

WELCOME !

Congratulations on your success in gaining admission to the Faculty of Arts and Social Sciences of the National University of Singapore and a very warm welcome to you!

This Guide is intended to help you, our Faculty's new graduate research student, prepare for your studies here.

If you need any assistance, you may email our **Division**. Alternatively, you may drop by our office (Graduate Studies Division) at Blk AS7, Level 6, The Shaw Foundation Building. Our staff will be pleased to assist you with your enquiries.

For assistance on matters pertaining directly to your studies in the Department/Programme, you may consult the Graduate Coordinator in your Department/Programme. The list of Graduate Coordinators is available at this **website**.

We hope you will have an enjoyable and fulfilling time here.

GRADUATE STUDIES DIVISION
FACULTY OF ARTS AND SOCIAL SCIENCES

Note:

- All efforts have been made to ensure the accuracy of this Guide. The contents are subject to change without notice.
- Where "Department" is mentioned, it refers also to a "Programme". In addition, where "Head of Department" is mentioned, it also refers to the "Head of Programme".
- Where "Research Scholarship" is mentioned, it refers to scholarships awarded by NUS e.g. President's Graduate Fellowship, NUS Research Scholarship, etc.
- Where "Research Scholar" is mentioned, it refers also to the recipient of NUS scholarships e.g. President's Graduate Fellowship, NUS Research Scholarship, etc.
- All relevant forms are available at this **website** unless otherwise stated.

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1. Academic Year

The standard academic calendar consists of two semesters and a special term. Each semester normally includes 13 weeks of instruction and two weeks of examinations. The special term takes place during the Semester II vacation period. It comprises two parts, each of which lasts six weeks and is inclusive of an examination period.

The table below presents the basic chronological structure of the two main semesters in any academic year.

Semester I	:	Early August to Early December (18 weeks)
Vacation	:	Early December to Early January (4 to 5 weeks)
Semester II	:	Early January to Early May (17 weeks)
Vacation	:	Early May to Early August (12 to 13 weeks)

2. Use of Library Facilities

You can access the library facilities during the following hours:

During Semester	
Monday to Friday	: 9.00 am to 9.00 pm
Saturday	: 10.00 am to 5.00 pm
Sunday & Public Holiday	: Closed unless otherwise stated by the Library

Opening hours are usually the same during recess week but shorter during the vacation periods (December to January and May to August). The library is usually closed on public holidays but may be open on selected holidays (during the examination period). To confirm, please refer to the NUS Libraries portal for announcements on any revision of opening hours. Any revision of hours for holidays will be announced through the library website or library notice boards.

For more information on the NUS Libraries, please visit their [website](#).

NUS students also have direct access to the collections within the Institute of Southeast Asian Studies (ISEAS) Library, at no cost. You only have to produce your student card to the ISEAS Library Counter for registration. You may contact ISEAS via [email](#) for further queries.

3. Computer Account

You will have an e-mail account at NUS that will be your official point of contact. All communications from the University to students will be via the official email account. As such, you are expected to check your account regularly. You will be able to access your email account from [here](#), using your NUSNET userid (e.g. eXXXXXXX) and NUSNET password. This is different from your six-digit Personal Identification Number (PIN) which you will also require to access some systems. You will be given your NUSNET userid, password and PIN after you have registered your candidature with NUS.

Students are also expected to be aware of the latest notices/circulars that may be posted in the [NUS Student Portal](#) and [FASS Graduate Student Portal](#).

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 backup of the files should be made as soon as possible.

4. LumiNUS

[LumiNUS](#) is NUS' digital learning platform. It is designed to support greater student engagement with content. Students get immediate notification on assignments and deadlines due through a task manager. LumiNUS is fully mobile accessible on both iOS and Android platforms. More information on LumiNUS, including how to use it, is available [here](#).

5. Facilities for Students

The following **Computer Labs** are available to students:

- Blk AS7 (Opening hours Mon to Fri 9am to 5pm only)
- [Yusof Ishak House & AS8](#)
- [PC Cluster](#)

There are fixed opening hours for the Information Technology (IT) facilities so you should visit the websites (where available) for more information.

The **Graduate Student Lounge** at AS8-02-05 is open to all FASS graduate students. The operating hours of the lounge is as follows:

- | | | |
|-----------------------------|---|--------------------|
| • Monday to Friday | : | 9:00am to 10:00pm |
| • Saturday | : | 10:00am to 04:00pm |
| • Sunday and Public Holiday | : | Closed |

Outside the operating hours, the lounge can be accessed by tapping your NUS student card and entering your Personal Identification Number (PIN) on the device. If you have forgotten your PIN, please click [here](#). New students will be able to access the room by the end of instructional week 3. Please note that there is no air-conditioning in the lounge outside of the operating hours.

6. Insurance

All full-time graduate students are required to subscribe the NUS health services and insurance scheme which covers students for hospitalisations/surgical/mental health, personal accident and outpatient specialist care. Information on the insurance policy and claim is available at this [website](#).

For research scholars, the premium will automatically be deducted from the scholarship stipend on a semestral basis.

There is also travel insurance cover for all students travelling overseas for activities or purposes approved, endorsed, organised, sponsored or authorised by NUS. Please refer to the following website [here](#) for more information.

7. Programme Requirements

7.1 Period of Candidature

University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment.

Research candidates pursuing full-time studies are expected to commit themselves to at least 40 hours per week of study. The University does not encourage full-time students from taking up employment during term time that might interfere with their studies.

Candidates may be admitted as full-time or part-time students. However, international students pursuing studies on a Student's Pass must pursue their studies on a full-time basis. All candidates should note that commitments from employment will not be accepted as valid reasons for absence, uncompleted work, late submission of work, or poor performance, and may lead to exclusion from certain full-time programme.

The maximum periods of candidature for both full-time and part-time candidates are the same. They are 36 months for Masters candidates and 60 months for PhD candidates. The maximum period of 60 months for PhD students applies also to candidates admitted in the first instance to a Masters degree programme before upgrading to the doctoral degree.

The maximum candidature is 72 months PhD candidates in the Comparative Asian Studies Programme.

7.2 Residency Requirement

Residency is defined as payment of fees and the ability to meet all requirements of the programme of study.

Masters candidates must spend a period of residence in Singapore for a minimum of six months and PhD candidates for 18 months during their candidature.

Periods of approved leave and overseas fieldwork do not count towards residency. It is exclusive of any period of preparatory study that may be required by the Department where the candidate is pursuing his/her studies.

Please note that candidates who are awarded Research Scholarships must reside in Singapore during the duration of the scholarship award unless approval is granted otherwise.

7.3 Coursework Requirement

All students are required to take and pass a number of relevant modules unless exemption has been granted by the University. Masters and PhD students in the Faculty are required to complete a minimum of four and six modules respectively. Some Departments may require more than the Faculty minimum as indicated in [Annex C](#). **Please refer to our offer letter regarding your admission to the graduate programme for the minimum number of modules that you are required to complete.**

All full-time students are expected to read a minimum of two graded modules per semester, which must count towards their Cumulative Average Point (CAP), unless you are finishing up your modules or have a valid reason for not doing so, subject to Department approval.

At least 75% of the total modular credit (MC) requirements must be at level 5000 or 6000. Up to 25% of the total MC requirements may be at level 4000, subject to the approval of the Department. Please note that some Departments may have stricter coursework requirements e.g. compulsory modules, a minimum number of level-6000 modules, etc. Please check directly with your Department.

Research students may take more than the minimum necessary modules (comprising all required modules within the curricular requirements and in the subject/related disciplines) subject to Department's approval. However, only the grades for the minimum necessary modules shall be considered in assessing whether the student has met the degree requirement. As excess modules can generally be determined only after a student has completed all modules, this means that the grade of the excess module(s), if any, will be included in your CAP most of your candidature; it will be excluded from your CAP only after the submission of your thesis. If you have excess modules and would like to change the grading basis for your excess modules to "Not Computed to CAP (NCP)", please download the form (FASS-G03/20) from the [Student Portal](#) and submit it to your department administrator no later than one month after you receive the outcome of your thesis examination.

An exception will be made when a module did not meet the minimum required grade, is re-taken/replaced and the minimum grade met. The module with the lower grade point will be excluded from CAP by your department, irrespective of whether the full curricular requirements has been exceeded in the semester in which the successful attempt is made.

You should discuss with your Thesis Advisor(s) or Graduate Coordinator the relevant modules that you need to take. All modules must be taken and passed within your maximum period of candidature. The time-table is available from [NUSMODS](#). You can refer to Section B of Annex A for the [suggested schedule of work](#). If you are required to take more modules than the Faculty minimum, you must plan your study carefully and aim to complete the coursework requirement and thesis on time.

Unless otherwise indicated, each module shall be of one semester's duration. The modules offered may be modified or added to from time to time by the Faculty of Arts and Social Sciences. Not all modules are necessarily available in any one semester. Admission to modules offered by other graduate programmes in this University is subject to the approval of the candidate's Thesis Advisor, the lecturers of the particular modules, the Head of the candidate's Department and the Head of the Department responsible for those graduate programmes. Do note that modules offered by self-financing programmes may be offered at an additional charge which students may have to bear. The Head of the Department may impose restrictions on the modules which a candidate may take.

The coursework requirement includes a Graduate Research Seminar that will be graded on a "Completed Satisfactorily" (CS)/"Completed Unsatisfactorily" (CU) basis. This is a compulsory module for all research students, where you will get an opportunity to present your research papers. In addition, topics such as research ethics and thesis writing will be covered. The module may be spread over two semesters.

Students, with the approval of the Department, may be allowed to take up to two Independent Study Modules (ISMs). The ISM is designed to enable the student to explore an approved topic in the discipline in depth. The student should approach a lecturer to work out an agreed topic, readings, and assignments for the module. A formal written agreement should be drawn up, giving a clear account of the topic, programme of study, assignments, evaluation, and other pertinent details. The Head's and/or nominees's approval of the written agreement is required. Regular meetings and reports are expected. Evaluation is based on 100% continuous assessment and must be worked out between the student and the lecturer prior to seeking departmental approval. Please approach the Department to register for an ISM.

Unless otherwise stated, there shall be one examination for each module to be held at the end of the semester. The results of the written examinations will be submitted to the Board of Examiners and the Board may pass or fail a candidate or require him/her to be further examined in such manner as it thinks fit or refer him/her for further work. A candidate who is prevented by illness from taking or completing the examination or whose performance in the examination is affected by illness may be permitted by the Board of Examiners to take the examination again. In such a case, the candidate may be required, at the discretion of the Board of Examiners, to repeat the whole or part of the module before taking the examination again.

Students in the Comparative Asian Studies Programme must also obtain a satisfactory grade (at least grade 'C') for all required Asian language modules or equivalent.

All students are required to complete the following e-modules:

- 1) Responsible Conduct of Research (RCR) online course - non-completion would result in you not being able to attempt your PhD Qualifying Examination. More information can be found [here](#).
- 2) 'A Culture of Respect and Consent' and related courses - the e-module can be found under the "Non-Academic Modules" tab on LumiNUS.

You will receive email notifications in your NUS email account about the modules. For after the RCR course, the email notification will be sent about two weeks before term starts. For the Respect and Consent module, it will be sent after you complete Registration (Part One).

