Welcome to SoH

Assoc Prof Goh Geok Yian
Associate Chair (Research)
School of Humanities
Graduate Studies at SoH

Graduate Studies Matters

By Ivy Goh
## Graduate Education Coordinators

<table>
<thead>
<tr>
<th>Language</th>
<th>Department</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese</td>
<td>History</td>
<td>Asst. Prof. Scott Anthony</td>
</tr>
<tr>
<td>English</td>
<td>Philosophy</td>
<td>Asst. Prof. Winnie Sung</td>
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<tr>
<td>English</td>
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<td>Asst. Prof. Yong Wern Mei</td>
</tr>
<tr>
<td>English</td>
<td>Linguistics and Multilingual Studies</td>
<td>Assoc. Prof. Francis Bond</td>
</tr>
</tbody>
</table>
Graduate Studies at SoH

Period of Scholarship

VS

Period of Candidature
Scholarship Period (Full Time Candidates)

- PhD
  - 4 years
- MA
  - 2 years

Candidature Period (Full Time Candidates)

- PhD
  - 2 - 5 years
- MA
  - 1 - 3 years

Extension of candidature requests need to be put up only if a student has exceeded the maximum candidature period.
Candidature Period (Part Time Candidates)

- PhD
  - 3 - 7 years
- MA
  - 1 - 4 years

As Part-Time Candidates do not have scholarship, they do not have a scholarship period.

Extension of candidature requests need to be put up only if a student has exceeded the maximum candidature period.
Graduate Studies at SoH

Graduate Assistantship Programme (GAP)
Students on Scholarship must perform teaching/laboratory supervision duties to fulfil the requirements of the Graduate Assistantship Programme.

The Scholar is to note that:

1. The total time spent on work done under the Graduate Assistantship Programme and any other form of paid or unpaid work, should not exceed 10 hours a week;

2. The Scholar must ensure that the total hours required under the Graduate Assistantship Programme is completed at least six months before graduation; and

3. The Scholar shall be remunerated for performing teaching/research duties and other developmental assignments at a rate in accordance to the Part-Time Appointment Scheme, for work done in excess of the Graduate Assistantship Programme.

4. The Scholar will not be paid any remuneration for the hours clocked under the Graduate Assistantship Programme.

5. The Scholar should work with the supervisor(s) on the plan to fulfil the required hours on a yearly (Academic Year) basis.

6. The duties can only be clocked for work done and deemed satisfactory by the University.

7. If the required hours are not met according to the annual plan or the quality of the work done is unsatisfactory, the faculty or school can reduce the stipend, or withhold, suspend and/or terminate the Scholarship.

8. If the total required hours are not met by the time the thesis is submitted for examination, the Scholar will have his/her transcript (both unofficial and official), student status letter, conferment letter and degree scroll (for graduating student) withheld until the fulfilment of the requirement.
# Graduate Assistantship Programme for PhD Students on Scholarship

<table>
<thead>
<tr>
<th>Mode of Clocking GAP Hours (Per Candidature)</th>
<th>International Students on non-premium scholarship (e.g. NTU Research Scholarship)</th>
<th>Singaporeans and SPRs on non-premium scholarship (e.g. NTU Research Scholarship)</th>
<th>International Students on premium scholarship (e.g. NPGS)</th>
<th>Singaporeans and SPRs on premium scholarship (e.g. NPGS)</th>
<th>International Students on Tuition Fee Scholarship</th>
<th>Singaporeans and SPRs on Tuition Fee Scholarship</th>
<th>Maximum % hours allowable out of the stipulated GAP requirement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Hours/Laboratory Supervision</td>
<td>416 hours</td>
<td>208 hours</td>
<td>312 hours</td>
<td>156 hours</td>
<td>208 hours</td>
<td>104 hours</td>
<td>100% (Min 20%)</td>
<td>Official office hours and preparation of the class can be taken into account. As a guide, preparation time taken for the assignment done should not take more than half of the time required for the assignment. Teaching duties can only be done after the student passes his/her confirmation exercise.</td>
</tr>
<tr>
<td>Research Assistant duty, inclusive of research supervision</td>
<td>250 hours (Out of 416)</td>
<td>125 hours (Out of 208)</td>
<td>187 hours (Out of 312)</td>
<td>94 hours (Out of 156)</td>
<td>125 hours (Out of 208)</td>
<td>62 hours (Out of 104)</td>
<td>60%</td>
<td>The quality of the research supervision or RA duty needs to be endorsed by the student’s supervisor. No preparation time is to be clocked in this assignment. The RA duty should go beyond the scope of the research project undertaken by the student to fulfil the requirement of the PGR programme.</td>
</tr>
<tr>
<td>Other developmental assignments</td>
<td>83 hours (Out of 416)</td>
<td>42 hours (Out of 208)</td>
<td>62 hours (Out of 312)</td>
<td>31 hours (Out of 156)</td>
<td>42 hours (Out of 208)</td>
<td>21 hours (Out of 104)</td>
<td>20%</td>
<td>Other assignments with developmental value approved by the Associate Chair (Research).</td>
</tr>
</tbody>
</table>

