degree requirements.

#### 12.2 Coursework Requirements

Students must also read and pass a prescribed number of graduate modules which the supervisor thinks will be useful for the candidate. The number of modules taken may vary from department to department. Please check with your department for more information.
In general, students are required to attend and pass examinations for a minimum of 3 modules (12 modular credits)
2 modules from graduate level + 1 compulsory seminar module
Exception: Students from Mathematics and Statistics department are required to read 6 modules.

In general, students are required to attend and pass examinations for a minimum of 6 modules (24 modular credits)
5 modules from graduate level + 1 compulsory seminar module
Exception: Students from Mathematics department are required to read 9 modules.

A graduate module is normally equivalent to 4 modular credits (MC). All modules (except Graduate English Courses) will be included in the GPA computation. This includes any undergraduate modules and cross faculty modules that the student has sat for.

### 12.3 Qualifying Examination Requirements

In addition to the coursework requirements, all PhD students (or MSc students who wish to apply for conversion to PhD candidature) are required to take and pass the PhD Qualifying Examination (QE) within 24 months from date of admission.

The QE comprises:
- Comprehensive examinations (formats differ among departments); and
- An oral defense of the PhD thesis proposal

The comprehensive examination tests the general competence of the candidate in his/her discipline(s) or field(s), whereas the oral defense of the PhD thesis proposal ensures that the candidate is prepared to embark on his/her thesis research.

### 12.4 English Language Requirements

The Centre for English Language Communication (CELC) [http://www.nus.edu.sg/celc/](http://www.nus.edu.sg/celc/) provides Graduate English Course (GEC) modules. To be placed into a GEC module, international students need to take the Diagnostic English Test (DET). Results from the DET will help CELC to determine whether students should be placed in a basic level or intermediate level module or be exempted from the Graduate English courses.

<table>
<thead>
<tr>
<th>Result of DET</th>
<th>PhD Students</th>
<th>MSc Students</th>
</tr>
</thead>
</table>
| Band 1        | ES5000 Basic Level  
ES5001A Intermediate Level  
ES5002 Advanced Level | ES5000 Basic Level  
ES5001A Intermediate Level |
| Band 2        | ES5001A Intermediate Level  
ES5002 Advanced Level | ES5001A Intermediate Level |
| Band 3        | Exempted from all English Courses | Exempted from all English Courses |

You must complete the required English modules as they are part of your coursework requirements towards graduation.

The Graduate English classes are usually conducted twice weekly with two-hour tutorials per week. Your performance in the Graduate English Course is one of the important factors in determining whether you are progressing satisfactorily in your candidature, thus regular attendance and satisfactory progress are required.

The minimum grade which must be obtained in order to progress to the next level of English module is a Grade “C”.

Starting from AY2012 Semester 2 intake, students will be charge a module fee S$2000 if they have to repeat the English module.
12.5 Seminar Module Requirements
All research students are required to attend and present a required number of seminars. The completion of the seminar modules is part of the fulfillment of graduation requirement. Please check with your department for the details.

12.6 Graduation Requirements
To be eligible for graduation, a MSc student must achieve
- a minimum GPA of 3.0 for all required modules
- passed the Master’s thesis
- a satisfactory grade in English Graduate Course if they are required to take the English courses.

To be eligible for graduation, a PhD student must achieve
- a minimum GPA of 3.5 for all required modules
- passed the PhD qualifying examination
- passed PhD thesis and the oral examination
- a satisfactory grade in English Graduate Course if they are required to take the English courses.

12.7 Generic Timelines
The following is only a guideline. Each project and thesis is unique and you should work with your supervisor / department to define your schedule of study/work.

