

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**

|  |
| --- |
| **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** |

|  |
| --- |
| **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: | | |
| 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**

|  |  |
| --- | --- |
| 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? |
|  |  |

|  |  |  |
| --- | --- | --- |
| **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 |
|  |  |
| **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.**

|  |  |
| --- | --- |
| **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.**

|  |
| --- |
| **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.