7.4 English Language Requirement

FASS candidates who are required to take the Diagnostic English Test (DET), will either be placed in a graduate English module, or be exempted from taking the modules altogether, depending on your performance in the DET. As indicated in the offer letter, registration for the DET can be made online through this [website](#). You must register to sit for the DET for graduate students during the period given in the offer letter. This test is conducted twice a year (normally in July and December) by the [Centre for English Language Communication](#) of the University.

There are three Graduate English Courses for graduate students namely, Basic Level Writing Course (ES5000), Intermediate Level Writing Course (ES5001A) and Advanced Level Thesis Writing Course (ES5002). You will be recommended for the appropriate course depending on your DET result and/or the recommendation by your Department.

The graduate English modules are usually conducted twice a week, two hours each time, for a total of four hours per week. Satisfactory attendance and progress are expected. Your performance in the graduate English modules is an important factor in determining whether you are progressing satisfactorily in your candidature.

If you are required to take the Graduate English modules and you are a **Masters** student, you are required to achieve an **intermediate level** of proficiency. If you are a **PhD** student, or have upgraded your candidature to PhD, you are required to achieve an **advanced level** of proficiency. This is with the exception of PhD students from the Department of Chinese Studies who are required to achieve an intermediate level of proficiency. Special exemption may also be granted to students from the Departments of Japanese Studies and Malay Studies if their theses are not written in English.

Students who are required to take the graduate English modules at intermediate level are required to obtain satisfactory grades (at least grade C) within two years of their candidature. Students who are required to take the graduate English module at advanced level will generally take it in the fourth year of their candidature when they are writing their thesis and are expected to obtain a satisfactory grade (at least grade C).

Students who are required to take the graduate English module(s) need to take note that should they need to repeat any of the module(s), they will need to pay S\$2,000 to do so. This cost will be shared equally by the student and the student's home department.

7.5 Continuation Requirement

Students have to meet the following continuation requirements:

Masters	-	Cumulative Average Point (CAP) should not fall below 2.50 for two consecutive semesters or 3.00 for three consecutive semesters.
PhD	-	CAP should not fall below 3.00 for two consecutive semesters or 3.50 for three consecutive semesters.

The candidature of a student will be terminated if he/she fails to maintain the minimum CAP as stipulated above. A student will be issued a warning for any semester in which his/her CAP falls below that required for graduation (3.00 for Masters and 3.50 for PhD). If, in the following semester, the student's CAP again falls below the graduation requirement, but not sufficiently to warrant immediate termination, he/she will be placed on probation.

Where a module is required for the graduate candidature and the minimum grade is not met, a student may repeat:

- The same module (core or elective) only once. The improved grade point of the repeat/replaced module will replace the weaker one in the CAP (Cumulative Average Point) computation in the semester in which the successful attempt is made; and
- One-third of the curricular requirements not exceeding three modules, whichever is lower.

For research scholars who do not meet the continuation requirements, their monthly stipend may be suspended or scholarship/fee allowance terminated without notice.

Reinstatement will be reviewed after the scholar meets the continuation requirement, at the recommendation of the Department.

A candidate may also be issued a warning or placed on probation for poor performance on the Qualifying Examination, research thesis or other programme requirements. Scholars may have their monthly stipend suspended or scholarship/fee allowance terminated without notice.

7.6 Appeals

Please refer to the Student Portal [here](#).

7.7 PhD Qualifying Examination

PhD candidates are also required to pass a Qualifying Examination (QE) in the form of comprehensive examinations (formats differ among Departments); and an oral defence of the thesis proposal. The thesis proposal should be about 30 to 50 pages long.

The oral defence of your research proposal will be held before a three-member panel of Thesis Committee [including your Advisor(s)] appointed by the Head of Department. The comprehensive examinations comprise either two* written examinations or a written and an oral examination, depending on Departments. Please consult your Department's graduate administrator for details.

* *Students from the Department of Economics and the Department of Psychology must note that the Department requires you to complete three written examinations for the comprehensive examinations, in addition to the oral defence of the thesis proposal.*

Students must satisfy the following conditions before being allowed to sit the PhD QE:

- Complete a minimum of five modules with a minimum CAP of 3.50;
- Where applicable, obtain satisfactory grades in the CELC graduate English modules at intermediate level; and
- Other Departmental requirements.

The QE should be **passed** within the first two years of the PhD candidature. Within this period, a second PhD QE may be attempted should the candidate fail at the first attempt. This applies to both full-time and part-time candidates. For research scholars, the scholarship may be suspended upon the recommendation of the Department.

A student who is unable to pass the PhD QE by the end of the second year of his/her candidature may be downgraded to the Masters programme, with the approval of the Department and Faculty, if he/she can complete a reasonably good Masters thesis. For research scholars, the scholarship in such cases will be terminated. Otherwise, the candidature of such students will be terminated.

7.8 Thesis

Masters and PhD candidates must pass your thesis at the end of the course of study before you can be considered for the award of degree.

Masters and PhD theses should not exceed 30,000 words and 80,000 words respectively (including footnotes but excluding appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.) with the exception of:

- (a) a thesis written in the Chinese language, which should not exceed 135,000 (Masters) or 250,000 (PhD) characters; or
- (b) a thesis written in the Japanese language, which should not exceed 75,000 (Masters) or 200,000 (PhD) characters.

Information on the writing of a thesis, its format, submission and examination are available at [Annex A](#).

General guidelines on the format of research are available [here](#).

Theses in the Departments of Chinese Studies, Japanese Studies and Malay Studies may be written either in English or, in Chinese in respect of the Department of Chinese Studies, in Japanese in respect of the Department of Japanese Studies, or in Malay in respect of the Department of Malay Studies. All other theses must be written in English.

Copies of theses submitted, whether approved or not, become the property of the University.

Work which has been submitted for a degree of, or for which a degree has already been conferred by the University or any other university, may not be submitted again as a thesis; but a candidate is not precluded from incorporating part of such work provided that, in the thesis, the candidate clearly indicates the part of the work which has been so incorporated. A candidate may, in addition, submit such other published work as he/she desires provided it has not already been submitted for a degree in the University or any other university.

Both the Masters and PhD thesis will generally be examined by two internal examiners.

The thesis submitted by a candidate is forwarded to the examiners, who may set such further tests as they think fit to enable them to assess the thesis.

After submitting his/her thesis, PhD candidates must present himself/herself for an oral examination on the subject matter of the thesis and related subjects.

The Board of Examiners may pass or fail a candidate or refer him/her for further work.

Article-based PhD Thesis

FASS PhD students from the departments indicated below may choose to submit an article-based PhD thesis as an alternative route to completing a PhD thesis. This requires the approval of their Thesis Advisor, Thesis Committee members and the Head of Department or nominee.

- (1) Economics
- (2) English Language & Literature – only students in English Language & Linguistics
- (3) Geography
- (4) Japanese Studies
- (5) Malay Studies

- (6) Philosophy
- (7) Political Science
- (8) Psychology
- (9) Social Work
- (10) Sociology - only students in Sociology
- (11) South Asian Studies

Students will be required to submit the following:

- (a) Two to three journal articles that fulfill the following conditions:
 - (i) the student must be the lead author on the articles;
 - (ii) the journal articles must be based on work carried out since the student's period of registration as a doctoral candidate at NUS, and relate directly to the PhD research in the Department in which the student is registered;
 - (iii) at least one of the articles should be at least formally accepted (if not in press or published) at the time of submission, and the other article(s) should be in a publishable format, appropriate for submission to a stated journal; and
 - (iv) targeted journals must be reputable international journals, agreed beforehand with the student's Thesis Committee and endorsed by the Head of Department or nominee.
- (b) An analytical commentary of 8,000-12,000 words that fulfills NUS formatting requirements and comprises:
 - (i) a title page;
 - (ii) an abstract of up to 300 words;
 - (iii) an introductory section, highlighting the current state of knowledge and understanding in the field, identifying the research questions that have guided the PhD research, and indicating how the publications submitted contribute to an existing body of knowledge/scholarship;
 - (iv) an overview of and justification for the methodology/methods adopted in the research;
 - (v) a critical account of how the publications submitted address the guiding research questions and together make a coherent and significant contribution to knowledge and scholarship;
 - (vi) an indication of potential future research direction/questions in the field; and
 - (vii) where the portfolio includes jointly authored publications a statement explaining the student's contribution to those papers.

Students are required to choose **one** of the following two formats for the thesis:

Format A in which the analytical commentary will form the main body of the thesis, with appendices comprising full copies of the journal articles, OR

Format B in which the publications are placed as chapters within the structure of the thesis. The thesis must be presented in a consistent format, with material drawn from the journal articles but reworked to be integrated into the main body of the text such that the complete thesis reads seamlessly, as with a monograph thesis.

It is important that students check with their home department on the specific format required as well as any additional departmental requirements. For example, some

departments may require two journal articles while others may require three; some departments may require that you decide on which path to take much earlier on in your candidature.

Other Requirements

A student opting for the article-based PhD thesis route must have met, in full, the same modular and QE requirements of the degree as students on the regular thesis pathway. In other words, **all other requirements for the PhD degree will remain**. There will be no change in the coursework requirements, or in the examination process.

The work submitted under the article-based PhD thesis route should clearly meet the standard requirements of a PhD by thesis, in terms of language, coherence and most importantly, contribution to the discipline. The article-based PhD thesis will require the same amount and standard of research as a PhD by Thesis and is in no way expected to be an easier option. It might in fact be more difficult as it will have to be assessed by both journal reviewers and thesis examiners. The successful publication of even three (or more) articles will not in and of itself be sufficient to guarantee that the thesis will be passed by the examiners. Students will still be expected to make revisions to the articles and commentary if required by the examiners, even if the articles have been accepted by/published in journals.

Other Important Points to Note

- Students will have to decide on whether to complete the normal PhD by thesis or one based on articles, latest within a year of passing the PhD QE using the form available [here](#).
- The same journal article cannot appear in more than one thesis, even if there is equal co-authorship of the article.
- All copyright and permission issues must be resolved prior to uploading of the thesis. As per normal, students have to use the write-up in the [Electronic Thesis/Dissertation \("Thesis"\) Submission form, NUSGS.008/21](#), to seek formal approval with the respective journal editors to reproduce the articles.

Students can subsequently choose to opt-out of either route, but must do so before the examiners are nominated

7.9 PhD Oral Examination

After submitting the thesis, PhD candidates must pass an oral examination on the subject matter of the thesis and related subjects.

The entire oral examination usually takes about two hours. It comprises an oral presentation followed by an oral defence/open discussion. There are usually two to three oral members on the examination board.

The oral presentation takes about 15 to 20 minutes and should not exceed 30 minutes. You can:

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

7.10 Graduation Requirement

- | | | |
|----------|-----|--|
| Masters: | (a) | Minimum CAP of 3.00 for the required modules (please refer to section 7.3); |
| | (b) | Where applicable, obtain satisfactory grades (at least grade C) in the CELC graduate English modules at intermediate level; and |
| | (c) | Pass Masters thesis. |
| | | |
| PhD: | (a) | Minimum CAP of 3.50 for the required modules (please refer to section 7.3); |
| | (b) | Where applicable, obtain a satisfactory grade (at least grade C) in the CELC graduate English module at advanced level, with the exception of students from the Department of Chinese Studies who are required to achieve an intermediate level of proficiency; |
| | (c) | Pass PhD Qualifying Examination; |
| | (d) | Pass PhD thesis; and |
| | (e) | Pass Oral Examination. |

A candidate will be recommended for award of degree once he/she has met the requirements stated above.

