

**MILESTONES FOR THE M.A. STUDENT
SCHOOL OF SOCIAL SCIENCES, COLLEGE OF HUMANITIES, ARTS & SOCIAL SCIENCES, NTU**

S/N	Requirements, Study Plan / What To Do	When / Remarks
	<p>Templates & Forms are available at the SSS website (http://www.sss.ntu.edu.sg/Programmes/Graduate/Pages/Home.aspx >>Current Students>> Administrative Information & Forms)</p> <p>AC(R) Office Email: AC-SSS-RES@ntu.edu.sg</p> <p>The purpose of this document: Milestones for the M.A. student, is to list out the events and administrative details that the student needs to attend to in their pursuit of their studies.</p> <p>Generally the milestones from the point of accepting the offer are as follows:</p> <ol style="list-style-type: none"> 1. Matriculation & Orientation 2. Submission of Proposed Research Topic / Appointment of Supervisor 3. Confirmation of Candidature 4. Thesis 5. Conferment <p>Other academic administrative information as follows:</p> <ol style="list-style-type: none"> 6. Fulfilling Coursework and Other Requirements 7. Course Registration 8. Graduate Assistantship Program 9. Conference / Overseas Research 10. Teaching Duties 11. Leave Application 12. Part-Time Employment 	
1	<p>Matriculation & Orientation</p> <p>(a) Matriculating (July) is arranged & conducted by Office of Admissions (OAM).</p> <p>(b) The School organizes an orientation (August) for the incoming students to brief them on academic as well as technical matters. Students will also receive their matriculation card from the School.</p> <p>Students need to submit the following to the AC(R) Office after/on Orientation Day:</p> <ul style="list-style-type: none"> ▪ Copy of the student pass for record (International Students only) ▪ Student data form (for authorization of stipend payments for scholars) ▪ Graduate Students' Office Form (For use of cubicle space including pedestal at the 'Temporary Office Building 2' by FT students – based on balloting. Lockers are reserved for those using the open workstation). 	<ul style="list-style-type: none"> ▪ July – Matriculation ▪ August – Orientation
2	<p>Submission of Proposed Research Topic / Appointment of Supervisor</p> <ul style="list-style-type: none"> ▪ Subjects have varying practices on supervisor assignment. Psychology students would already know who their supervisors are prior to admission. However, for students from Economics, Public 	

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3	<p>Confirmation of Candidature (CC)</p> <ul style="list-style-type: none"> ▪ The confirmation exercise for M.A. students takes place by the end of 12 months* from the start of their candidature. ▪ The AC(R) submits the report from the Supervisor upon the satisfactory progress of the student to OAM. ▪ In addition to the three coursework requirements, M.A. students <u>have to fulfill the following</u>: <ul style="list-style-type: none"> ➢ Information Research and Management Course 	<p>*PT students will also be confirmed by 12 months</p>

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	<ul style="list-style-type: none"> ➤ Epigeum Research Integrity (RI) Course** <New> Effective AY2018/19 and onwards, ER1701 Epiguem Research Integrity is auto-enrolled for students. Students can access ER1701 through NTULearn. Students to consult their supervisor/s on the track (Social and Behavioral Sciences or Art & Humanities) to attempt. <p style="color: red;">The 8 hour course should be completed in first semester, if not an 'F' grade is reflected in transcript.</p> <p>Certification is valid for three years after which a refresher course needs to be completed: ERIC-Concise.</p> <ul style="list-style-type: none"> ➤ GAP, where applicable ➤ Seminar Attendance for the respective semesters completed by this point. 	<p>**Students from cohorts prior to AY2018/19 will continue to be manually enrolled in the course.</p>
4	<p>Thesis</p> <p><u>When it Happens</u></p> <ul style="list-style-type: none"> ▪ Generally, full-time students take two years to complete their thesis, and part-time students between three to four years or by the end of their maximum candidature. ▪ Submission is made via the GSLink. The date that the Supervisor endorses the thesis online will be the official date of submission. At this point the stipend will cease. Do ensure to submit within the stipulated timeframe covered by the Scholarship to avoid incurring tuition fees. ▪ Students are strongly advised to keep in close communication with their supervisor/s and have their thesis progress reviewed periodically and final draft cleared by the supervisor/s before submitting it online. <p><u>What to Submit</u></p> <p>Before submitting the thesis online ensure that the following are completed and ready to be uploaded/submitted accordingly:</p> <ul style="list-style-type: none"> ➤ iThenticate Report ➤ Thesis Abstract ➤ Receipt of thesis examination fee (Payment to be made at One-Stop@SAC) <p>It is the responsibility of the students to check the terms and conditions of their scholarship regarding the duration, payment for assessments, tuition fees and stipends covered by the</p>	<p>Thesis submission by the end of: FT: 2 years PT: 3-4 years</p> <p>To avoid fee payment, students should submit the thesis for endorsement by the supervisor before the start of the new semester.</p> <p>Students should check the terms of their scholarship to determine when their thesis submission should be.</p>

