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Programme Requirements

Duration 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.

All candidates should note that commitments from employment will not be accepted as valid reasons for absence, uncompleted work, or poor performance, and may lead to exclusion from certain full-time programmes.

The maximum periods of candidature for both full-time and part-time candidates are the same.

Masters : 36 months

PhD : 60 months

PhD in Comparative Asian Studies : 72 months

Residency Requirement

Candidates must meet a minimum residency requirement. The candidate must spend a period of residence in Singapore for a minimum of six months for the Masters degree and 18 months for the PhD degree during his or her candidature.

Periods of study leave and overseas fieldwork do not count towards residency.

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

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 this test 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 January and August) 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.

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.

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 are expected to take it in the fourth year of their candidature when writing the thesis and obtain a satisfactory grade (at least grade C).

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

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. 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/Programme approval.

Some Departments may require more than the Faculty minimum. 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.

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. The remaining MCs must be at level 5000 or 6000. Please note that some Departments may have stricter coursework requirements e.g. compulsory modules, etc. Please check directly with your Department.

You should discuss with your supervisor(s) or Graduate Coordinator on 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 the [Student Portal](#). 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.

The coursework requirement includes a Graduate Research Seminar that will be graded on a "Completed Satisfactorily"/"Completed Unsatisfactorily" 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/Programme, 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 Graduate Coordinator'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/Programme](#) to register for an ISM.

Examinations for coursework are usually held at the end of each semester of study. You are not permitted to repeat any module that you have taken previously and passed.

Continuation Requirement

Students have to meet the following continuation requirements:

Masters To continue in a Masters programme, a student must not have:

- CAP, i.e., Cumulative Average Point, below 3.0 (but ≥ 2.5) for three consecutive semesters; or
- CAP below 2.5 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.0 (but ≥ 2.5), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.0, he/she will be placed on probation. If the student's CAP remains below 3.0 for the third consecutive semester, the student will be issued a letter of dismissal and denied re-admission.

For students whose CAP fall below 2.5 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

In addition, with effect from AY2015-2016, 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.

PhD

To continue in a PhD programme, a student must not have:

- CAP, i.e., Cumulative Average Point, below 3.5 (but ≥ 3.0) for three consecutive semesters; or
- CAP below 3.0 for two consecutive semesters.

For any semester in which the student's CAP falls below 3.5 (but ≥ 3.0), that student will be issued an academic warning. If, in the following semester, the student's CAP again falls below 3.5, he/she will be placed on probation. If the student's CAP remains below 3.5 for the third consecutive semester, the student will be issued a letter of dismissal and denied re-admission.

For students whose CAP fall below 3.0 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

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

In addition, with effect from AY2015-2016, 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 reduced or scholarship/fee allowance terminated without notice. Reinstatement will be reviewed after the scholar meets the continuation requirement, at the recommendation of the Department.

PhD Qualifying Examination

PhD candidates are also required to pass a Qualifying Examination (QE). The QE comprises:

- Comprehensive examinations (formats differ among Departments/Programmes); and
- An oral defence of the PhD thesis proposal (for which a 30- to 50-page thesis proposal is expected).

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

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

**Students from the Department of Economics & Psychology must note that the Department requires you to complete three components 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 Centre for English Language Communication 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 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.

Thesis

Both Masters and PhD candidates must also pass their theses at the end of the course of study before they can be considered for the award of degree.

Masters and PhD theses should not exceed 30,000 words and 80,000 words respectively. General guidelines on the format of research are available [here](#).

PhD students in selected departments may choose to submit an article-based PhD thesis as an alternative route to completing a PhD thesis. For more details, please click [here](#).

Please refer to information on thesis submission at the Student Portal [here](#).

PhD Oral Examination

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

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

- 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.

Graduation Requirements

Masters

- Obtain a Cumulative Average Point of 3.00 for the required modules;
- Where applicable, obtain satisfactory grades (at least grade C) in the graduate English courses conducted by the Centre for English Language Communication at intermediate level; and
- Pass Masters thesis.

PhD

- Obtain a minimum Cumulative Average Point of 3.50 for the required modules;
- Where applicable, obtain satisfactory grades (at least grade C) in the graduate English courses conducted by the Centre for English Language Communication at advanced level, with the exception of students from the Department of Chinese Studies who are required to achieve an intermediate level of proficiency;
- Pass Qualifying Examination;
- Pass PhD thesis; and
- Pass Oral Examination.