Generic timeline for fulfilling MSc requirements (for conferment of the degree by 3rd year)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before start of semester</td>
<td>English (for students who have not been exempted)</td>
<td>Sit for the Diagnostic English Test (DET). The results of DET will determine if you are exempted or the number of English modules that you have to take in your course of study.</td>
</tr>
<tr>
<td>Semester 1</td>
<td>English</td>
<td>For students emplaced into an English class, please proceed to sign up for the relevant English courses. Proceed to take modules until you fulfill the English requirements.</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Start Research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Some departments may have laboratory rotation in the first semester.</td>
</tr>
<tr>
<td>Semester 2</td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department</td>
</tr>
<tr>
<td>(end of year 1)</td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Complete substantial literature review, formulate objective and scope</td>
</tr>
<tr>
<td>Semester 3</td>
<td>Coursework</td>
<td>Complete coursework requirements</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Done substantial research</td>
</tr>
<tr>
<td>Semester 4</td>
<td>English</td>
<td>Complete English modules (up to Immediate level)</td>
</tr>
<tr>
<td>(end of year 2)</td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Write your thesis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit draft thesis to your supervisor for corrections</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Check and re-run cases</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Polish up your thesis</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Submit your thesis for examination at end of 2nd year</td>
</tr>
<tr>
<td>Semester 5 to Semester 6</td>
<td>Research</td>
<td>Results of your thesis examination / Revision if required</td>
</tr>
<tr>
<td>(end of year 3)</td>
<td></td>
<td>Conferment of degree</td>
</tr>
</tbody>
</table>
Generic timeline for fulfilling PhD requirements (for conferment of the degree by 5th year)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Requirement</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before start of</td>
<td>English (for students who</td>
<td>Sit for the Diagnostic English Test (DET). The results of DET will determine if you are exempted or the number of English modules that you have to take in your course of study.</td>
</tr>
<tr>
<td>semester</td>
<td>have not been exempted)</td>
<td></td>
</tr>
<tr>
<td>Semester 1</td>
<td>English</td>
<td>For students emplaced into an English class, please proceed to sign up for the relevant English courses. Proceed to take modules until you fulfill the English requirements.</td>
</tr>
<tr>
<td></td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Start Research Some departments may have laboratory rotation in the first semester.</td>
</tr>
<tr>
<td>Semester 2 (end</td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department</td>
</tr>
<tr>
<td>of year 1)</td>
<td>Seminar</td>
<td>Attend research seminars</td>
</tr>
<tr>
<td></td>
<td>Comprehensive QE</td>
<td>Attempt CQE at end of Year 1</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Complete substantial literature review, formulate objective and scope</td>
</tr>
<tr>
<td>Semester 3</td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department</td>
</tr>
<tr>
<td></td>
<td>Seminar module</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Comprehensive QE</td>
<td>Pass CQE by end of 3rd semester</td>
</tr>
<tr>
<td></td>
<td>Oral QE</td>
<td>Attempt OQE if you have already passed the CQE in Semester 2</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Done substantial research</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Start to work on your OQE report</td>
</tr>
<tr>
<td>Semester 4 (end</td>
<td>English</td>
<td>Complete English modules (up to Immediate level)</td>
</tr>
<tr>
<td>of year 2)</td>
<td>Coursework</td>
<td>Read modules as prescribed by your supervisors/department. You should complete coursework requirements by end of Semester 4.</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Oral QE</td>
<td>Attempt OQE Pass OQE by 24th month</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Complete what is necessary for your OQE</td>
</tr>
<tr>
<td>Semester 5</td>
<td>Research</td>
<td>Continue with your research (done enough to write up a Conference paper)</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td>Semester 6 (end</td>
<td>Research</td>
<td>Continue with your research (done enough to write up a journal paper)</td>
</tr>
<tr>
<td>of year 3)</td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td>Semester 7</td>
<td>English</td>
<td>Complete English module (Advanced level)</td>
</tr>
<tr>
<td></td>
<td>Seminar</td>
<td>Attend &amp;/or Presentation at research seminars</td>
</tr>
<tr>
<td></td>
<td>Research</td>
<td>Continue with your research (start writing your thesis)</td>
</tr>
<tr>
<td>Semester 8 (end</td>
<td>Research</td>
<td>Write your thesis Submit draft thesis to your supervisor for corrections Check and re-run cases Polish up your thesis Submit your thesis for examination at the end of 4th year</td>
</tr>
<tr>
<td>of year 4)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Semester 9 to</td>
<td>Research</td>
<td>Results of your thesis examination / Revision if required Thesis Oral Defense Conferment of degree</td>
</tr>
<tr>
<td>Semester 10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(end of year 5)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
13 Module Information

13.1 Selection of Modules

All modules (graduate and undergraduate level) taken are graded and counted towards your CAP.