Recommendation for award of the degree of Doctor of Philosophy or a Masters degree will be forwarded to the Board of Graduate Studies for consideration.

8. **Responsibilities of a Graduate Research Student**

8.1 General Aspect

- (a) A written document on the respective roles, duties and obligations of the Thesis Advisor(s) and the research student is to be worked out and signed at your initial meeting with your Advisor(s). A sample of the document is at [Annex B](#)
- (b) You must accept ultimate responsibility for your own research activity and candidacy for a degree.
- (c) Satisfactory progress should be maintained at all times with respect to the research project and any programme of work agreed upon with the Advisor(s).
- (d) Any circumstances that might require your mode of study to be modified or your institutional registration to be extended, suspended or withdrawn, must be made known to your Advisor(s).

8.2 Research Aspect

- (a) Problems which arise and which are related to the project must be highlighted to your Advisor(s) with adequate explanation of any failure to attend meetings, deadlines or other commitments, so that appropriate guidance may be offered.
- (b) You are encouraged to make use of appropriate teaching and learning facilities made available by the University.
- (c) You are required to familiarise yourself with relevant aspects of the University or any other interested party.

8.3 Written Aspect

- (a) To submit written work in a specified and agreed time before meeting with your Advisor(s).
- (b) To prepare semestral progress reports on the research project.
- (c) To communicate, both orally and in written form, your research findings to others in the academic community.
- (d) Please note that plagiarism is a serious offence. Any student caught plagiarising will be seriously dealt with.

8.4 FASS Research Data Management (RDM) Policy

The purpose of the FASS Research Data Management (RDM) policy is to facilitate University-led investigations in the event of allegations of research misconduct, so as to protect the NUS, FASS and the individual researcher.

This policy extends to all NUS graduate students who intend to publish using the research data. At the end of the data collection project, you must deposit a copy of the research data with your home or primary Department. More details of the RDM policy can be found [here](#).

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

9. **Code of Conduct**

9.1 Code of Student Conduct

We wish to draw your attention to the standards of conduct which are applicable to student organizations as well as individual students. The code of conduct seeks to foster individual growth, mutual respect and sense of community within the University that is conducive to learning and intellectual development. We hope that you will have a fruitful and enjoyable varsity experience that will position you for a purposeful future. For more information, please visit this [website](#).

9.2 NUS Honour Code

As a student of the National University of Singapore, you agree to abide by this Honour Code and undertake the following:

- (a) To comply with all the [Statutes, regulations, rules, code of conduct](#) and procedures as may from time to time be prescribed by the University, and any conditions stipulated or undertakings made by me in connection with my admission to the University;
- (b) To maintain the highest standards of personal integrity and respect the rule of law, social order, and the rights of others as are expected of all members of the University, both within and outside the University; and
- (c) To uphold and maintain absolute academic honesty and integrity at all times. This duty extends beyond my own behaviour and actions to include the responsibility to uphold standards in the University community and report academic dishonesty. I understand that the forms of academic dishonesty include but are not limited to cheating, giving or receiving any unauthorised aid, fabrication, plagiarism or engaging in any act that compromises the integrity of the academic standards of the University.

You consent to the exercise of disciplinary powers by the University against you even when you cease to be a student of the University in relation to offences committed by you while being a student of the University. You further accept that disciplinary actions may include the deprivation of any degree, diploma, certificate or other academic distinction conferred upon you.

In this respect, 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*). In the context of academia, you would have committed an act of plagiarism if you have engaged in a verbatim reproduction or a paraphrase of someone else's expression of ideas or intellectual work without proper acknowledgement of its source. **Borrowing extensively from one's own previous work or assignment is also a form of plagiarism.** 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.

- (a) 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.

- (b) 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 exams will require less detail in referencing and acknowledgement.
 - Papers written other than under exam conditions will require a full citation of the source. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the source.
- (c) 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 will be subject to disciplinary action. Plagiarism offences committed by graduate students is a serious matter. The University has a graduated approach where plagiarism for assignments may be classified as either 'Moderate' or 'Serious'. However, all plagiarism cases involving qualifying examinations and theses, including thesis-related submissions such as report write-ups, are considered 'Serious' and will be adjudicated by the NUS Board of Discipline.

If a student who has been awarded a scholarship by the University is found to be guilty of a plagiarism offence, in addition to sanctions under the above penalty guidelines, the University may consider exercising its contractual rights and reliefs that it is entitled to, pursuant to the terms and conditions of the Scholarship Agreement.

For scholarships awarded by external parties (e.g. MOE, A*STAR) that are administered by NUS, once a case of plagiarism is established, the decision relating to the scholarship will lie with these bodies.

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 Thesis Advisor(s) if they are unsure whether or not they are plagiarising the work of another person. All students are also encouraged to:

- Familiarise yourself with the [NUS Plagiarism Policy](#);
- use the [service](#) provided by the Centre for Instructional Technology (CIT) to help detect and prevent web-based plagiarism; and
- access the compulsory e-module on Academic Culture through [LumiNUS](#).

9.3 Release of Liability

In the course of their studies in NUS, students may participate in University activities/events and make use of University facilities. Such activities/events may require the prior approval of the [Emergency Management Division](#) of the [Office of Safety, Health and the Environment](#). Due to the diverse nature and the large number of special events and activities organised by the NUS community, safety guidelines and procedures have been implemented to manage the risks to life and property. These guidelines and procedures available [here](#) have been established to

create awareness of planning/safety issues, and to protect both the interests of the students as well as the University. The University aims to limit risks and maximise safety while still allowing staff and students to enjoy events. As such, students are expected to abide by the applicable rules and regulations for participation in University activities/events and the use of University facilities, whether as part of their course of study, co-curricular activities or courses offered by the University or as part of their residential experience in University accommodations. The University shall not be held liable for any loss or damage resulting from such participation and use and shall be indemnified against all losses and any other liability arising from the same.

9.4 Acceptable Use Policy for IT Resources

This policy applies to the use of the IT resources owned, controlled or managed by the University, such as computer accounts, personal computers, servers, workstations, disk storage, software, administrative and academic applications, email, public folders, newsgroups, online discussion forums, dialup, network, Internet and databases, among others. All users who have been granted access to the IT resources, including students of the University, are to comply with this policy. For more information, please visit this [website](#).

9.5 NUS Intellectual Property Policy

In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of all. Consistent with its status as a publicly funded organisation, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University. This [Policy](#) shall therefore apply to all Intellectual Property developed or created by a University member, including students, in the course of University research. Please refer to the [Industry Liaison Office](#) that manages all such issues.

9.6 Discipline

Discipline with respect to students is governed by in the University's Statutes and Regulations. Please refer this [website](#). Serious offences are referred to the Board of Discipline which is chaired by the Dean of Students or a Vice-Provost and comprises two other members of the Senate and two members of the Student Union. Appeals against the decisions of this Board are heard by the Disciplinary Appeals Board.

Less serious offences are dealt with by the Heads or Deputy Heads of academic and administrative Departments. Appeals, in such cases, can be brought before the Dean of the corresponding Faculty/School or the Dean of Students if the disciplinary action was initiated by the Head of an administrative Department.

9.7 NUS Student Data Protection Policy

NUS takes responsibilities under the Personal Data Protection Act 2012 seriously. We also recognize the importance of the personal data you have entrusted to us and believe that it is our responsibility to properly manage, protect and process your personal data. This [policy](#) is designed to assist you in understanding how we collect, use and/or disclose the personal data you have provided to us, as well as to assist you in making an informed decision before providing us with any of your personal data. If you, at any time, have any queries on this policy or any other queries in

relation to how we may manage, protect and process your personal data, please do not hesitate to contact our Data Protection Officer via email [here](#).

10. Other Expectations of a Graduate Research Student

The Graduate Studies Division, Dean's Office, Faculty of Arts and Social Sciences, and its constituent Departments expect graduate students to participate actively in the intellectual life of the Faculty. Activities in which graduate students are expected to play a significant role include graduate workshops and publications.

10.1 Graduate Workshops

Graduate workshops run by Departments can take a variety of forms. Some Departments may have workshops led by staff on the intricacies of research proposal and thesis writing, or techniques of fieldwork and archival work. Other Departments may run workshops in which a small group of staff members across Universities, postdoctoral and research fellows, and graduate students working in related areas are invited to hear a presentation and discuss the feasibility/problems of research to date. Discussions may also focus on the proposed work to be done in the next year or two, particularly potential fieldwork and data collection problems. Such workshops should be organised by individual graduate students in consultation with your Thesis Advisor(s).

10.2 Publications

You are encouraged to publish your research. The Faculty of Arts and Social Sciences offers various outlets for this. Some Departments run their own journals, jointly published with reputable publishers as indicated in the table below:

Discipline	Journal
Geography	Singapore Journal of Tropical Geography
History	Journal of Southeast Asian Studies
Social Work	Asia Pacific Journal of Social Work and Development
Sociology	Asian Journal of Social Science

Some Departments also run Working Paper and Occasional Paper series.

11. Fees

The tuition fee for different categories of government-subsidised graduate programmes is available at this [website](#).

11.1 MOE Subsidy

The substantial tuition subsidy from the Government of Singapore comes in the form of subsidy administered by the Ministry of Education (MOE) and is offered to admitted students up to the maximum course duration. Students who are Singapore

Citizens/Permanent Residents need not apply for the MOE subsidy if they are eligible. The eligibility guideline for the MOE subsidy is available at this [website](#).

11.2 Post-Secondary Education Account (PSEA)

The Post-Secondary Education Account (PSEA) is part of the Post-Secondary Education Scheme to help parents save for their children's post-secondary education. The PSEA is administered by MOE and is opened automatically for all eligible Singaporeans. Funds from the PSEA can be used for tuition fees (inclusive of miscellaneous student fees) as well as enrichment programmes approved and endorsed by the University. More information is available [here](#).

11.3 Service Obligation Scheme

International students reading a government-subsidised programme can apply for the Service Obligation Scheme to pay reduced, subsidised tuition fees. Please refer to this [website](#) for information. With effect from the August 2022 intake, only self-financing PhD students who have not received an MOE subsidy on an earlier PhD programme will be eligible for the scheme. Masters students admitted from August 2022 are ineligible for the scheme.

11.4 Staff Concession

Students who are full-time staff members may apply for the staff concession on the tuition fees of government subsidised graduate programmes. Information on the staff concession is available at the [Staff Portal](#).

11.5 Fee Payable by Students

Please note that students who are awarded an NUS Scholarship/Tuition Fee Allowance need not pay the tuition fee. For scholars, the Student Services Fee and Health Service Fee will be deducted from the scholarship stipend. Such fees are either deducted on a semestral basis, in August and January for Semester I and Semester II respectively.

You can also refer to the Office of Finance's (OFN) [website](#) for more information on fee payment. The cut-off dates for which different amounts of fees are payable and the guidelines on fee payment are provided in the sections below.