A candidate will be recommended for award of degree once he/she has met the requirements stated above. A candidate may read more than the minimum necessary modules (comprising all required modules within the curricular requirements and in the

subject/related disciplines). Generally, only the grades for the minimum necessary modules shall be considered in assessing whether the student has met the degree requirement.

Financial Aid

FASS Graduate Students HELP Fund

Background

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](#).

President's Graduate Fellowship

The President's Graduate Fellowship (PGF) is available for only full-time PhD students. The PGF covers the full tuition fee, i.e., the scholar's tuition fee is paid for by the University and provides a monthly stipend as follows:

Nationality	Monthly Stipend
Singapore Citizen*	S\$3,500
Singapore Permanent Resident	S\$3,200
International Student	S\$3,000

In addition to the stipend, there will be a one-off air travel allowance[#] for one-way ticket of up to S\$750 and settling allowance of \$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 Registrar's Office.

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 the awardee's satisfactory progress, it may be renewed each semester. The award for the fellowship is four years from the date of the registration of candidature. This applies to NUS research scholars who are selected for the Fellowship mid-way through their research scholarship.

The renewal of the fellowship is tied in with the submission of your semestral research progress report. Your supervisor(s), Head of Department/Programme 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 2 of the previous Academic Year) and February (for assessment of research progress in Semester 1 of the current Academic Year). If you do not complete 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 supervisor(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 4.00 in the coursework component. For the research component, your research progress review would have to be rated as "Very Good" and above. 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. You must also pass the PhD QE within the stipulated period (no later than the 24th month from the date of commencement of candidature).

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](#).

Application by current students

If you are a current research scholar and wish to be considered for a PGF, you must:

- Complete a minimum of two graded modules per semester, which count towards your Cumulative Average Point (CAP), and obtain a minimum CAP of 4.50.
- Demonstrate an ability to conduct independent research, example, independent study module, a chapter of your thesis, a conference paper, etc.
- Have also passed the PhD Qualifying Examination within the stipulated period (no later than the 24th month from the date of commencement of candidature). The Graduate Student Awards Committee meets twice a year.

Write to the Head of Department through your supervisor(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 Committee.

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

Research Scholarship for PhD candidates/Tuition Fee Allowance

The Research Scholarship will carry a monthly stipend plus tuition fee subsidy:

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

Nationality	PhD programme
Singapore Citizen*	S\$2,700
Singapore Permanent Resident	S\$2,200
International Student	S\$2,000

** 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 instead. This will mostly apply to Masters candidates. Such Tuition Fee Allowances are offered on an extremely limited basis. There may also be teaching fellowship opportunities available. Successful candidates will be informed of such openings.

Research scholars may be eligible for an additional stipend of up to S\$500 per month after passing their PhD Qualifying Examination. The top-up will end after two years, or the end of the 4th year of candidature, whichever is earlier.

The scholarship/fee allowance is tenable for one year in the first instance and thereafter may, subject to the scholar's satisfactory progress, be renewed each semester at the University's discretion. 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. This applies to current students who are selected for the scholarship/fee allowance mid-way through their candidature.

The renewal of scholarship/fee allowance is tied in with the submission of your semestral research progress report. Your supervisor(s), Head of Department/Programme 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 2 of the previous Academic Year) and in February (for assessment of research progress in Semester 1 of the current Academic Year). If you do not complete 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, candidates must complete a minimum of two graded modules per semester, which must count towards their CAP. A Masters candidate must achieve a minimum CAP of 3.00 while a PhD candidate must achieve a minimum CAP of 3.50, during the semester that you are completing your coursework component. For the remaining semesters, renewal will depend on your progress in your research/thesis. Reinstatement will be reviewed after the minimum requirements are met.

Generally, the duration of the Research Scholarship/Tuition Fee Allowance 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, the award period of the scholarship/fee allowance 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 here ([RS/TFA](#)).

Application by current students

You should write to the Head of Department through your supervisor(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 Graduate Student Awards Committee.

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

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

FASS Scholarship in Buddhist Studies

BACKGROUND

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 supervisor, endorsed by the Head of Department/Programme, 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 Graduate Student Awards 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\$2,100 (PhD candidates) or S\$1,800 (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.

Tuition Fee Loan Scheme (for Graduate Students only)

Please click [here](#) for details.

PhD Top-Up

PhD candidates on an 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.

