IMPORTANT INFORMATION TO NOTE

Coursework Requirements

Students are required to fulfill the following as listed in the table below

No.	Area	Requirement	Description
1.	Coursework conducted by NUS faculty and /or RIs.	Min 30 MCs	The required compulsory courses are currently undergoing review. More details will be shared in due time. Click here for a list of modules offered by NGS.
			2. Other courses supported by supervisor and approved by NGS. **Important note**: • All modules taken should be level 5000 or 6000. • Levels 1000 - 4000 are undergraduate modules and can only be read as "AUDIT". Students who audit a module will not receive a final grade. Audited modules will not appear on the student's transcript / result slip. No record of attendance will be issued to auditors of a module. Note that it is subject to the host Faculty's approval whether students are allowed to audit a module. • In special cases, NGS may give approval to Level 4000 modules to be taken as S/U, but only in instances where the background of the students require this. E.g. a student with excellent qualifications in Physics who needs to undertake basic training in Cell Biology to carry out his thesis project. • Graduate Modules Classified as S/US • This is applicable to all NGS students who wish to take graduate modules **outside** their main undergraduate discipline, to be graded on a S/US system and **NOT** count towards the CAP. Student may request for up to 3 modules (12 MCs), with the support of your main supervisor. Application for S/U modules has to be done **within the first month** of the start of the module. Once approved by NGS and the department hosting the module, students are not allowed to reverse their decision, be it before the examination or after the examination results release. Any request for changes to the modules after the examination results release such as changing grading basis from S/U to grade, grade to S/U or deleting a module is **NOT** allowed. **NOTE:** The 'S' or 'U' grades have no effect on the CAP since they carry no grade point. The modular credits earned with an 'S' grade will count towards the total number of modular credits that a student needs to fulfil his degree programme. On the contrary, a module with a 'U' grade earns no modular credits. In other words, another module which carries the same modular credit needs to be taken to compensate for the "U" graded module, and it should be noted that the limit of three S/U declarations for electives taken by the candidate cannot be exceeded.
2.	Laboratory Rotation (Compulsory)		• All new students have to complete two (2) laboratory rotations (LR) with two NGS-approved supervisors within the first 4 months of their candidature. Each rotation will last 2 months. Special approval must be sought before rotation with a supervisor who is not NGS-approved i.e. Students can also claim 2 MCs for a rotation with a supervisor who is not NGS-approved, provided special approval was granted for this rotation. Only an NGS-approved supervisor can be nominated as Main Supervisor. • Students have to submit a lab rotation report to the supervisor at the end of each rotation. The report should fulfil the following: ○ 600 words (min) including a background of the research project, objective(s) of the project, methodology, results and discussion. ○ 5 pages (max) including tables, figures, references etc. • The supervisor will evaluate the student's report and performance during the rotation. Both the report and performance must be evaluated as "Satisfactory"

by the supervisor.
- Student has to participate in a module workshop before the end of the 1st LR.
- Students must submit both lab rotation reports to NGS. The reports must be evaluated as "Satisfactory" by members of the NGS Deanery.
- Students are eligible for the 2 MCs and a "Compulsory Satisfactory (CS)/Unsatisfactory (CSU)" grading, subject to him/her meeting all the criteria of the module – GS5101 Research Immersion Module, which include:
  1. Attendance of the Lab Immersion Workshop
  2. Completion of 2 lab rotations with two (2) NGS- approved supervisors, with "Satisfactory" rating.
  3. Submission of 2 lab rotation reports

- After the completion of the LR, students may nominate their main supervisor by 01 August 2021.
- Students who do not comply with the requirements of the LR may have their stipend suspended and/or be slapped with academic probation.

Note:
The table below shows the timeframes in which students should embark on their 1st and 2nd lab rotations. Students who have decided on the lab rotations may commence earlier than the proposed timeframes.

Start date in Semester 1
1 Feb - 1st rotation (for Jan intake students)
1 Apr - 2nd rotation (for Jan intake students)

4.	Diagnostic English Test (DET)		NGS requires all international students, especially those from non-English medium universities to undergo the Diagnostic English Test (DET). Only local students who have studied in NUS or NTU are exempted from the DET.

NGS requires all international students, especially those from non-English medium universities to undergo the Diagnostic English Test (DET). Only local students who have studied in NUS or NTU are exempted from the DET.

The DET is an English Language test set by the Centre for English Language Communication (CELC).

The purposes of the DET are to:

- determine which students will benefit from a basic level writing module before proceeding to an intermediate module.
- determine which students will benefit from an intermediate level writing module before taking an advanced level writing module to help them with their thesis writing.
- identify which students may be exempted from taking the above-mentioned modules.

