

## Thesis Submission and Examination

### 1. Submission of Thesis for Examination/Re-examination

#### a. General Guidelines on Format of Thesis

Candidates are required to refer to the [General Guidelines and Instructions on Format of Research Thesis and Electronic Submission](#).

#### b. Deadline for Submission

Candidates have to submit their theses for examination (after being approved by their supervisor(s) and Head of Department) by the maximum period of candidature or such date as stipulated by the supervisor(s) or the University, whichever date is earlier.

Application for extension of candidature is only applicable to candidates who need more time beyond five (5) years. In such a case, candidates who wish to apply for extension of candidature need to complete the [Extension of Candidature Form](#) and submit it through the supervisor(s), preferably three (3) months before the expiry date of their candidature, for consideration by NGS and, for those students funded by the A\*STAR Graduate Scholarship (AGS), also by A\*STAR.

For students who do not require an extension of candidature beyond five (5) years, but need a grace period of up to two (2) weeks to submit their thesis for examination, permission may request from NGS to do so. The request for the grace period has to be submitted to NGS before the expiry of the candidature and has to be supported by the main supervisor. Note that the request for grace period is NOT applicable to students who have been granted prior candidature extension(s) nor students who are submitting their revised/final approved thesis. Any late request would be considered as reinstatement of candidature and an administrative fee of S\$250 will be imposed for all successful reinstatements.

Candidates who have been given the two (2) weeks grace period but are still unable to submit their theses should consult their supervisor(s) first before applying for any reinstatement-extension of candidature.

Candidates who wish to submit their theses before the [minimum residency period](#) must submit a written request to NGS, through the supervisor(s), for approval before submission.

#### c. Thesis Submission Date & Fees Payable

Tuition and miscellaneous fees are payable until the thesis is submitted for examination. However, the insurance premium will continue to be payable for full-time students unless the candidate converts his/her candidature to part-time. A candidate who converts his/her candidature to part-time after Instructional Week 2 is liable to pay the insurance premium for that semester.

The [tuition fees payable](#) for the semester in which the thesis is submitted for examination will depend on the thesis submission date (i.e. the date on which the **Supervisor(s) endorses the Thesis Submission online**).

Exemption of fees will take effect from the semester after the thesis is submitted for examination, except if the thesis is submitted within Instructional Week 2 of the semester.

**\*Important Note:** For fees to be exempted, students are to submit their thesis early, to allow time for department and supervisor to review and process their thesis, so that the final date of endorsement is within Instructional Week 2 of the semester.

Research students (non-scholars) who submit their thesis for examination during the semester when they are on leave of absence or during the semester immediately after the period of leave, will have to pay fees (tuition and miscellaneous) for one semester, even if the thesis is submitted within Instructional Week 2 or the first half of the latter semester.

**Note:**

For current research scholars, the last day of award will be the date on which the NGS Management signs the Thesis Submission Form.

**d. Procedures for First Submission of Thesis for Examination**

- i. Candidate has to log in to [myEduRec](#) (navigate to *Academics > Graduate Research > Submit Thesis*) once the thesis is ready for submission.
  - Complete the online Thesis Submission Form
  - Upload a softcopy (PDF format) of the thesis
  - Prepare a printed soft-bound copy of the thesis and submit to the department *if* requested by the administrator.

**Note:**

The guide for the online submission is available at <https://myportal.nus.edu.sg/studentportal/eservices/all/myedurec.html> under “Graduate Research”.

- ii. Candidate is to check the latest [Student Bill](#) and pay all outstanding fees. Please refer to [fees for graduate programmes](#) for implications of outstanding fees. For students with outstanding fees, and research scholars who have received excess Research Scholarship stipend and have yet to refund the excess, the University reserves the right to withhold student status letters, result slips or transcripts, thesis examination and the confirmation of the award of the degree.
- iii. Department has to verify that the candidate has completed the writing up of his/her thesis to the supervisor’s satisfaction and the thesis is ready for examination.
- iv. Main supervisor has to verify that the candidate has completed the writing up of his/her thesis to the supervisor’s satisfaction and the thesis is ready for examination.
- v. Department has to send the thesis to all internal and external examiner(s) for examination and inform candidate of his/her pre-scheduled oral exam date.

