Research Graduate Program Student Handbook (2018)

National University of Singapore

Faculty of Arts and Social Sciences

Department of Psychology

Last Updated: **July 2018**

IMPORTANT: This version is meant for graduate students matriculated in and after the Academic Year of 2017-18.

Table of Contents

1. Graduate Research Areas

The graduate program of the Department of Psychology is divided into six research areas. They are:

Clinical Science and Health Psychology
Cognition
Developmental Psychology
Quantitative Psychology
Social and Cognitive Neuroscience
Social, Personality, and Industrial-Organizational Psychology

These six research areas reflect the diversity of research topics that our faculty have considerable expertise on. Prospective students are welcome to explore the specific research interests of individual faculty members within the areas.

Other than these six research areas, the department has several faculty members who work on two research themes focusing on (a) *Emotion*, and (b) *Language and Communication*. Prospective students interested in these two themes stand to benefit from a graduate training that approach these topics from a multidisciplinary angle.

1.1. Clinical Science and Health Psychology

The *Clinical Science and Health Psychology* area have research interests in psychological and physical well-being. Faculty members investigate various aspects surrounding psychological disorders and symptoms, including etiology, assessment, and intervention strategies. Notable expertise in this area include emotion dysregulation, neuropsychology, autistic spectrum disorder, posttraumatic stress disorder, and therapy approaches like cognitive-behavioral therapy and mindfulness. Faculty members specializing in health psychology examines adjustment and treatment adherence to physical illness, with a particular focus on renal diseases.

For more information regarding the research of individual faculty members in the Clinical Science and Health Psychology area, please visit their personal webpages.

Core Faculty: Simon L. Collinson, Konstadina Griva, Clare Henn-Haase, Iliana Magiati, Michael Power, Catherine Tang

Affiliated Faculty: Stuart Derbyshire, Ryan Y. Hong

1.2. Cognition

Cognitive psychology studies how people perceive, remember, learn, and process information. Areas of inquiry include perception, attention, memory, interval timing, and language processing. The Cognition group at NUS Psychology has notable strengths in the following specific topics: lexical processing, the organization of lexical knowledge in memory, visual attention and visual-spatial perception, and auditory-related cognition. The Cognition group emphasizes research informed by theory and uses both behavioral approaches and techniques such as event-related potentials (ERPs), and neuroimaging.

For more information regarding the research of individual faculty members in the Cognition area, please visit their personal webpages.

Core Faculty: Winston D. Goh, Maria Kozhevnikov, Stephen W. H. Lim, Melvin J. Yap

Affiliated Faculty: Clare Henn-Haase, O'Dhaniel Mullette-Gillman, Michael Power, Leher Singh

1.3. Developmental Psychology

Faculty members in the Developmental Psychology area are broadly interested in growth processes in cognitive and socio-emotional functioning of infants, children, and adolescents. The group has specific expertise in infant language development, children's socio-emotional and moral development in cross-cultural contexts, and attachment relationships in adolescents. Faculty members use a range of experimental and survey methods to address important issues in human development.

For more information regarding the research of individual faculty members in the Developmental Psychology area, please visit their personal webpages.

Core Faculty: Xian Pan Ding, John Elliott, Nina Powell, Lili Qin, Tick Ngee Sim, Leher Singh

Affiliated Faculty: Iliana Magiati

1.4. Quantitative Psychology

The Quantitative Psychology area focuses on advancing methodological and statistical techniques used in psychological research. The area has notable expertise in advanced statistical procedures like functional and multivariate data analysis, Bayesian statistics, structural equation modelling, meta-analysis, and meta-analytic structural equation modelling. Graduate students in this area would gain a comprehensive understanding

of various statistical techniques and be in a good position to handle and evaluate empirical data.

For more information regarding the research of individual faculty members in the Quantitative Psychology area, please visit their personal webpages.

Core Faculty: Mike W.-L. Cheung, Ji Yeh Choi

1.5. Social and Cognitive Neuroscience

The Social and Cognitive Neuroscience area is a diverse and multidisciplinary group engaging in a wide spectrum of research topics. These topics include examining the neurological bases of (a) cognitive functions like memory, attention, and decision making, (b) perceptions of emotion, and (c) the experience of pain. Related research foci consist of molecular genetics of human behavior, neuroeconomics, and non-human primate neurophysiology. Faculty members in this group are united by an interest in understanding the biological and neurological underpinnings of cognitive function and behavior, and their use of neuroimaging techniques such as EEG and fMRI.

For more information regarding the research of individual faculty members in the Social and Cognitive Neuroscience area, please visit their personal webpages.

Core Faculty: Stuart Derbyshire, Richard Ebstein, Nicholas Hon, Camilo Libedinsky, O'Dhaniel Mullette-Gillman, Rongjun Yu.

Affiliated Faculty: Maria Kozhenikov

1.6. Social, Personality, and Industrial-Organizational Psychology

The Social, Personality, and Industrial-Organizational Psychology group is broadly interested in understanding human behavior from multiple perspectives – from within-person factors (e.g., personality, emotion, and motivation) to those external of individuals (e.g., interpersonal and organizational contextual influences). Faculty members in this group have interests in a wide range of topics such as attitudes and persuasion, positive emotions, motivation and goal pursuit, moral judgements and emotions, interpersonal relationships, personality and psychopathology, negotiation and conflict management, and dynamics of trust in organizational contexts. In their research, members use a variety of designs and statistical techniques like multilevel analysis, structural equation modelling, and meta-analysis.

For more information regarding the research of individual faculty members in the Social, Personality, and Industrial-Organizational Psychology area, please visit their personal webpages.

Core Faculty: Al K. C. Au, Yeow Siah Cha, Patricia Chen, Ryan Y. Hong, Lile Jia, , Y. H. Michelle See, Eddie M. W. Tong, Fen-Fang Tsai

Affiliated Faculty: Nina Powell

1.7. Research Theme: Emotion

Faculty members study various aspects of emotion and affect. They include the neurophysiological basis of emotions in humans and non-human animals, the appraisal process in emotional experience, the relation between cognition and emotion, and emotion dysregulation.

For more information regarding the research of individual faculty members in the Emotion research theme, please visit their personal webpages.

Faculty: Eddie M. W. Tong, Stuart Derbyshire, Clare Henn-Haase, Michael Power

1.8. Research Theme: Language and Communication

Faculty members in this theme are united in their interests surrounding language and communication. Topics of enquiry include infant language acquisition, lexical and reading processes, lexical representation in memory, and communicative functions of emotion, among others.

For more information regarding the research of individual faculty members in the Language and Communication research theme, please visit their personal webpages.

Faculty: Melvin J. Yap, Konstadina Griva, Leher Singh, Winston D. Goh

The graduate student's area of research and training would follow the area for which your supervisor is listed. If your supervisor is listed for more than one area, please discuss the area relevant for you together with your supervisor.

2. Financial Assistance

2.1. NUS Research Scholarship

The NUS Research Scholarship (RS) is awarded to outstanding PhD candidates when they apply to our graduate program. RS recipients receive (a) a monthly stipend of S$2000 to S$2700 depending on their citizenship status and are eligible for a S$500 top-up after completion of the qualifying exam, and (b) Tuition Fee Allowance. The maximum period of support is 4 years. Please note that the maximum period of candidature for a full-time PhD student is 5 years.

The Research Scholarship is initially awarded for one year, and may be renewed each semester, together with your candidature, on the basis of your performance in the previous semesters and the recommendation of the Faculty. This renewal is tied in with the submission of a progress report that you are required to submit at the end of each semester, once in August and once in January. Your supervisor, Head of Department/Programme, and Faculty will complete their assessments and make recommendations for the continuation of your scholarship. You will be notified about this via email.

While each renewal of a scholarship 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 waiver 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 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.

Scholarship recipients will be required by the Department to assist in teaching or departmental work. In most cases, this service will entail teaching duties, which will be assigned to you at the beginning of each academic year. In this context, you are expected to do *3 to 4 hours of classroom teaching*. It is understood that you would use additional time to prepare for your teaching and to assist the lecturer in matters of course administration (e.g., answering student queries on IVLE, grading). At the beginning of the semester, you will complete a Teaching Assistant Agreement form, together with the instructor you are assigned to. This form will explicitly specify the nature of your duties and the amount of time you are expected to allocate to different duties.

Please see this teaching service as a valuable opportunity for learning effective class room teaching. As such, we encourage you to closely work together with the lecturer to optimize your learning experience.