Results from the DET will determine whether students should be exempted from the Graduate English Course (GEC) or should they be placed in a GEC.

The courses, which aim to raise the English language writing, reading, and speaking proficiency, are offered at three levels: **Basic (ES5000), Intermediate (ES5001A/ES5001B) and Advanced (ES5002).**

Only students with Band 3 result from the DET may be exempted from the Graduate English Course. For information on the result of the DET and its implications, refer to http://www.nus.edu.sg/celc/programmes/det.html.

Important Notes

1. The milestones will be created by CELC in the student's milestone page in myISIS AFTER the student has taken the DET and recommended by CELC to undergo the Graduate English Course (GEC). If the students is exempted from the English course AFTER DET (with BAND 3 result from DET), the GEC milestone will not show in his/her record in myISIS. If the GEC milestone appears in the student's record in myISIS, it means that the student is required to proceed with the recommended level of English course.   No exemptions are allowed thereafter.
2. The DET is a university-level requirement which **must** be fulfilled **before graduation**.
3. DET must be completed latest by the second semester of candidature.
4. Without DET, students are not allowed to attempt PQE or to go for any overseas attachment such as the 2+2.

Transfer of Credits

The request / application has to be submitted to NGS **within the first semester of enrolment**. **For students admitted in January, transfer of credit request to NGS has to be submitted latest by July; Students admitted in August, transfer of credit request to NGS has to be to be submitted latest by December.** Applications received thereafter will not be entertained.

Request of Transfer of Credits or Exemption of modules will be reviewed by the NGS Deanery before any approval is granted.

1. Credit transfer may be allowed for NUS modules that **have NOT been** used towards another degree (can be pre-taken during undergraduate study or from withdraw or terminated graduate study), under the following conditions:

    - Modules are identical to, or are relevant & have comparable content and level of difficulty as existing NGS/NUS modules at level 5000 or level 6000.

    - Modules are completed less than (<) 5 years before date of admission to the NGS programme.

    - The maximum number of modular credits allowed for credit transfer is 12 MCs.

    - Modules approved for transfer would not count towards the student's CAP.

2. Credit transfer may be allowed for non-NUS modules that **have NOT been** used towards another degree (can be pre-taken during undergraduate study or from withdraw or terminated graduate study), under the same conditions listed for (1) above.

3. Request for credit transfer of NUS or non-NUS modules that **have been used** towards the award of another degree (NUS or non-NUS) has to be **strongly justified** and shall be reviewed on a case by case basis.

4. For modules which have been approved for exemption, they will count towards the 12 MCs (or 3 modules) which NGS allows for S/US modules. For example, 2 modules have been approved for exemption, the student would only be allowed to read 1 more module on S/US grading basis.

PhD Qualifying Exam

Students must take a qualifying examination to assess their fitness to progress to the PhD degree **not later than 24 months** from the time of registration.

Examination Format:
  i. A detailed and comprehensive written progress report
  ii. An oral presentation to the TAC (which includes an oral defense)

Academic Criteria

Students are to maintain a **Cumulative Average Point (CAP) of at least 3.8** throughout their 4-year candidature at NGS. Students whose CAP falls below 3.8 may have to undergo counseling, if necessary and a warning letter may be issued to the student and his supervisor at the end of that semester for the poor academic performance. The students' candidature may be terminated at the end of the following semester if CAP remains below 3.8.

Grading System and the Cumulative Average Point
Grades and their respective grade points given are as follows:

Grade	Grade Point
A+	5.0
A	5.0
A-	4.5
B+	4.0
B	3.5
B-	3.0
C+	2.5
C	2.0
D+	1.5
D	1.0
F	0.0

Nomination of Research Supervisor

Students are required to confirm their supervisor **within the first 5 months of enrolment** (or by 1 June of the same year) after they have completed the mandatory two (2) Laboratory Rotations (LR).

Please also note that the supervisors have to be an approved NGS supervisor based in NUS. List of NGS supervisors is available on the NGS website at: http://www.nus.edu.sg/ngs/choose-a-supervisor/

Thesis Advisory Committee (TAC)

The Thesis Advisory Committee must be formed **within 2 months** (or 01 Aug of the same year) after the student has confirmed his/her supervisor.

The TAC should consist of the supervisor, co-supervisor (if any) and <u>at least two</u> other non-supervisory members (capped at 5 persons in the TAC).

The possible compositions of a TAC are listed in the table below.

