

NATIONAL UNIVERSITY OF SINGAPORE
Thesis Submission Form

To : Registrar, NUS

Part 1 : TO BE COMPLETED BY CANDIDATE

Name of Candidate :

Student Number :

Registration Date :

Faculty :

Department :

Degree Registered For :

Thesis Title :

Estimated no. of Words in Thesis :

Module(s) taken and grade(s) obtained in fulfillment of coursework requirement:

Please attach a copy of your unofficial transcript. You may obtain a copy of your unofficial transcript via the [Education Records System](#). Upon Login, navigate to: My Homepage > Academics > Examinations > View Unofficial Transcript.

Pass PhD Comprehensive Qualifying Examination Date: _____ ☐ Not Applicable

Pass PhD Oral Qualifying Examination Date: _____ ☐ Not Applicable

I hereby declare that :

1. The thesis is my original work.

2. The thesis contains **patentable or confidential information**:

☐ No ☐ Yes

3. I have fulfilled the English Language requirement of intermediate/advanced level of proficiency in the Graduate English Course (applicable to graduates from non-English medium Universities or to those who are not exempted from the English Language requirement) :

☐ No ☐ Yes ☐ Not Applicable

4. I would like to convert my candidature to part-time* :

☐ Yes (Effective date of conversion: _____) ☐ No ☐ Not Applicable (currently part-time)

5. I am/was in receipt of Scholarship/Fellowship/Award which entails me to fulfil the Graduate Assistantship Programme (GAP) requirement:

☐ No ☐ Yes (If yes, please provide the GAP details below):

Total No. of hours required to serve during candidature : _____ Hours

No. of hours completed to date : _____ Hours

Remarks (if any):

*** Please note that :**

- (a) **For current research scholars, the scholarship will cease on the date of receipt of the Thesis Submission Form by the Student Service Centre (SSC) or upon the date of conversion of his/her candidature from full-time to part-time, whichever date is earlier.** (For students in receipt of the Lee Kong Chian Graduate Scholarship, the SEC-NUS Scholarship or are on the AUN/SEED-Net programme, who are submitting their form directly to the Registrar's Office, it will be the date of receipt by the Registrar's Office.) **If the research scholar did not collect the Thesis Submission Form from the Department or submit the Form to SSC/RO as soon as s/he could have, the Faculty can terminate the scholarship earlier than the date the Form is received by SSC/RO.**
- (b) **Tuition fees payable for the semester in which the thesis is submitted for examination depends on the thesis submission date (i.e. the date of receipt of the Thesis Submission Form by the SSC).** Please refer to <http://www.nus.edu.sg/registrar/event/gd-thesisexam.html> for details.
- (c) **It is compulsory for all FULL-TIME STUDENTS (including those who have submitted thesis for examination but yet to be conferred the degree) to subscribe to the NUS insurance scheme.**
- (d) **Students who convert their candidature to part-time after Instructional Week 2 (please refer [here](#) for details) are liable to pay the insurance premium for the semester although the coverage will cease upon conversion. Please also be informed that students who convert to part-time are advised to purchase their own insurance coverage.**
- (e) **International students will NOT be eligible for a Student's Pass once their candidature is converted to part-time.**

Important: Please note that you should not, under any circumstances, communicate with any examiner on matters related to your thesis examination.

Student's Signature

Date

Part 2 : TO BE COMPLETED BY MAIN SUPERVISOR

Section I : Coursework and Thesis Requirements

I confirm that (please tick the relevant boxes) :

- ☐ Candidate has completed the writing up of his/her **thesis** to my satisfaction and in my opinion, the thesis is ready for examination.
- ☐ Candidate has fulfilled the **English Language requirement** and the **coursework requirements**, where applicable and as prescribed by the Department (including graduate research seminar).
- ☐ Candidate has fulfilled the **PhD Qualifying Examination** requirement.
- ☐ I agree with candidate's declaration on whether the thesis contains **patentable or confidential** information (refer to Part 1 - #2 of this form).
- ☐ I agree with candidate's declaration regarding his/her **Graduate Assistantship Programme (GAP)** requirement, if any, and its completion (refer to Part 1 - #5 of this form).
- ☐ **I have consulted my fellow co-supervisor(s) (if any) who has/have agreed that the thesis is ready for examination.**

Remarks (if any):

Section II : Nomination of Examiners

Examiners for the candidate's thesis have been nominated :

☐ No ☐ Yes

(If no, please inform the Head of Department to nominate the examiners immediately.)

Other comments, if any :

Name of Main Supervisor

Signature

Date

Part 3 : TO BE COMPLETED BY DEPARTMENT ADMINISTRATOR

I confirm that the candidate has fulfilled (please tick the relevant boxes) :

- | | | | | |
|----|-------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------|-----------------------------------------|
| 1. | his/her coursework requirements as prescribed by the Department (including graduate research seminar) | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Applicable |
| 2. | the minimum CAP requirement | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Applicable |
| 3. | the English Language requirement | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Applicable |
| 4. | the PhD Qualifying Examination requirement | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Applicable |
| 5. | the Graduate Assistantship Programme (GAP) requirement | <input type="checkbox"/> No | <input type="checkbox"/> Yes | <input type="checkbox"/> Not Applicable |

If No, please state reasons :

Name of Department Administrator

Signature

Date

Part 4 : TO BE COMPLETED BY HEAD OF DEPARTMENT [Please forward a copy of the completed form to Vice-Dean (Graduate Studies) for information.]

I confirm that the candidate has fulfilled all requirements and his/her thesis may be submitted for examination.

☐ No ☐ Yes

If the thesis contains patentable or confidential information (refer to Part 1 - #2 of this form) and external examiner(s) is/are involved, the Department/supervisor has sent and collected the endorsed Non Disclosure Agreement from the examiner(s). (Original copy to be forwarded to the Registrar's Office directly and not through candidate.)

☐ Yes ☐ Not Applicable

Pre-scheduled Oral Exam Date (for PhD candidates only):

(a) As a guide, Department can add 11 (1+7+3) weeks from the date candidate is expected to submit his/her Thesis Submission Form at the SSC.

(b) Department to inform all who are expected to be involved in the Oral Exam of the pre-scheduled date, and that the date will be effective only upon the timely return of the reports by examiners and if it has been deemed fit for oral examination.

Comments, if any :

Head's Signature

Date

Department Administrator:

1. Candidate submits a total of two soft-bound copies for Master's thesis and four soft-bound copies for Doctoral thesis; and a softcopy in CD-ROM.
2. Department sends thesis to Internal Examiner(s); and returns the balance copies (if any) with the CD-ROM to candidate to be submitted to SSC together with the Thesis Submission Form after it has been duly endorsed.
3. Please inform candidate of the following:
 - The tentative pre-scheduled Oral Exam Date.
 - To submit the return items to SSC as soon as possible.