2.2. Graduate Teaching Fellowship (GTF)

A Graduate Teaching Assistantship (GTF) may be awarded to outstanding PhD and/or Masters candidates when they apply to our graduate program. Masters GTF recipients receive a monthly pay of S$1800 whereas PhD recipients get $2100. Typically, PhD students will receive up to 4 years of GTF, subjected to satisfactory teaching performance. Typically, Masters students will receive up to 2 years of GTF, subjected to satisfactory teaching performance.

Typically, a student who is awarded a GTF will also be awarded a Tuition Fee Allowance (TFA) that will pay the prevailing applicable tuition fees for the recipient. However, the Department reserves the right to award just the GTF (but no TFA) to any candidates.

A GTF recipient will be required to devote some hours per week teaching in the Psychology Department. The specific teaching duties will be assigned to you at the beginning of each academic year. In this context, GTFs will generally be required to clock 160 – 170 hours for each semester of the appointment. This includes an average of *3 to 4 hours of in-class room teaching* per week, along with preparation, lecture attendance, consultations, marking, examination invigilation, etc. At the beginning of the semester, you will complete a Teaching Assistant Agreement form, together with the instructor you are assigned to. This form will explicitly specify the nature of your duties and the amount of time you are expected to allocate to different duties.

Please see this teaching service as a valuable opportunity for learning effective class room teaching. As such, we encourage you to closely work together with the lecturer to optimize your learning experience.

2.3. Tuition Fee Allowance

The NUS Tuition Fee Allowance (TFA) is awarded to outstanding graduate students for research leading to a higher degree at the University. The Award does not consist of a monthly stipend. The TFA will pay the prevailing applicable tuition fees for the recipient. The TFA is tenable for 1 year in the first instance and thereafter may, subject to the recipient's satisfactory progress, be renewed each semester at the University's discretion. The maximum period of the Award is 2 years for Masters candidates and 4 years for PhD candidates.

2.4. Graduate Assistantship Program (GAP)

Recipients of RS and TFA are obliged to fulfil the Graduate Assistantship Program. This program requires all financial support recipients to work in the Department in order to fulfil graduation requirements. The work involved can be teaching/laboratory

supervision/research duties and other developmental assignments (e.g., conducting tutorials/lab demonstration, preparing teaching materials or developing new experiments for teaching purposes, performing invigilation duties, etc).

The total number of hours required differed between recipients who are international students versus Singaporeans and Singapore Permanent Residents. You need to fulfil your GAP requirements before thesis submission. For international PhD RS students, the total number of hours needed under GAP is 416 over the entire candidature. For international PhD students with TFA, the total number of hours needed under GAP is 208 over the entire candidature. For Singaporeans and Singapore Permanent Residents with RS, the total number of hours required is 208 over the entire candidature. For Singaporeans and Singapore Permanent Residents with TFA, the total number of hours required is 104 over the entire candidature.

Please refer to your RS or TFA award letters for specific information on your GAP requirements. For queries, please approach Ms Loh Poh Yee of the Department General Office.

2.5. Teaching Awards

Both the Department and the Faculty confer teaching awards to recognize excellence in teaching. Applications for these awards are announced by the Faculty and you are welcome to nominate yourself and submit the required documents to our Department. In addition to considering self-nominations, our Department reviews the teaching evaluations from graduate students serving as teaching assistants and invites students with outstanding scores and qualitative comments to submit the required documents for the award. Based on those documents, the Department will recommend a selection of students for the teaching award to the Faculty.

2.6. Other Financial Support

Students can apply for part- or full-time teaching assistant positions that are available in the Department. However, a full-time position would require the students to change their status within the graduate program from full-time to part-time student.

2.6.1 The Ngee Ann Kongsi Post-Graduate Scholarship

The Ngee Ann Kongsi is offering up to 12 Post-Graduate Scholarships annually to attract more Singapore Citizens and Permanent Residents to join the fields of counselling, gerontology, psychology, social work, para-medical work etc.

You must be enrolled or have received an offer of admission to a Masters by coursework, Masters by research or Graduate Diploma programme at the Faculty of Arts and Social Sciences. Both full-time and part-time students are eligible to apply.

Applications are open annually from 1 to 31 October. All applications must be endorsed by your home department (along with a letter from the Head, or nominee, with details on the programme) and you are required to inform the Graduate Studies Division that you are submitting an application. Those in the coursework programmes should write to the coursework administrator while research students should write to the research administrator. Applications are to be sent directly to The Ngee Ang Kongsi by the applicant.

Shortlisted candidates will be contacted by The Ngee Ann Kongsi for interviews (most likely in January).

For more information on the Scholarship, please refer to Ngee Ann Kongsi's website: http://www.ngeeann.com.sg/en/eventslist/the-ngee-ann-kongsi-post-graduate-scholarships-in-social-sciences/

2.7. Applying for Financial Support Once You're in our Program

The number of research scholarships and graduate teaching assistantships are very limited and so these scholarships/assistantships are awarded on a very competitive basis during the application process.

If you were admitted into the PhD program without financial assistance, you may apply for a Research Scholarship (RS) or Tuition Fee Allowance (TFA) after you've demonstrated competence in our program. To this end, you should have completed at least two graded modules per semester, which count towards the Cumulative Average Point (CAP), and obtained a minimum CAP of 4.0. Additionally, you should have demonstrated research competence during projects completed together with your supervisor or as an Independent Study Module (ISM).

If you satisfy these requirements, you may submit a letter of request outlining your achievements and justifying the requested financial support. This letter should be accompanied by a letter of support from your supervisor. Both should be addressed to the Director of Graduate Studies and submitted at the latest by November 1 for consideration for the academic year starting in August of the next calendar year. For

Masters students, this process is not applicable as the scholarships are paid for only 2 years after admission. Thus, the time-frame necessary for fulfilling the scholarship requirements would be too short for the scholarship to take effect.

However, do note that the number of RS and TFA's are very limited and so it is extremely difficult to get support from these sources once you are in the program. It is strongly encouraged that you speak to your supervisor about the possibility of getting some support from his/her grant.

Please note that aside from the research scholarship/tuition fee allowance, other schemes are available. For example, PhD students may apply for the President's Graduate Fellowship after they have completed a minimum of two graded modules per semester, which count towards the Cumulative Average Point (CAP), and obtained a minimum CAP of 4.0. Information about this and other opportunities are available on the Faculty of Arts and Social Sciences (FASS) website: https://www.fas.nus.edu.sg/research/scholarship.html

3. Graduate Modules

As discussed above in Section 1, the Psychology Graduate Program is divided into 6 research areas. Graduate students typically get specialized training in one of these areas. For most areas, with the exception of Quantitative Psychology, at least 2 area modules would be available to students over a 2-year period. Typically, in each area, one module will be a general survey course that covers broad and fundamental knowledge bases (e.g., PL5303 – Advanced Cognitive Psychology) whereas the other module will be a more specialized module that focuses on specific topics (e.g., PL6883 – Special Topics in Cognitive Psychology). For example, the Special Topics module in cognitive psychology can include in-depth treatment on attention and perception, memory, psycholinguistics and language processes, respectively. The specific content of a Special Topics module may differ from year to year and is dependent on student interest and faculty availability. Please refer to Table 1 for overview of modules.

NB. Some areas do not follow the above format. The Clinical Science and Health Psychology area offers 2 general survey modules – one in clinical and the other in health psychology. The Developmental Psychology area currently offers only one general survey module and no Special Topics module.

3.1. Availability of Graduate Modules

The availability of graduate modules depends on student demand and staff availability. The following paragraphs outline the projected availability of modules. If you are interested in a particular module that is not offered on a regular basis, you may contact the Director of Graduate Studies to inquire about module availability and to express your interest in the module. Based on student feedback, less frequently taught modules may be made available.

3.2. General Content and Quantitative Modules

Two modules will be offered every academic year, usually in Semester 1. They are:

    PL6770 – Graduate Research Seminar
    PL5221 – Analysis of Psychological Data Using General Linear Models

At least 1 of the other 2 quantitative modules will be offered every academic year, usually in Semester 2. They are:

    PL5222 – Multivariate Statistics in Psychology
    PL5225 – Structural Equation Modelling

The remaining 4 modules in this domain are research project modules where a student works with a faculty member on an empirical project or a reading seminar for one semester. As such these modules are generally available and students should approach prospective faculty members to secure their consent to mount the module. The specific content of the module will be decided jointly between the faculty member and the student. Do note that there are specific requirements associated with each module; please refer to Table 1 for detailed information.