Main Supervisor	Co – supervisor 1	Co – supervisor 2	Non-supervisory member 1	Non- supervisory member 2	Total no. in the TAC
1	-	-	1	1	3
1	1	-	1	1	4
1	1	1	1	1	5

At least one member of the TAC should be from a different Faculty/School to that of the student/supervisor.

No-one directly involved in supervising the student shall act as the Chair of the TAC. NGS would review and appoint the nominee. The Chair should be appointed before the first formal meeting with the student.

IMPORTANT: The Chair of the TAC should be nominated by the supervisor and the Chairperson has to be an NGS supervisor.

Roles of TAC

- The TAC is responsible for helping to monitor the student's progress.
- The student or Chair of the TAC may call for the TAC meetings which has to be held on a *regular* basis (at least once every six months or once per semester - approximately in July and December), and all supervisors and co-supervisors must be present at the meeting, more frequently if the student is known to be having problems.
- After each TAC meeting, TAC members are **required** to complete the **TAC Report Form**. The outcome of the meetings may be incorporated into the student's 6-monthly online progress reports in January and August of every year, by the main supervisor on behalf of the TAC members. The submission of the online report is **mandatory**. Should the supervisor not complete his/her report within the stipulated deadline, the stipends of their students may then be withheld by the University.
- It is strongly advisable to have all TAC members present at all TAC meetings. In the event that this is not possible, at least **3** TAC members must be present **per** meeting, while inputs should be sought from those absent immediately after the meeting, and duly documented. This ensures that all TAC members' views and concerns (if any) are taken into consideration for every PhD student.
- The TAC Chair should inform the NGS or SAGE (Senior Advisory in Graduate Education) of any cases of serious project difficulties, to allow that Committee to provide additional oversight.
- PhD Qualifying Examinations
  - If a student fails to apply for the PhD Qualifying Exam (PQE) by 18-24 months into his/her PhD programme, a TAC meeting should be convened immediately to discover the reasons for this.
  - In cases where the student has made little or no progress with the thesis project by the 18-20 month mark, and the student appears to be at risk of not obtaining a PhD, the TAC will refer the student's case to NGS/SAGE.

NUS Intellectual Property Policy

In addition to the provision of educational facilities at tertiary levels, the functions and objectives of the University include the promotion of research and scholarship and the advancement and dissemination of knowledge for the benefit of all. Consistent with its status as a publicly funded organisation, it is critical that the University ensures that the creation, dissemination and commercialisation of Intellectual Property is properly administered for the benefit of the public and the University. This Policy shall therefore apply to all Intellectual Property developed or created by a University member, including students, in the course of University research. The Industry Liaison Office manages all such issues.

APPENDIX 2

PRE-ENROLMENT MEDICAL EXAMINATION
FOR GRADUATE STUDENTS

<u>Pre-Enrolment Medical Examination (for All Students)</u>

Admission to NUS is subject to good health and absence from organic diseases and all students are **required** to undergo a mandatory pre-admission medical examination prior to admission*.

In general,

Local students have a choice of:

a. Completing the pre-admission medical examination at UHC by **<Date to be advised>**;

or

b. Doing the pre-admission medical examination with any registered health physician and then submit the original copies of the chest x-ray report (do not submit x-ray film) together with the <u>pre-admission medical examination form</u> (completed with Part 1 self-declaration & Part 2 doctor's certification) to **UHC latest by <Date to be advised>.**

  * Student may be required by the University/UHC to undergo further medical exams or test if NUS finds their medical exam incomplete / results unsatisfactory.

International students, in addition to the NUS pre-admission medical examination, will need to undergo HIV test for the application of Student's Pass:

a. The HIV test and medical examination can be done in the country of origin or in Singapore. The original HIV laboratory test and chest X-ray reports, together with the ICA Medical Examination Report for Student Pass, must be submitted to the Immigration & Checkpoints Authority (ICA) within three months of issue. A duplicate of the chest X-ray report may then be submitted to UHC together with the <u>pre-admission medical examination form</u>.

NOTE: THE MEDICAL REPORTS, LABORATORY TEST AND X-RAY REPORTS MUST BE COMPLETED IN ENGLISH. THE CHEST X-RAY REPORT SHOULD BEAR THE STUDENT'S PARTICULARS SUCH AS NAME, IDENTIFICATION NUMBER AND DATE OF BIRTH

b. If the student opts to do the NUS pre-admission medical examination and ICA's student's pass medical examination at UHC, the cost is $55 (inclusive of chest x-ray and HIV test) after GST. As these test results will only be ready for collection 5 working days later, they should complete their medical examination by **<Date to be advised>**.

c. Students are required to bring along the <u>ICA Student Pass Medical Examination Form</u> and the Pre-admission Medical Examination Form for doctor's completion. Please refer to <u>UHC's website</u> for the latest copy and do not use the old form.