As a graduate research student, you are to consult and obtain approval of your supervisor(s) on the modules that you wish to read within the first two weeks of commencement of each semester. Following which, you are to register your request to read the modules.

Students are encouraged to register early for their modules and to avoid disappointment, as popular modules can be over-subscribed.

Students will select modules through the Module Registration at Education Records System (ModReg@EduRec). Information on the ModReg@EduRec is available at http://www.nus.edu.sg/ModReg/.

It is the responsibility of the student to ensure that he/she is not registered for modules with clashes in class timetable or examination timetable.

Full-time students are generally allowed to read a maximum of 6 modules per semester while part-time students are allowed to read a maximum of 3 modules per semester.

Students may choose to read additional modules over and above their module requirements. They may choose to take the additional modules (subject to department’s approval) on a Satisfactory/Unsatisfactory basis (S/U) or audit basis.

- ‘S/U’ modules will appear on the student's transcript/result slip but will not be counted towards the student's CAP.
- Students who audit a module need not sit for final examinations and will not receive a final grade. Audited modules will not appear on the student’s transcript/result slip.

13.2 Credit Transfer/Module Exemption

Students who would like to request for transfer of credits or seek exemption from taking modules MUST submit the application(s) within the first semester of study.

The module taken must have substantially the same learning objectives, content and level of sophistication as the corresponding NUS module from which the student is to be exempted. The module taken must also be at level 5000 and above, relevant to the degree programme that you are pursuing and must have been completed less than 5 years before admission.

Students are to submit a written request through the supervisor(s) and Head of Department, to Vice-Dean of Faculty.

14 Examinations

Examinations for coursework modules are usually held at the end of each semester of study. Students can refer to the Examination Directory http://www.nus.edu.sg/registrar/events/examination.html for information.

Students who fail to sit for an examination of a module, without a valid reason accepted to the University will be given a Grade “F” (Fail) for the module which he/she is absent in.

Students are not permitted to repeat any passed module taken previously.

Starting from AY2012 Semester 2 intake, students will be charge a module fee S$2000 if they have to repeat the English module.
14.1 Modular Credit System

Students receive letter grades for each module taken (except for modules on Satisfactory/Unsatisfactory basis (S/U) or audit basis.) Each grade corresponds to a grade point as shown below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>5.0</td>
</tr>
<tr>
<td>A</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>4.5</td>
</tr>
<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Cumulative Average Point (CAP)

Academic progress is tracked by the CAP, which is the weighted average grade point of all modules taken by a student. Therefore, a student’s CAP is the sum of the module grade points multiplied by the number of MCs for the corresponding module, divided by the total number of MCs.

This is represented as follows:

$$\text{CAP} = \frac{\text{sum (module grade point x MCs assigned to module)}}{\text{sum (MCs assigned to all modules used in calculating the numerator)}}$$

All letter grades (including Grade F) are computed in the CAP computation.

The English language requirement is to be considered separately. CELC modules are excluded from the computation of CAP for fulfillment of coursework requirement.

14.2 Continuation Requirements

For continuation of candidature, a student must obtain satisfactory progress during his/her candidature. A student is terminated or refused re-admission if he/she fails to maintain the minimum CAP.