PL5660 – Independent Study Module (masters students; not student's supervisor)
PL6660 – Independent Study Module (PhD students; not student's supervisor)
PL6208 – Empirical Research Project (PhD students; student's own supervisor)
PL6215 – Selected Applications in Psychology

3.3. Area Modules

All area modules are listed in Table 1. The department strives to offer 1 module from each area every academic year (either in Semester 1 or 2), alternating between the general survey module and the Special Topics module. For example, if PL5308 – Advanced Social and Cognitive Neuroscience is being offered this year, then PL6888 – Selected Topics in Social and Cognitive Neuroscience will likely be offered the following year. In this way, masters students who wish to read 2 modules within their own research area should be able to cover them over a 2-year candidature period. The same applies to PhD students who normally endeavour to complete most of their modules in their first 2 years of candidature, though they have the flexibility to read modules into their 3rd year.

As much as the department strives to offer 2 area modules over a 2 year period, this arrangement is however not guaranteed. Modules may not be offered due to the staffing issues (e.g., unavailability of faculty member) or low projected student demand.

3.4. Research Theme Modules

In the event of sufficient student demand and interest, the department may offer modules related to our 2 research themes: (a) Emotion, and (b) Language and Communication. As of now, only 1 module on Emotion is available: PL6889 – Selected Topics in Emotion Psychology.

Table 1 - Graduate Modules

Module Code	Title	Remarks
General Content and Quantitative Modules		
PL6770	Graduate Research Seminar	Graded as Satisfactory/Unsatisfactory
PL5660	Independent Study Module	For masters candidates; to be done with faculty member who is not the student's supervisor
PL6660	Independent Study Module	For PhD candidates; to be done with faculty member who is not the student's supervisor
PL6208	Empirical Research Project	For PhD candidates; to be done with the student's supervisor
PL5221	Analysis of Psychological Data Using GLM	
PL5222	Multivariate Statistics in Psychology	
PL5225	Structural Equation Modelling	
PL6215	Selected Applications in Psychology	This module can be offered by a visiting faculty from time to time. Alternatively, this can be a reading seminar between a faculty member (can be supervisor) and student where content is decided jointly.
Clinical Science and Health Psychology Modules		
PL5306	Advanced Clinical Psychology	General survey module
PL5307	Advanced Health Psychology	General survey module

Module Code	Title	Remarks
Cognition Modules		
PL5303	Advanced Cognitive Psychology	General survey module
PL6883	Selected Topics in Cognitive Psychology	Specific content may differ across years depending on faculty expertise
Developmental Psychology Modules		
PL5304	Advanced Developmental Psychology	General survey module
Social and Cognitive Neuroscience Modules		
PL5308	Advanced Social and Cognitive Neuroscience	General survey module
PL6888	Selected Topics in Social and Cognitive Neuroscience	Specific content may differ across years depending on faculty expertise
Social, Personality, and Industrial-Organizational Psychology Modules		
PL5305	Advanced Social Psychology	General survey module
PL6885	Selected Topics in Social, Personality, Industrial-Organizational Psychology	Specific content may differ across years depending on faculty expertise
Research Theme Modules		
PL6889	Selected Topics in Emotion Psychology	Specific content may differ across years depending on faculty expertise

4. Graduation Requirements for Masters Students

4.1. Module Requirements

Masters students are required to complete a minimum of 4 modules:

- PL6770 - Graduate Research Seminar
- PL5221 - Analysis of Psychology Data Using GLM or PL5222 - Multivariate Statistics in Psychology
- 2 electives:
  - can be 4000, 5000, or 6000 level modules; within or outside of one's area. Only 1 4000 level module can be read.
  - In lieu of a content module, 1 elective can be fulfilled by doing an ISM (i.e., PL5660) with a faculty member who is NOT the primary supervisor.

The CAP from your modules should not fall below 2.5 for two consecutive terms or 3.0 for three consecutive terms. If it does, the candidature will be terminated by the university.

Based on these requirements and the availability of modules, we suggest that you consider the following schedule when planning your modules, to the extent that these modules are offered at the semesters listed below.

Semester 1   PL6770 - Graduate Research Seminar

               PL5221- Analysis of Psychological Data Using GLM

Semester 2   Elective Module 1

               Elective Module 2

We require you to take the Graduate Research Seminar in your first year, which may be offered in either Semester 1 or 2. This seminar will provide valuable information concerning the graduate program and equip you with basic knowledge and skills that will be relevant for your research career. We strongly encourage you to take PL5221 (if you haven't taken this module as an undergraduate student) during your first year. The statistical methods taught in this module will be relevant for the planning and execution of your research projects. The enrolment in elective modules will depend on the specific modules offered and your interests.

Students wanting to read more modules or modules outside of Psychology should seek the approval of supervisor and the graduate coordinator.

4.2. Advice on Module Planning

The department believes that the student and his/her supervisor are in the best position to determine the best foundations for the academic development of the student. As such, the student is strongly encouraged to discuss the appropriate modules to read with their primary advisor.

Students will have at least 2 electives to be completed. They are strongly encouraged to read modules related to their identified research area. For example, if you are a student from the Cognition area, you are encouraged to complete the Advanced Cognitive Psychology and the Special Topics in Cognitive Psychology modules. Alternatively, you may decide to do an ISM with a faculty member in the Cognition area. However, this is just an advice (not a requirement). As stated in the preceding paragraph, you and your advisor are in the best position to decide the specific elective modules you will be reading.

Being a student in the *Quantitative Area* require some special considerations. If you are a masters student in the Quantitative Area, you may read all three quantitative modules (PL5221 as requirement and the other two as electives) or substitute 1 elective with an ISM. If you have already read some of these modules as an undergraduate, you will need to read other modules as substitutes (for fulfilment of the minimum 4 modules in the program). The substitute module can be a content module or a quantitative/statistics module from other departments (e.g., the Departments of Statistics or Management). Please sought the approval from your supervisor and the graduate coordinator for reading modules from other departments.

Students can read beyond the minimum requirement of 4 modules. For example, if a student read a total of 3 graded elective modules (i.e., 1 more than the requirement of 2 electives), the computed CAP will be based on the best 2 grades on the electives (plus the compulsory modules).

4.3. Grades

In order to graduate with a Masters degree, you have to achieve a minimum CAP of 3.0 and have passed the Master's thesis. Additionally, you cannot have failed more than two modules during your candidacy. If applicable, you are required to obtain a C or better in the graduate English course - intermediate level (CELC).

More information on CAP for continuation and graduation can be found here: http://www.nus.edu.sg/registrar/education-at-nus/graduate-education/continuation-and-graduation-requirements.html

4.4. Thesis

In order to obtain a Masters degree, you need to do empirical work and submit this in a written form as a Masters thesis. The word limit for this thesis is 30,000 words. The thesis should be written following the APA guidelines and has to be submitted after completion of your course requirements and within the maximum period of candidacy (i.e., 3 years). The student should format the thesis in accordance to the University Registrar's Office guidelines.

https://share.nus.edu.sg/registrar/student/info/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf

The thesis will be examined by 2 reviewers, one of whom can be from another department or research institution. The aim of your research presented in the thesis should be the generation of new knowledge. However, it is not essential that you are able to support your research hypotheses. Rather, the presented work should demonstrate your ability to independently conduct quality research and to integrate your work with the existing literature in a meaningful way.

4.4.1. Thesis Format Advisory

The default format for the master thesis is the one described in the preceding section (Section 4.4. Thesis). Unlike the PhD dissertation, the Faculty is not considering the use of publication format for masters theses (for more information, see Section 5.6. Thesis Format). However, the Department Graduate Curriculum Committee (DGCC) thinks that this can be accommodated within the current framework (i.e., monograph format) should the student and his/her supervisor prefer the article-based format.

Masters students can format their thesis as if they are preparing for manuscript submission. If they have submitted the manuscript for review, then they can use that as the main body of the masters thesis. Unlike the PhD dissertation where there are formal requirements (e.g., at least 2 papers, the need for a commentary), there will be no such requirements for the masters theses. In the unlikely event that an outstanding masters student has formatted 2 papers to be targeted for 2 outlets, the 2 papers will be integrated into a regular monograph-type thesis, with the understanding that minimal editing is needed.

Therefore, officially, the masters thesis will follow the regular formatting guidelines stipulated by Registrar's Office, but there is freedom in what constitutes the "Main Body" of the thesis. Students can be encouraged to write their theses in a way that facilitate subsequent publication.