Support for Fieldwork

The application for fieldwork funding is competitive. Only full-time graduate research students may apply for funding support under this scheme for their fieldwork that is 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.

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 can only embark on their fieldwork after passing their Qualifying Examination (QE). PhD students who have not passed their PhD QE may submit an application and plan their fieldwork ahead. However, the fieldwork can only begin 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 \(GRSS\)](#).

Claims for Student Projects

Financial assistance will be provided to all full-time students involved in projects that are directly related to their 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.

Travel Grant for Conference Participation (PhD students only)

The application for conference funding is competitive. Only **full-time PhD students** are eligible to apply for financial assistance. Students have to pass their Qualifying Examination (QE) before putting in their applications.

Students must present papers or posters if they are applying for conference funding and should be the first author of the papers presented. The students are only allowed to be funded **once** under this funding scheme. Preference will be given to senior students who are near to completing their candidature. The Committee will do its best to provide partial funding to every deserving applicant.

NUS has purchased a travel insurance policy to cover all students travelling overseas for “official NUS student trips”. Please refer to the [Student Travel Insurance website](#) for more information on the policy.

Please refer to the Student Portal for the updated information for the [call for applications for funding of conference presentations](#).

Part-Time Employment

All full-time students can apply for part-time employment. Students can only commence part-time employment after obtaining approval from their supervisor and Department. 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](#).

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. Graduate research students are committed to work on their thesis throughout their candidature period. *Any part-time work must not exceed 16 hours a week, regardless of whether it is the NUS term or vacation.

All students 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 programmes.

* SC/SPR graduate research students may be allowed to work more than 16 hours per week subject to approval by the Department. Those on NUS scholarships will require the approval of the Department and Faculty.

Research Scholars

Generally, students on NUS scholarships must fulfil the work obligations as set out in the [scholarship Terms and Conditions](#) **before** embarking on paid work. However, departments have the discretion to exercise flexibility on a case-by-case basis. Students who are scholarship holders are advised to consult their scholarship provider on whether their scholarship terms and conditions permit them to work during the course of their studies.

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.

External Sources of Finance

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

Fees

Information on fees

The tuition fee for students admitted in AY2014/2015 to AY2019/2020:

Year of Admission	<u>Per annum amount</u>			
	Fees payable by:			
	Singapore Citizens ^{1,6}	Singapore Permanent Residents ¹	International Students with Service Obligation ^{1,2,5} / Graduate Assistantship Programme (Inclusive of GST)	Non-Subsidised Fees ³ (inclusive of GST)
in AY2014/2015	S\$8,150	S\$11,400	S\$16,300	S\$27,150
in AY2015/2016	S\$8,600	S\$12,050	S\$17,200	S\$29,600
in AY2016/2017	S\$8,450	S\$11,850	S\$18,100	S\$31,200
in AY2017/2018	S\$8,800	S\$12,300	S\$18,850	S\$33,900
in AY2018/2019	S\$9,150	S\$12,800	S\$19,600	S\$35,350
in AY2019/2020	S\$9,500	S\$13,300	S\$20,350	S\$36,800

Notes:

1	<p>All fees quoted here are in Singapore Dollars (S\$). Tuition fees are reviewed yearly and thus, subject to revision.</p> <p>a) Tuition fees for existing graduate students prior to the AY2016/2017 intake will be increased by 3% annually for the remaining course duration.</p> <p>b) Tuition fees for students admitted in the AY2016/2017 intake will be increased by 2% per year for the remaining course duration.</p> <p>c) Tuition fees for students admitted from the AY2017/2018 intake will be increased by 1.5% per year for the remaining course duration.</p>
2	<p>Tuition fees quoted here are subsidised by the Singapore government (through the Ministry of Education, MOE) and are exclusive of prevailing GST. The applicable GST is subsidised by the MOE.</p>
3	<p>Students who are not in receipt of MOE Subsidy will have to pay the non-subsidised fee amounts as quoted here (which are inclusive of the prevailing GST).</p>
4	<p>Students who have previously enjoyed government subsidy or sponsorship by a Singapore government agency (such as scholarships offered by the Ministries, Public Service</p>
	<p>Commission and Statutory Boards) in a graduate programme should refer to the Eligibility Guidelines for MOE Subsidy.</p> <p>Students who are not eligible for MOE subsidy are also ineligible for some scholarships. For more details, please refer to Scholarships/Awards.</p> <p>All students affected as above are to refer to their individual student bills for the amount of fees payable.</p>
5	<p>In some MOE-subsidised programmes, the University may deem it feasible, based on industry demand, to implement a Service Obligation for International Students. Students who are eligible and have signed the Service Obligation Agreement will pay reduced tuition fees. Please refer to the Service Obligation Scheme for more details. The determination of this feasibility is at the sole discretion of the University.</p>
6	<p>Singapore citizens who wish to make use of the funds in their own or their siblings' Post Secondary Education Account (PSEA) to pay for their NUS fees must complete the PSEA Standing Order Form. The form must be submitted to the Registrar's Office during registration.</p> <p>All Singaporeans aged 25 and above can use their \$500 SkillsFuture Credit from the government to pay for a wide range of approved skills-related courses. Visit the SkillsFuture Credit website to choose from the courses available on the SkillsFuture Credit course directory.</p>
7	<p>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 NUS Staff Portal.</p>