<table>
<thead>
<tr>
<th>Academic Standing</th>
<th>Rule</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>2.5 ≤ CAP &lt; 3.0</td>
</tr>
<tr>
<td>Probation</td>
<td>CAP &lt; 2.5 for first instance</td>
</tr>
<tr>
<td></td>
<td>CAP &lt; 3.0 for 2 consecutive semesters</td>
</tr>
<tr>
<td>Dismissal</td>
<td>CAP &lt; 2.5 for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td>CAP &lt; 3.0 for 3 consecutive semesters</td>
</tr>
<tr>
<td>PhD</td>
<td></td>
</tr>
<tr>
<td>Warning</td>
<td>3.0 ≤ CAP &lt; 3.5</td>
</tr>
<tr>
<td>Probation</td>
<td>CAP &lt; 3.0 for any semester</td>
</tr>
<tr>
<td></td>
<td>3.0 ≤ CAP &lt; 3.5 for 2 consecutive semesters</td>
</tr>
<tr>
<td>Dismissal</td>
<td>CAP &lt; 3.0 for 2 consecutive semesters</td>
</tr>
<tr>
<td></td>
<td>CAP &lt; 3.5 for 3 consecutive semesters</td>
</tr>
</tbody>
</table>

A student may also be issued a warning or placed on probation or be issued a letter of termination for poor performance in the PhD qualifying examination, research thesis or other programme requirements.

Research scholars who are placed on probation may face suspension of their scholarship or cut in their stipend.
14.3 PhD Qualifying Examination

PhD students and MSc students who wish to upgrade to PhD are required to pass a Qualifying Examination (QE) in the form of comprehensive examinations and an oral defence of the thesis proposal.

Students must satisfy departmental requirements on CAP, modules and English language before they are allowed to sit PhD QE. The comprehensive examination typically comprise of written examinations while the oral defence will be held before a three-member panel of Thesis Committee including your supervisors and members appointed by Head of department.

When the Qualifying Examination is to be taken
1) For candidates admitted directly to PhD programme

The Qualifying Examination (including the above-said oral defence) should be completed within 24 months from the date of admission. This applies to both full-time and part-time students. Candidates are generally given two attempts within the 24 month time period. Candidates who failed their Qualifying Examination will be recommended to have their candidature downgraded to MSc or terminated.

2) For candidates who wish to upgrade from MSc to PhD candidature

Candidates can apply to take the Qualifying Examination after satisfying the coursework requirements and English Language requirement (if applicable) for their MSc programme.

Please consult your department for the requirements, format and schedule for your QE.

Biological Sci  [http://www.dbs.nus.edu.sg/education/graduate-students.html](http://www.dbs.nus.edu.sg/education/graduate-students.html)
Chemistry  [http://www.chemistry.nus.edu.sg/education/graduates/CurrentStudents/current_students.htm](http://www.chemistry.nus.edu.sg/education/graduates/CurrentStudents/current_students.htm)
Pharmacy  [http://pharmacy.nus.edu.sg/phd-msc/](http://pharmacy.nus.edu.sg/phd-msc/)
Physics  [https://www.physics.nus.edu.sg/student/graduate.html](https://www.physics.nus.edu.sg/student/graduate.html)

Research scholars who passed their Qualifying Examination within the stipulated 24 month period will have an additional $500 per month added to their stipend (if applicable in accordance to the terms and conditions of the scholarship), from the date of passing their Qualifying Examination up to 24 months or expiry of the Research Scholarship, whichever is earlier.

Research scholars who failed / did not sit for their Qualifying Examination within the stipulated 24 month period will be converted to MSc or their PhD candidature will be terminated. These students will become “self-funded” and will be required to pay tuition fees. Please refer to Registrar’s Office at [http://www.nus.edu.sg/registrar/edu/gd-fees.html](http://www.nus.edu.sg/registrar/edu/gd-fees.html) for fee information.

Research scholars who could not complete their Qualifying Examination within the 24 month period will have their stipend suspended from the 25th month onwards until they have successfully completed the Qualifying Examination. Their research scholarship will be reinstated from the date of passing the Qualifying Examination up to the 48th month of their candidature or expiry of their research scholarship whichever is earlier. The faculty will not “back pay” students either stipends or tuition fees incurred during the suspension period.