Other important notes

1. Female candidates should note that monthly menstrual cycles do affect results of urine tests. Hence, you are advised to schedule an appointment that is five to seven days after the last day of your period. Should the duration coincide with your scheduled medical appointment, you may proceed with the examination and your urine test will be re-scheduled to a later date.

2. Candidates are encouraged to wear loose clothing that you can easily remove. Additionally, avoid any excess jewellery or other things that may prevent a proper medical examination. These may include necklaces or body piercing that must be removed prior to an X-ray procedure

No fasting is required for the medical examination.

You are required to bring the following items(s) when you have your medical examination at UHC:

- Singapore Identity Card or Passport
- Medical history/reports written in English (if any)
- Cash or NETS card
- NUS Medical Examination Form with Part I completed
- Prescription eyewear / contact lens

> **Note: Pls return the Admission Medical Examination Report Form to University Health Centre (UHC).**

Incoming Matriculating Students (

Pre-admission medical examination for incoming matriculating students are held from November to December.

Students can walk-in between 8.30am – 10.30am or 1.30pm – 3.30pm on Tuesday, Wednesday or Thursday (closed on Public Holidays) for the medical examination from first week of Dec 2020 onwards. Students are advised to check UHC's website for more information. There is often an increase in patients in the later weeks of July and early August as the international students arrive and ready themselves for school. As such, Singaporeans and Singapore Permanent Residents are encouraged to complete your pre-admission medical examination in November and December .

Private Physician

If you have chosen to undergo your pre-admission medical examination with a private physician, do note that submitted forms should include the following:

- Part I of the Medical Examination Form would have to be completed by you, the student.
- Part II of the Medical Examination Form would have to be completed by a registered health physician.
- Only original chest X-ray reports are accepted and must be attached with the completed Medical Examination Form. X-ray films will not be considered and cannot be used as a substitute to the report.
- Any completed medical and X-ray reports must have a validity date of 6 months or less.
- Completed Medical Examination Form and Chest X-ray reports must be submitted to UHC within the stipulated time frame.
- All reports must be submitted in the English language. No other languages will be accepted for consideration.

While most submitted reports generally fall within the accepted guidelines, you may be required by the university and UHC to undergo further medical examinations or tests if your earlier medical results are incomplete or unsatisfactory. For your convenience, we encourage incoming students to proceed with your medical examination at UHC.

Medical Examination for International Students for Student Pass

All international students must include a HIV test for the application of the Student Pass.

The HIV test and medical examination can be done in your home country or in Singapore, including at UHC. The medical practitioner will have to complete 2 forms – (a) the Pre-enrolment Medical Report Form (NUS) and (b) the medical report form for the Student Pass application (ICA), which is sent to you with the Offer Letter of Admission. The medical report must be completed in English.

The original copy of both the radiologist report on the chest x-ray and the laboratory report on the HIV test must be attached to the completed medical report and submitted to the Immigration and Checkpoints Authority on the registration day.

The UHC is located at:

University Health Centre (UHC)
Level 1, Wellness office
20 Lower Kent Ridge Road
Singapore 119080

The medical check-up consists of the following

-Physical Examination
-Laboratory Examination*
-Chest X-ray
-HIV Test (for international students only)

*Note: Female students: please inform the staff if you have your menses within the past 5 days or if it is still ongoing.

The cost of the medical examination will be borne by students. The rates* at UHC are as follows:

Standard Medical Examination (includes Chest X-Ray)	$40.00
Medical Examination without Chest X-Ray	$26.00
Standard Medical Examination with Student Pass Examination	$55.00

* Prices are subjected to prevailing GST and change without prior notice
** Please retain receipt for future reference.

Collection of Report

There is no need to return to the clinic for collection of results, as UHC is the collection centre.

Type of Report	Processing Time
Pre-Admission Medical Exam Report	No collection is required. Your medical exam result will be reported to the relevant faculty/department
Immigration and Checkpoint Authority (ICA) – Student Pass Medical Report	5 working days

Immunisation Screening Report, if any
(e.g.: Hepatitis B, Chickenpox and   10 working days
Rubella)

* Please bring your Identity Card or Passport for verification purposes. You are required to prepare an authorization letter if you are sending someone to collect your reports on your behalf.

