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Welcome

Welcome to the School of Design and Environment (SDE). We are sure that your stay with us will be an exciting and challenging time of your life as you embark on research in the next few years.

We have prepared this guidebook to assist you with the various administrative procedures needed for effectively pursuing your studies here and to settle down into campus life smoothly. It is essential that you read this entire guide carefully and thoroughly. Any feedback on the contents of this Guide will be most welcome.

Please note that as rules and regulations within the University change from time to time to accommodate new circumstances, the contents of this guide are current only at the time of printing.

Administrative Structure

The School of Design and Environment comprises of three departments:

Department of Architecture
Department of Building
Department of Real Estate

The Dean's Office oversees all administrative matters pertaining to the School. Under the Dean's Office, the Division of Research and Graduate Studies (DRGS) is responsible for administering all graduate courses and research programs.

Research in SDE

The School of Design and Environment (SDE) aims to achieve research excellence through cutting edge and focused research. The School conducts interdisciplinary research in the following areas:

- Sustainable Urban Development
- Asian Cities
- Indoor Environment and Energy
- Building System and Diagnostics
- Construction Management and Economics
- International Real Estate
- Asian Modernity
- Corporate & Securitized Real Estate

The key operational principle underpinning the School's research efforts is "integration". Particular emphasis is directed towards the development and delivery of integrated and high performance buildings throughout the entire building delivery process involving planning, design, construction, maintenance and management.

Research Degrees in SDE

Research candidates conduct independent research under the guidance of supervisors, attend classes leading to examinations and submit a thesis based on their research findings. Research degrees (Masters by Research and Doctor of Philosophy) are available in all the departments. The graduate programs by Research are:

- Doctor of Philosophy
- Master of Arts (Architecture)

- Master of Arts (Industrial Design)
- Master of Science (Building)
- Master of Science (Estate Management)

Academic Year

Semester 1	:	18 weeks from the 1 st Monday of August each year, with a week's break in September.
Vacation	:	19 th week till 23 rd week (5 weeks)
Semester 2	:	24 th week till 40 th week (17 weeks) with a week's break in February.

Registration of Candidature

All students must register as candidates of the University on admission and in each subsequent year of their candidature at times stipulated by the Registrar. A candidate who fails to register within the period stipulated by the Registrar will have his/her name deleted from the class enrolment list.

Full-time candidates are not permitted to be employed without permission from the University. Those found doing so may have their candidatures terminated immediately.

Group Medical Insurance Scheme (GMIS)

This scheme is compulsory for all full-time research students. Details on this scheme can be accessed at https://team.nus.edu.sg/registrar/info/info/Notes_on_Group_Medical_Insurance_Scheme.pdf

For local self-support students who have coverage for hospitalization/personal accident and wish to opt out from GMIS, you will be required to show documentary proof and sign an undertaking.

Intranet for Students

Students are advised to refer periodically to the School of Design and Environment intranet at https://online.sde.nus.edu.sg/portal/portal_graduate.phtml

Computer Account

Personal data files under the computer account of graduated/withdrawn/terminated students will be purged within a week after receiving notice from the University on their conferment/withdrawal/termination. These students may do a backup of the files under their account into floppy diskettes, within the week of notice.

Responsibilities of the Research Student

Principles

The completion of a successful program of study leading towards a research degree requires commitment from the research student, the supervisor(s), the university and any collaboration of partnership.

At the outset of the research project, the various roles and responsibilities of all parties involved should be identified and agreed in order to help establish a clear understanding between all parties. The research student should recognize the expectations, responsibilities and reporting mechanisms involved with the research project within the department.

The Research Student

General Aspect

- a) The research student must accept ultimate responsibility for his/her own research activity and candidacy for a degree.
- b) Satisfactory progress at all times should be maintained with respect to the research project and any program of work agreed with the supervisor(s).
- c) Any circumstances that might require the student's mode of study to be modified or the student's institutional registration to be extended, suspended or withdrawn, must be made known to the student's supervisor(s).

The Research Aspect

- a) The research student must be responsible for the directions of any innovation in the development of the research project.
- b) Problems arising related to the project must be highlighted to the supervisor(s) as well as providing adequate explanation of any failure to attend meetings, datelines or other commitments, so that appropriate guidance may be offered.
- c) The research student is encouraged to make use of appropriate teaching and learning facilities made available by the university.
- d) The research student is required to familiarize himself/herself with relevant aspects of the university or any other interested party.

Written Aspect

- a) To submit written work in a specified and agreed time before meeting with the supervisor(s).
- b) To prepare periodic progress reports on the research project.
- c) To communicate to others in the academic community, both orally and in written form on the students' research findings.
- d) To successfully complete any training program arranged by, provided, through the university or third party.
- e) Please note that plagiarism is a serious offence. Any student caught plagiarizing will be seriously dealt with.