1. **Self-Funded Students** are not required to fulfil the GAP Hours.
2. **Students on Principal Investigator Funds** (not funded by MOE) need not fulfil the GAP Hours.
3. **GRO Students** are not required to fulfil the GAP Hours.
## Graduate Assistantship Programme for MA Students on Scholarship

<table>
<thead>
<tr>
<th>Mode of Clocking Graduate Assistantship Programme Hours (Per Candidature)</th>
<th>International Students on non-premium scholarship (e.g. NTU Research Scholarship)</th>
<th>Singaporeans and Singapore PRs on non-premium scholarship (e.g. NTU Research Scholarship)</th>
<th>International Students on Tuition Fee Scholarship</th>
<th>Singaporeans and Singapore PRs on Tuition Fee Scholarship</th>
<th>Maximum % hours allowable out of the stipulated GAP requirement</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Hours/Laboratory Supervision</td>
<td>156 hours</td>
<td>78 hours</td>
<td>78 hours</td>
<td>39 hours</td>
<td>100% (Min 20%)</td>
<td>Official office hours and preparation of the class can be taken into account. As a guide, preparation time taken for the assignment done should not take more than half of the time required for the assignment. Teaching duties can only be done after the student passes his/her confirmation exercise.</td>
</tr>
<tr>
<td>Research Assistant duty, inclusive of research supervision</td>
<td>94 hours (Out of 156)</td>
<td>47 hours (Out of 78)</td>
<td>47 hours (Out of 78)</td>
<td>23 hours (Out of 39)</td>
<td>60%</td>
<td>The quality of the research supervision or RA duty needs to be endorsed by the student’s supervisor. No preparation time is to be clocked in this assignment. The RA duty should go beyond the scope of the research project undertaken by the student to fulfil the requirement of the PGR programme.</td>
</tr>
<tr>
<td>Other developmental assignments</td>
<td>31 hours (Out of 156)</td>
<td>16 hours (Out of 78)</td>
<td>16 hours (Out of 78)</td>
<td>8 hours (Out of 39)</td>
<td>20%</td>
<td>Other assignments with developmental value approved by the Associate Chair (Research).</td>
</tr>
</tbody>
</table>

1. **Self-Funded Students are not required to fulfil the GAP Hours.**
2. **Students on Principal Investigator Funds (not funded by MOE) need not fulfil the GAP Hours.**
Graduate Studies at SoH

Teaching Assistantship (TA-Ship)
Students on TA-Ship must perform teaching duties to fulfil the requirements of their scholarship.