4.4.2. Thesis Submission and Examination

Candidates have to submit their theses for examination (after being approved by their supervisor(s) and Head of Department) by the maximum period of candidature or such date as stipulated by the supervisors or the University, whichever date is earlier. The procedures for Thesis Submission and tuition fee deadlines are provided by the Registrar's Office (see http://www.nus.edu.sg/registrar/event/gd-thesisexam.html for more information). Tuition and miscellaneous fees are payable until the thesis is submitted for examination. Exemption of fees will take effect from the semester after the thesis is submitted for examination, unless the thesis is submitted within Instructional Week 2 of the semester.

In order to ensure that you are exempted from paying fees for the semester, please make sure that you submit the following (see below) to the Psychology General Office (Attn: Ms. Loh Poh Yee) *no later than one week before the fee payment deadline*. If you submit your materials too late, there is a danger that your form will not be processed on time, which will make you liable for tuition fees for the semester.

- **Thesis Submission Form (57/2000a)** (downloadable from http://www.nus.edu.sg/registrar/forms.html)

- Two soft-bound copies (Master's thesis) or four soft-bound copies (PhD thesis)

- Soft copy (pdf format) of the thesis on a CD-ROM

After processing your form and ensuring that your thesis meets formatting requirements, the General Office will contact you to come down to collect your completed Thesis Submission Form, one soft-bound copy of the thesis (PhD only), and the CD-ROM. Next, you will have to submit the following (see list below) to the **Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus)**.

- Completed Thesis Submission Form (with Head's Signature)

- 1 copy of soft-bound thesis received from the Department (for PhD only)

- Soft copy (pdf format) of the thesis on a CD-ROM

- Latest Student Account Statement (https://myisis.nus.edu.sg)

- Receipt of Examination Fee Payment ((https://share.nus.edu.sg/registrar/student/forms/Thesis-Examination-Fee-Payment-Form.pdf)

Candidates are required to personally submit the abovementioned materials to the Student Service Centre.

4.5. Departmental Seminars

All students are required to present their thesis work in the departmental seminar series. At the beginning of a semester, one staff member will send an email asking for contributions to the departmental seminars. If you would like to present your work during that semester, please respond by indicating a date for which you would like to sign up. Both Masters and PhD students have to present at least once during their candidacy. This presentation can comprise a research proposal or actual data. The content of this presentation should be discussed with your graduate supervisor.

In addition to presenting once, you are required to attend at least 5 departmental seminars during your candidacy. Please note that you have to do these things in order to graduate and the Department will keep track of your attendance. To this end, a sign-in book will be passed around in which you can record your attendance. You are encouraged to attend more than 5 seminars and to attend talks outside your immediate area.

5. Graduation Requirements for PhD Students

5.1. Module Requirements

PhD students are required to complete a minimum of 6 modules:

- PL6770 - Graduate Research Seminar
- 2 statistics modules (from PL5221, PL5222, and PL5225)
- PL6208 - Empirical Research Project
- 2 electives:
    - can be 4000, 5000, or 6000 level modules; within or outside of one's area. Only 1 4000 level module can be read.
    - In lieu of a content module, 1 elective can be fulfilled by doing an ISM (i.e., PL6660) with a faculty member who is NOT the primary supervisor.

The CAP for your modules should not fall below 3.0 for two consecutive terms or 3.5 for three consecutive terms. If it does, your candidature will be terminated by the university.

Based on these requirements and the availability of modules, we suggest that you consider the following schedule when planning your modules, to the extent that these modules are offered at the semesters listed below.

Semester 1   PL6770 - Graduate Research Seminar

               PL5221- Analysis of Psychological Data Using GLM

Semester 2   PL5222 - Multivariate Statistics in Psychology

               Elective Module 1

Semester 3   PL6208 - Empirical Research Project

               Elective Module 2

We require you to take the Graduate Research Seminar in your first year, which may be offered in either Semester 1 or 2. This seminar will provide valuable information concerning the graduate program and equip you with basic knowledge and skills that will be relevant for your research career. We strongly encourage you to take PL5221 (if you haven't taken this module as an undergraduate student) during your first year. The statistical methods taught in this module will be relevant for the planning and execution of your research projects. The enrolment in elective modules will depend on the specific modules offered and your interests.

Students wanting to read more modules or modules outside of Psychology should seek the approval of supervisor and the graduate coordinator.

5.2. Advice on Module Planning

The department believes that the student and his/her supervisor are in the best position to determine the best foundations for the academic development of the student. As such, the student is strongly encouraged to discuss the appropriate modules to read with their primary advisor.

Students will have at least 2 electives to be completed. They are strongly encouraged to read modules related to their identified research area. For example, if you are a student from the Cognition area, you are encouraged to complete the Advanced Cognitive Psychology and the Special Topics in Cognitive Psychology modules. Alternatively, you may decide to do an ISM with a faculty member in the Cognition area. However, this is just an advice (not a requirement). As stated in the preceding paragraph, you and your advisor are in the best position to decide the specific elective modules you will be reading.

Being a student in the *Quantitative Area* require some special considerations. If you are a PhD student in the Quantitative Area, you may read all three quantitative modules (PL5221 as requirement and the other two as electives) or substitute 1 elective with an ISM. If you have already read some of these modules as an undergraduate, you will need to read modules as substitutes (for fulfilment of the minimum 6 modules in the program). The substitute module can be a content module or a quantitative/statistics module from other departments (e.g., the Departments of Statistics or Management). Please sought the approval from your supervisor and the graduate coordinator for reading modules from other departments.

Students can read beyond the minimum requirement of 6 modules. For example, if a student read a total of 3 graded elective modules (i.e., 1 more than the requirement of 2 electives), the computed CAP will be based on the best 2 grades on the electives (plus the compulsory modules).

5.3. Grades

In order to graduate with a PhD, you have to achieve a minimum CAP of 3.5. Additionally, you cannot have failed more than two modules during your candidacy. If applicable, you are required to obtain a C or better in the graduate English course - intermediate level (CELC).

More information on CAP for continuation and graduation can be found here: http://www.nus.edu.sg/registrar/education-at-nus/graduate-education/continuation-and-graduation-requirements.html

5.4. PhD Qualifying Examination

PhD candidates are also required to pass a Qualifying Examination (QE) in the form of comprehensive examinations and an oral defence of the thesis proposal. The comprehensive examinations comprise two written examinations that test the general competence of the candidate in his/her core area. 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 supervisor(s)] appointed by the Head of Department.

The QE will be examined by the Thesis Committee which should consist of the candidate's supervisor and two other experts. All examiners must be available to conduct the examinations.

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

• Complete a minimum of 5 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 will only 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.

5.4.1. Comprehensive Examinations (CE)

5.4.1.1. Rationale and Aims

A PhD graduate in Psychology is expected to have in-depth knowledge of his/her chosen thesis research topic, and also demonstrate competence in the broader research areas that relate to the thesis topic as well as the general sub-field of psychology that is more closely related to his/her thesis research topic.

As a guideline, "sub-field of psychology" refers to the narrower and more specialized research focus that is closely related to the thesis (e.g., neuroscience of attention, cognitive-behavioural therapy, working memory, group behaviour) whereas "broader research areas that relate to the thesis topic" refer to the core area of the PhD

dissertation (i.e., *Clinical Science and Health Psychology*; *Cognition*; *Developmental Psychology*; *Quantitative Psychology*; *Social and Cognitive Neuroscience*; and *Social, Personality, and Industrial-Organizational Psychology*). Thus, a candidate is typically expected to be competent in his/her thesis research topic as well as his/her broader research area in Psychology. In this discussion, "competence" is defined as the mastery of the content of a basic undergraduate module in those areas or sub-fields. Leaving aside issues relating to performance or teaching abilities, the idea is that a PhD graduate should have the requisite knowledge to teach an undergraduate module in his/her research areas or sub-fields.

For example, a candidate may be writing a dissertation on the role of social support in cardiovascular disorders. The Comprehensive Exams would allow the candidate to demonstrate his/her "competence" in (for example) both cardiovascular psychology and more broadly in health psychology.

Note that some areas consist of several sub-disciplines of psychology (e.g., the *Social, Personality, and Industrial-Organizational Psychology* area). For the CE1, the student is expected to be knowledgeable in the specific sub-discipline in which he or she is affiliated to. For example, if a student is under the *Social, Personality, and Industrial-Organizational Psychology* area, the primary focus of the student may be in social psychology. Therefore, CE1 should test the student's competence in social psychology only (excluding personality and I-O psychology). The supervisor plays the critical role in defining the appropriate boundary for the CE1 thought the reading list.

5.4.1.2. Number of Comprehensive Examinations

The candidate must complete two Comprehensive Examinations (CE1 and CE2):

CE1 would cover the general area of psychology (e.g., social psychology) related to the candidate's thesis research area.