14.4 Thesis Examination

Both MSc and PhD students must pass your thesis examination at the end of the course of study before you can be considered for the award of the degree. Information on the writing of a thesis, its format, submission and examination is available at [http://www.nus.edu.sg/registrar/event/gd-thesisexam.html](http://www.nus.edu.sg/registrar/event/gd-thesisexam.html).
14.4.1 Deadline for submission
Candidates have to submit their theses for examination (after being approved by the supervisors and Heads of Departments) by the maximum period of candidature or such date as stipulated by the supervisors or the University, whichever date is earlier.

A grace period of up to two weeks can be given by the Registrar’s Office (request must be supported by the main supervisor) without the need for candidate to apply for extension of his/her candidature. However, the request must be submitted before the expiry of the candidature, as candidature will be considered as lapsed once maximum candidature has reached. Late requests would be considered as reinstatement of candidature requests with an administrative fee of S$250 payable for successful reinstatements.

Candidates who are unable to submit their theses even within the two weeks grace period should consult their supervisors first before applying for extension of their candidature by completing the Application for Extension of Candidature for Graduate Research Students Form. The application must be submitted through the supervisor(s), Head of Department and the Faculty’s Vice-Dean (Graduate Studies), preferably three months before the expiry of the candidature.

Candidates who wish to submit their theses before the minimum residency period must submit a written request to the Registrar, through the supervisor(s), Head of Department and the Vice-Dean (Graduate Studies) for approval before submission.

14.4.2 Thesis Submission Date & Fees Payable
Tuition and miscellaneous fees are payable until the thesis is submitted for examination. However, the insurance premium will continue to be payable for full-time students unless the candidate converts his/her candidature to part-time. A candidate who converts his/her candidature to part-time after Instructional Week 2 is liable to pay the insurance premium for that semester.

For current research scholars, the last day of award will be the date of receipt of the Thesis Submission Form by the Student Service Centre. If the research scholar did not collect the Thesis Submission Form from the Department or submit the Form to SSC as soon as s/he could have, the Faculty can terminate the scholarship earlier than the date the Form is received by SSC.

14.4.3 Procedures for First Submission of Thesis for Examination
Candidate to submit the following to the Department once the thesis is ready for submission:
- Thesis Submission Form
- Two soft-bound copies (Master’s thesis); or four-soft bound copies (Doctoral thesis)
- Softcopy (pdf format) of the thesis in CD-ROM

After the necessary requirement checks, completing the Form and forwarding the thesis to the internal examiner(s), Department to:
- Inform candidate to collect the completed Thesis Submission Form
- Inform candidate of the pre-scheduled oral exam date
- Return the Thesis Submission Form, any balance thesis, and the CD-ROM to candidate

Candidate to submit the following at the Student Service Centre as soon as possible:
- Completed Thesis Submission Form
- Number of copies of soft-bound thesis received from Department
- Softcopy (pdf) of the thesis in CD-ROM
- Payment receipt of thesis examination fee and outstanding fees (if any)*

*Note for Payment:
Please print a copy of your latest Student Bill and complete the Thesis Examination Fee Payment Form.
For research scholars who have received excess Research Scholarship stipend and have yet to refund the excess, the University reserves the right to withhold student status letters, results slips or transcripts, status letters, thesis examination and the confirmation of the award of the degree.
14.4.4 Nomination of Thesis Examiners
Students and supervisors should initiate the nomination of examiners process two months before the thesis is expected to be submitted for examination. This is to allow sufficient time for the approval of the proposed examiners, so that the thesis can be sent for examination upon submission.

<table>
<thead>
<tr>
<th>Degree</th>
<th>Examiners</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSc</td>
<td>2 examiners (one of whom may be an external examiner)</td>
</tr>
<tr>
<td>PhD</td>
<td>3 examiners (at least one external examiner)</td>
</tr>
<tr>
<td>Joint PhDs</td>
<td>1 examiner from NUS</td>
</tr>
<tr>
<td></td>
<td>1 examiner from Partner University</td>
</tr>
<tr>
<td></td>
<td>1 external examiner</td>
</tr>
</tbody>
</table>

Important: Candidate should not, under any circumstances, communicate with any examiner on matters related to the thesis examination.

