

MILESTONES FOR PH.D. STUDENTS
SCHOOL OF SOCIAL SCIENCES, COLLEGE OF HUMANITIES, ARTS & SOCIAL SCIENCES, NTU

S/N	MILESTONES & OTHER ITEMS	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 Ph.D. students is to list out the events and administrative details that Ph.D. students need to attend to in their pursuit of their studies.</p> <p>Milestones from the point of accepting the offer:</p> <ol style="list-style-type: none"> 1. Matriculation & Orientation 2. Submission of Proposed Research Topic / Appointment of Supervisor / Formation of Thesis Advisory Committee 3. Confirmation of Candidature & Qualifying Examination 4. Thesis Examination 5. Oral Examination 6. Conferment <p>Other academic administrative information:</p> <ol style="list-style-type: none"> 7. Fulfilling Coursework and Other Requirements 8. Course Registration 9. Graduate Assistantship Program 10. Scholarship Renewal & Progress Report 11. Conference / Overseas Research 12. Teaching Duties 13. Leave Application 14. Part-Time Employment 	
1	<p>Matriculation & Orientation</p> <p>(a) Matriculating is arranged and conducted by Office of Admissions (OAM).</p> <p>(b) The School organizes a yearly Orientation Day (August) for incoming students to brief them on academic as well as administrative matters.</p> <p>(c) Students will also receive their matriculation card from the School.</p> <p>(d) Students need to submit the following to the AC(R) Office after matriculation:</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 office 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"> ▪ August – Orientation <p>January intake students will join the orientation in the following August.</p>

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2	<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>Submission of Proposed Research Topic / Appointment of Supervisor / Forming of the Thesis Advisory Committee</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 matriculation. Students from Economics, Public Policy & Global Affairs, and Sociology will have to proactively approach the relevant faculty members for research supervision. ▪ Students may also enlist the assistance of their subject's Graduate Coordinator to find a supervisor: <ul style="list-style-type: none"> ➢ Economics: Associate Professor Feng Qu ➢ Public Policy & Global Affairs: Assistant Professor Woo Jun Jie ➢ Psychology: Assistant Professor Xu Hong ➢ Sociology: Assistant Professor Laavanya Kathiravelu <p><u>When it Happens</u></p> <ul style="list-style-type: none"> ▪ By 3 months after matriculation, students should have identified their research supervisor. ▪ Students should form the TAC in consultation with the Supervisor/s by 8 months after matriculation. ▪ Please keep closely to the timeline as there are other administrative procedures for the AC(R) Office to attend to. <p><u>What to Submit</u></p> <ul style="list-style-type: none"> ▪ Students should be familiar with the following guide: Thesis Advisory Committee. ▪ Students are encouraged to work out a study plan with their supervisor/s on the completion of coursework requirements, the research plan leading to thesis completion, and the respective timeline for progress toward degree completion. ▪ Complete the Form: Proposed Research Topic and Supervisor / Thesis Advisory Committee for M.A. / Ph.D. Research Students. ▪ Submit the completed forms with the respective endorsement/s to the AC(R) Office. <p><u>Note</u> Change of Supervisor is allowed. However, it is dependent on faculty availability and approval from the current supervisor/s. A change of supervisor does not entail more time allowance for thesis completion. Students should be mindful of the duration and deadlines for thesis submission.</p> <p>Submit the 'Request to Change Supervisor(s) Form' to the AC(R) Office</p>	<ul style="list-style-type: none"> ▪ Within 3 months from matriculation to identify the supervisor ▪ Within 8 months from matriculation to finalize TAC members