CE2 would be in the candidate's thesis research area (e.g., attitudes and persuasion) but should be broader than the thesis research topic (e.g., the role of attitudes in making people more environmentally conscious). The requirements of CE2 can either be fulfilled as a written exam or as a review paper.

After completing CE1 and CE2, there will be a one-hour oral exam where candidates have to defend their answers for both components.

5.4.1.3. Timing of the Comprehensive Examinations

After consultation with the Thesis Committee, the candidate should set dates for the CE (take-home exam/s and oral defense) and inform the Department of the dates

(attention: Ms. Loh Poh Yee). Assuming a candidate is taking the review paper option for CE2, the Thesis Committee should also inform Ms. Loh of the deadline they provided to the candidate for submitting his/her review paper. The written exam/s should be conducted within the period of one working week, and an oral defense of the answers will take place not later than one working week after the final written exam. The examiners will then have two working weeks after the oral exam to evaluate the CE and must then reach a consensus on whether to submit a Pass or Fail result to the Department.

5.4.1.4. Scope of Comprehensive Examinations

After the content areas of the CE have been determined, the candidate must draw up a reading list for CE1. The reading list should comprise the primary sources and major studies in the relevant subject area and should generally contain a minimum of 30 titles (inclusive of books and articles). Some may consider 30 titles to be insufficient; the purpose here is to offer some guidelines for the benefit of the student, to prevent possible disputes as to what might be expected of the CE, and to ensure a required level of competence. The thesis committee would then comment on the reading list and, if appropriate, help guide the student to broaden the scope of the reading lists to include other relevant research papers. In general, reading lists must be made known to the Thesis Committee at least 5 months prior to the CE (slight alterations could be allowed subject to the Thesis Committee's consent). The Thesis Committee should provide their comments to the student within one month to allow the candidate sufficient time to prepare. Once the reading lists are finalized, they have to be submitted to the Head of Department for approval.

The candidate then has two options with respect to CE2. The first option is to do CE2 as a written exam, in which case he/she has to draw up a separate reading list for CE2 (subject to the same requirements for the CE1 reading list described above). The second option is to complete and submit a review paper in the candidate's specific research area. In order to select the review paper option for CE2:

a.   Approval of the thesis committee is required,

b.   The student will decide the scope and parameters of the review paper in consultation with the thesis committee, and the final topic has to be approved by the committee and the Head of Department before work can begin,

c.   The supervisor may provide feedback to not more than two drafts of the review paper before it is submitted, and must at no point edit the manuscript,

d.   The thesis committee will also stipulate a deadline for the submission of the review paper, so that they have enough time to evaluate the paper before the oral defense is mounted.

5.4.1.5. Format of Comprehensive Examinations

CE1 will comprise a take-home open-book written exam. A student is strongly encouraged to type his/her examination answers, although handwritten answers are acceptable. For CE1, the student needs to answer one of three questions which will be set by the thesis committee. The thesis committee must coordinate to avoid duplication or overlap and ensure sufficient coverage of the research topics. The exam papers should be submitted to the Department at least one working week before each scheduled exam. The supervisor, not the Department, is responsible for the coordination of the exam paper. Candidates will collect their questions from the Department at 8:30 am in the morning, and have to submit their answers by 5:30 pm to the Department. For candidates who are also doing CE2 as a take-home written exam, the format and requirements for CE2 are identical for CE1.

For candidates who are doing the review paper option for CE2, the review paper (typically 30-35 double-spaced pages, and no longer than 70 double-spaced pages) could take the form of an integrative review (similar to what one might submit to *Psychological Bulletin*) that describes and critically evaluates past research, while highlighting important issues that have yet to be resolved. The review paper could also take the form of a theoretical review (similar to what one might submit to *Psychonomic Bulletin & Review*) that examines important issues and phenomena within the field, with meta-analytic techniques used where applicable.

A one-hour oral defense of the candidate's submissions (for both CE1 and CE2) will then take place not later than one working week after the submission of the final written exam. While the candidate is allowed to have a copy of his/her written submissions with him/her, he/she will not receive any feedback on the written answers prior to the oral defense.

5.4.2. Oral Defence of PhD Thesis Proposal

5.4.2.1. Rationale and Aims

The oral defence of the thesis proposal will ensure that the candidate is ready to embark on his/her thesis research. This is the one of the QE components, which tests the candidate's specialized knowledge.

5.4.2.2. Timing of the Oral Defence

The oral exam should be taken after the written CEs. The timing for when the candidate attempts the oral defence should not, however, depend on the performance for the CEs.

The final Pass/Fail result for the QE will be based on both (i) the oral defence and (ii) the CE components.

After consultation with the Thesis Committee, the candidate should set a date for the oral defence and inform the Department of this date (attention: Ms. Loh Poh Yee). The period of time between the written CEs and the oral defence should be agreed upon by the student and the Thesis Committee but the entire QE must be completed before the end of second year of PhD candidature.

The student must submit a thesis proposal 4-8 weeks before the date of the oral exam in order to give the examiners enough time to read and frame questions.

5.4.2.3. Format and Scope of the Thesis Proposal

The thesis proposal should not exceed 10,000 words and be typed in 12pt font size with double line spacing. This word count should exclude bibliography, tables, figures and footnotes. The format should conform to APA style.

The thesis proposal should be concise, cogently argued and well-written for an intelligent reader who may be unfamiliar with the specific research topic chosen. It should therefore contain a critical review of the relevant literature that introduces the examiners to the chosen research topic and frames the hypotheses of the study. The methods of data collection should also be clearly explained.

Thesis Committee members are urged to read the proposal carefully before the oral examination in order to be fair to the student.

5.4.2.4. Format of the Oral Defence Examination

All of the Thesis Committee members (including the supervisor) will examine the candidate during the oral exam. For this, the student is expected to prepare a presentation (<30min) following which, the Thesis Committee will examine the candidate with respect to her/his subject knowledge and ability to embark on the thesis research.

5.5. Thesis Examination

In order to obtain a PhD, you need to do empirical work and submit this in a written form as a PhD thesis. The word limit for this thesis is 80,000 words. The thesis should be written following the APA guidelines and has to be submitted after completion of your course requirements and within the maximum period of candidacy (i.e., 5 years).

The department strongly encourages students to write their thesis in the form of one or more journal articles following the guidelines listed below (5.5.1).

The research presented in your thesis should generate new knowledge. It is essential that your research extends the existing literature in a significant way. When you and your supervisor consider the thesis to be ready for evaluation, you can submit your thesis to be sent out for examination. The thesis will be examined by 3 examiners, one of whom has to be external (i.e., outside NUS). Although it is advisable that the examiners of your written thesis be different from the committee that served during your qualifying examinations, there can be overlap. However, this overlap should be avoided if the committee member(s) in question was substantially involved in supervising your research.

Once your examiners have examined your thesis, you will be given the examiners' reports. You will also be invited to conduct an oral defense. Schedule the oral defense such that you have enough time to address the most significant issues raised by the examiners in their written examination reports.

During the defense, two of the three examiners have to be present. The DGCC Chair or representative will chair your defense. It typically lasts 2 hours during which you should give a short presentation of your work (should not exceed 30 minutes). You may make this presentation part of the defense public if you wish it to be so. This presentation will be followed by a Question and Answer session where the panel and members of the audience may direct questions at you that test your mastery of your thesis research and related subjects.

The second part of the defense will comprise the examiners asking you questions regarding your thesis. This will be a private event (i.e., other members of the audience will have to leave). Your supervisor may remain however he or she is not supposed to comment or answer any questions on your behalf.

After your defense, the panel will consult on your performance and decide on the outcome of your defense. Possible outcomes are (1) the acceptance of your thesis with or without minor amendments that you would have to complete to the satisfaction of your supervisor; (2) the acceptance of your thesis pending revisions made to the satisfaction of specified reviewers; or (3) the rejection of your thesis with or without the option of resubmission and a second defense.

5.6. Thesis Format

5.6.1. Background

Publications by graduate students is strongly encouraged in the Department of Psychology. The department recognizes that having publications and/or manuscripts in

a publishable form is highly advantageous to a PhD candidate's subsequent job search. The following guidelines are for the new Article-based PhD Thesis format.

PhD students can choose between this new Article-based PhD Thesis format or the traditional monograph format. For the latter, see the following link for guidelines: https://share.nus.edu.sg/registrar/student/info/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf

5.6.2. Guidelines and Regulations for Article-based PhD Thesis Format

When a PhD candidate chooses to submit his/her dissertation in the article-based format, the following guidelines and regulations are to be adhered to.

