

APPLICATION FOR STUDENT EXCHANGE PROGRAMME (SEP) FOR FASS GRADUATE RESEARCH STUDENTS

Applicant to note:

- (a) This form can be submitted any time. Please apply early to avoid missing application deadlines at the Host University.
- (b) Items to include with this application form:
- i. Written confirmation of mentor/supervisor from Host University indicating his or her agreement to host and supervise the applicant (*section 6*).
 - ii. Latest transcript
- (c) After Sections 1 to 6 are completed, please kindly complete and submit the Module Mapping Form in Annex A together with this application form if you plan to transfer credits back to the NUS degree.
- (d) SEP may be for research and/or coursework.

Part A – General Information

TO BE COMPLETED BY THE STUDENT

1 APPLICATION FOR SEP

Proposed start date:
Proposed completion date:
Host university:
Department at host university:
Supervisor/mentor at host university:
Email address of host university mentor/supervisor:

2 BASIC INFORMATION OF STUDENT

Name (Mr / Ms *):	
Department:	Degree: Masters / PhD *
Registration number:	Registration date:
Country of birth:	Nationality:
Postal address: (In Singapore)	
Telephone number:	Mobile number:
E-mail address:	
Cumulative Average Point for coursework completed so far:	

Are you a scholarship holder?: Yes / No *

If yes – please state the scholarship name:

– please state the stipend per month S\$:

How do you plan to support yourself during your exchange? Please state expected costs and source of funding and household income.

* Please delete accordingly.

CONTACT DETAILS OF NEXT-OF-KIN

Name:	
Relationship:	
Postal Address (if different from Section 2):	
Contact number:	

3 TITLE AND ABSTRACT OF THESIS

(In about 200 words, describe your thesis research.)

4 LIST MAIN OBJECTIVES OF STUDENT EXCHANGE PROGRAMME**Key questions to answer:**

1. What is the scope of your exchange research plan in the partner university during the exchange?
2. How will the partner university's mentor/co-supervisor benefit your research?
3. How do the modules you wish to read add to your studies and research?

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5 PROPOSED STUDY PLAN FOR COURSEWORK AND/OR RESEARCH ATTACHMENT

Ensure that your proposed study plan is able to fulfill the objectives you noted above.

Date	Description of Activity

6 INFORMATION OF OVERSEAS MENTOR/CO-SUPERVISOR

Name (including his/her title):
Department & Institution Attached to:
Telephone number:
Fax number:
Email address:
Academic qualifications:
Research interests:

***Please ensure that you attach a written confirmation from your proposed mentor/co-supervisor from the host university agreeing to host you during your exchange.**

Note: If you are a Masters student, please skip section 7 and proceed to section 8.

TO BE COMPLETED BY PhD STUDENTS ONLY

7 INFORMATION ON PhD QUALIFYING EXAMINATION (QE)

Have you taken your PhD QE? Yes / No *
Date of passing PhD QE:
Intended date of completing PhD QE (if not already taken):

* Please delete accordingly.

Part B – Declaration

TO BE COMPLETED BY THE STUDENT

8 DECLARATION BY APPLICANT

I declare that the information furnished in this application and the accompanying information is correct and true.

Signature

Date

Part C – For Official Use Only

9 EVALUATION / ENDORSEMENT BY THE SUPERVISOR, HEAD OF DEPARTMENT, AND GRADUATE STUDIES DIVISION

9.1 TO BE COMPLETED BY THE MAIN NUS SUPERVISOR

The supervisor must comment on the objectives of the student exchange, the study plan and state how they will enhance the studies and thesis research of the student.

I agree with the objectives and study plan that the applicant has drawn up and have noted the confirmation/ comments of the proposed overseas mentor/co-supervisor.

Comments:

Application is recommended / not recommended* (please delete accordingly)

Name of Supervisor: _____ Department: _____
Signature of Supervisor: _____ Date: _____

9.2 TO BE COMPLETED BY THE HEAD OF DEPARTMENT

Comments:

Application is approved / not approved* (please delete accordingly)

Signature of Head of Department: _____ Date: _____

Dear Students, please submit this application to your respective department graduate administrators.

If the student is planning to transfer credits back to the NUS degree, the Module Mapping Form (Annex A) must be submitted.

9.3 TO THE VICE-DEAN (GRADUATE STUDIES)

Dear Department Graduate Administrators

Please keep the original application form and forward a copy to the Vice-Dean (Graduate Studies) for information through Ms Catherine Lee, International Relations and Special Duties Division.

Thank you.

Module Mapping Form
Faculty of Arts and Social Sciences, National University of Singapore

Name:		
SEP University:		
	Partner SEP University	NUS
Module Code:		
Module Title:		
Credits:		
Department:		
Total Contact Hours Per Semester (both formal and informal activities)		
Assessment Methods		
Module Synopsis (Provide a summary and appropriate weblink for information and verification)		
<u>For Official Use Only:</u>		
Supervisor: supported / not supported* <i>Please state justification for decision</i>		
Head of Department/Academic Convenor: supported / not supported*		
GSD: approved / not approved*		

* (Please delete accordingly)

Notes to all Students:

1. Please use one form per module.
2. Please provide list of readings (books, text, references etc).
3. Only modules that are graded in the partner universities can be mapped. Pass/Fail modules will not be considered.
4. Insufficient information will result in rejection of mapping. Please ensure that all information relating to the overseas module can be verified through either an URL or an email by the overseas module coordinator.
5. Please submit this form to your supervisor for approval.
6. Please keep this form as record of your approval and to use it for your credit transfer process.