Most importantly, the research student must act as a responsible member of the institution's Academic community.

Working Hours

Please note that all full-time research students are normally expected to be in campus:

Monday to Thursday : 8.30 am – 6.00 pm
Friday : 8.30 am – 5.30 pm

Unless students have specific approval from supervisor(s), it is expected that students be doing their research work, attending classes or consulting with supervisor(s) on the research work during the above stipulated hours or longer if required.

Period of Candidature

Maximum Period of Candidature

The maximum period of candidature for Master's and PhD program is three and five years respectively.

Extension of Candidature

Should you require an extension of your maximum period of candidature, please enquire at your Department's General Office for an extension of candidature form. This should be completed and handed to your supervisor(s) and the Department's Head. Consideration of extension of candidature is based on the justification for the extension and also on your performance and progress made.

Program Requirements**(a) Graduation Requirements**

PhD	Masters
<ul style="list-style-type: none"> • Minimum CAP of 3.5 for all six modules under the coursework requirement. {see (b) & (c)} • Satisfactory Grade of C or better in English Language Course (Advanced Level), if student is required to take the graduate English Language Course. • "Satisfactory" grade in Doctoral Seminar Module {see (d)} • Pass in Qualifying Examination (includes a Comprehensive Written Examination and an Oral Defence of PhD thesis proposal). {see (e)} • Pass in PhD Thesis and Oral Examination. {see (e)} 	<ul style="list-style-type: none"> • Minimum CAP of 3.0 for all four modules taken under the coursework requirement. {see (b) & (c)} • Satisfactory Grade of "C" or better in English Language Course (Intermediate Level), if student is required to take the graduate English Language Course. • "Satisfactory" grade in graduate seminar module {see (d)} • Pass in Master's thesis {see (e)}

(b) Coursework Requirements

PhD	Masters
<ul style="list-style-type: none"> • Read and pass 6 modules (at levels 5000 and 6000) as prescribed by the Supervisor/Department. • To take a minimum of 2 and maximum of 4 modules in each semester consecutively from the beginning of the semester (this is effective for July 2003 intake onwards). • Candidates are required to meet the above requirements within 3 semesters from the start of their candidature (excluding the Special Term). 	<ul style="list-style-type: none"> • Read and pass 4 modules (at levels 5000 and 6000) as prescribed by the supervisor/department. • To take a minimum of 2 and maximum of 4 modules in each semester consecutively from the beginning of the semester (this is effective for July 2003 intake onwards). • Candidates are required to meet the above requirements within 2 semesters from the start of their candidature (excluding the Special Term).

(c) Continuation Requirements

PhD	Masters
<ul style="list-style-type: none"> • In any semester in which the candidate's CAP falls below the CAP required for graduation (3.5 for PhD), a warning will be issued to the candidate • If, in the following semester, the candidate's CAP again falls below the graduation requirement, but not sufficiently to warrant immediate termination, the candidate will be placed on probation. • If a candidate's CAP falls below 3.0 for two consecutive semesters or 3.5 for three consecutive semesters, the candidature will be terminated. 	<ul style="list-style-type: none"> • In any semester in which the candidate's CAP falls below the CAP required for graduation (3.0 for Master), a warning will be issued to the candidate • If, in the following semester, the candidate's CAP again falls below the graduation requirement, but not sufficiently to warrant immediate termination, the candidate will be placed on probation. • If a candidate's CAP falls below 2.5 for two consecutive semesters or 3.0 for three consecutive semesters, the candidature will be terminated.

(d) Seminar Modules

PhD	Masters
<ul style="list-style-type: none"> • Candidates are required to consult their supervisors on when to register for the Doctoral Seminar Module. • Candidates must attend at least 70% of the seminars organized by the respective departments over 2 semesters. • Candidates are required to make a formal seminar presentation in a research forum before the submission of thesis for examination. • The seminar will be graded satisfactory/unsatisfactory (S/U) on the basis of presentation, participation and attendance. 	<ul style="list-style-type: none"> • Candidates are required to consult their supervisors on when to register for the Graduate Seminar Module • Candidates must attend at least 70% of the seminars organized by the respective departments over 2 semesters. • Candidates are required to make a formal seminar presentation in a research forum before the submission of thesis for examination. • The seminar will be graded satisfactory/unsatisfactory (S/U) on the basis of presentation, participation and attendance.