The Scholar is to note that:

1. The student will be assigned a minimum of 3 hours of teaching starting from the 1st semester. Teaching duties cannot exceed 10 hours per week. The student is expected to teach for 3 semesters.
   - teaching duties Includes course preparation, consultation, invigilation, tutorials and marking assignments
2. The hours are flexible as long as the students meet the minimum 39 hours (3 hours x 13 weeks) per semester for 3 semesters which is a total of 117 hours.
3. Students can choose to do more hours in one semester to make up for another semester as long as the hours are more than or equals to the 117 hours required of them.
Graduate Studies at SoH

Seminar Attendance
All students must attend 10 Seminars Per Academic Year

- Proof of attendance must be submitted at the end of every semester.
- Failure to attend 10 Seminars per Academic Year or 5 Seminars per Semester will result in stipends being withheld.
- The seminar attended can be of a different discipline or different division or even from a different school (if they allow). Any seminar is accepted as all seminars are beneficial to a Graduate student’s professional development.
Graduate Studies at SoH

Information Research and Management Workshop
Information Research and Management Workshop (3-hour Seminar)

- Compulsory Seminar
- Seminar is offered by the Library and is non-graded
- Should be completed in your first year
- Aimed at providing all postgraduate research students with a strong foundational knowledge of current resources, tools, methods and practices in undertaking research in a digital information environment
- The seminar is held monthly and the schedule is provided in the link below
- Sign Up here: [https://blogs.ntu.edu.sg/lib-learning/workshops/](https://blogs.ntu.edu.sg/lib-learning/workshops/)

**Complete before 1st Year of Candidature (this is tied to your renewal of scholarship)**

Library In Charge – Ms Daphne Seah – DAPHNE@ntu.edu.sg
Graduate Studies at SoH

Communications/ Writing Training Programme for PhD Students
The programme consists of three components, two compulsory and one optional. The three components of the Programme are as follows:

a. Compulsory. All PhD students must complete one of the communications courses of 39 training hours. Several courses are offered by various colleges/schools and centres, including CoHASS-Language & Communications Centre (LCC), CoHASS-WKWSCI, NIE, MSE, ASE, etc. PhD students are expected to take this course between QE and final thesis defence. The courses will be Pass/Fail courses. Students can take any one of these courses to fulfil this requirement.

b. Compulsory. All PhD students must participate in a 3-minute thesis (3MT) presentation symposium before graduation. Symposia of 3MT are co-organized by the Graduate Students Associate (GSA) and GC.

c. Optional. Should students need one-on-one tutoring/mentoring, they can schedule appointments with special tutors at LCC Communications Cube or NIE Grad Centre for individualised feedback on their writing and oral communication skills.

This applies to both full-time and part-time PhD students.
## Communications/ Writing Training Programme for PhD Students

<table>
<thead>
<tr>
<th>S/No.</th>
<th>Course</th>
<th>Contact Hours</th>
<th>AU</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>HWG705 The Craft of Academic Writing</td>
<td>19.5</td>
<td>1.5</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>2.</td>
<td>HWG706 Academic Publishing</td>
<td>19.5</td>
<td>1.5</td>
<td>Pass/Fail</td>
</tr>
<tr>
<td>3.</td>
<td>A901 Speaking Academia</td>
<td>19.5</td>
<td>1.5</td>
<td>Pass/Fail</td>
</tr>
</tbody>
</table>
Graduate Studies at SoH

Epigeum Research Integrity Course (ERIC)
Epigeum Research Integrity Course (ERIC)

- **Epigeum Research Integrity Programme** (online NTULearn course)

- **To be completed by 20 September 2019 (Friday)**

- **Login to NTULearn using your NTU network ID and password. Please choose “Arts and Humanities” Track**

- **More information on Research Integrity:**
  [http://research.ntu.edu.sg/rieo/RI/Pages/Training%20on%20Research%20Integrity.aspx](http://research.ntu.edu.sg/rieo/RI/Pages/Training%20on%20Research%20Integrity.aspx)

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**Course is available on NTULearn**
ERI701 is a research integrity course with 0 AUs that is applicable to new PhD and Masters (Research) students who join NTU from AY2018/19. Existing graduate research students will continue to complete ERIC prior to QE following current Schools’ processes.