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	<p>after obtaining the necessary endorsements.</p>	
3	<p>Confirmation of Candidature & Qualifying Examination (QE)</p> <p><u>When it Happens</u></p> <ul style="list-style-type: none"> ▪ Students need to keep track of their own candidature and work together with the supervisor/s to prepare for the QE at least 6 months in advance of the stipulated confirmation deadline: <ul style="list-style-type: none"> ➢ 12 months for Economics FT ➢ 18 months for other Subjects FT ➢ 24 months for PT students <p><u>What to Submit</u></p> <ul style="list-style-type: none"> ▪ Students should be familiar with the following guide: Ph.D. Qualifying Examination and Conversion. ▪ The student submits the following to the AC(R) Office: <ul style="list-style-type: none"> ➢ QE report (refer to Annex 1 of 'Ph.D. Qualifying Examination and Conversion' Guide) upon receiving endorsement from the supervisor/s 5 weeks before the QE date. <p>Please check the format for submission with supervisor/s as subjects may have their own specifications.</p> <ul style="list-style-type: none"> ➢ Abstract of report for circulation to peers and faculty members ▪ In addition to the Subject coursework requirement (6 courses), Ph.D. students <u>have to fulfill the following before their QE</u>: <ul style="list-style-type: none"> ➢ HWG703 Graduate English (unless exempted) ➢ HWG702 Small Group Teaching Students who do not pass HWG702 may still be confirmed, but without the increase in stipend. There will be no back payment of stipend when HWG702 is cleared later. ➢ Information Research and Management Course ➢ 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>The 8-hour course should be completed in first semester. If not, an 'F' grade will be reflected in the transcript.</p> <p>Certification is valid for three years after which a refresher course will need to be completed: ERIC-Concise.</p> 	<p>Preparation should start at least 6 months prior to the confirmation deadline.</p> <p>Confirmation deadline:</p> <ul style="list-style-type: none"> ▪ 12 months for Economics FT ▪ 18 months for other Subjects FT ▪ 24 months for PT students <p>**Students from cohorts prior to AY2018/19 will continue to be manually enrolled in the course.</p>

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4	<p>Thesis Examination</p> <p>At the conclusion of the Ph.D. candidature, students submit their Thesis for Examination and complete an Oral Examination. Economics students make an additional seminar presentation prior to the Oral Examination.</p> <p><u>When to Submit</u></p> <ul style="list-style-type: none"> ▪ Generally, full-time students take four to five years to complete their thesis; part-time students five to six years or the full duration of their maximum candidature. ▪ Students are required to inform the AC(R) Office on their intended date of thesis submission three months in advance. This is to facilitate the appointment of external examiners before the thesis is submitted for examination. ▪ Submission of thesis is made via the GSLink. The date that the Supervisor endorses the thesis online is 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>To provide the AC(R) Office with the indication on when the thesis will be submitted at least three months prior to submission.</p> <p>Thesis submission by the end of: FT: 4 – 5 years PT: 5 – 6 years (or maximum candidature)</p> <p>To avoid fee payment, students should submit the thesis for endorsement by the supervisor before the start of the new semester.</p>

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5	<p>Oral Examination (OE)</p> <ul style="list-style-type: none"> ▪ The Ph.D. oral examination serves two key objectives: <ul style="list-style-type: none"> ➢ To test the student’s knowledge of the field and to determine that the student has indeed become an expert in the topic of his/her research. ➢ To satisfy the oral examination panel that the thesis is indeed the work of the candidate (i.e. not plagiarized or written fully or partially by someone else). <p>In addition, it is an opportunity for the panel members who are experienced and established academics in the field to</p> <ul style="list-style-type: none"> (a) advance the student’s knowledge and ways of looking at limitations, and (b) discuss potential publications and future possibilities of the student’s work. <p><u>When it Happens</u></p> <ul style="list-style-type: none"> ▪ The OE panel is assembled by the School and the composition is not revealed to the student. ▪ Depending on the amendments proposed by the thesis examiners, the OE is scheduled accordingly. <ul style="list-style-type: none"> ➢ Minor Amendments: OE is scheduled within one month of the announcement from OAS on the amendment required. ➢ Major Amendments: OE is scheduled after the internal examiner clears the revision to the thesis. <p><u>What Happens</u></p> <ul style="list-style-type: none"> ▪ The student presents the thesis before the panel and responds to questions by the Panel and those posed by the thesis examiners. 	<p>Estimated to be 3 to 6 months from the point of thesis submission depending on the scale of amendments required.</p>

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6	<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>Conferment of Degree</p> <ul style="list-style-type: none"> ▪ Once the 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. ▪ In the meantime, a certification letter will be issued by the AC(R) Office when the assessments are cleared with no further amendments. <p>Alternatively, graduands may request the University for a certification letter on their status via One Stop @SAC.</p>	
7	<p>Coursework & Other Requirements</p> <ul style="list-style-type: none"> ▪ Ph.D. students must complete six courses (18 Academic Units) with a minimum CGPA (Cumulative Grade Point Average) of 3.50. Extra courses may be recommended at the supervisor's discretion. ▪ Ideally students should try to complete their coursework within the first year or by three semesters for FT and four semesters for 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 three courses (9 AUs) from previous study, where appropriate. <p>These courses will not be computed in the TGPA or CGPA. However, the AUs for these courses will be computed for graduation and reflected in the transcript.</p> <ul style="list-style-type: none"> ▪ In addition to the six coursework requirements, Ph.D. students <u>have to fulfill the following before their Confirmation of Candidature & Qualifying Examination*</u>. The QE has to be completed by the end of 18 months** from the start of their candidature: <ul style="list-style-type: none"> ➤ HWG703 Graduate English (Unless exempted). It consists of 12 two-hour tutorials. HWG703 must be read before HWG702. ➤ HWG702 University Teaching for Teaching Assistants Students who do not pass HWG702, may still be confirmed but without the increase in stipend. There will be no back payment of stipend when HWG702 is cleared later. Students will receive a certificate after completing eight modules; each module a 	<p>* Economics students will complete their Confirmation & Qualifying Examination within 12 months.</p> <p>** Part-Time students will have to undertake their Confirmation & Qualifying Examinations by the end of 24 months.</p>