14.4.5 Period of Thesis Examination
Examiners are given seven weeks from the date thesis is sent to them, to complete the examination of the thesis and submit an evaluation report.

14.4.6 Outcome of Thesis Examination
After all the examiners’ reports are received:
Master’s thesis - Candidate will be asked to collect thesis (if any) and to consult supervisor(s) on the amendments, if any. Depending on the outcome of the examination, the revised thesis may be sent for further examination.

Ph.D. thesis - Candidate will be notified of the oral examination date if there are no/minor amendments. However, if major revision is recommended by the examiner(s), the candidate may be asked to revise and resubmit the thesis for further examination before the oral examination is scheduled.

14.5 PhD Oral Defense
PhD candidates are required to attend an oral examination after the theses have been examined.

The entire oral examination usually takes about two hours. It comprises an oral presentation followed by an oral defence/open discussion. There are usually three to four members on the examination panel. The oral presentation should in general last about 40 to 60 minutes.

You are expected to
- Give a brief overview of the thesis and highlight its connection to your research objectives;
- Discuss key findings and new contributions made to the field;
- Justify methodology and theoretical framework used; and
- Analyse implications of study for future research, policy and other applications

You are also expected to answer satisfactorily any question raised on the subject matter of your research thesis and related subjects.

After the oral examination, the candidate will be informed by the Oral Panel of the outcome, on the amendments to the thesis and the person(s) to advise the candidate on the amendments, if applicable.

Please note that if major revisions to the thesis are required, the candidate may have to pay fees for 1 semester, even if the period granted to do the revision is less than six months. If the candidate is unable to complete the revisions in six months, s/he will be required to pay another semester’s fees. The total revision period cannot exceed 12 months.

After examination/re-examination, if no or only minor amendments are required, the final approved thesis must be uploaded electronically. You will be notified via email when the system is open for a week for you to upload the thesis. A softcopy of the final approved thesis in CD-ROM (pdf format) must be submitted to your Department for the verification of your uploaded thesis.
One copy (in any form agreed with your supervisors) of the final approved thesis should be submitted to the supervisors.

You must also complete and submit the Feedback Form on Research Guidance (obtain from the respective Department or Faculty/School).

14.6 Award of Degree
You will be considered for award of degree by the Board of Graduate Studies if:
- all minor/major revisions are incorporated in the thesis to the satisfaction of the supervisor(s) and the Oral Panel member (if applicable);
- and after the uploaded electronic thesis has been verified by the respective Department/Faculty.

After the degree has been awarded by the Board of Graduate Studies, the Chancellor’s approval will be sought for the degree to be conferred in writing. The approximate timeframe for approval by Board of Graduate Studies and Chancellor is about two months after your uploaded thesis has been verified.

There are four collection period for graduate degrees,

<table>
<thead>
<tr>
<th>Period in which degree conferred</th>
<th>Collection of degree scroll and complimentary transcript</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 July to 30 Sept</td>
<td>From Mid Oct</td>
</tr>
<tr>
<td>31 Oct to 31 Dec</td>
<td>From Mid Jan</td>
</tr>
<tr>
<td>31 Jan to 28 Feb</td>
<td>From Mid Mar</td>
</tr>
<tr>
<td>31 Mar to 30 Apr</td>
<td>From Mid May</td>
</tr>
<tr>
<td>31 May to 30 June</td>
<td>During Commencement Ceremony (or after last day of ceremony)</td>
</tr>
</tbody>
</table>


15 Commencement
Commencement ceremonies for the presentation of graduates who are conferred degrees are usually held in July each year. All information on the Commencement ceremonies will be disseminated at the Commencement website [http://www.nus.edu.sg/commencement/](http://www.nus.edu.sg/commencement/).

16 Other Administrative Matters

16.1 Appeals
In the event that a student needs to submit an appeal letter, please note the following:
- To provide justifications
- For any medical reasons, it is necessary to submit original medical documents from the hospital or clinic.
- Any other documents deemed necessary

Students are to note that personal reasons relating to family, financial issues as well as work issues are not accepted by the Faculty as justifications in any appeal submitted.