<table>
<thead>
<tr>
<th>ERI701: Epigeum Research Integrity Course (ERIC)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Duration</strong></td>
</tr>
</tbody>
</table>
| **Applicability**                             | • New PhD and Masters (Research) students enrolled from AY 2018/2019  
• Full time and part time. |
| **Enrolment**                                 | New students auto-enrolled to course by OAS |
| **Access**                                    | Students to access course via NTULearn, and choose Arts and Humanities Track |
| **Passing Criteria**                          | 100% score for module quizzes, 80% for Standard Course Quiz and 80% for Track-specific Quiz.  
• Multiple attempts permitted |
| **Completion**                                | • Course to be completed by first semester failing which student will be assigned an “F” grade which is reflected in transcript.  
• Students who fail will be auto-enrolled in Sem 2  
• Course carries 0 AUs. |
| **Validity**                                  | • Certification valid for 3 years, after which ERIC-Concise is needed.  
(Details available at a later date.) |

<table>
<thead>
<tr>
<th>Track</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Biomedical Sciences</td>
</tr>
<tr>
<td>2</td>
<td>Natural and Physical Sciences</td>
</tr>
<tr>
<td>3</td>
<td>Engineering and Technology</td>
</tr>
<tr>
<td>4</td>
<td>Social and Behavioural Sciences</td>
</tr>
<tr>
<td>5</td>
<td>Arts and Humanities</td>
</tr>
</tbody>
</table>

Students should choose the Arts and Humanities Track.
Revised Research Integrity Policy incorporates a University-level requirement for the inclusion of 3 Declaration Statements to promote good authorship practices. These declarations are to be inserted in all theses submissions commencing Jan 2019.

**Statement of Originality (Students)**
- Certifies that work done and reported is the **student’s own**
- **Not submitted** for a higher degree to any other University or Institution

**Supervisor Declaration Statement**
- Currently provided as a separate insert to theses/dissertations, but now to be **included within the submission**
- To declare **free of plagiarism, grammatical clarity, student’s own work, honesty, integrity**

**Authorship Attribution Statement**
- To be included when published materials are inserted as thesis chapters (often the result of group work)
- Specify **student’s contribution** and **co-authors’ contribution** in the statement for each publication
- Demonstrates proper credit and accountability

If published materials are not inserted as thesis chapters, students must acknowledge co-worker contributions in the acknowledgement section of their thesis.
Graduate Studies at SoH

Plagiarism and Academic Fraud Policy
Penalty Guidelines

- Schools in HASS apply the following penalty policies on plagiarism:
  - A student found guilty of plagiarism will receive one (1) letter grade down and depending on the seriousness of the offence and in some cases, zero mark may be awarded.
  - In the event of a second offence, a student will be given a ‘Fail’ grade for the subject in question.
  - In the event of a third offence, it may lead to expulsion from the programme.
  - Notwithstanding the standard policy listed above, HASS reserves the right to apply other penalties, or escalate the penalty, if they are deemed to be warranted in the circumstances.
Procedures

• Students are to read the write-up on academic integrity and the NTU Honour Code (http://academicintegrity.ntu.edu.sg).
• Students are required to check that all written assignments are their own work and where relevant, references need to be provided.
• Students are to ensure that they submit their written assignments/assessments with the signed declaration on the originality of their work.
• Students are required to sign and submit the “Declaration of Authorship” form for their written assignments and other assessments.
Graduate Studies at SoH

Confirmation Exercise
Aka
Qualifying Examination (QE)
There will be 3 examiners for the oral QE, i.e., two examiners and chairman of the oral QE committee.

The oral QE is mainly to present research progress that students have made since admission.

Candidates are required to submit 4 copies of their confirmation report to their supervisor. The report should contain:

- An abstract;
- A concise statement of the research topic;
- A justification for the choice of topic;
- A thorough literature review and critical summary of previous research;
- An explanation of the conceptual framework used;
- An outline of the preliminary work that has been done;
- Plans for future research work and areas to be explored;
- A tentative table of contents for the thesis;
- A workplan/timeline for the future – this should be 3 pages in length;
- A brief bibliography and a list of publications or presentations made during probationary candidature.

The report should be about 10,000 to 20,000 words with 1.5 line spacing. Include a word count on your title page.