(A) For Submission of Thesis

Date of Submission		Tuition Fee Payable
Semester I & II	By the end of Instructional Week 2	Exempted
	After Instructional Week 2 but within first half of the semester	Half of fee for the semester
	Within second half of the semester	Full fee for the semester

(B) For Withdrawal/Termination of Candidature

Date of Withdrawal/Termination of Candidature		Tuition Fee Payable
Semester I & II	By the end of Instructional Week 2	Exempted
	After Instructional Week 2	Full fee for the semester

(C) Payment of Fees

- (i) Full fees are to be paid to OFN by the stipulated deadlines, otherwise a late fee will be imposed.
- (ii) Students who are eligible to pay half of the tuition fee for a semester but have already made payment for the whole semester will obtain a refund from the OFN after confirmation is obtained from the Faculty or the NUS Graduate School (NUSGS).
- (iii) Students who are granted leave of absence are required to pay fees for the whole semester if the application for leave of absence is submitted after the deadline for payment of fees.
- (iv) Students who are no longer full-time staff members of the University are not eligible for staff concession on fees. If the last day of service is before the deadline for payment of fees for a semester, full fees will be payable with effect from the semester. If the last day of service is after the deadline for payment of fees for a semester, full fees will be payable with effect from the subsequent semester.
- (v) Fees are payable until satisfactory completion of the thesis for examination. Fees are also payable if a revision period of thesis, after examination, is required and the period of revision exceeds six months on a cumulative basis.
- (vi) Students who submit the thesis either during leave of absence or in the semester immediately following the leave of absence will pay fees for the whole semester.
- (vii) For self-financing students, the tuition fee payable for the semester in which the thesis is submitted for examination depends on the thesis submission date, which is the date the Thesis Advisor endorses the thesis submission online.
- (viii) For research scholars where the Research Scholarship is still in force when the thesis is submitted, the last day of Research Scholarship will be the date your Advisor endorses the thesis submission online.

Research scholars whose Research Scholarships have expired and have not submitted the thesis (approved by Advisor) for examination, would not be eligible for tuition fee subsidy. You would be required to pay fees on your own with effect from the current semester (if the last day of scholarship is before the deadline for payment of fees for

the current semester) or with effect from the subsequent semester (if the last day of scholarship is after the deadline for payment of fees for the current semester). Fees are payable until the thesis (approved by Advisor) is submitted online for examination.

12. Financial Assistance

12.1 President's Graduate Fellowship

The President's Graduate Fellowship (PGF) for full-time **PhD students** carries a monthly stipend plus full tuition fee subsidy, i.e., the scholar's tuition fee is paid for by the University. The monthly stipend is as follows:

Nationality	Monthly Stipend (SGD)
Singapore Citizen *	\$3,600
Singapore Permanent Resident	\$3,400
International Student	\$3,100

In addition to the stipend, there will be a one-off air travel allowance[#] for one-way ticket of up to S\$750 on economy class and 20kg baggage per trip (from home country to Singapore to commence study); and settling allowance of S\$1,000, only for newly registered overseas students.

** With effect from 1 August 2015, Central Provident Fund (CPF) contributions shall be provided at a rate pegged to the prevailing employer's contribution rate set by CPF, on top of the monthly stipend received.*

All airfare claims must be made within 1 month from date of travel. Please attach original receipt(s) with the [relevant completed form](#) and submit it to the NUSGS.

PGF recipients are not eligible for the PhD top-up upon passing the PhD Qualifying Examination.

The fellowship is tenable for one year in the first instance; but subject to your satisfactory progress, it may be renewed each semester. The maximum period of award is 4 years.

The renewal of the fellowship is tied in with the submission of your semestral research progress report. Your Thesis Advisor(s), Head of Department and Faculty will complete their assessments and make recommendations for continuation of your fellowship. This will take place in September (for assessment of research progress in Semester II of the previous Academic Year) and in February (for assessment of research progress in Semester I of the current Academic Year). If you do not submit the report by the stipulated time, your fellowship will be withheld.

While each renewal of a fellowship will usually be for a period of six months, a shorter period of renewal or no renewal may result if your progress is found to be unsatisfactory. Your progress will be graded by your Thesis Advisor(s) in the half-yearly progress report and submitted to the Faculty. Please note that if your progress is found to be unsatisfactory before the renewal is due, **your fellowship can be terminated without notice and no reinstatement of the fellowship can be granted**. To be considered for a renewal, you must complete a minimum of two graded modules per semester, which must count towards your CAP, and obtained a minimum CAP of 4.0 in the coursework component. For the research component,

your research progress review would have to be rated as “Very Good” and above. You must also pass the PhD QE within the stipulated period.

The duration of PGF is four years, from the date of registration of your candidature, and will end **before** the maximum period of your candidature. **No extension of PGF can be granted.** You should complete your thesis and submit it for examination before the end-date of your PGF. If you are not able to submit your thesis for examination by the time your PGF ends, please note that you will have to work on your thesis without any financial support from the University. Should you apply for leave of absence during your PGF award period, the end-date of PGF will not be extended as a result of your leave.

Please read carefully the agreement that you have signed with the University, and the terms and conditions of the award. A copy of the current terms and conditions can be accessed [here](#).

12.2 Research Scholarship/Tuition Fee Allowance

The Research Scholarship carries a monthly stipend plus tuition fee subsidy.

(i) The monthly stipend for **PhD candidates** are as follow:

Nationality	Monthly Stipend (SGD)
Singapore Citizen	\$2,800
Singapore Permanent Resident	\$2,400
International Student	\$2,200

** With effect from 1 August 2015, Central Provident Fund (CPF) contributions shall be provided at a rate pegged to the prevailing employer's contribution rate set by CPF, on top of the monthly stipend received.*

(ii) The scholarship will provide the full tuition fee subsidy.

In some cases, candidates who do not qualify for the Research Scholarship may be considered for a Tuition Fee Allowance (TFA) instead. TFAs are offered on an extremely limited basis. There may also be teaching fellowship opportunities available. Successful candidates will be informed of such openings. Masters candidates are generally expected to be self-financing.

For All Research Scholars & Awardees of Tuition Fee Allowance

The scholarship/fee allowance is tenable for one year in the first instance and thereafter may, subject to your satisfactory progress, be renewed each semester at the University's discretion. The Faculty offers scholarships only to PhD candidates while the TFA is open to both PhD and Masters candidates. The award for the scholarship/fee allowance is normally two years for Masters candidates and four years for PhD candidates, from the date of the registration of candidature.

The renewal of scholarship/fee allowance is tied in with the submission of your semestral research progress report. Your Thesis Advisor(s), Head of Department and Faculty will complete their assessments and make recommendations for continuation of your scholarship. This will take place in September (for assessment of research progress in Semester II of the previous Academic Year) and in February (for assessment of research progress in Semester I of the current Academic Year). If you do not submit the report by the stipulated time, your scholarship will be withheld.

While each renewal of a scholarship/fee allowance will usually be for a period of six months, a shorter period of renewal or no renewal may result if your progress is found to be unsatisfactory. Please note that if your progress is found to be unsatisfactory before the renewal is due, your monthly stipend can be suspended or your scholarship/fee allowance terminated without notice.

To be considered for a renewal, you must complete a minimum of two graded modules per semester, which must count towards your CAP. A Masters candidate must achieve a minimum CAP of 3.00 while a PhD candidate must achieve a minimum CAP of 3.50. For the remaining semesters, renewal will depend on your progress in your research/thesis. The monthly stipend may also be suspended or scholarship/fee allowance terminated without notice if you fail any component of the PhD QE. Reinstatement will be reviewed after you pass the PhD QE.

The duration of the RS/TFA will end **before** the maximum period of your candidature. You should complete your thesis and submit it for examination before the end-date of your scholarship/fee allowance. If you are not able to submit your thesis for examination by the time your scholarship/fee allowance ends, please note that you will have to work on your thesis without any financial support from the University. Should you apply for leave of absence during your award period, the end-date of award will not be extended as a result of your leave.

If your candidature is upgraded from Masters to PhD, you may apply for the RS. If successful, the award period of the RS/TFA during the Masters candidature will be taken into consideration and the four-year period will be calculated with effect from the beginning of your Masters candidature.

Please read carefully the agreement that you have signed with the University, and the terms and conditions of the award. A copy of the current terms and conditions can be accessed from here – [Research Scholarship](#) / [Tuition Fee Allowance](#).

Application by current students

You should write to the Head of Department through your Thesis Advisor(s) by 1 November (for consideration of award with effect from August of the following year) or 15 May (for consideration of award with effect from January of the following year) for the Department's recommendation and onward submission to the Faculty's section committee.

You should apply only after discussion with your Graduate Coordinator and ensure support is received not only from your Advisor but Graduate Coordinator. Please submit recommendation letters from two other faculty members who have taught you, plus one from your Advisor together with your request.

Masters candidates may apply for the RS. However, the RS award will be subject to successful upgrading to PhD candidature and funding availability.

International students who are on Service Obligation (SO) and awarded funding will need to check directly with the [Ministry of Education](#) on how this will affect their SO. Such students should also note that if they need to buy-out the SO, in order to be eligible for the MOE subsidy on tuition fees upon the expiry of their funding, they will need to complete the full Graduate Assistantship Programme (GAP) requirements.

International students awarded funding and required to fulfil GAP requirements will only be required to do pro-rated GAP e.g., if a student were to enjoy 2 semesters of NUS RS s/he will have to fulfil 104 hours (obtained as follows: [416 hours over a 4-

year candidature/8* semesters] x 2 semesters). Pro-rated hours will be calculated on a semester and not a weekly/monthly basis. However, in order to enjoy subsidised tuition fees after the award expiry, the full GAP requirements must be met **before** the award expiry.

12.3 FASS Scholarship in Buddhist Studies

The Faculty of Arts and Social Sciences (FASS) received endowed gifts in December 2009, 2011 and 2012 to establish and support the FASS Scholarship in Buddhist Studies. This was made possible by Poh Ming Tse Temple, The Buddhist Fellowship, The Buddhist Library, Kong Meng San Phor Kark See Monastery and The Amitabha Buddhist Centre.

Eligibility

The scholarship is open to all deserving students undertaking a graduate programme in FASS. The scholarship recipient's studies and thesis must be related to the study of Buddhism, including but not limited to any of the following subjects:

- Buddhist History
- Buddhist Culture, Art and Architecture
- Buddhist Psychology and Meditation
- Buddhist Philosophy and Ethics
- Buddhist approaches to world problems, living well, and improved social conditions

Shortlisted students will be required to be interviewed by the selection panel.

Application Process

Current students should indicate their interest in being considered for the scholarship by sending an email to the [Administrator](#), which must be accompanied by a letter/email of recommendation from their Thesis Advisor, endorsed by the Head of Department, by 1 November (for consideration of award with effect from August of the following year) or 15 May (for consideration of award with effect from January of the following year) for the Department's recommendation and onward submission to the Faculty's selection committee.

Value of award

The scholarship covers:

- Tuition fees;
- Either a monthly stipend at the same amount as the [NUS Research Scholarship](#), or a FASS Graduate Teaching Fellowship (GTF) which provides a monthly stipend of S\$2,200 - S\$2,300 (PhD candidates) or S\$1,900 - S\$2,000 (Masters candidates). The criteria for a RS or GTF award will be the same as for other graduate students; and
- A grant of S\$3,000 per candidature to be used for academic purposes related to the recipient's research, with the approval of the department and Faculty. Examples of academic purpose include conference, fieldwork, language courses not offered by the Centre for Language Studies, exchange programmes, etc.