All appeals submitted will be considered on a case-by-case basis according to University guidelines.

16.2 Changes in Thesis Topic, Title and Supervisors
Change of Supervisor(s)
- Usually, there should not be more than 3 supervisors. The main supervisor is normally from the same Department that the student is registered with. Non-NUS staff may be appointed as co-supervisors.
- Request for change of supervisor(s) must be submitted using the form 797/92B Appointment of New/Change of Supervisor(s) (available at [http://www.nus.edu.sg/registrar/forms.html](http://www.nus.edu.sg/registrar/forms.html))
Change of Thesis Title/Research Topic

- Request for a change in the thesis title/research topic must be submitted using the form 797/92A Application for Change of Thesis Title/Research Topic (available at http://www.nus.edu.sg/registrar/forms.html).

16.3 Leave Matters For Non-Research Scholars

The only type of leave available to non-research scholars is Leave of Absence. Students who wish to apply for leave of absence should apply through myEduRec.

Such leave should be submitted at least two weeks prior to the proposed leave period. Any relevant supporting documentary evidence should be attached.

Students who apply for Leave of Absence after Instructional Week 2 are required to pay fees for that semester.

Leave applications that go beyond the maximum candidature require approval from the Vice Dean (Graduate Studies). Leave of absence of more than one year (cumulative) requires the approval of the Board of Graduate Studies.

16.4 Leave Matters For Research Scholars

16.4.1 Holiday Leave (For Research Scholars Only)

The Research Scholar Holiday Leave application system is available at myEduRec.

(a) A research scholar is eligible for paid holiday leave of 21 working days per calendar year for the duration of the research scholarship. Depending on the start date and end date of the research scholarship, the leave entitlement for the year will be pro-rated accordingly.

(b) The scholar should give his/her leave approver sufficient time (two weeks) to approve his/her application. S/he should go for the leave only after the application has been approved.

(c) There will not be additional leave granted for periods of research scholarship extension. However, any unconsumed leave may be taken up to the end of the extended period of the scholarship or the end of the year of the original scholarship end date, whichever is earlier.

(d) Holiday leave excludes Saturdays, Sundays and Public Holidays. There is no half-day leave application.

(e) Holiday leave cannot be taken during periods of scholarship suspension.

(f) Unconsumed leave in any one year will not be carried forward to the next year.

(g) Medical leave that falls within the applied holiday leave period will not be considered.

(h) When the research scholarship is terminated, the leave entitlement will be pro-rated according to the termination date. If excess leave had been taken, the scholarship stipend will be deducted accordingly. Holiday leave must be consumed before the scholarship end date (including the period of extended scholarship). Holiday leave not utilized prior to the scholarship termination date will lapse and there will be no payment of stipend in lieu thereof.

(i) For transfer of candidature (from Master’s to Ph.D. and vice versa), the holiday leave entitlement will be adjusted accordingly.

(j) Students who are undertaking trial projects and have not formally registered as research scholars will not be entitled to holiday leave.
16.4.2 Leave of Absence (Unpaid) (For Research Scholars Only)
Please submit applications via the Leave of Absence online system at myEduRec.
(a) Leave of absence is inclusive of Sundays & public holidays.
(b) All holiday leave balance must be fully utilised before applying for leave of absence; unless the Faculty/School decides otherwise.
(c) Maternity leave is considered as leave of absence due to personal reasons.

16.4.3 Medical Leave (For Research Scholars Only)
Paid medical leave is granted up to 30 days per calendar year for out-patient and 60 days per calendar year if hospitalization is required.
Please submit applications via the Leave of Absence online system at myEduRec. Valid supporting medical certificates or letter must be submitted with the application.

16.4.4 Compassionate Leave (For Research Scholars Only)
Each research scholar can be granted a maximum of five consecutive days per demise of an immediate family member (including spouse, child, parent, grandparent, brother/sister, parent-in-law and son/daughter-in-law).
Please submit applications via the Leave of Absence online system at myEduRec.