Other fees are as follows for students admitted in AY2014/2015 to AY2019/2020

Year of Admission	Mandatory Miscellaneous Fees payable <u>per semester</u>		
	Student Services Fee (SSF)		Health Service Fee (HSF)
	Full-time	Part-time	
in AY2014/2015	S\$131.60	S\$103.80	S\$60.45
in AY2015/2016	S\$138.70	S\$105.35	S\$62.85
in AY2016/2017	S\$152.70	S\$113.90	S\$65.35
in AY2017/2018	S\$159.25	S\$114.95	S\$67.95
in AY2018/2019	S\$165.30	S\$115.60	S\$68.35
in AY2019/2020	S\$165.30	S\$115.60	S\$68.35

Notes:

- If fees are not paid or only partially paid by the due date (refer to the [Office of Finance](#)), a late payment charge of \$25 may be imposed.
- All fees shown in the table are inclusive of prevailing GST.
- For NUS scholars, the fees will automatically be deducted from the scholarship stipend on a semestral basis.
- Part-time Student Activity and Services fees will be charged for students who convert from full-time to part-time within Instructional Week 2 of the semester. Full-time fees would be charged for conversions after Instructional Week 2. Full-time Student Activity and Services fees will be charged for conversion from part-time to full-time anytime throughout the semester.
- All full-time graduate students (local and international) are required to subscribe to the medical insurance scheme. Information on the scheme is available at this [website](#). Health and insurance premium is charged on a per semester basis. For students who have obtained approval for conversion of academic load, the health and insurance fee payable is as follows:

Conversion From	Date of Approval of Conversion	Health and Insurance Fee Payable
Full-time to part time	By the end of Instructional Week 2	Exempted
	After Instructional Week 2	Full fee
Part-time to fulltime	Within first half of semester, i.e. on or before 30 Sep (Sem 1) or 31 Mar (Sem 2)	Full fee
	Second half of semester, i.e. after 30 Sep (Sem 1) or 31 Mar (Sem 2)	Half fee

For research students who have submitted their thesis, the health and insurance fee will be charged as long as the student remains as a full-time student and has not been conferred the degree.

Fee Payable Upon 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

Notes:

To encourage students to submit their theses promptly, if the thesis (approved by supervisor) is submitted during Instructional Week 2, the tuition fees for that semester will be waived. If the thesis (approved by supervisor) is submitted for examination after Instructional Week 2

but within the first half of a semester, half of the tuition fees paid for that semester will be refunded to the student. Please note that fee refund is not applicable to the Miscellaneous Student Fees.

Fee Payable Upon Withdrawal/Termination of Candidature

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

Notes:

Students who leave the University, either through withdrawal on their own record or termination of candidature by the University after Instructional Week 2, will be liable to pay fees for the entire semester. This is consistent with the prevailing [refund policy](#).

Modes & Deadlines Payment of Fees

Modes & Deadlines Payment of Fees can be found [here](#).

Selection of Modules

Registration and Adding/Dropping of Modules

Please check with your Department/Programme 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” (Withdrawal) 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.

Important information such as changes in time-table, module registration, etc., are usually displayed on notice boards of individual Departments/Programmes.