Based on satisfactory progress the scholarship will be renewed on an annual basis. The end-date for the award period is the end of the second year of candidature for Masters candidates and the end of the fourth year of candidature for PhD candidates.

For exceptionally deserving cases, the committee will consider providing support, on a case-by-case basis, to students beyond the above period to allow them to finish their research. This is for students who have been on the scholarship previously, but also for other students who need support during this period and is limited to no more than one semester.

Acknowledgement

Scholarship recipients are expected to present their findings in and outside the University and acknowledge receipt of the scholarship in presentations and publications.

12.4 **Margaret Wang Master's Scholarship in Literature**

The Margaret Wang Memorial Master's Scholarship was set up by Professor Wang Gungwu, in loving memory of his wife, Mrs Margaret Wang. Professor Wang hopes to encourage research on literature, specifically the works of Southeast Asian writers who write in Chinese or English.

Eligibility

The details of the scholarship are as follows:

- To be awarded to a deserving Master's candidate in Literature from the Department of Chinese Studies or Department of English Language and Literature, doing research on writers from Southeast Asia who write in English or Chinese
- The thesis can be written in the English or Chinese language
- Preference will be given to Singaporean and Malaysian candidates

Value of Award

- Up to 1 scholarship will be awarded each year and each scholarship is tenable for 2 years
- \$13,000 per year per scholarship will be awarded. This should cover the tuition fees and the balance, if any, will be credited to your bank account in the second semester each year
- A monthly FASS Graduate Teaching Fellowship (GTF) stipend at S\$1,900 - S\$2,000
- Up to \$3,000 for conference support per candidature, on an application basis

12.5 **Margaret Wang Memorial Master's Scholarship**

The Margaret Wang Memorial Master's Scholarship was set up by Professor Wang Gungwu, in loving memory of his wife, Mrs Margaret Wang. Professor Wang hopes to encourage research on literature, specifically the works of Southeast Asian writers who write in Chinese or English.

Eligibility

The details of the scholarship are as follows:

- To be awarded to a deserving Master's candidate in Literature from the Department of Chinese Studies or Department of English Language and Literature, doing research on writers from Southeast Asia who write in English or Chinese OR a deserving Master's candidate in Sinology, from any FASS department.
- Preference will be given to Singaporean and Malaysian candidates

Value of Award

- Up to 3 scholarships will be awarded each year and each scholarship is tenable for 2 years
- Up to \$15,000 per year per scholarship will be awarded. This should cover the tuition fees and the balance, if any, will be credited to your bank account in the second semester each year
- A monthly FASS Graduate Teaching Fellowship (GTF) stipend at S\$1,900 - S\$2,000
- Up to \$3,000 for conference support per candidature, on an application basis

12.6 PhD Top-Up

PhD candidates on NUS Research Scholarship who pass their PhD QE are eligible for a top-up of S\$500 per month for a maximum of 24 months but not beyond the 48th month of candidature or the expiry of the scholarship, whichever is earlier. The PhD top-up will not be disbursed during an extension of the Research Scholarship.

12.7 Tuition Fee Loan

Graduate students who require financing for their tuition fees may apply for a loan under the [Tuition Fee Loan \(TFL\) scheme](#). The maximum loan quantum is 90% of the tuition fees payable by Singapore Citizens for the same course.

12.8 Support for Fieldwork

Full-time graduate research students may apply through the Graduate Research Support Scheme (GRSS) if available in that given year, for financial support for fieldwork directly related to their Masters or PhD thesis. This scheme allows students to apply for fieldwork expenses covering where applicable, airfare, daily allowance and other research-related expenses as deemed appropriate by the Faculty approving committee. Priority will be given to PhD research students and application is competitive.

The current funding limit for PhD research students is up to S\$6,000, per candidature for overseas fieldwork and up to S\$3,000 per candidature for local fieldwork. PhD students must have passed their PhD QE before they can be eligible for the GRSS grant. PhD students who have not passed your PhD QE may submit an application and plan their fieldwork ahead. However, the fieldwork must begin only after passing the QE.

The current funding limit for Masters research students is up to S\$3,000, per candidature for overseas fieldwork and up to S\$1,500 per candidature for local fieldwork.

Please refer to the Student Portal for the updated information on the [Graduate Research Support Scheme \(GRSS\)](#).

12.9 Claims for Student Projects

Financial assistance is given to all full-time students involved in projects that are directly related to your studies. The purpose of the Graduate Student Project Fund is to support students in regard to special expenses that occur in the course of module-related research. The assistance is for reimbursement of consumables and travel directly arising from the projects.

Full-time Masters students, may claim 100% of the actual expenditure, subject to a maximum of S\$400 per student throughout the candidature period. Full-time PhD students, you may claim 100% of the actual expenditure, subject to a maximum of S\$500 per student throughout the candidature period.

Please refer to the Student Portal [here](#) for the guidelines and claim form.

12.10 Part-time Employment

All students should note that University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment. Commitments from employment will not be accepted as valid reasons for absence, uncompleted work, late submission of work, or poor performance, and may lead to exclusion from certain full-time programmes.

Research candidates pursuing full-time studies are expected to commit themselves to at least 40 hours per week of study. The University does not encourage full-time students from taking up employment during term time that might interfere with their studies. Any part-time work must not exceed 16 hours a week, regardless of whether it is the NUS term or vacation and requires the approval of the Department. SC/SPR graduate research students may be allowed to work more than 16 hours per week subject to approval by the Department.

Students can only commence part-time employment after obtaining the Department's approval. You should therefore apply early. **Applications made during or after completion of employment will not be accepted.** Application forms are available at the [Student Portal](#).

(a) Recipients of Research Scholarships/Tuition Fee Allowances

Research scholars may not work more than a total of 16 hours a week for paid and unpaid work as stipulated in the [Research Scholarships terms and conditions](#).

International students who are recipients of the NUS scholarship are required to fulfil the requirements as stated in the Graduate Assistantship Programme (GAP) as set out in the terms and conditions. The GAP requirements **must be fulfilled before the award expiry or thesis submission, whichever is earlier**. Otherwise, students will be liable to pay fees without subsidy.

Generally, students on NUS scholarships must fulfil the GAP requirements **before** embarking on paid work. However, departments have the discretion to exercise flexibility on a case-by-case basis.

Singapore citizens and Singapore permanent residents will need to meet 50% of the GAP work obligations imposed on international students, if required by the Head of Department to do so.

Apart from this, the scholar may not accept employment, whether remunerated or not, or hold concurrently any other scholarship, fellowship or other awards, without the prior approval of their department.

The relevant paid part-time jobs which research scholars may be employed in are teaching and graduate student research work in NUS.

(b) International Students who are non-Research Scholars

Full-time international students who are non-research scholars can be engaged in part-time employment not exceeding 16 hours a week.

12.11 LBKM Merit Bursary Award

Lembaga Biasiswa Kenangan Maulud (LBKM) and Thye Hua Kwan Moral Society (THK) are charitable organisations established in 1965 and 1978 respectively. Over the years, they have been providing financial assistance to needy students. The two organisations came together to establish the LBKM-THK Social Service Bursary Award in 2009. The purpose of this Bursary was to attract and retain graduates in the area of Social Services.

The Bursary was renamed the LBKM-THK Merit Bursary Award in 2015. Subsequently in 2017, the Bursary was renamed the LBKM Merit Bursary Award.

Value

The Bursary is valued up to a maximum of \$2,800 per applicant.

Eligibility

Please refer below for the eligibility criteria:

- Only Singapore citizens or Singapore Permanent Residents will be eligible for the Bursary.
- Students should be pursuing full-time Masters research/coursework in Psychology, Social Work or Sociology.
- Full-time Masters research/coursework students who are not from Psychology, Social Work or Sociology departments, but are actively involved in social services may apply as well.
- Preferably be writing a thesis in Social Services.
- Have obtained a CAP, ie, cumulative average point, of at least 3.00 for coursework (for both coursework and research students). Students in the Masters research programme who have completed the coursework component and proceeded to the research component must have obtained a semestral progress report assessed as "satisfactory" and above for the relevant semesters. Other Masters research applicants who have not completed at least a semester of studies may also apply.
- Financial need (based on indicators such as family per capita income) will be the deciding factor for breaking ties.
- The Bursary holder must not hold any other awards such as scholarships, grants, bursaries or free aid, without the prior approval of the Selection Committee as well as the respective awarding bodies.

Application

The Bursary is open annually for application normally around mid-April to end May for award in the next academic year. Application details will be made available then.

12.12 FASS Graduate Students HELP Fund

Most Singaporeans and NUS students know of businessman and visionary Lee Kong Chian's philanthropic contributions. What is less known is that he started his philanthropic career even before he had become wealthy. All of us, regardless of the level of our individual wealth, can take a cue from his philosophy of "benefiting from society and spending on society".

It is in this spirit, the Lee Kong Chian Graduate Scholars of FASS mooted the idea of a fund in 2012 to provide financial aid to an enrolled graduate student, in case of an unexpected crisis. The Fund, previously known as the FASS Graduate Student Emergency Fund, has been relaunched in February 2016 as the FASS Graduate Students HELP Fund (the HELP Fund, in short) with a concerted effort to raise more funds and awareness about the Fund.

Purpose of the Fund

The HELP Fund is to primarily assist FASS graduate students in case of an unexpected family crisis or health situation. The HELP Fund assists with health and medical conditions that are **not** already covered by the NUS student insurance. This is to avoid duplication and to provide help where help is critically needed (applicants' financial circumstances will be taken into consideration).

What the Fund Covers

Scenarios include:

- (i) Family emergencies arising out of a sudden death or incapacity of an immediate family member and/or the sole breadwinner.
- (ii) Emergency hospitalisation, primarily for diagnosis. Students can claim for tests that are related to a recent discovery of a significant health/ medical issue that they have not had before.
- (iii) Emergency-related outpatient treatment. Students can claim for outpatient treatment for a sudden, unknown condition that they have not faced before.
- (iv) Medical appliances critical for daily function, such as hearing aids, prosthetic devices, and wheelchairs.
- (v) Any other special needs as may be agreed by the HELP committee on a case-by-case basis.

Value

The Fund will consider applications not exceeding S\$2,000 on a one-time application basis only.

Application Details

Any FASS graduate student with an urgent health or medical-related need that complies with the Fund's coverage criteria may apply.

All applications will be reviewed by a committee that comprises (1) Vice-Dean or Associate Dean of the Graduate Studies Division, (2) an NUS-based medical doctor or health specialist; and (3) an FASS Lee Kong Chian graduate scholar.

Each case should be reviewed within two weeks from the application date.

The application form is available from the forms repository in the [Student Portal](#).

12.13 External Sources of Finance

If you are not given any scholarship by NUS and would like to seek external sources of finance, please consult your Thesis Advisor(s) for possible contacts. Some foundations and private organisations do consider applications for funding if the area of research is deemed worthy of support.

13 Selection of Modules

13.1 Registration and Adding/Dropping of Modules

Please check with your Department after your registration of candidature for further details including the time-table and the modules that you must take.