Students who <u>did not</u> complete their medical examination at UHC will have to submit the following to UHC:
   (a) Completed **Admission Medical Examination Report - Graduate Students**
        (available at UHWC or at <u>Here</u>)
   (b)   Original copies of the **reports** on the laboratory tests and chest X-ray

Graduate students who are NUS staff members or are being employed in local companies can be exempted from the pre-enrolment medical examination if they have done a similar medical check-up <u>not more than 12 months before the time of registration</u>.

   ***Note:** (a)* *<u>NUS staff members</u> need only to **indicate the date and venue of the medical examination** done earlier **and complete Part II** of the Pre-enrolment Medical Examination Report Form;*

   (b) *<u>Non-NUS staff members</u> are required to **submit documentary proof** (e.g. certification letter from the employer with date of medical examination) **and complete Part II** of the Pre-enrolment Medical Examination Report Form.*

Things to note:
i) International students applying for student pass, especially those who wish to do the check-up in their own country, the doctor will have to complete 2 forms (NUS & ICA).

ii) All students (including those exempted from the pre-enrolment medical exam) will have to complete **Part II** of the form (Medical History & Declaration at page 2).

iii) The completed pre-enrolment medical exam form (the one for student pass) should be submitted to ICA.

Please check the UHC webpage
http://www.nus.edu.sg/uhc/healthservice/services/preexams.html/ if you require more information.

Note: NGS reserves the right to suspend the student's stipend if the student fails to complete the pre-enrolment medical examination prior to entering the National University of Singapore.

INFORMATION TO NOTE
FOR INTERNATIONAL STUDENTS ONLY

1. **Student's Pass Card Information**

   Important for all new International Students (IS) to NUS

   All international students must hold a valid Student's Pass Card (STP) issued by the Singapore Immigration & Checkpoints Authority (ICA) for their studies in NUS.

   International students can now make payment for SOLAR (ie. Processing, Multiple Journey & Issuance Fees) via any SingPost branch, including the one at Yusof Ishak House (YIH). Hence students can choose to make payment online via ICA website www.ica.gov.sg or at the SingPost Office. Payment at SingPost can be via cash, NETS or credit card, and an administrative fee is chargeable by SingPost.

   International Students are required to make an e-appointment via ICA website www.ica.gov.sg upon receiving the IPA Letter and make their own way to ICA Building for their student pass application after arriving in Singapore.

   Important information to note

   Due to the COVID-19 situation, we strongly advise IS to check the ICA website (https://www.ica.gov.sg/pass/studentpass/collect) for the latest updates as ICA may impose restrictions or make changes to their procedures.

   Please also refer to **Appendix 5** for "**Information to Note Due to COVID-19**" which is relevant to incoming IS.

a) Student's Pass Fee

The fee structure for the Student Pass Card is as follows:

- a $30 processing fee (non-refundable) for a student's pass application (Processing fee for a student's pass will be charged only if the application is received on or after the launch date.);
- a $60 issuance fee for every student's pass issued (Issuance fee for a student's pass will be charged at the point of issuing the student's pass, irrespective of whether the application is received before, on or after the launch date.); and
- a $30 multiple-entry visa fee for visa required nationals, where applicable.

b) Completion of Formality Workflow

Payment of Processing Fee for Submission of Student's Pass Application

Applicant will be required to make online payment of processing fee upfront at the point of submission.   They can pay using Credit/Debit card or Internet banking if they have a valid account with Citibank, DBS/POSB or OUB.

Completion of Formality (COF) and Registration of Biometric Data

i)   With effect from 1 Apr 09, all COF are strictly by appointment only.

ii)   Students and/or school representatives are reminded to be punctual for their

appointments. Please scan IPA letters at Kiosk 3 for queue tickets.

iii)   Applicants proceed to counter 24 to 27 for COF and registration of biometric data (i.e. fingerprint capturing for those aged 15 years). Applicants are also required to produce a recent passport-sized colour photograph which must meet the following specific requirements during COF and registration:

- photograph image must be taken within the last 3 months;
- photograph should be in colour and taken against a white background with a matt or semi-matt finish; and
- photo image must show the full face and taken without headgear (headgear worn in accordance with religious or racial customs is acceptable but must not hide the facial features)

c) Collection of Student Pass (STP) Card

Payment of Issuance Fee prior to Collection of STP Card

Payment of issuance fee is to be done prior to collection of STP card. Upon receipt of the IPA, applicant can login to Solar/Solar+ to pay issuance fee online prior to coming to ICA for completion of formality. Payment is by Credit/Debit card or internet banking. Alternatively, applicant can pay at the self-service kiosk at elobby located at the ground floor of ICA Building. Payment is by eNETs or Cashcard.   For payment made at the elobby, applicant is required to furnish the receipt to our staff when collecting of the STP card.