1.   At least two journal articles that fulfill the following conditions:

- the student must be the lead author on the articles;

- 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/Programme in which the student is registered;

- 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

- targeted journals must be reputable international journals, agreed beforehand with the student's thesis committee and endorsed by the Head of Department.

AND

2.   An analytical commentary of 8,000-12,000 words that fulfills NUS formatting requirements and comprises:

- a title page;

- an abstract of up to 300 words;

- 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;

- an overview of and justification for the methodology/methods adopted in the research;

- 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.

- an indication of potential future research direction/questions in the field; and where the portfolio includes jointly authored publications, a statement explaining the student's contribution to those papers.

- The commentary thus provides the student the opportunity not only to develop one or more fundamental methodological/conceptual/theoretical issues that they may not have been able to address fully through the submitted publications, but also to demonstrate the overall coherence of the articles.

3.   The format decided by the Department is one 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.

- For example, a student has 1 published article and 1 manuscript formatted in a publishable format. The student has to incorporate the analytical commentary together with these 2 articles into a coherent dissertation. One suggested sequence would be:

    o   Chapter 1: Literature review and overview of methodology

    o   Chapter 2: Published article (using the prepublication version)

    o   Chapter 3: Publishable article

    o   Chapter 4: Discussion on how the articles address the research questions and together make a coherent and significant contribution to knowledge and scholarship; and future directions

- It is expected that minimal editing is needed to incorporate the articles into the thesis. A student can use the prepublication version (i.e., the version that was accepted for publication) of the published article and edit it to fit into the overall thesis structure. For instance, the student might have to (minimally) edit the font, font size, headings and subheadings and their levels, etc. so that the presentation of the entire dissertation is consistent. One example of inconsistency would be the use of different font styles across the chapters.

4.   Students will have to decide on whether to complete the normal PhD by thesis or one based on articles within a year of passing the PhD Qualifying Examination. While students can subsequently choose to opt-out of either route, they must do so before the examiners are nominated.

5.   A student opting for the Article-based PhD Thesis route must have the support of their thesis committee and must have met, in full, the same modular and QE requirements of the degree as students on the PhD by 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. Examiners will be nominated through the current nomination process and make their recommendations according to the current Regulations for Graduate Research degrees of NUS (e.g. students will still have to undergo the PhD Oral Examination and will 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).

6.   The same journal article cannot appear in more than one thesis, even if two students claim that they have equal authorship of the article. Students will be asked to sign a declaration to this effect, and to confirm that s/he is the major contributor of each of the papers included in the thesis.

7.   Overall, 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. It will be made clear to students that 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.

8.   All copyright and permission issues will be resolved prior to uploading of the thesis. As per normal, students will be advised to use the write-up in the "Electronic Thesis/Dissertation ("Thesis") Submission' form, RO.667/09, to seek formal approval with the respective journals to reproduce the articles in their theses. Form RO.667/09 can be found here: http://www.dbs.nus.edu.sg/education/graduates/forms/Electronic-Thesis-Dissertation-(Thesis)-Submission-Form.pdf

- In general, publishers (e.g., APA, Elsevier, Springer, Wiley) allow authors to post the prepublication version of their published articles online or deposit it into the institutional research repository, with certain conditions.

- One common condition is that authors should state that the prepublication version may not exactly replicate the authoritative document published in the journal. Another common condition is that the doi of the published version must be included on the prepublication version. Some publishers require a period of embargo (e.g., 12-24 months) before the prepublication can be made available online.

- When students submit their article-based dissertation, they incorporate the prepublication version of their published article into their dissertation. This will

allow the dissertation to be deposited and subsequently distributed online via NUS portals without copyright infringement. However, note that some publishers require a period of embargo. The student should thus select the appropriate option on Form RO.667/09 that allows for an embargo.

- Different publishers have different policies. Hence, the onus is on the student to check with the respective publishers on what is allowed under their copyright policies.

- Policies of several publishers can be found here:

    o APA: http://www.apa.org/pubs/authors/posting.aspx

    o Elsevier: https://www.elsevier.com/about/company-information/policies/sharing

    o Springer: http://www.springer.com/gp/open-access/authors-rights/self-archiving-policy/2124

    o Wiley: http://olabout.wiley.com/WileyCDA/Section/id-820227.html

5.7. Thesis Submission and Examination

Candidates have to submit their theses for examination (after being approved by their supervisor(s) and Head of Department) by the maximum period of candidature or such date as stipulated by the supervisors or the University, whichever date is earlier. The procedures for Thesis Submission and tuition fee deadlines are provided by the Registrar's Office (see http://www.nus.edu.sg/registrar/event/gd-thesisexam.html for more information). Tuition and miscellaneous fees are payable until the thesis is submitted for examination. Exemption of fees will take effect from the semester after the thesis is submitted for examination, unless the thesis is submitted within Instructional Week 2 of the semester.

In order to ensure that you are exempted from paying fees for the semester, please make sure that you submit the following (see below) to the Psychology General Office (Attn: Ms. Loh Poh Yee) *no later than one week before the fee payment deadline*. If you submit your materials too late, there is a danger that your form will not be processed on time, which will make you liable for tuition fees for the semester.

- **Thesis Submission Form (57/2000a)** (downloadable from http://www.nus.edu.sg/registrar/forms.html)

- Two soft-bound copies (Master's thesis) or four soft-bound copies (PhD thesis)

- Soft copy (pdf format) of the thesis on a CD-ROM

After processing your form and ensuring that your thesis meets formatting requirements, the General Office will contact you to come down to collect your completed Thesis Submission Form, one soft-bound copy of the thesis (PhD only), and the CD-ROM. Next, you will have to submit the following (see list below) to the **Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus)**.

- Completed Thesis Submission Form (with Head's Signature)

- 1 copy of soft-bound thesis received from the Department (for PhD only)

- Soft copy (pdf format) of the thesis on a CD-ROM

- Latest Student Account Statement (https://myisis.nus.edu.sg)

- Receipt of Examination Fee Payment ((https://share.nus.edu.sg/registrar/student/forms/Thesis-Examination-Fee-Payment-Form.pdf)

Candidates are required to personally submit the abovementioned materials to the Student Service Centre.

5.8. Departmental Seminars

All students are required to present their thesis work in the departmental seminar series. At the beginning of a semester, one staff member will send an email asking for contributions to the departmental seminars. If you would like to present your work during that semester, please respond by indicating a date for which you would like to sign up. Both Masters and PhD students have to present at least once during their candidacy. This presentation can comprise a research proposal or actual data. The content of this presentation should be discussed with your graduate supervisor.

In addition to presenting once, you are required to attend at least 5 departmental seminars during your candidacy. Please note that you have to do these things in order to graduate and the Department will keep track of your attendance. To this end, a sign-in book will be passed around in which you can record your attendance. You are encouraged to attend more than 5 seminars and to attend talks outside your immediate area.

6. Candidature and Administrative Matters

6.1. Getting to Know Your Supervisor and Your Responsibilities

When entering our graduate program you maybe uncertain as to what your milestones are, when you should achieve them and what kind of support you can request from your supervisor. It is useful to clarify these issues in advance so that both you and your supervisor notice easily when things get "off-track". Therefore, we ask that you to discuss milestones and supervisor/student responsibilities in advance and come to an agreement with your supervisor. To help with that discussion, the faculty has provided a form that you may fill out and keep as a record. To retrieve this form please visit https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx and look for the Supervisor-Student Agreement Form. If you find this agreement unsuitable you may draft your own agreement in discussion with your supervisor. Both of you need to sign the agreement and submit a copy to Ms. Loh Poh Yee before the end of your first semester.

More detailed information on this and other matters can be found at: http://www.fas.nus.edu.sg/grad/toknow/research/index.html

6.2. Change of Supervisor

Your supervisor may leave the Department during your candidacy. Additionally it is possible that your research interests change or that you have personal difficulties with your selected supervisor. You should discuss your intention to change supervisors with your current supervisor and identify a potential staff member who agrees to serve as your supervisor for the remainder of your candidacy. The Director of Graduate Studies can be approached to help facilitate this. After discussion with all parties involved, you will have to fill out two forms to apply for supervisor change. One form can be located at the Registrar's Office website (Appointment of New / Change of Supervisor(s) Form):

http://www.nus.edu.sg/registrar/forms.html

The other form, which *only* needs to be completed if you have research protocols that will be used under the new supervisor and which were submitted for IRB approval prior to the change in supervisor.

https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx

Both forms have to be submitted to the Director of Graduate Studies.