Information on the time-table, online registration and add/drop schedule is available [here](#). Registration for modules must be completed within the time frame indicated on the web.

Modules dropped within a stipulated time frame will appear on the transcript with a "W" (Withdrawn) grade while modules dropped after the abovementioned stipulated time frame will appear on the transcript with an "F" (Fail) grade. Note that your CAP may be affected.

You should not miss any assessment component as this will affect your final results. Students who have valid reasons must ensure that you contact your lecturer promptly.

Enquiries can be made at:

Department	Address	Tel. No.
Chinese Studies	AS8 Level 5, 10 Kent Ridge Crescent	6516 7178
Communications and New Media	AS6 Level 3, 11 Law Link	6516 4670
Comparative Asian Studies	AS8 Level 6, 10 Kent Ridge Crescent	6516 4640
Cultural Studies in Asia	AS6 Level 3, 11 Law Link	6516 4670
Economics	AS2 Level 6, 1 Arts Link	6516 6013
English Language and Literature	AS5 Level 6, 7 Arts Link	6516 3917
Geography	AS2 Level 3, 1 Arts Link	6516 3856
History	AS1 Level 5, 11 Arts Link	6516 3838
Japanese Studies	AS8 #05-01, 10 Kent Ridge Crescent	6516 3818
Malay Studies	AS8 #06-01, 10 Kent Ridge Crescent	6516 4640
Philosophy	AS3 Level 5, 3 Arts Link	6516 3892
Political Science	AS1 Level 4, 11 Arts Link	6516 6067
Psychology	AS4 Level 2, 9 Arts Link	6516 3749

Department	Address	Tel. No.
Social Work	AS3 Level 4, 3 Arts Link	6516 7571
Sociology	AS1 Level 3, 11 Arts Link	6516 3822
South Asian Studies	AS8 #06-01, 10 Kent Ridge Crescent	6516 4640
Southeast Asian Studies	AS8 Level 6, 10 Kent Ridge Crescent	6516 4640

13.2 Offering Modules Across Departments/Faculties

If you need to apply for modules in other Departments or Faculties, you should do so within the period indicated [here](#).

Registration will be done via ModReg@EduRec (Navigation: [myEduRec](#) > Academics > Module Registration).

13.3 Methodology Modules

Students who are interested in enhancing their research skills may consider pursuing methodology modules. A general list and discipline-specific list of qualitative and quantitative methodology modules across all FASS Departments is available [here](#).

13.4 Credit Transfer/Module Exemption

Exemption of modules is allowed subject to the following conditions:

- Students who would like to request for transfer of credits or seek exemption from taking modules should submit the application(s) within the first semester of study, preferably at the point of admission. The application form(s) can be downloaded [here](#).
- 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 currently pursuing and must have been completed less than five years before the admission.
- Generally, students may gain exemption only for level-5000 modules. Level-6000 modules may also be considered on a case-by-case basis. However, exemptions are not allowed for the Graduate Research Seminar module.
- Credit transfer and module exemption are also subjected to the following conditions:

Type	Research Programmes
For non-NUS modules that have not been credited towards another degree at NUS/elsewhere	No limit to the exemption of modules
For non-NUS modules that have been credited towards another degree at NUS/elsewhere	Can be considered for exemption of up to 50% of the total coursework requirement
For NUS modules that have not been credited towards a degree at NUS/elsewhere	No limit to the transfer of credit & grade for these modules
For NUS modules that have been credited towards another degree at NUS/elsewhere	Can be considered for credit & grade transfer up to 50% of total coursework requirement. Request beyond 50% may be considered on a case-by-case basis

13.5 Student Feedback on Modules

Student feedback on teaching is an important element of the University's process for quality assurance of education.

The online Student Feedback Exercise is usually conducted four weeks before the start of each Semester Examination. In this exercise, the students' privacy is protected with responses not being traceable to specific identities. In addition, instructors will not have access to the student feedback responses until after the examination results have been released.

The purpose of this feedback exercise is to gather information on students' learning experience. The information provided will be useful to the teacher(s) as well as to the University enhancing the quality of education at NUS. The data provided will be treated as confidential and released to the relevant teachers AFTER examination results, for the semester, have been finalised.

The University strongly encourages all students to take part in this exercise.

13.6 Examination Matters

Students who miss the examinations without any valid reason will be deemed to have sat and failed the module.

Students who miss the examinations and wish to appeal against being considered as having sat and failed the module, should referring to the Examination Directory [here](#).

Appeals for review of examination results must be submitted within three days from the date of the notification of examination results. Please refer to the Examination Directory [here](#) for more information.

14 Change of Student Status/Candidature

14.1 Upgrading of Candidature from Masters to PhD

If you are currently on the Masters research programme and would like to work for a PhD degree, you can apply to upgrade to the PhD programme after you have satisfied the PhD QE requirements. Please refer to paragraph 7.7 on PhD QE requirements. Upon completion of the PhD programme, you will be awarded a PhD degree but not the Masters degree. Masters students who wish to upgrade their candidature to PhD should first seek the advice of their Thesis Advisor(s) and/or Graduate Coordinator. It is advisable that you apply for upgrading to PhD as early as possible, if you are interested in pursuing a PhD degree.

If you are required to take the graduate English modules at intermediate level during your Masters candidature, you must achieve an advanced level in the module after upgrading successfully, with the exception of students from the Department of Chinese Studies who are required to achieve an intermediate level of proficiency. You are required to obtain satisfactory grades (at least grade C) in the graduate English modules.

Please note that if you are a Tuition Fee Allowance recipient and your application to upgrade to the PhD candidature is successful, subject to the availability of funds, the normal end-date for your fee allowance will be four years from the time that you were admitted as a Masters student.

14.2 Extension of Candidature

Should you require an extension of your maximum period of candidature, please submit your completed [form](#) to the Vice-Dean (Graduate Studies) through your Thesis Advisor(s) and the Head of Department. Consideration for extension of candidature is based on the justification for the extension and also on your performance and progress made. Please note that such applications should be made **at least three months before the expiry of your existing maximum candidature.**

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 payable to re-instate the candidature. Applications for re-instatement submitted more than 12 months after the candidature has lapsed will not be considered.

International students on a Student's Pass must note that extension of your candidature does not automatically extend your existing pass. You are responsible for ensuring that you reside in Singapore on a valid immigration pass. Please refer 15.3 on renewal of Student's Pass.

14.3 Transfer of Candidature

Research students who wish to transfer between departments/programmes have to submit the request (via emails or written request) to the Faculty through their current and new departments/programmes. The transfer is subject to approval and an administrative fee of S\$40 for the request will be imposed.

There is no direct transfer of candidature from PhD/Masters by Research to Masters by coursework or vice versa. Research students have to submit the request (via email or written request) to the Faculty through their current and new

departments/programmes for approval. Coursework students have to put up a new application for admission to the research programme. Students are advised to withdraw from their coursework programmes only after they have been offered a place in the research programme. The transfer is subject to approval and an administrative fee of S\$40 for the request will be imposed.

For more information on the transfer of candidature, please visit the [Registrar's Office website](#).

14.4 Conversion of Student Status Between Full-time and Part-time

All students who would like to convert between full-time and part-time status must seek approval.

Approval for the conversion of a student's status to part-time is granted on a case-by-case basis. For students who are receiving the NUS scholarships, approval is normally not granted within two years for Masters and four years for PhD candidates unless:

- You have submitted a draft of the complete thesis to the advisor(s); and
- Your Thesis Advisor(s), in their best judgement, feel that you are able to submit the thesis for examination within three months.

The scholarship will be terminated with effect from the approved date of conversion. If excess payment has already been made, scholars 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.

If you are an international student and your spouse/child is in Singapore on a social visit pass sponsored by the University, the pass will be cancelled once the application for conversion to part-time candidature has been approved.

To convert your status between full-time and part-time, you must submit your completed [form](#) to the Vice-Dean (Graduate Studies) through your Thesis Advisor(s) and the Head of Department for approval.

All full-time students (including those who have submitted their thesis for examination but yet to be conferred the degree) **must** subscribe to the NUS health services and insurance scheme. Students who convert their candidature to part-time after the fee payment deadline are liable to pay the insurance premium for that semester although the coverage will cease upon conversion. They are advised to ensure they have their own insurance coverage.

International students are not eligible for a Student's Pass once their candidature is converted to part-time. They must ensure that they stay in Singapore on a valid pass.

Please note that there is another situation where students convert from full-time to part-time candidature. When you are ready to submit your thesis for examination, you are required to complete an online form in [myEduRec](#). In the form, you are asked whether you want to convert from full-time to part-time candidature and the effective date. Please take note of the points in the form.

14.5 Concurrent Enrolment in Another Course

Unless granted approval by the University, no student may concurrently be a candidate for more than one degree or register as a candidate of NUS and of another university or institute.

Research students who wish to enrol concurrently in another institute/research degree have to seek approval in writing from the University through your Thesis Advisor(s), the Head of Department and the Vice-Dean (Graduate Studies). Please note that for such requests to be considered, students must have at least submitted their thesis [approved by the Advisor(s)] for examination.

A research student who wishes to combine a research degree and a coursework graduate degree within NUS should seek approval from the relevant Faculty(s). Such students should file for graduation from the coursework degree first as he/she can then seek a transfer of credits and grades for up to 50% of the coursework component of the research programme subsequently. If the student were to file for graduation from the research degree first, he/she cannot use any of the modules for the coursework degree.

14.6 Withdrawal from Programme

A candidate who intends to withdraw from a programme must submit their request via [Education Records System \(myEduRec\)](#) (see [Guidelines and Administrative Instructions](#) & [Instructions For Submitting Withdrawal](#)). Please refer to paragraph 11.5 on the fees payable. An email confirming the withdrawal from the University will be sent to the student one day after the withdrawal is acknowledged by the Faculty.

Please note that students who leave the University after the 2nd Instructional Week of a semester are liable to pay fees for the whole semester. Please refer to this [website](#) for information on the fees payable upon withdrawal of candidature.

The computer account will be suspended within one month from the action date. The student card has to be cut into pieces and discarded. For international students, the Student's Pass and spouse/child Social Visit Pass sponsored by the University (if any) will be cancelled as well.

International students (on Student's Pass) are required to call immediately at the Immigration & Checkpoints Authority (ICA), ICA Building at 10 Kallang Road (next to Lavender MRT Station), during office hours with your passport for cancellation of your Student's Pass. For more information, you may visit the [ICA](#).

Students who subsequently decide to be re-instated to the same programme of study may appeal to their faculty/school for consideration. If approved, an administrative fee of S\$250 is payable for the reinstatement of candidature. No re-instatement of candidature will be considered after 12 months from the date of withdrawal. These students would have to re-apply for admission and be subjected to the prevailing tuition fee rate and policy. For those on MOE-subsidised programmes and are successful in gaining re-instatement/re-admission, they will be subjected to prevailing full tuition fee after taking into consideration the balance number of eligible semesters for MOE subsidy.

14.7 Termination from Programme

The candidature of a student can be terminated when:

- performance in coursework and/or research is unsatisfactory; or
- a disciplinary case is brought before the Board of Discipline.

When any of the above occurs, the student will be notified officially in writing. Please refer to paragraph 11.5 on the fees payable.