Collection of STP card

Collection of STP card will be at Counter 19 to 23. Applicant is required to scan his/her IPA at Kiosk 4 (located opposite counter 27) for a "Collection of STP" queue ticket and wait to be served.

Terms & Conditions of Issue of STP card (T&C)

Each applicant is requires to complete and sign a T&C for the Collection of STP.   The T&C set out the terms and conditions for the issue of the STP card. Any applicant who failed to comply with the conditions stipulated in the T&C is guilty of an offence under the Immigration Regulations.

d) Others

i) Replacement Card

If the Card is lost or stolen, applicant is required to make a police report immediately and report to ICA within 7 days to apply for a replacement card. Applicant is requires to pay an issuance fees of $60 for the replacement card. The replacement card will be ready for collection after 2 weeks from the date of reporting. Collection time may be extended during the peak period.

ii) Automated lanes at checkpoints

For STP card holders who have registered their fingerprints for the cards and if their passports are compliant with the standards set by the International Civil Aviation Organisation, they will be able to use the automated lanes at the checkpoints for clearance. STP card holders who are eligible for automated clearance will be advised accordingly at the point of registration of biometric data.

The Student's Pass issued will include the data of the student's photo and fingerprint captured into the ICA database. To facilitate the capturing of the fingerprint and photo, ICA officers will be present at the NUS Registration Centre at the MPSH, during the official registration period in July / January respectively. Students who have the following documents completed may submit them to the ICA officers during NUS Registration.

Completed documents:

- In-Principle Approval Letter
- Passport with a valid Social Visit Pass (please bring a photocopy of the passport particulars page)
- Passport size photo. (Refer to ICA website for the photo requirement)
- Disembarkation & Embarkation card (IMM 27)
- Print-out of Form 16 from SOLAR system, duly signed. One recent passport-size photo on white background.
- Medical report, X-ray and HIV report (must be written in English). The medical report is only required for studies of more than 6 months

Extension of Stay

If you wish to stay in Singapore after the expiry of your Student's Pass or if application for extension is made after the expiry of the Student's Pass, you may apply for a Social Visit Pass through the Visitor Services Centre, Immigration and Checkpoints Authority (4th Storey). For more information, please refer to ICA website at www.ica.gov.sg .

Should your Social Visit Pass expire, you will be deemed to be residing unlawfully in Singapore and will be liable for a fine, failing which you will be charged in court.

Cancellation of Student's Pass

On early termination of your studies (e.g withdrawal or refused re-admission) at the University, you are to surrender your Student's Pass to Immigration and Checkpoints Authority for cancellation within 7 days of cessation of your studies.

ICA will issue you with a Social Visit Pass in your passport to allow you to exit the country. If you fail to do so, you will be deemed to be residing unlawfully in Singapore and will be liable for a fine, failing which you will be charged in court.

Dependant's Pass

Dependant's Pass holders are encouraged to apply for a Student's Pass. Applications should be submitted by post to Immigration and Checkpoints Authority (ICA) and should include Form 16 and a letter from NUS stating the course and duration of your study. You will be informed by ICA of the outcome by post. Form 16 is available in ICA and the Office of Student Affairs.

Social Visit Pass for Spouse

Students accompanied by their spouses / child(ren) may apply for their Social Visit Pass (SVP).

You must have already obtained a Student's Pass issued by the Immigration and Checkpoints Authority (ICA) at the time of application.

For more information and application procedures, please refer to Here.

2. Meet-n-Greet Service

International students who have received confirmed NUS housing accommodation may apply for airport reception (Meet and Greet Service) offered by the Office of Student Affairs.

Please check information on the airport reception and other services offered by OSA at http://nus.edu.sg/osa/

3. Orientation Talks

The Office of Student Affairs (OSA) organizes the orientation talk to provide useful information and tips to help international students to adjust to life in NUS and Singapore in general. Please check the OSA website at http://nus.edu.sg/osa/index.html for more updates nearer the time.

For more information on international students matters, please visit
http://nus.edu.sg/osa/index.html

4. Accommodation

Accommodation Policy

Priority for NUS leased and owned accommodation will be given to **full-time International Graduate students** registered with the National University of Singapore.

- Students must read and adhere to the Code of Student Conduct, University's Administrative Policies, and Housing Agreement (a copy is given to all Residents at check-in) during their stay in a NUS student accommodation.
- Students who are no longer full-time status (e.g. on Leave of Absence, withdrew and graduated) are not eligible to stay in NUS student accommodation and will be given 7 days notice to vacate their rooms. As demand usually exceeds supply, students are offered University accommodation on a semester basis, subject to availability.
- Full-time Local (Singaporean and Singapore PR) Graduate students applying for NUS leased or owned accommodation will be accorded lower priority.