The panel’s report and recommendation will be conveyed by the School to Office of Academic Services (OAS).

Candidates who do not pass the QE may be required to undergo the process again within a fixed period or may face termination.
Graduate Studies at SoH

Thesis Submission
1. *Appointment of Examiners should be done at least 3 months before the submission of thesis.
2. Submit the Application for Thesis Submission Form.
3. Update the correct thesis title when submitting the thesis through the online system.
4. Ensure all pages are properly numbered.
5. Get your thesis checked for plagiarism via turnitin or iThenticate.
6. Make payment for examination fee with OneStop@SAC.
   - PhD - $214
   - MA - $160.50
7. After you have submitted your thesis, you can check this link to find out roughly when you’ll be receiving your conferment letter. [http://www.ntu.edu.sg/STUDENTS/GRADUATE/ACADEMICSERVICES/Pages/conferment.aspx](http://www.ntu.edu.sg/STUDENTS/GRADUATE/ACADEMICSERVICES/Pages/conferment.aspx)

*The identity of thesis examiners and oral panel members are confidential to students*
**Word Limit**

Unless otherwise stated, the thesis should not exceed the following number of words:

<table>
<thead>
<tr>
<th>Master’s Thesis</th>
<th>PhD Thesis</th>
</tr>
</thead>
<tbody>
<tr>
<td>40,000</td>
<td>80,000</td>
</tr>
</tbody>
</table>

*including footnotes, but excluding appendices, bibliography, maps, chats, statistical tables, graphs, illustrations, etc.*
Thesis Online Submission System

**Flow Chart**

**Appointment of Examiners** (3 months before thesis submission) without approved examiners, A/C cannot endorse the thesis online.

**Student Submits Thesis**
(Send supervisor-approved iThenticate report to School)

**Supervisor Endorse Thesis Online**
(OAS takes this date as the official thesis submission date which will also be counted and student’s last day of candidature)

**Associate Chair Approves Thesis online**

**Examiner given 2 months to mark thesis**

**OAS to inform Supervisors** the
Examiners’ replies –
Reports can be found in Thesis Portal

OR

- Minor Amendment with Reply to Examiners (1 month)
- Minor Amendment without Reply to Examiners (1 month)
- Major Amendment with Reply to Examiners (3 months)
- OR
- Major Amendment without Reply to Examiners (3 months)

Student to **upload** amended thesis and replies to examiners and proceed with oral exam

School to give amended thesis to internal examiner and proceed with oral exam

Student to **upload** amended thesis and replies to examiners and proceed with oral exam

School to give amended thesis to internal examiner and proceed with oral exam

Submit **Oral Exam Report Form and/or Confirmation of Amended Thesis by Internal Examiner Form** to School for submission in the online Thesis Portal
Graduate Studies at SoH

Graduation Requirements
Graduation Requirements

PhD Candidates (Full Time)

- Complete 6 courses
- Obtain a minimum CGPA of 3.50
- Attend 15 Seminars and submit a copy of proof of attendance
- Pass Research Integrity Online course
- Attend Information Research and Management Workshop
- Complete one of the communications courses of 39 training hours
- Pass a Confirmation Exercise
- Candidates will be required to pass HWG702 (Small Group Teaching) by their Confirmation before they can be granted the $500 RSS stipend increment
- For candidates who do not pass HWG702 in time – There will be no backdating of stipend increment when they subsequently pass HWG702.

All of the above by the end of 18 months

- Complete GAP hours 6 months before scholarship ends
- Submit thesis before the end of the scholarship period
PhD Candidates (Part Time)

- Complete 6 courses
- Obtain a minimum CGPA of 3.50
- Attend 20 Seminars and submit a copy of proof of attendance
- Pass Research Integrity Online course
- Attend Information Research and Management Workshop
- Pass a Confirmation Exercise

All of the above by the end of 24 months

- Submit thesis before the end of the candidature period
Graduation Requirements

MA Candidates (Full Time)