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	<p>award.</p> <p><u>What Happens Next</u></p> <ul style="list-style-type: none"> ▪ The Thesis Examination panel is assembled by the School and the composition is not revealed to the student or supervisor. ▪ The panel is given two months to examine the thesis (may be extended to three months depending on availability or other extenuating circumstances that might delay the examination process). ▪ Once the examiners have completed their assessment, amendments to the thesis are recommended. The AC(R) Office will communicate the comments by the examiners to the supervisor/s and student. ▪ If amendments are required, these fall into two categories: <ul style="list-style-type: none"> (a) Minor – for which the revision period given is one month (b) Major – revisions to be completed within 3 months <p>The student works closely with the supervisor/s to address the suggested revisions, concerns and/or questions raised by the examiners. Format for responding to the examiners can be found at the following website: http://www.ntu.edu.sg/students/graduate/academic-services/thesis/pages/general-information.aspx</p> <p>In the event that the examiners require the thesis to be re-examined the thesis will be uploaded through the GS Link. Re-examination takes two weeks to a month to be completed.</p> <ul style="list-style-type: none"> ▪ Overall the student has a six-month fee free period to complete the thesis amendments; fees may be incurred if the student delays the submission of the amended thesis beyond this period. <p>If the maximum candidature of the M.A. student has been reached, a request for the extension of maximum candidature needs to be made [Form: Application for Extension of Candidature of Higher Degree Candidates (By Research)]</p>	
5	<p>Conferment of Degree</p> <ul style="list-style-type: none"> ▪ Once the graduate student has completed the assessments with no further amendments, the conferment process will be underway. ▪ The entire conferment process may take at least two months before the degree certificate and official transcript can be issued. The approvals of both the Associate Provost to award and Pro-Chancellor to confer the degree need to be received before the University can issue the certificates. 	

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6	<p>Coursework & Other Requirements</p> <ul style="list-style-type: none"> ▪ M.A. students must complete three courses (9 Academic Units) with a minimum CGPA (Cumulative Grade Point Average) of 3.00. Extra courses may be recommended by the supervisor at his/her discretion. ▪ Ideally students should try to complete their coursework within the first year or by two semesters for FT and three semesters by PT students. ▪ Students are allowed to take two additional courses which are included in the computation of the CGPA. ▪ Course exemptions and transfer of credits are allowed up to a maximum of one course (3 AU) from previous study, where appropriate. <p>The course will not be computed in the TGPA or CGPA. However, the AU will be computed for graduation and reflected in the transcript.</p> <ul style="list-style-type: none"> ▪ In addition to the three coursework requirements, M.A.* students <u>have to fulfill the following before their Confirmation of Candidature:</u> <ul style="list-style-type: none"> ➤ Information Research and Management is a compulsory 3-hour seminar that all new PhD and Masters by Research students need to attend within their first year of study. Find out more information or register here: https://blogs.ntu.edu.sg/lib-learning/information-research-and-management/ ➤ Epigeum Research Integrity (RI) Course** <New> Effective AY2018/19 and onwards, ER1701 Epiguem Research Integrity is auto-enrolled for students. Students can access ER1701 through NTULearn. Students to consult their supervisor/s on the track (Social and Behavioral Sciences or Art & Humanities) to attempt. <p style="color: red;">The 8 hour course should be completed in first semester, if not an 'F' grade is reflected in transcript.</p> <p>Certification is valid for three years after which a refresher course needs to be completed: ERIC-Concise.</p> <ul style="list-style-type: none"> ▪ Seminar Attendance With effect from August 2017, all students (PT & FT) regardless of funding must fulfil 10 seminars per academic year (five per semester). 	<p>Course registration takes place one month before the start of the semester. For new students it takes place</p> <p>*Part-Time and Full-Time students will have their Confirmation of Candidature by the end of 12 months.</p> <p>**Students from cohorts prior to AY2018/19 will continue to be manually enrolled in the course.</p>