The computer account will be suspended within one month from the action date. The student card has to be cut into pieces and discarded. For international students, the Student's Pass and spouse/child Social Visit Pass sponsored by the University (if any) will be cancelled as well.

International students (on Student's Pass) are required to call immediately at the Immigration & Checkpoints Authority (ICA), ICA Building at 10 Kallang Road (next to Lavender MRT Station), during office hours with your passport for cancellation of your Student's Pass. For more information, you may visit the [ICA](#).

15 Other Administrative Matters

15.1 Research Progress Reports (Renewal of Candidature)

You are required to submit a bi-annual research progress report via the [Education Records System \(myEduRec\)](#) (*Self Service > Research Progress > My 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 September (for assessment of research progress in Semester II of the previous Academic Year) and February (for assessment of research progress in Semester I of the current Academic Year).

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 Thesis Advisor(s), Head of Department 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 and **your scholarship will be withheld if you do not complete the research progress report by the deadline. Self-financing students will have their progress updated to unsatisfactory if they do not submit their reports by the deadline.**

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

For research scholars, if your progress is found to be unsatisfactory, your monthly stipend can be suspended or your scholarship/fee allowance terminated without notice.

Recipients of the President's Graduate Fellowship are required to attain a minimum research progress rating of 'Very Good' in each semester. If the rating is 'Good' for any semester, the awardee will be issued a warning; and if the awardee again receives a rating of 'Good' for the immediately following semester, the award will then be terminated immediately without notice. Additionally, if the awardee receives a rating below 'Good' for any semester, the award will be terminated immediately without notice.

15.2 Leave Matters

Students may be granted leave for periods of absence from the University. Please refer to the website [here](#) for more information on leave of absence (LOA).

Students who would like to attend conferences, go on field trips, research attachments or take up modules* related to your research area have to apply to your respective Head of Department for approval. Once such activities are approved, leave is deemed to be granted.

Please note the following when seeking approval:

Activity	Things to note
Attend conferences	As mentioned above, attendance at conferences is to be approved by the Head of Department. This can be done via the Education Records System (myEduRec) .
Go on field trips / overseas attachment	Furnish your Department with the following when seeking approval: • Period • Scope of study and its relevance to the research topic; • The institution in which the study will be carried out, if applicable. If not applicable, please mention the city/country. • Quantum of financial help provided, if any; and • A detailed work schedule. • The relevant form is available here. Once funding is approved, leave is deemed to be approved. You do not have to apply for leave separately.
Taking modules overseas*	Furnish your Department with the following when seeking approval: • Period • Institution in which modules will be taken • Details of module(s) • Reason for taking the module(s) overseas instead of NUS

* *We would like to highlight that no student may concurrently be a candidate for more than one degree or register as a candidate of NUS and of another university or institute, unless granted approval by our University.*

Application for leave must be submitted to the Department **at least two weeks** prior to the proposed leave period. However, leave applications that go beyond the maximum candidature require approval from the Vice-Dean (Graduate Studies).

(A) Application for Leave (applicable to recipients of President's Graduate Fellowship, NUS Research Scholarship, Commonwealth Scholarship, Graduate Teaching Fellowship)

Information on the various types of leave are provided in the sections below:

(a) Holiday Leave

- (i) 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.
- (ii) 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.
- (iii) Holiday leave excludes Saturdays, Sundays and public holidays. There is no half-day leave application.
- (iv) Holiday leave cannot be taken during periods of scholarship suspension.
- (v) Unconsumed leave in any one year will not be carried forward to the next year.
- (vi) Medical leave that falls within the applied holiday leave period will not be considered.
- (vii) 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 not utilized prior to the scholarship termination date will lapse and there will be no payment of stipend in lieu thereof.
- (viii) For transfer of candidature (upgrading/downgrading), the holiday leave entitlement will be adjusted accordingly.
- (ix) Online holiday leave application is available at [Education Records System \(myEduRec\)](#).

(b) Medical Leave

Paid medical leave is granted up to 30 days per calendar year for out-patient and 60 days per calendar year if hospitalisation is required. Please submit applications via the Leave of Absence online system at [Education Records System \(myEduRec\)](#).

(c) Leave of Absence – Personal-Maternity (Paid Leave)

- (i) Paid maternity leave is granted to female research scholars up to eight (8) weeks per confinement, i.e. delivery of a child. It is to be taken as one continuous block and can commence four weeks prior to confinement or from the date of confinement.
- (ii) Leave of absence is inclusive of Saturdays, Sundays & Public Holidays.

- (iii) Supporting medical documents must be submitted with the application. A copy of the birth certificate of the child is to be submitted either with the application or to your Department within one month from the child's birth.

(d) Compassionate Leave

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 [Education Records System \(myEduRec\)](#).

(e) Reservist Training

Paid leave will be granted unless the Department decides otherwise. Please submit applications via the Leave of Absence online system at [Education Records System \(myEduRec\)](#). 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.

(f) Exemptions and Revisions

- (i) The University may revise this Scheme from time to time in its absolute discretion.
- (ii) The University shall be entitled to make and issue additional guidelines with respect to this Scheme from time to time and to revise or amend such guidelines as it deems fit. All such guidelines shall be deemed to be part of the Scheme.

15.3 Renewal of Student's Pass

International students must note that the submission of a Student's Pass application does not automatically renew the existing pass held by the applicant. 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 & Checkpoints Authority (ICA).

Students applying for an extension of the student pass are advised to submit the application using the Application for Extension of Student Pass form at least one month before the expiry date of the current student pass. Please note that ICA imposes a fine on those who overstay without a valid pass. Please visit [this website](#) for more details.

15.4 Change of Personal Particulars

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. You must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete addresses and contacts.

Updates to your home and mailing address, as well as contact numbers and particulars of your next-of-kin, can be done via the [Education Records System \(myEduRec\)](#).

Changes in your **citizenship, official/legal name, or identity card/passport details** must be accompanied by documentary proof for verification by staff at the **Student Service Centre**. For more details, please refer to the Registrar's Office website [here](#).

Please note that citizenship changes which result in tuition fee rate changes will take effect only if notification is received no later than the end of the third instructional week of that semester, and the supporting document(s) issued no later than the end of the second instructional week. For more details, please refer to the Registrar's Office website [here](#).

15.5 Loss and Replacement of Student Card

If you lose your student card, you **must** report the loss online at this [website](#) and then apply for a replacement for a minimal fee.

15.6 Change in Thesis Topic/Title and Thesis Advisors

To make any change to your approved thesis topic/title (as indicated in the University's offer letter), you are required to complete the relevant form providing the reasons for this request. The completed form which can be downloaded from the [Student Portal](#), should be handed to your existing Thesis Advisor(s) and the Head of Department for approval.

To request a change in Thesis Advisor, please submit the completed form to the Head of Department through the Thesis Advisor for approval.

15.7 Transcript

Applications for transcripts can be made online to the Registrar's Office at this [website](#).

The Registrar's Office will issue a complimentary copy of transcript to students together with their degree scroll. Students who would like to have a copy of the transcript after conferment but prior to the collection of their degree scroll have to pay for the transcript. Also, additional transcripts required are payable.

15.8 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. In an effort to be environmentally friendly, the information will be sent to the graduates via post, to the graduates' mailing address captured in the University's records, only once at end March every year. Please check the [Commencement website](#) regularly for the most up-to-date information or email commencement@nus.edu.sg if you have enquiries on Commencement matters.

The degree scroll will be presented to graduates at the commencement ceremony. Pending receipt of the degree scroll, the letter of conferment may be presented to the employer or other appropriate bodies as evidence of award of the degree.

If you are not attending the Commencement ceremony, please refer to this [website](#) for information on alternative methods of obtaining your scroll.

Please note that lost scrolls cannot be replaced. However, the Registrar's Office can issue a letter of certification. Requests for such a letter should be made through regenquiry@nus.edu.sg with the following information:

- Name
- NRIC/Passport Number
- Student Registration Number (if any)
- Degree Conferred
- Date of Conferment

16 Other Services Offered by the University

16.1 Writing and Communication Hub

The Writing and Communication Hub (WCH) by the Centre for English Language Communication (CELC) provides one-to-one consultations for students at every stage of their assignment preparation process (from gathering ideas to revising a draft), and offers help with any aspect of their writing and oral presentations (from specific assignments to general writing and communication skills). For more information, refer to CELC's website [here](#).

16.2 University Health Centre

The University Health Centre offers comprehensive medico-surgical facilities and is conveniently located Level 1, University Health Centre, 20 Lower Kent Ridge Road, Singapore 119080.

The consultation hours are:

Monday to Wednesday	:	8.30 am to 5.30 pm (Closed from 12.00 pm to 1.30 pm)
Thursday	:	8.30 am to 4.30 pm (Closed from 12.30 pm to 1.30 pm)
Friday	:	8.30 am to 5.00 pm (Closed from 12.00 pm to 1.30 pm)

The Centre is closed on Saturdays, Sundays and public holidays.

Counselling and other services are also available at the Centre. For more information, please visit this [website](#).

17 Other Information

17.1 Authorisation of Medical Procedures / Appointment of Local Representative for International Students

In the course of their studies in NUS, international students may need medical attention in the form of surgery or any other medical procedures or treatment, but may be unable to give or refuse consent to the same. In such an event, surgeons or consultants in hospitals in Singapore would require a local representative to be present at the hospital to authorise or refuse consent for the surgery or other medical procedure or treatment on the patient's behalf.

In order to avoid possible delays to any medical procedure or treatment that an international student may need, international students, or their parent/guardian (where the international student is under 18 years of age) may do either or both of the following:

- appoint a representative in Singapore who is at least 18 years of age ('Local Representative') who will have the authority to authorise or refuse consent for the surgery or other medical procedure or treatment, on behalf of the student/parent/guardian, as applicable; and /or
- authorise NUS, its officers, staff member to authorise or refuse consent for the surgery or medical procedure or treatment, on behalf of the student/parent/guardian, if none of the student's parent/guardian/a Local Representative (if any) is contactable at the time of need.

The latest version of this policy is available [here](#).

Annex A

Information on Writing a Thesis, Its Format, Submission & Examination & Award of Degree

The information below provides you with a guide for preparation of the thesis. After having written your thesis and prepared all the requested documents, you should seek the approval of your Thesis Advisor(s) and submit these to your Department. Your thesis will be sent to internal examiner(s) (and/or external examiner(s) if no suitable internal examiners are available). Depending on their comments, it may be necessary for you to modify your thesis and to carry out additional research work before your thesis can be accepted.

A. Writing a Thesis

Research is hard work and a new researcher may feel intimidated by the task of writing a thesis. Careful planning and a well thought-out schedule of work is crucial if you are to complete your thesis on time. Here are a few pointers (adapted from Booth et al., 1995):

(a) Finding a topic

The starting point for any research is to find a topic. Generally, the process of finding a research topic consists of the following stages:

- (i) Have an interest in a broad subject area;
- (ii) Narrow the interest to a plausible and workable topic;
- (iii) Question that topic from several points of view; and
- (iv) Define a rationale for your project.

After identifying a broad area of interest, you should narrow it down and focus on your area of interest, concentrating on three or four sub-areas which you think show potential for further research.

Once you have settled on a topic, the next task is to find it in questions to answer. Start by barraging your topic with question after question.

