

THE NATIONAL UNIVERSITY *of* SINGAPORE

##### Graduate Studies Division

##### Faculty of Arts and Social Sciences

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

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| **Applicant to note:**1. **This form can be submitted any time. Please apply early to avoid missing application deadlines at the Host University.**
2. **Items to include with this application form:**
	* 1. **Written confirmation of mentor/supervisor from Host University indicating his or her agreement to host and supervise the applicant (*section 6*).**
		2. **Latest transcript**
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| **Part A – General Information** |

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| **TO BE COMPLETED BY THE STUDENT** |  |

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| **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: |

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| **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: |
| Grade Point Average (NUS GPA) 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**

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

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| **3** | **TITLE AND ABSTRACT OF THESIS**(In about 200 words, describe your thesis research.) |
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| **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 RESEARCH ATTACHMENT** **Ensure that your proposed study plan is able to fulfill the objectives you noted above.**  |
| Date | Description of Activity |
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| **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 Master student, please skip section 7 and proceed to section 8.**

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| **TO BE COMPLETED BY PhD STUDENTS ONLY**  |  |

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| **7** | **INFORMATION ON PhD QUALIFYING EXAMINATION (QE)**  |

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| 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.

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| **Part B – Declaration** |

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| **TO BE COMPLETED BY THE STUDENT** |  |

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| **8** | **DECLARATION BY APPLICANT** I declare that the information furnished in this application and the accompanying information is correct and true. |
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| Signature |  | Date |

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| **Part C – For Official Use Only** |

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

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| **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)

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| Name of Supervisor: |  |  | Department: |  |
| Signature of Supervisor: |  |  | Date: |  |

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| **9.2**  **To be completed by the Head of Department**  |

Comments:

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

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| Signature of Head of Department: |  |  | Date: |  |

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

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| **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.