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	<p>Please fill out and obtain the endorsement on the form 'Seminar Attendance Record' before submitting it to the AC(R) Office.</p>	
7	<p>Course Registration</p> <ul style="list-style-type: none"> ▪ The OAS or AC(R) Office will communicate the schedules and other details for course registration. Please consult your Supervisor / Graduate Coordinator on the courses to be enrolled in. ▪ Not all courses are offered every semester. As such, students, are strongly encouraged to complete their core courses as early as possible. <ul style="list-style-type: none"> ➢ Please register for the courses through the Graduate Course Registration System via the GSLink. ➢ Print out the registration form and obtain the endorsement of your Supervisor before submitting it to the AC(R) Office for processing. 	<p>Registration Period 1 for existing students begins one month before the start of the semester. Registration Period 2 for new students begins during teaching week.</p> <p>Registration for courses has to be approved by the supervisor and the Head of the subject and conveyed to the AC(R) Office.</p>
8	<p>Graduate Assistantship Program (GAP)</p> <p>Students receiving scholarship from the Ministry of Education (MOE) – RSS / NPGS / Grants - are required to fulfil the Graduate Assistantship Programme (GAP). GAP is a set of hours divided into Teaching / Research / Development duties determined by the type of scholarship and nationality. The GAP is a form of in-service obligation effected for Cohort 2014 and onwards and has to be completed 6 months before graduation.</p> <p>The GAP form has to be filled out and endorsed for submission to the AC(R) Office on a semester basis.</p> <p>Failure to fulfil the GAP would result in the student having to return the stipend to the MOE.</p> <p>[Tuition Fee Scholarship recipients will have to fulfil the GAP hours – instruction will be provided by the AC(R) Office when approved]</p>	<ul style="list-style-type: none"> ▪ Submission is to be made at the end of the semester. ▪ Teaching duties are assigned once the student has been confirmed and/or passed the QE.
9	<p>Conference / Overseas Research Application & Financial Support</p> <ul style="list-style-type: none"> ▪ Financial support on reimbursement basis is subject to availability of funds. For the entire candidature the: <ul style="list-style-type: none"> ➢ M.A. student will be funded up to S\$1,500 ➢ Ph.D. student will be funded up to S\$5,000 ▪ Students must present a paper at the conference to obtain financial support ▪ Approval is granted on a case-by-case basis. 	<p>At least one month before the conference or overseas research attachment.</p>

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10	<p><u>When to Submit</u></p> <p>Applications for Conference and Overseas Research has to be received by the AC(R) Office at least 1 month before the Conference or Overseas Research attachment.</p> <p><u>What to Submit</u></p> <p>Students must complete the form: “Application for Overseas Conference Leave with Financial Assistance” and submit it to the AC(R) Office. This form needs to be submitted even if the student is not requesting for Financial Assistance.</p> <p>Teaching Duties</p> <ul style="list-style-type: none"> ▪ Scholarship recipients are required to teach and these hours will be used to fulfil the GAP (Graduate Assistantship Program) requirements. <ul style="list-style-type: none"> ➢ Beyond the hours required by GAP, students will be paid to teach. ➢ Teaching duties are assigned after the QE ➢ M.A. students may or may not be assigned teaching duties but may be requested to assist in other duties. ▪ Teaching hours per semester should not go beyond the 3 hours per week per semester. If students are only teaching one semester per academic year, the hours can go to a maximum of 6 hours. ▪ Students who are self-funded or no longer on scholarship are paid for every teaching hour. 	
11	<p>Leave Application</p> <p>Leave application is made via the GSLink at least 7 working days in advance of leave.</p> <p>Please refer to the following website for more information:</p> <p>Graduate Research Students Leave System: http://www3.ntu.edu.sg/asis/gso/rsls_leave_policy.pdf</p> <p>Graduate Education Leave of Absence: http://www.ntu.edu.sg/sasd/oas/ge/Pages/Leave-of-Absence.aspx</p>	<p>At least 7 working days in advance of leave.</p> <p>Refer to links for exceptions and other conditions.</p>
12	<p>Part-Time Employment</p> <p>Full-time students are permitted to work part-time after the completion of their Confirmation of Candidature and/or Qualifying Examination. Students should seek the endorsement of the AC(R) Office at least 1 month before</p>	<p>At least one month prior to the start of the duty.</p>

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Legend:

AC(R): Associate Chair (Research)
CGPA: Cumulative Grade Point Average

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MOE: Ministry of Education
NPGS: Nanyang President's Graduate Scholarship
OAM: Office of Admissions
OAS: Office of Academic Services
RSS: Nanyang Research Scholarship
TGPA: Term Grade Point Average

[Graduate Studies Link](#) (GSLink)
<https://sso.wis.ntu.edu.sg/gslink/nonpers/>

[Forms](#)
https://ts.ntu.edu.sg/sites/SSS/graduate/_layouts/15/start.aspx#/

[Academic Calendar:](#) (Choose the Semester Calendar)
<http://www.ntu.edu.sg/sasd/oas/AcademicCalendar/Pages/AY2018-19.aspx>

[Key Academic Activities:](#)
<http://www.ntu.edu.sg/sasd/oas/AcademicCalendar/Documents/Schedule%20of%20Key%20Academic%20Activities%20%28Graduate%20Programmes%29.pdf>