Questions are crucial, because the starting point of good research is always what you do not know or understand but feel you must. Remember that your eventual objective is to explain:

- (i) What you are writing about – your topic;
- (ii) What you do not know about – your questions; and
- (iii) Why you want to know about it – your rationale.

Once you have achieved these three objectives, you will have articulated a motive for your project that goes beyond just collecting and summarising data.

(b) Creating an outline

To conduct your research in an orderly manner, you will need an outline. The outline serves as a roadmap of how you will proceed in answering your research questions. Your outline should state very clearly the following:

- (i) The objective or motivation of your study: what questions you are asking, why they are important and interesting, and what your answers will look like.

- (ii) The methodology you plan to use: how you plan to answer the questions you posed.
- (iii) The data sources you can make use of.
- (iv) A list of background readings: the related literature, i.e., what other researchers have done to answer similar questions, and what remains unanswered or inadequately answered in the literature.

(c) Looking for source material

In writing an outline, you will be looking for sources. The most obvious place where you will look for sources is the library. A good place to begin is the library's online catalogue, which will allow you to search by subjects and keywords. Not all sources will be relevant to your research. This means that you have to skim through a lot of books and articles. If you are checking out a book or article, try skimming through the preface or abstract. This may contain the author's view of the literature and his/her motivations for writing the book.

(d) Documenting your sources

A list of references is essential if you have to submit a formal outline and when you write up your thesis. Keep a list of your references in a disciplined and systematic way as you go along to avoid a scramble at the end when you cannot locate them.

(e) Using your Thesis Advisor(s)

Your Thesis Advisor(s) can provide invaluable help throughout all stages of your research. See your advisor(s) when in doubt. However, before you see your Advisor(s), plan. Be sure that you are able to describe what you want to do, what you have done, and what you find troubling. The clearer you are, the better advice you will get. While discussing with your Advisor(s), take down all the actions that you and your Advisor(s) agree you should take. If necessary, and to minimise misunderstanding, you may want to summarise your action plan at the end of the meeting with your advisor(s). As mentioned in section 6.1(a), a written document on the respective roles, duties and obligations of the advisor(s) and you is to be worked out and signed at your initial meeting with your advisor(s). A sample of the document is at Annex B

Sample of Written Document to be Signed at Initial Meeting with Advisor(s)

B. Suggested Schedule of Work

The following is only a guideline. Each project and thesis is unique and you should work with your advisor to define your schedule of work. If you are required to take more modules than the Faculty minimum, you must plan your study carefully and aim to complete the coursework requirement and thesis on time.

Masters

Semester	Sem 1	Sem 2	Sem 3	Sem 4
Student Progress	Minimum 2 modules	Minimum 2 modules	Thesis	Thesis

PhD

Semester	Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Sem 6	Sem 7	Sem 8
Student Progress	Minimum 2 modules	Minimum 2 modules	Complete coursework Prepare for Qualifying Examination (QE)	QE Thesis	Thesis	Thesis	Thesis	Thesis

C. Thesis Format and Submission

Submission of the final thesis in electronic format is compulsory for all research Masters and PhD students. For instructions on the submission of electronic theses, do visit the [Student Portal](#) for more information.

D. Award of Degree

The examiners' recommendations will be forwarded to the Board of Graduate Studies, and thereafter to the University Senate, for consideration of award of the degree:

- if no amendments are required; or
- after minor corrections/typographical changes are incorporated in the thesis to the satisfaction of the advisor(s); or
- after major amendments/revisions are incorporated in the thesis to the satisfaction of the advisor(s) and the examiner(s)/Oral Panel members (whichever is applicable).

After the degree has been awarded by the University Senate, the Chancellor's approval will be sought for the degree to be conferred in writing. The approximate timeframe for approval by the Board of Graduate Studies, University Senate and Chancellor is about two months from the date of final submission.

Annex B

Sample of Written Document to be Signed at Initial Meeting with Thesis Advisor(s)

This checklist is to facilitate a clear written document on the respective roles, duties and obligations of advisor and research students, so as to avoid misunderstanding or mismatch of expectations between the parties concerned. The document is to be worked out and agreed to by the Thesis Advisor /joint Advisor and the student from the inception of the advisory relationship. The initial meeting between the student and the Advisor(s) should be arranged as soon as possible upon the assignment of the student to the advisor.

The original written document duly signed between the Advisor/Joint Advisor and student has to be deposited with the relevant departmental administrator, with the Advisor(s) and student each given a copy. It is the responsibility of the Advisor, or primary Advisor in the case of joint advisory, to arrange for the original and copies of the document to be given to the respective parties.

1. Appointment of Thesis Advisor(s)

Broad Outline of Research Topic

Student: I am agreeable to the appointment of _____ as Thesis Advisor for the topic listed above and understand that any request for change of Advisor must be addressed through the Department graduate coordinator(s) to the Head of Department, and must be accompanied by explanatory reasons.

Thesis Advisor: I agree to advise _____ as a candidate for the degree of _____ on the topic listed above and understand that any request for change of Advisor must be addressed through the Department graduate coordinator(s) to the Head of Department, and must be accompanied by explanatory reasons.

It is the responsibility of the Department to allocate advisory responsibilities. Where appropriate and feasible, the allocation process should be guided by the principle of freedom of choice, and of willing participants to the advisor-student relationship.

Advisors are appointed by the Head of Department, on advice from Department graduate coordinator(s), taking into account factors such as research expertise, willingness to advise, and work-load considerations.

2. Advisory Contact Session

We agree to meet for a minimum of _____ sessions over each semester until the submission of the thesis.

Departments may specify the minimum number of hours that full-time/part-time students are normally expected to meet with their Advisors every week during the term, until the submission deadline.

These expectations indicate the overall amounts of guidance and interaction that Advisors should expect to offer and that students should expect to receive in the course of the thesis research.

Students are advised to work out the details of advisory arrangements with their Advisor(s). In the interests of mutual courtesy and respect, students should keep in mind that members of staff advise several students concurrently, in addition to their teaching, research, and administrative commitments.

3. Duties and Responsibilities in the Writing of Theses

Student: I agree that it is my responsibility to write the thesis, maintain regular contact with the Thesis Advisor(s) and ensure that my research work keeps to the agreed schedule of work.

Thesis Advisor: I agree that it is my responsibility to offer adequate advice and guidance in the research topic and to provide timely feedback on any written work submitted by the candidate at each point of the agreed schedule.

Example of an Agreed Schedule of Work (to be tailored according to specific discipline's requirements).

<u>S/N</u>	<u>Work to be done</u>	<u>Tentative dates of completion of work</u>
(i)	Review of Literature	
(ii)	Data collection/Fieldwork	
(iii)	Analysis of results/Writing	
(iv)	Completed first draft	
(v)	Submission of final draft	

Students are advised to prepare a realistic time-line in consultation with the Advisors, and ensure that research work keeps to the schedule agreed upon between Advisor(s) and student. Students are expected to work on a regular basis, and should not expect the Advisor(s) to accommodate last minute reading of drafts or discussions. Advisors will provide academic guidance; warn about weaknesses in design, shaky arguments, poor organisation and expression, and so on. However, it is not the responsibility of the Advisor to do extensive or elaborate correction, keep track of deadlines, or ensure timely work on the student's part. Ensuring these is the responsibility of the student.

4. Academic Integrity and Plagiarism

Student: I have read the Faculty guidelines and warning on plagiarism and agree that it is unethical to submit a thesis which contains plagiarised materials. The thesis is expected to reflect my true competence in every way and that the duties of the Advisor do not extend to the rewriting (for style, language or otherwise) of my thesis.

(Where applicable) I have also read the Department's ethical guidelines for research involving human subjects.

Thesis Advisor: I confirm that the student has been given a copy and has read the Faculty guidelines and warning on plagiarism and undertake to inform and explain to the student on what constitutes plagiarism. (Where applicable) I have also given the student a copy of the Department's ethical guidelines for research involving human subjects.

Integrity in research is expected of each graduate student. The Advisor should ensure that each graduate student is given a copy of the guidelines and warning on academic plagiarism. It is the duty of students to carefully read the guidelines on plagiarism. Advisors are expected to apprise their students of what the Department regards as academic plagiarism, and how to avoid it.

5. Work Obligations and Part-Time Employment of Research Students

Student: I agree to abide by current Faculty procedures and guidelines concerning work obligations and part-time employment.

Thesis Advisor: I have read and confirm that the student has been given a copy of the Faculty procedures and guidelines concerning work obligations and part-time employment.

Departments should make known to students and Advisors, the Faculty's policy and guidelines on work obligations and part-time employment by research scholars and other graduate students.

6. Research Publication Credit and Order of Attribution

Thesis Advisor & Student: We agree that the rule of proportionality should be applied in determining the order of authorship credit in joint publications so that the party responsible for undertaking the greater part of the work should be listed first.

In general, credit for joint authorship between advisor and student should follow ordinary notions of fairness, and should always reflect the relative weight of the contribution of the authors. Advisors should not be entitled to claim first authorship merely by virtue of their having pioneered a particular field of research.

7. Resolution of Conflicts

Thesis Advisor & Student: We are aware of the avenues opened for resolution of conflicts in the Department and will undertake to follow the procedures laid down.

Departments must have clear written guidelines on the proper procedure to follow in the event of a dispute. Full information should be provided to students as to where they may seek advice, help or counselling. In general, any difficulties encountered by students in getting adequate advice should be referred in the first instance, to the Department graduate coordinator(s), and then to the Head of Department. Any warnings, anxieties, or problems concerning research work that an Advisor may have about specific aspects of a student's research work, or issues of academic integrity, should be also made known as early as possible to the graduate coordinator. It is expected that any problem encountered in the advisor-student relation will be addressed by all parties concerned in a mature, temperate and civilised manner.

Name of Thesis Advisor(s)

Signature and Date

Name of Student

Signature and Date

Annex C

Number of Modules Required for Doctoral Students

Candidates admitted with effect from:	(1) Chinese Studies	(1) Comms & New Media	(2) Comparative Asian Studies	(3) Cultural Studies in Asia	(4) Economics	(5) Eng Lang & Lit	(6) Pol Science	(7) Psychology	(8) Sociology	All Departments except (1) to (8)		
Semester I, 2014/2015	6	6	8	8	15	6	10	7	12	6		
Semester I, 2015/2016		9						13			*8	7
Semester I, 2016/2017					8		6		10			
Semester I, 2017/2018						8		6			10	
Semester I, 2018/2019	8				6		10					
Semester I, 2019/2020		8							6			10
Semester I, 2020/2021												
Semester I, 2022/2023						8		6			10	

* Only for students in English Language & Linguistics. English Literature and Theatre Studies students are required to read 4 (Masters) and 6 (PhD) modules.

Annex D

Number of Modules Required for Masters Students

Candidates admitted with effect from:	(1) Comms & New Media :	(2) Economics:	(3) Eng Lang & Lit:	(4) Pol Science:	(5) Sociology:	All Departments except
Semester I, 2015/2016	6	9	4	6	5	4
Semester I, 2016/2017			*6			
Semester I, 2022/2023			4			

* Only for students in English Language & Linguistics. English Literature and Theatre Studies students are required to read 4 (Masters) and 6 (PhD) modules.