For more information on accommodation options and rates, please refer to http://nus.edu.sg/osa/index.html.

All NGS students are responsible for finding their own accommodation. No housing stipend is included in Scholarship funding. Your options include: 1) contacting NUS Residential Services to apply for on-campus housing; 2) using a real estate agent to find housing in Singapore; 3) search online accommodation listings or search student notice boards and classifieds for those seeking roommates; or 4) search listings on the Off-campus Accommodation System (OCAS).

DIAGNOSTIC ENGLISH TEST (DET)

Graduate English Course (GEC) Modules for Foreign Graduate Students Semester 2, AY 2020/2021

CELC (Centre for English Language Communication) continues to provide Graduate English Course (GEC) modules for an increasing number of foreign graduate students.

The modules, which aim to raise the English language writing, reading, and speaking proficiency of foreign graduate students from non-English medium universities, are offered at three levels: Basic (ES5000), Intermediate (ES5001A/ES5001B) and Advanced (ES5002).

To be placed into a GEC module, foreign graduate students need to take the **Diagnostic English Test (DET).**

Please note that The DET is a university-level requirement which **must** be fulfilled **before graduation**. Therefore we require all students undergoing the DET to complete it within the first semester of candidature.

What do the DET results mean?

NGS requires all international students, especially those from non-English medium universities to undergo the Diagnostic English Test (DET). Only local students who have studied in NUS or NTU are exempted from the DET .

The DET is an English Language test set by the Centre for English Language Communication (CELC).

The purposes of the DET are to:
- determine which students will benefit from a basic level writing module before proceeding to an intermediate module.
- determine which students will benefit from an intermediate level writing module before taking an advanced level writing module to help them with their thesis writing.
- identify which students may be exempted from taking the above-mentioned modules.

Results from the DET will determine whether students should be exempted from the Graduate English Course (GEC) or should they be placed in a GEC.
The courses, which aim to raise the English language writing, reading, and speaking proficiency, are offered at three levels: **Basic (ES5000), Intermediate (ES5001A/ES5001B) and Advanced (ES5002).**

Only students with Band 3 result from the DET may be exempted from the Graduate English Course. For information on the result of the DET and its implications, refer to http://www.nus.edu.sg/celc/programmes/det.html.

Important Notes

i. The milestones will be created by CELC in the student's milestone page in myISIS AFTER the student has taken the DET and recommended by CELC to undergo the Graduate English Course (GEC). If the students is exempted from the English course AFTER DET (with BAND 3 result from DET), the GEC milestone will not show in his/her record in Edu Rec. If the GEC milestone appears in the student's record in myISIS, it means that the student is required to proceed with the recommended level of English course. No exemptions are allowed thereafter.

ii. The DET is a university-level requirement which **must** be fulfilled **before graduation**.

iii. DET must be completed latest by the second semester of candidature

iv. Without DET, students are not allowed to attempt PQE or to go for any overseas attachment such as the 2+2.

Diagnostic English Test (DET)

1	DET2	8 December 2020 (Tue) • **Session 1** (reporting time: 1:00 pm; test duration: 2:00 pm to 4:00 pm) Students will be informed of the Zoom meeting link and password to the session by 5pm on Monday 7 December 2020.
2	DET will be conducted in digital format using Examplify.	As the DET will be conducted in digital format, students are required to: • register for and attend the compulsory briefing session. To register for and attend the briefing session, student must • first complete **Registration (Part One)** to obtain their NUSNET ID and change the default password to a personal password two days before registering for the DET briefing session. *(for new incoming students)* **The Step-by-Step Guide on registration is available <u>here</u>.** • register for the briefing using their full names (as in passport/ NRIC), along with their NUS email address. • register for the briefing session (the link is provided in section 3 below). Registration starts from 16 November to 4 December 2020. As the DET2 will be conducted in digital format remotely, students are required to prepare: • a laptop for completing the paper using **Examplify** and • mobile phone for invigilation using **Zoom** video conferencing tool. Please refer to the documents listed in Section 3 below for details. *An iPad **should not be used** for the taking the DET.* *Your laptop and mobile phone **should be fully charged or***