Offering Modules Across Departments/Faculties

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

Credit Transfer/Module Exemption

- To ensure that applications are processed in a timely manner, students who are applying for credit or grade transfer(s) should submit their application 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 subjected to the following conditions:

Type	Research Programmes
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1	For non-NUS modules that have not been credited towards another degree at NUS/elsewhere	No limit to the exemption of modules
2	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
3	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
4	For NUS modules that have been credited towards another degree at NUS/elsewhere	Can be considered for credit & grade transfer

Student Feedback on Modules

Student feedback on teaching is an important element of the University's process for quality assurance of education. The feedback is helpful to the university in the continuous quest for improvements in teaching and thereby enhancing the students' learning experience in NUS.

The online Student Feedback Exercise is usually conducted two weeks before the start of each Semester Examination and one week before the start of the Special Term 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.

Examination Matters

Absence from Examinations

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 complete the "Application for Special Consideration (RO.755/12)" that is available for downloading [here](#).

Review of Examination Results

Appeals for review of examination results must be submitted within three days from the date of the notification of examination results. A non-refundable fee of S\$10 (inclusive of GST) is charged for the review of each examination paper. The review form is also available [here](#).

Candidature & Administrative Matters

Research Progress Reports (Renewal of Candidature)

You are required to submit a bi-annual research progress report via [Education Records System \(EduRec\)](#). 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 2 of the previous Academic Year) and in February (for assessment of research progress in Semester 1 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 supervisor(s), Head of Department/Programme and Faculty to complete their assessments and recommendations for continuation of candidature. For scholars, your scholarship renewal will be tied in with the semestral progress report. **Please note that your scholarship will be suspended if you do not complete the research progress report by the deadline.**

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

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. 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 supervisor(s) and/or Graduate Coordinator.

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 recipient of a Tuition Fee Allowance 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 is four years from the time that you were admitted as a Masters student. It is advisable that you apply for upgrading to PhD as early as possible, if you are interested in pursuing a PhD degree.

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 emails 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](#).

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 supervisor(s) and the Head of Department/Programme. Consideration for extension of candidature is based on the justification for the extension and also on your performance and progress made.

Please note that application for extension of candidature should be made **at least three months before the expiry of your existing maximum candidature**. Your candidature would be considered lapsed once the maximum candidature period of the degree is reached. Applications received after the candidature has lapsed would only be considered if there are compelling reasons. If the application is approved, an administrative fee of S\$250 is payable to re-instate the candidature.

Applications for extensions submitted one year after the candidature has lapsed will **not** be considered.

Conversion Between Full-Time & Part-Time Status

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 supervisor(s); and
- The supervisor(s), in their best judgement, feel that you are able to submit the bound copy of 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 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 the existing supervisor(s) and the Head of Department/Programme 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 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 purchase 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 the "Thesis Submission Form" and forward the form to the Registrar's Office. 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.

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 the supervisor(s), the Head of Department/Programme 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 supervisor(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 exemption 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.

Leave of Absence (all students)

Please refer to the information at the Registrar's Office website [here](#).

Leave for Research Scholars

Research Scholars (PGF, RS, GTF) can apply for holiday leave online at [Education Records System \(EduRec\)](#).

Responsibility for Notices, Circulars and Updates of Personal Particulars

Please click [here](#) for details.

Loss and Replacement of Student Card

Click [here](#) for details.

Change in Thesis Topic/Title and Supervisors

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 should be handed to your existing supervisor(s) and the Head of Department/Programme for approval.

To request a change in supervisor, please submit the completed form to the Head of Department/Programme through the supervisors for approval.

The relevant forms are available for downloading at the [Student Portal](#).

Transcript

Click [here](#) for details.

Commencement

Click [here](#) for details.

Withdrawal from Programme

Graduate research students who wish to withdraw from their course should submit the [Withdrawal from the University \(Graduate Research Students\)](#) form with their student card through their supervisor(s) and Head of Department, to the Vice-Dean (Graduate Studies). A letter confirming the withdrawal from the University will be sent to the student within three weeks after the receipt of the letter by the University.

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.

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 reapply 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.

Students holding a Student's Pass must surrender it to ICA. Any spouse social visit pass sponsored by the University will also be cancelled. The student's access to the University's resources and facilities shall cease immediately after the withdrawal has taken effect.

Termination of Candidature

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.

The student card has to be returned to his/her Department or Programme Office. For international students, the student pass and spouse social visit pass sponsored by the University (if any) will be cancelled.

Students whose candidature are terminated from the University after Instructional Week 2 of the semester will be liable to pay fees for the entire semester. Please refer to this [website](#) for information on the fees payable upon termination of candidature.