



**(Cont'd) Research Scholarship Details**

Are you a NUS research scholarship/fellowship/award recipient?

No  Yes (Award Start Date : \_\_\_\_\_; Award Expiry Date : \_\_\_\_\_)

As the scholarship/fellowship/award ceases upon the conversion of the candidature from full-time to part-time, if excess scholarship stipend has already been made, scholars will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount will be added to the refund.

Are you in receipt of a NUS research scholarship/fellowship/award which entails you to fulfil the **Graduate Assistantship Programme (GAP)** requirements?  No  Yes

**If yes**, please continue to complete this section.

Number of hours required for completion: \_\_\_\_\_

Number of hours completed: \_\_\_\_\_

Have you completed the required hours of service?

Yes, I have completed the hours required.

No (Outstanding hours: \_\_\_\_\_)

(Remarks, if any: \_\_\_\_\_)

Not Applicable (Remarks: \_\_\_\_\_)

As the scholarship/fellowship/award ceases upon the conversion of the candidature from full-time to part-time, tuition fees will be payable by the student. International students would pay the non-Service Obligation (SO) tuition fee rate unless they have arranged to sign and eventually signed the SO agreement with MOE to avail themselves of the SO tuition fee rate. A student who has completed the full (not pro-rated) GAP requirements at the point of conversion is eligible to continue with the SO tuition fee rate without the need to sign the SO agreement.

Please tick one of the following boxes:

Intend to sign the Service Obligation (SO) agreement so that the SO rate will be payable in accordance to the SO effective term. Applications for SO can only be done at the start of each semester. Please visit the [SO web](#) for more details on the SO Scheme.

Do not intend to sign the Service Obligation (SO) agreement.

Not applicable as I have completed the full GAP requirements.

**Fulfilment of Other Requirements**

**(1) Completed Coursework Requirement?**

Yes  Exempted  No

**(2) English Language Requirement:**

I have fulfilled the English Language requirement of intermediate/advanced\* level of proficiency in the Graduate English Course (only applicable to graduates from non-English medium Universities).

Yes  Exempted  No

**Important Notes:**

1. International students will not be eligible for a Student's Pass once the candidature is converted to part-time. If their dependant(s) are on a social visit pass sponsored by the University, the pass will also be cancelled. Such students must ensure that they and if applicable, their dependent(s) stay in Singapore on a valid pass.
2. Students who convert their candidature to part-time will no longer be covered under the NUS insurance scheme and will have to ensure that they get their own insurance. Students who convert their candidature to part-time after the fee payment deadline (please refer to this [website](#)) are still liable to pay the insurance premium for that semester.
3. It is compulsory for all full-time students (including those who have submitted their thesis but yet to be conferred the degree) to subscribe to the NUS insurance scheme.

By submitting this form, it will be taken that you have taken note of the content above.

Signature of Student : \_\_\_\_\_

Date : \_\_\_\_\_

**Section B: To be Completed by SUPERVISOR(S) and forwarded to Head of Department**

The candidate has fulfilled the following:

- Submitted a satisfactory draft thesis.
- Other reason(s). Please specify: \_\_\_\_\_  
\_\_\_\_\_

The application is recommended as follows:

- I endorse the proposed work plan and I believe the proposed timeline after conversion is realistic. I therefore recommend the conversion to **part-time / full-time** (delete accordingly) candidature.
- I do not recommend the conversion.

(Note: If supervisor feels that student's academic progress will not be able to make satisfactory progress after the conversion, he/she should not recommend conversion to part-time.)

Comments (attach separate sheet if necessary):

Name of Main Supervisor : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Co-Supervisor : \_\_\_\_\_ Signature : \_\_\_\_\_ Date: \_\_\_\_\_

Name of Co-Supervisor : \_\_\_\_\_ Signature : \_\_\_\_\_ Date : \_\_\_\_\_

**Section C: To be Completed by Director, Research Institute/Centre (if student is attached to a Research Institute/Centre)**

The application for Conversion is:

- Supported
- Not Supported

Comments (attach separate sheet if necessary):

\_\_\_\_\_  
Name of Director/Nominee Signature Date

**Section D: To be Completed by DEPARTMENT ADMINISTRATOR (for NUS scholarship/fellowship/award recipient)  
(Not Applicable for Law/LKYSPP/Duke)**

Completion of GAP Hours\*

- Yes
  - No (Outstanding hours: \_\_\_\_\_)
  - Not Applicable
- \*Pro-rated hours, if applicable, are by semester or part-thereof.*

- The student and supervisor(s) will be or have been advised on the number of hours on the outstanding hours of GAP to be fulfilled (if applicable).

The student will:

- \*\*Pay the non-Service Obligation tuition fee rate (from Term: \_\_\_\_\_). If the student eventually signs the SO agreement, the SO rate will be payable in accordance to the SO effective term. Department/Faculty is reminded to submit the student's details for SO signing in due course.
- Continue under the SO (GAP) tuition fee rate because:
  - Student has completed the full (not pro-rated) GAP requirement.
  - Student's scholarship has lapsed and student has/will be completing the full (not pro-rated) GAP requirement.

Comments:

\_\_\_\_\_  
Name of Department Administrator Signature Date

**Section E: To be Completed by HEAD of DEPARTMENT and forwarded to Vice-Dean**

The application for Conversion is:

Supported

Not Supported

Comments (attach separate sheet if necessary):

\_\_\_\_\_  
Name of Head of Department/Nominee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Section F: To be Completed by VICE-DEAN and forwarded to Registrar's Office**

The application for Conversion is:

Approved

Not Approved

Comments (attach separate sheet if necessary):

\_\_\_\_\_  
Name of Vice-Dean/Nominee

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*\*Conveyance letter to students on the successful conversion will include informing OFS if there is to be a change to the tuition fee rate payable by the student, and the office doing the conveyance to verify that SIS is updated by OFS.**