6.3. Progress Report

Your candidature as a graduate student will normally have to be renewed every semester (for both scholars and self-financing students) contingent on satisfactory progress. The renewal usually takes place in June/December, when your supervisor(s) submit a half-yearly progress report. Your supervisor(s) will evaluate your progress and forward the report to the Department and Faculty for evaluation before renewal of your candidature is granted.

6.4. Upgrading from Masters to PhD

If you are currently in 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 (see Section 5.4.). 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 Director of Graduate Studies.

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 research scholar and your application to upgrade to the PhD candidature is successful, the normal end-date for your scholarship is four years from the time that you were admitted as a Masters student. It is recommended that you apply for upgrading to PhD as early as possible, if you are interested in pursuing a PhD degree.

5.5. Conversion between Full-time & Part-time Status

All students who would like to convert between full-time and part-time status must seek approval. If you are a research scholar and you convert to a part-time candidature without approval from the Faculty, you are liable to the penalty of having to repay the University the Scholarship and have your candidature terminated immediately.

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 Research Scholarship, 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.

To convert your status between full-time and part-time, you must submit your completed form to the Vice-Dean (Research and Graduate Studies) through the existing supervisor(s) and the Head of Department/Programme for approval.

Please note that there is another situation where students convert from full-time to part-time candidature. When you submit your thesis, the "Thesis Submission Form" has to be forwarded 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 desired effective date. You are informed of the following in the form:

- For current research scholars, the scholarship will cease on the day the thesis is submitted to the Registrar's Office or according to the supervisor(s)' signature date on the form, whichever is earlier.

- All full-time students (including those who have submitted their thesis for examination but yet to be conferred the degree) must have a medical insurance coverage. They will have to pay the premium for the NUS medical insurance scheme if they do not have an alternative medical insurance coverage.

- Foreign 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.)

Students who convert their candidature to part-time after the fee payment deadline are liable to pay the medical insurance premium for that semester.

6.6. Leave Matters

The only type of leave available to non-research scholars is "leave of absence". The application must be submitted to the Department at least two weeks prior to the proposed leave period. Usually leave periods of up to two semesters may be considered for each application. Students who require more than two semesters of leave are advised to withdraw and re-apply for admission later.

Students on a research scholarship are eligible for 21 working days of vacation leave in a calendar year. Additionally, students may take leave of absence (unpaid) or maternity leave. More information on leave and application guidelines are available at: http://www.nus.edu.sg/registrar/administrative-policies/leave-of-absence.html

7. Practical Issues

7.1. Time line for planning your PhD components

Date	Milestone
Date	Milestone
1 year, 4 months	▪ Set and confirm thesis committee (supervisor and 2 other members, both of which may be internal) with HOD ▪ Reading lists from student to thesis committee for comments (Committee members have 1 month to suggest changes)
1 year, 5 months	▪ Reading lists with comments back to student. After the list is finalized, a copy should be emailed to Ms. Loh Poh Yee, who will then submit the lists to HOD for approval.
1 year, 10 months	▪ Student should have completed 5 of the required modules (CAP min 3.5); this includes the empirical research project PL6208 ▪ Student should now take the QE: ▪ Comprehensive Exams 1 and 2, oral defence of thesis proposal ▪ Student should submit thesis proposal to committee 4-8 weeks prior to the defence
2 years	▪ Students should have completed all QE components (Comprehensive Examinations 1 and 2, oral defence of thesis proposal)
4 years	▪ The student should complete the remaining required module. The University does not set a deadline for thesis submission. However, given the duration of research scholarship and candidacy, the student should now be ready to submit thesis for examination. After the reviewers have sent their evaluation, an oral defence has to be scheduled.

7.2. Ethics Clearance

You should obtain ethics clearance for any research project carried out by you unless your supervisor already has ethics clearance for your project(s). To this end, please submit an application to the Departmental Ethics Review Committee (DERC). The DERC will then review your application and, if applicable, send to the NUS Institutional Review Board. You will be notified when your application reaches the IRB. Depending on the timing and the nature of your application, you may have a decision within 1 to 3 months. The application material and a guide for ethics submissions can be found here:

http://www.fas.nus.edu.sg/psy/research/index.html#erp

7.3. Academic Culture

All students admitted to NUS after 2008 are required to complete a quiz on academic culture: http://emodule.nus.edu.sg/ac/

Part of an academic culture is the open exchange of ideas. The university has put in place a number of guidelines aimed at preventing that such ideas are abused for personal benefit. One potential form of abuse is plagiarism – that is the use of existing material for an assignment, thesis or publication without properly crediting this material. Listed below is the position of the NUS Faculty of Arts and Social Sciences concerning plagiarism:

1. No student shall represent the work of another person as his/her own in any academic assignment, thesis or project even if the material so represented constitutes only a part of the work submitted.

2. No student shall copy ideas found on the Web without giving proper credit to the original sources.

3. No student shall download or copy, in part or in their entirety, articles or research papers found on the Internet and submit the paper as his/her own work.

4. No student shall contribute any work to another student if he/she knows or should know that the latter may submit the work in part or whole as his/her own.

5. Receipt of payment in whatever form for work contributed shall raise a presumption that the student had such knowledge.

6. Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his involvement in the offence.

7. The student shall receive no marks or a reduction of marks for the relevant academic assignment, thesis or project;

8. The student shall fail the subject, course or programme of study, with or without any marks given for that subject, course or programme of study; and

9. The student shall be treated as having committed a disciplinary offence under section 1 of Statute 12 (Penalty) of the National University of Singapore.

10. <u>Students should seek clarification from their respective tutors, lecturers or supervisors if they are unsure whether they are plagiarising the work of another person.</u>

Please note that borrowing extensively from your own material, produced previously for credit, will also be considered plagiarism:

1. In their written assignments, students should not reproduce extensive portions (10% or more) from written assignments completed for another module(s).

2. A student who reproduces extensive portions from a previous assignment in another assignment is guilty of academic dishonesty because he/she is claiming additional credit for work which has already been done.

3. Students who wish to work in a topic which is closely related to a written assignment completed for another module should first highlight this to the lecturer concerned and produce a photocopy of the previously completed assignment for the lecturer in order to ensure that the new assignment is not a re-use of the previous work.

The definition of "plagiarism" is not clear cut and may differ somewhat depending on disciplines. You may think you know what plagiarism is and nevertheless commit some form of it because your knowledge is incomplete. To prevent this from happening please check out the following link on how to avoid plagiarism:
http://www.nus.edu.sg/celc/programmes/Proposed%20CELC%20Webpage%20Content%20on%20Plagiarism.php

7.4. Part-time Employment

You can take up part-time employment at any time during term break. However, if you would like to work part-time during term, you can do so only after obtaining approval from the university. As you can only commence part-time employment after obtaining approval, you should apply early. Applications made during or after completion of employment will not be accepted. For more information including terms and conditions on part-time employment, visit the website of the Office of Student Affairs (OSA).

Alternatively, you may also check with OSA in person at Yusof Ishak House or email OSA.

Check out the following link for part-time opportunities within NUS: http://www.fas.nus.edu.sg/grad/toknow/research/financial/part-time.html

The relevant paid part-time jobs, which research scholars may be employed in at NUS, are teaching and graduate student research work. Income derived from this nature of work is subject to tax (whilst Singaporeans and Singapore Permanent Residents are subject to both CPF and tax).

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 to take up employment during term time that might interfere with their studies. All students should note that employment-related commitments 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.

7.4.1. Research Scholars

Research scholars (especially international students) 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. Research scholars who are Singapore Citizens or Permanent Residents should seek the Department's advice if they wish to work more than the specified quota.

Please refer to the following Ministry of Manpower guidelines: http://nus.edu.sg/cfg/sites/default/files/documents/Annex%20B%20_Working%20hours%20table_20170317.pdf

As research scholars are required to assist their Department in teaching and other departmental work for up to six hours per week without pay, they can only perform 10 hours per week of additional part-time work. 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 the FASS Vice-Dean (Graduate Studies).

7.4.2. 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 when the semester is in session. The

University does not specify any restrictions to part-time employment for local students. However, we do recommend that as for foreign students, 16 hours are not exceeded. Full-time students regardless of citizenship may not accept fulltime employment. If they seek to obtain full-time employment, they will have to convert their student status to part-time.