**2. Process of Thesis Examination**

**Important:** Candidate should not, under any circumstances, communicate with any examiner on matters relating to the thesis examination, unless specifically allowed by the University.

**a. Nomination of Thesis Examiners**

NGS will be monitoring that examiners should have been identified for all Doctoral candidates by the end of their 46<sup>th</sup> month.

Candidates should maintain close contact with their supervisors, so that the main supervisor is aware of their progress and will initiate the nomination of examiners process via Edurec, typically **one month** before the thesis is expected to be submitted for examination. This is to allow sufficient time for processing the nomination so that the thesis can be sent for examination upon submission.

**External examiners who have to examine a thesis containing patentable/confidential materials will need to read and agree to the Terms & Conditions on the [Non-Disclosure Agreement](#) before the thesis can be sent to him/her. (Candidates and supervisors are reminded that proprietary/confidential information which is not critical to the thesis for which consent has not been granted should be excluded from the thesis.)**

**b. Period of Thesis Examination**

Examiners are generally, given seven (7) weeks from the thesis sent date to complete the examination of the thesis and submit an evaluation report. Reminders will be sent to examiners before the deadline and to those who failed to submit their evaluation reports by

the deadline. Candidates can track their Thesis Examination Status via [EduRec > Academics > View My Milestone](#).

### c. Outcome of Thesis Examination

After all the examiners' reports are received:

- If there are no/minor amendments, candidate will be notified of the confirmed oral examination date. A copy of NGS' guidelines on the oral presentation will also be given to the candidate.
- However, if major revision is recommended by the examiner(s), the candidate may be asked to revise and resubmit the thesis for further examination before the oral examination can be scheduled.
- Candidate is required to attend the oral examination in person and to bring along a copy of their thesis to the oral examination venue.
- After the oral examination, the Oral Panel will inform the candidate of the outcome, the amendments to the thesis and the person(s) to advise the candidate on the amendments, if applicable.

Please note that if major revisions to the thesis are required, the candidate may have to pay fees for one semester, even if the period granted to do the revision is less than six months. If the candidate is unable to complete the revisions in six months, s/he will be required to pay another semester's fees. The total revision period generally cannot exceed 12 months.

After examination/re-examination, the final approved thesis must:

- (i) Include the Name of Supervisor/Co-Supervisor(s) (if any), and Name of Examiners, on the thesis title page;
- (ii) Be **uploaded electronically** via the [Electronic Thesis & Dissertation \(ETD\) System](#). Please refer to [General Guidelines and Instructions on Format of Research Thesis and Electronic Submission](#). Candidate will be notified via email once the system is open for uploading.

Candidate is encouraged to register for an Open Researcher and Contributor ID (ORCID) at <https://orcid.org/register>. More information can be found on our NUS Libraries' webpage (<http://libguides.nus.edu.sg/orcid/about>).

Candidate is responsible to check and ensure that the uploaded thesis is the **final, complete and correct** version. The uploaded electronic thesis will be accepted **without** any further verification from either the Department or supervisor(s).

One copy (in any form agreed with the supervisors) of the final approved thesis should be submitted to the supervisors.

Candidate must also complete and submit the Feedback Form on Research Guidance and update their list of publications online.

### d. Award of Degree

Candidate will be considered for award of degree by the Board of Graduate Studies:

- when all minor/major revisions are incorporated in the thesis to the satisfaction of the supervisor(s) and the Oral Panel member (if applicable); and
- the thesis has been successfully uploaded into the [ETD System](#).

After the degree has been awarded by the Board of Graduate Studies, the Chancellor's approval will be sought for the degree to be conferred in writing. The approximate timeframe for approval by Board of Graduate Studies and Chancellor is about two months after the thesis has been uploaded onto the system.

## **IMPORTANT NOTE**

Candidates are reminded to inform the Registrar's Office of any change in their mailing address by updating it via [myEduRec](#) so that the outcome of the thesis examination can be communicated to them promptly.