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8	<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>
9	<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</p>	<ul style="list-style-type: none"> ▪ Submission is to be made at the end of the semester.

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10	<p>Scholarship Renewal & Progress Reports</p> <ul style="list-style-type: none"> ▪ The scholarship is renewed at four different points of a scholar's candidature: <ul style="list-style-type: none"> ➢ At the end of the first 12 months ➢ At the end of 18 months*: Confirmation of Candidature & Qualifying Examination** ➢ At the end of 24 months ➢ At the end of 36 months ▪ To facilitate this process, students are reminded to submit the GAP and Seminar Attendance Forms at the end of each semester after obtaining the relevant endorsements. ▪ Students are responsible in engaging and keeping the TAC updated on their progress as their input is required when processing the progress report. ▪ Self-financing students will have their candidature continued depending on the progress report from their supervisor 	<ul style="list-style-type: none"> ▪ Teaching duties are assigned once the student has been confirmed and/or passed the QE. <p>* Economics students will complete their Confirmation & Qualifying Examination within 12 months.</p> <p>** Part-Time students will have to undertake their Confirmation & Qualifying Examinations by the end of 24 months.</p>
11	<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><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>At least one month before the conference or overseas research attachment.</p>

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12	<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 invigilation duties. ▪ Teaching hours per semester should not go beyond 3 hours per week. If students are only teaching one semester per academic year, the hours can go to a maximum of 6 hours per week. ▪ Students who are self-funded or no longer on scholarship are paid for every teaching hour. 	
13	<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>
14	<p>Part-Time Employment</p> <p>Full-time students are permitted to work part-time after the completion of their Qualifying Examination/Confirmation. Students should seek the endorsement of the AC(R) Office at least 1 month before the start of the duty. Applications which are late or after duty has commenced will not be endorsed.</p> <p>Generally,</p> <ul style="list-style-type: none"> ▪ Full-time international M.A. students are allowed to work 16 hours per week during term time and 40 hours per week during vacation time. 	<p>At least one month prior to the start of the duty.</p>

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	<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> <ul style="list-style-type: none"> ▪ Full-time international Ph.D. students on scholarship with a confirmed Ph.D. candidature are allowed to work 10 hours per week. ▪ Full-time international Ph.D. students not on scholarship with a confirmed PhD candidature are allowed to work 16 hours per week. <p>Please access the following website for more information: http://www.ntu.edu.sg/SAO/OurServices/OneStop/OurServices/Part-Time_Employment/Pages/Graduate.aspx</p> <p>A. Procedure to apply for PT work by <u>FT International Students</u> is as follows:</p> <ol style="list-style-type: none"> i. Students who are applying to work as student assistants with remuneration with faculty members must complete the attached “Student Assistant Work Application for NTU students” and submit it to the AC(R) Office (AC-SSS-RS@ntu.edu.sg) one month before the start of the duty. The AC(R) Office will validate the employment and inform the student to proceed to make the online submission through the Part-Time Employment (PTE) system. ii. Access the new online Part Time Employment (PTE) system: https://venus2.wis.ntu.edu.sg/PTE/Student/login.aspx <ul style="list-style-type: none"> ▪ Student needs to complete section A and print the form for input by the ‘employer’ in section B ▪ Upon receiving the endorsement, the form needs to be uploaded into the PTE system for routing to the School ▪ For external work, the student has to obtain the email endorsement from the supervisor to work part-time (to be uploaded into PTE). <p>B. <u>Singaporean</u> students seeking to work part-time will follow Step A(i) above. No submission through the PTE is needed at this point.</p> <p>Students applying to work in an external organization should obtain a letter indicating the employment details and submit this together with the form. The section on “To be completed by staff (requester)” need not be completed in this situation.</p>	

Legend:

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

**MILESTONES FOR PH.D. STUDENTS
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[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>