16.4.5 Reservist Training (For Research Scholars Only)
Paid leave will be granted unless the Faculty/School decides otherwise. Please submit applications via the Leave of Absence online system at myEduRec. A copy of the notice must be submitted with the application. Those who are required to serve the balance of the NS liability period will not be given paid leave.

16.4.6 Conference Leave/ Field Trips (For Research Scholars Only)
Students who would like to attend conferences or go on field trips, research attachments have to apply to your respective Head of Department for approval. Once such activities are approved, leave is deemed granted.

Please note the following when seeking approval:
Attend Conference
- As mentioned above, attendance is to be approved by Head of Department. Please apply to the department if you wish to seek conference support.

Go on field trips/overseas attachment
- Furnish your department with the following when seeking approval:
  o Period of stay
  o Scope of study and its relevance to your research topic
  o The institution, city, country in which the study will be carried out
  o Detailed work schedule
  o Quantum of financial help provided, if any.

16.5 Change of Personal Particulars
Throughout their candidature, students are responsible for keeping their personal particulars (including citizenship, official/legal name, identity card / passport details, permanent and correspondence contact details, and next-of-kin details) updated in the University’s records in a timely manner. The University will not be accountable for delayed or lost mail due to incorrect or obsolete addresses and contacts.

Students may check their particulars or amend their contact details via myEduRec.

Self-Service Updates via myEduRec
- home address and mailing address
- contact numbers
- next-of-kin

For updates at Student Service Centre (must be accompanied by documentary proof for verification)
- citizenship
- official/legal name
- identity card/passport details
16.6 Loss and Replacement of Registration Card
If you lose your registration card, please report the loss of your card using Lost Card Management System https://myaces.nus.edu.sg/lostcard/controller?cmd=Login and then apply online for a new matriculation card.

16.7 Transcript
Current students may print their examination result slips and unofficial transcripts directly from myEduRec Student Center.

However, all official transcripts will be issued only by the Registrar. You may also refer to http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html for the details.

16.8 Renewal of Student Pass
The international student is responsible for ensuring that he/she resides in Singapore on a valid immigration pass. A new Student’s Pass is considered issued on completion of formalities at the Immigration & Checkpoint Authority (ICA).

Students applying for an extension of the student pass are advised to submit the application using the form “Application for Extension of Student Pass” http://www.nus.edu.sg/registrar/forms.html at least one month and not more than two months before the expiry date of the current student pass. Please note that ICA impose a fine on those who overstay without a valid pass.

Students must surrender their current student pass at ICA for cancellation at least 7 days before the date of expiry, at which a short term visit pass will be issued for them to complete the formalities for the issuance of the new student pass.

17 Other Services Offered by the University

17.1 Assistance to Students
The Office of Student Services http://www.nus.edu.sg/osa/ provides assistance to all students in the University.

The services offer include
- Orientation and assistance with immigration matters for international students
- Accommodation ie. Hostel applications
- One-stop Student Service Centre located at Yusof Ishak House, Level 1. The student service centre is a convenient contact point for you to obtain information and services related to academic/administrative student records, tuition fees and financial matters.

17.2 University Health Centre (UHC)
UHC provides comprehensive outpatient medical treatment to all students at minimum charge. Please refer to UHC website http://www.nus.edu.sg/uhc/ for details on operational hours, services available.

All full-time graduate students are required to take up the Group Medical Insurance Scheme (GMIS) that covers hospitalization & surgery, mental health treatments and emergency treatments as a result of an accident. Please refer to UHC website on the medical insurance benefits http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html

The Counselling Centre is located at level 2, HUC offers a wide range of services such as individual counseling, couples counseling and crisis intervention. A 24-hour hotline is available for students in extreme distress and cannot wait for a scheduled appointment. Students can call the LifeLine NUS at 6516 7777 for immediate assistance.
17.3  Sports and Recreational Centre
NUS graduate students are welcome to use the sports facilities on campus. You can visit the sports@NUS at
http://nus.edu.sg/osa/sre for details.