		connected to a charging station, for the whole duration of the test.
3	Registration for the Briefing Session	It is **compulsory** for students to attend at least one briefing session. Students will **NOT be allowed** to sit for the DET if they are absent from the briefing session. **Please pay attention to the following and complete them in sequence:** Register for your briefing session from 16 November 2020 **here**. After you have registered and before your briefing session, you must: • View the briefing slides on Examplify **here**. • Read the attached briefing document on **Zoom Invigilation here**. • Complete this **Quiz** which is based on information on Examplify and Zoom invigilation by **6 December 2020.** Note: Access to LumiNUS and the quiz will be given by 5 December for the briefing. The briefing session will be conducted via Zoom. You will receive information on the Zoom briefing session upon successful registration. You may join the briefing session using either your mobile phone. Your laptop should also be opened to Examplify during the briefing.
4	Assignment to DET2 Session	For DET2 conducted in December 2020, students who have registered for and attended the DET briefing will be automatically enrolled for the DET. You will receive an email from 5pm onwards on Monday 7 December 2020 to inform you of: • The test session that you will be assigned to and • the Zoom meeting link and password to the session. If you do not receive an email by 9 pm on Monday 7 December 2020, please write to elcbox63@nus.edu.sg.
5	Sitting for the DET test	Students must report to their assigned group in Zoom at the respective reporting time. The Zoom session will be locked half an hour after the reporting time, i.e. it will be locked 1.30 pm. Students will need to have their identification document with photo (e.g. Student Card, NRIC, Passport) for identity verification purpose before being allowed to sit for the test.
6	Release of DET results	5 January 2021 (Tue). To be retrieved online **here**.
7	Step by step guide for system access	**Online Registration for DET and Checking of Test Results** Please refer to paragraph 7 of the Guide on how to retrieve your DET results.
8	Frequently Asked Questions	Check for answers to common queries **here**

Please take note that a student can only sit for the DET once.

ADDITIONAL INFORMATION TO NOTE DUE TO COVID-19

Overseas Travel Declaration System (OTD)

In view of the Coronavirus Disease 2019 (COVID-19) situation, all incoming students from Semester 2, AY2020/2021 are required to declare their travel plans in the Overseas Travel Declaration (OTD) system *before* they can proceed with online Registration (Part One).

Do note that the completion of OTD is **mandatory** for all incoming students.

For existing NUS students who have previously submitted travel plan(s) and will be enrolling in a new NUS programme/course in AY2020/2021, you are also required to login to the OTD system using your NUSNET ID to declare your travels.

For new students
Please login to the OTD (Applicants) system using the following:
1. Application Number
2. Application Password/PIN
3. Select your student category

OR

For new students
Please login to the OTD (Applicants) system using the following:
4. Email address (same as the one used for your NUS application)
5. Enter the OTP sent to your above email address.
6. Enter your Registration ID.

For existing NUS Students
Please login to the OTD (Students) system using your NUSNET ID. Any declaration made before 01 June 2020 will **not** be considered as valid.

Obtaining Approval from Ministry of Education (MOE) to enter Singapore

New International Students (IS) holding Student's Pass (STP) with In-Principle Approval (IPA) from ICA are allowed to matriculate into NUS from abroad to start e-learning, but **they can only enter Singapore with MOE's Entry Approval.**

Important Note
- IS should **NOT** buy their air ticket, until their approval from MOE is obtained.
- IS should submit their OTD first with the planned dates of arrival. Once MOE has given the approval, IS may amend their travel dates via the OTD system.

IS on PhD Research Scholarships (RS) whose entry into Singapore for the start of AY2020/AY2021 may be delayed because of COVID-19 restrictions.

Note that in usual circumstances, matriculation means PhD candidature officially begins and tuition fees are charged. For Research Scholars, tuition fees are covered by scholarship funding and monthly stipend payments can commence.

For incoming <u>IS on RS</u> who are delayed, the following will apply:

1. Suspension of stipend support (typically 48 monthly payments) until they physically arrive in Singapore. The stipend payment will start 1 day after their arrival in Singapore. For e.g. *Student physically arrives on 28 March 2021, their scholarship payment will start on 29 March 2021 and end on 28 March 2025. In other words, the scholarship clock starts on 29 March 2021.*

2. Suspension of tuition fee support (typically 8 semesters) to coincide with the above (Miscellaneous Student Fees will also be deferred until stipend payments commence as these fees are typically deducted from the stipend);

3. In order to participate in e-learning, matriculation at the start of AY2020 Sem 2 will be allowed, but the tuition fee requirement will be waived until suspension of stipend and tuition fee support is lifted. In such a case, the candidature clock will start counting from 11 January 2021 until 10 January 2026 (i.e. 60 months). The scholarship clock will not start counting until the student arrives physically in Singapore.