- Complete 3 courses
- Obtain a minimum CGPA of 3.00
- Submit a satisfactory progress report from their supervisor
- Attend 10 Seminars and submit a copy of proof of attendance
- Pass Research Integrity Online course
- Attend Information Research and Management Workshop
- An official confirmation exercise is not required for MA students

All of the above by the end of 12 months

- Complete GAP hours 6 months before scholarship ends
- Submit thesis before the end of the scholarship period
MA Candidates (Part Time)

- Complete 3 courses
- Obtain a minimum CGPA of 3.00
- Submit a satisfactory progress report from their supervisor
- Attend 10 Seminars and submit a copy of proof of attendance
- Pass Research Integrity Online course
- Attend Information Research and Management Workshop
- An official confirmation exercise is not required for MA students

All of the above by the end of 12 months

- Submit thesis before the end of the candidature period
Graduate Students Office

- Temporary Office at SSC
Due to limited space, allocations are **subject to availability**

Full Time students will be assigned a cubicle, if available. Otherwise, they will take a long table while waiting for a cubicle to be freed up.

Here are a list of items provided for all our Graduate Students:

- Dedicated office for Graduate Students accessible only by student card
- Shared Photocopier
- Shared Network Printer
- Pedestal drawer/lockers for storage
- Discussion Room
- Pantry

Print and Photocopy limit – per candidature

- MA (Print – 7,000 pages, Photocopy – 3,000 pages)
- PhD (Print – 20,000 pages, Photocopy – 8,000 pages)
Graduate Studies at SoH

Leave Matters
• Types of Leave
  • Unofficial Leave
    › 21 days per calendar year
    › Cannot be brought forward
    › Must be supported by the supervisor, and the Head of Division, and approved by the Associate Chair (Graduate Studies)
    › Stipends not deducted
  • Leave of Absence (LOA)
    › To be taken if more than 21 days.
    › Counted towards maximum period of candidature and period of scholarship
    › Administrative fee of $53.50 per sem to retain their names on the higher degree register
    › Surrender student pass if on LOA for more than 3 months
    › Approval is at the discretion of the Associate Chair (Graduate Studies) on case-by-case basis.
  • Maternity Leave (Similar to LOA)
    › Full scholarship stipend up to a limit of 8 weeks
  • Reservist/In Camp Training
    › Applicable to male Singaporean citizen only
    › Students under NTU scholarship will have their stipend paid during this period away.
  • Compassionate Leave
    › A student is granted compassionate leave of up to 3 working days on the bereavement of an immediate family member. It may be taken any time, either consecutively or within 7 calendar days of the death date of the immediate family member. For the purpose of this provision, an immediate family member refers to the student’s spouse, child, parent, parent-in-law and grandparent.
    › Students under NTU scholarship will have their stipend paid during this period away.

Apply for leave via the Graduate Students’ Link (GSLink)
Overseas Research/Conference Leave

- Approval is granted on a case-by-case basis
- Supporting letter and Overseas Research/Conference Application Form is required
- Letter is to be signed by Supervisor
- For Overseas Conference, students must present a paper.
- Stipend will not be withheld during this period
- Graduation requirements will still need to be met in the timeline given
  - PhD → $S5,000 is granted per student per candidature
  - MA → $1,500 is granted per student per candidature
  - Subject to the availability of funding

The above amounts allocated are for both overseas research attachments and overseas conference leave. Only students on research scholarships may apply.
Frequently Asked Questions

Can I be exempted from courses if I have taken an equivalent course from another university?

• 1 out of 3 courses for MA students
• 3 out of 6 courses for PhD students

Can I take additional courses?

• Research students may take up to 2 additional courses during their candidature (on top of total programme requirements)

What are the maximum number of courses allowable per semester?

• MA Students – 9 AUs or 3 Courses per semester
• PhD Students – 15 AUs or 5 Courses per semester
For Current Students

http://www.soh.ntu.edu.sg/Programmes/Graduate/CurrentStudents/Pages/Home.aspx

Administrative Information and Forms

http://www.soh.ntu.edu.sg/Programmes/Graduate/CurrentStudents/Pages/Administrative-Information-and-Forms.aspx
Questions and Answers