Please refer to the following Ministry of Manpower guidelines: http://nus.edu.sg/cfg/sites/default/files/documents/Annex%20B%20_Working%20hours%20table_20170317.pdf

7.5. Resources for You and Your Research

7.5.1. Research Participant Program

Undergraduate students taking PL1101E and PL2131 can take part in the Research Participant (RP) program in partial fulfilment of their course requirements. These students then have to complete 12 points (1 point is a maximum of 30 min) as participants in research experiments. The RP coordinator will send out an email at the beginning of each term to indicate how many hours are available for graduate student projects. In the past, a graduate student could typically request 200 RP points in a given term. To access these points and allow undergraduates to sign up for your research, you need to submit the RP requisition form available on the RP website (http://courses.nus.edu.sg/course/psyks/rp.htm) together with your ethics approval to the RP coordinator.

Please note that the RP program closes before the start of the examination period at the end of each term and only opens one or two weeks after the beginning of a new term. Occasionally, the Department offers PL1101E during the special term. If that's the case, a small number of RP points may be available from May to June or June to August. However, the RP pool is usually closed during these months. Thus, if you have to rely on RP points for your research you'll need to plan ahead.

7.5.2. Access to Departmental Facilities

There is one graduate student room (AS4-04-11) equipped with 3 PCs and 1 printer, as well as communal desk space and a limited number of lockers for graduate students. The PCs are equipped with programs like SPSS and E-prime, and are meant for common use (i.e., no one should be parking themselves at these spaces). A full set of guidelines is provided on Appendix 1. The room is secured by a number lock. To get access to the room, please get the code for the number look from Ms. Loh Poh Yee (psylohpy@nus.edu.sg).

For research purposes, students can access the computer and research labs available to the Department. Access to these facilities is gated by several staff members. Mr Mohamad Salikimen Bin Rafil (psymsr@nus.edu.sg) signs out keys for the experimental cubicles in AS5 as well as the computer labs in AS7. Access to other labs (e.g., Social Psychology Lab) has to be negotiated with the research staff that maintains these labs.

A photocopier is available in the printing room next to the general office. The photocopier cannot be used for research purposes (e.g., photocopying questionnaires). For students are who involved in teaching modules, you may ask for the photocopying code (by individual module) from the office staff. Your card allows access to the printing room only during office hours.

Opposite the printing room is a pantry which you can access around the clock. You may use the microwave oven and the water heater/cooler. A dedicated refrigerator is also reserved for graduate students. Also, please note that departmental facilities are for the use of staff and graduate students from this department only. Anyone found to be loaning his or her student card to others for the purpose of accessing department facilities will be denied access to those facilities.

7.5.3. Financial Support for Student Projects

7.5.3.1 Thesis Support Fund (Department)

The Department will provide financial assistance to all full-time students involved in projects that are directly related to their studies. The Thesis Support Fund can support expenses related to participant reimbursement, transportation costs, purchase and photocopying of research materials, and subscription to online survey websites. Full-time Masters and PhD students may claim 100% of the actual expenditure, subject to a maximum of S$200 per student throughout the candidature period.

For more information, please refer to: https://myportal.nus.edu.sg/studentportal/fas/psy/forms/Thesis%20Support%20Fund%20AY1617.pdf

7.5.3.2 Graduate Student Research Support Scheme for Thesis-Related Fieldwork (Faculty)

Full-time students can also apply for the Graduate Research Support Scheme (GRSS), which provides funding support for conducting fieldwork or data collection directly related to their Masters or PhD thesis.

Application is competitive and priority will be given to PhD students. PhD students must have passed their Qualifying Examination (QE) before they are eligible to apply.

For overseas fieldwork, the GRSS funding limit per candidature for PhD and Masters students will be up to $6000 and $3000, respectively. For local fieldwork, the GRSS funding limit per candidature for PhD and Masters students will be up to $3000 and $1500, respectively.

As psychology graduate students, most of you will be collecting data locally, rather than overseas. You may consider applying to this scheme to help defray some research cost (i.e., participant reimbursement).

The Faculty of Arts and Social Sciences will send email notifications regarding the GRSS, therefore, do look out for those emails.

7.5.4. Travel Grant for Conference Presentation (Faculty)

All full-time graduate research students admitted may be given financial support for their attendance/participation in conferences as follows:

Full-time Masters by research students may attend one local conference without having to present a paper, and participate in overseas conferences subject to a total limit of S$2,000 throughout their candidature.

Full-time PhD research students may attend up to two local conferences without having to present a paper, and participate in overseas conferences subject to a total limit of S$4,000 throughout their candidature.

Teaching Assistants who are registered part-time research students are also eligible to apply for a travel grant.

Financial assistance requested for regional and international conferences are calculated based on these guidelines:

- Airfare via the most direct and economical route

- Registration fee based on the lowest "early" registration fee rate, and

- Half per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference plus half per-diem for one additional day

Please check with your Department's secretary or with the Division of Research and Graduate Studies for the necessary travel information (e.g., the corporate airfare and the list of approved travel agents, subsistence allowance rates).

The Faculty of Arts and Social Sciences will send email notifications regarding the conference travel grant, therefore, do look out for those emails.

IMPORTANT! Faculty funding for conference travel will become increasingly limited beginning Aug 2017. Therefore, there is a possibility that some students may not receive funding for conference travel. Please discuss with your supervisor regarding the possibility of supporting your conference travel by his/her research grant.

8. Graduate Exchange

Students in the Psychology Graduate Programme may explore the option of going on Graduate Student Exchange. The Faculty of Arts and Social Sciences has arranged exchange agreements with a number of schools (for a full list of schools please visit https://www.fas.nus.edu.sg/international-relations/graduate-students/graduate-exchange.html). The exchange may last from three months up to a year.

Students may pursue these and other exchange opportunities that may be organized on a case by case in agreement with their supervisors. As several parties are involved in the exchange it needs to be planned early. Moreover it is recommended that students start a discussion with their supervisor at least 1 year prior to them leaving Singapore. Applications to the faculty need to be submitted 6 months before departure. Due to the limited candidature of Masters students, they are encouraged to go on exchange during term break and consider shorter visits (e.g., summer school). PhD students should preferably plan to go on exchange after having passed their qualifying exams.

In order to pursue graduate exchange sponsored by the Faculty of Arts and Social Sciences, students need to have a CAP greater than 3.5 and their visit needs to have a clear relevance for their academic pursuit. The faculty calls for graduate student exchange applications once a semester. The relevant application information can be found here: http://www.fas.nus.edu.sg/international-relations/undergraduates/student-exchange-programme/forms-for-sep.html. The filled in forms need to be submitted to the Head of Department who will then forward this to the faculty level for consideration. A decision will be made within 3 to 4 weeks. Students are to submit a report within one month after completion of the exchange.

Students may also pursue graduate exchange on a more informal, case-by-case basis. For example, the student's supervisor may have overseas collaborators who the student may visit for a research project. In this case, exchange matters must be coordinated with the supervisor and the following points should be adhered to:

1. The hosting supervisor and the student's home department/supervisor must agree on what the purpose of the exchange will be, with proper documentation.

2. All other administrative matters (e.g. fees, grades, courses, housing etc.) must be subject to NUS's regulations and other agreements (e.g. MOU with the foreign university etc.)

Apart from the ordinary student exchange, the Faculty of Arts and Social Sciences also offers joint degrees with overseas university. The Department of Psychology currently has no special arrangements regarding this. However, interested students may approach their supervisor or the Director of Graduate Studies should there be any interest.

Appendix 1. Graduate Student Room Rules of Good Conduct

Dear students,

In an effort to make your stay in our program as pleasant and productive as possible, the department has made this space available for your daily use. As this space will be used by many students, please abide by the following rules, which hopefully will ensure a fruitful and pleasant work environment. If you have issues with these rules (i.e., would like to remove, revise or expand them) or would like to report rule violation, please contact your Graduate Coordinator. Students who persistently violate these rules or are persistently inconsiderate to other students may lose the privilege of using this space.

Ensure the room is as quiet as possible:
1. This room is strictly for individual student work. If you need to meet/work with others, please book a separate room (e.g., Departmental Meeting Room) or simply step outside the building.
2. Phone or any voice-related conversations are to be kept to a minimum. If there is a need for such conversations, they should held as quietly as possible.

Help keep the room and its interior clean:
1. Please keep the workspace clean and (reasonably) tidy.
2. Do not leave food waste in the bin overnight as it makes the room smell and will attract pests.

Help keep the room safe:
1. If you are the leaving the room (even for a short while) and there is no one else inside, make sure you lock the door. If you are the last one out at the end of the day, make sure the door is locked and the lights are switched off.

By Order
Department of Psychology