(e) Examinations

PhD	Masters
<ul style="list-style-type: none"> • Coursework examinations for courses are usually held at the end of each semester of study. • PhD Qualifying Examination is to be taken after successful completion of the coursework requirements. It should be completed between 12 – 24 months of the candidature. • Candidates who fail their qualifying examination may be recommended to the Board of Graduate Studies to have their candidature terminated. • PhD Qualifying Examination consists of:- <ul style="list-style-type: none"> (a) a comprehensive written examination (b) the submission of a 6000- 0,000 words research proposal (c) an oral defense of your research proposal before a 6-member panel (including your supervisors). • Thesis Examination Please refer to Annex 2 for info on the Submission and Examination of thesis. • Candidates are required to attend an Oral Examination after the thesis had been examined. Candidates are to make an oral presentation of about 40 minutes to a panel of some senior academic staff members and be able to provide satisfactory answers to the various questions raised. 	<ul style="list-style-type: none"> • Coursework examinations for courses are usually held at the end of each semester of study. • Thesis Examination Please refer to Annex 2 for info on the Submission and Examination of thesis.

Registration of Coursework Modules and Class Time-Table

Steps to Register for your Modules:

1. Consult with your supervisor on the modules to take and fill up the coursework form accordingly.
2. Submit the completed form to your supervisor, HOD and Vice-Dean (Research) for approval.
3. Proceed to register for your modules online (through the internet). Please register your modules not later than two weeks from the start of the semester.

Class Time Table

Students taking modules from MA(UD) or MArch to collect the time-tables at the Dept of Architecture.

Students taking modules from MSc (Building Science), MSc (Project Management) to collect the time-table at the Dept of Building.

Students taking modules from MSc (Environmental Management) to collect the time-table at the Dean's Office.

Students taking modules from MSc(RE) can view the timetable from Dept of Real Estate's webpage.

**For inquires on the class time-table, please contact the following:*

Dept of Architecture: Mr Wilson Ting at Tel 6516-7628, email akith@nus.edu.sg

Dept of Building: Ms Koh Swee Tian at Tel: 651- 6634, email bdgkohst@nus.edu.sg

Dept of Real Estate: Ms Yvonne Yong at Tel: 6516-6504, email rstyal@nus.edu.sg

MSc (Environmental Management): Ms Wong Mei Yin at Tel: 6516-1663, email sdewmy@nus.edu.sg

Exemption from Coursework

Exemption of coursework would be considered on a case-by-case basis by relevant authorities. Students will have to write-in through their supervisor, Head of Dept and Vice-Dean (Research).

Fees

The Tuition Fees for the academic year 2006/2007 are as follows:

Fees	Singaporeans/SPRs	Other Foreign Students
Research Fees (per year)	\$4,350	\$4,790

Mandatory Miscellaneous Fees

Mandatory Miscellaneous Fees	Singaporeans/SPRs/ International students
Registration Fees payable in time of admission only	\$50.00
Student Activity and Services	\$64.00
Health and Insurance (refer Note 2)	\$112.75
Academic Related (Including class fee) – (refer Note 2)	
Examination	\$23
- Master's degree	\$250.00
- PhD	\$500

Notes:

1. (a) Unless otherwise indicated as one-time fee, mandatory miscellaneous fees are payable per annum but are billed by the Office of Finance on a semester basis.
(b) If fees are not paid, or only partially paid, by the due date indicated in the bill each semester, a late fee may be imposed as follows:

- > for non-payment: \$25
- > for part-payment: \$10
- > All fees shown here are excluding prevailing GST, unless otherwise indicated.

2. Fees quoted in these marked categories are inclusive of prevailing GST.

For information on payment procedures, pls go to <http://www.nus.edu.sg/registrar/graduate/info/fees3yrs.htm>

Project Work and Thesis

As your program is primarily research-based, you should keep in close contact with your supervisor(s) who will guide you on your research project. Towards the end of your research project, you will have to write and submit a thesis on your research work for examination.

A guide for preparation of the thesis is attached (Annexe 1). You are to read the guide carefully. After having written your thesis and prepared all the requested documents, you should seek the approval of your supervisor(s) and submit these to your department. Please refer to (Annex 2) for a guideline on the submission of thesis for examination.

Your thesis will be sent for examination by internal/external examiners. Depending on their comments, you will need to modify your thesis and to carry out additional work before your thesis can be accepted.

In addition to the examination of the thesis, the award of a PhD will also require the candidate to make oral presentation of about 40 minutes to a panel of some senior academic staff members and be able to provide satisfactory answers to the various questions raised.

Upgrading from Master's degree by research to PhD program

If you are currently on the Masters by research program and would like to apply for an upgrade to PhD degree, you can apply for an upgrade to the PhD program after you have satisfied your coursework requirements and the English Language Requirement (if any) for your Master's degree candidature.

To apply for an upgrade, students should fill up the form "PhD Upgrade 06-07- Application for Transfer of candidature from Master's (Research) to PhD" and submit to their supervisor and Head of Department. If the application is supported, the student can proceed:

- (i) To meet the coursework requirements for PhD candidature – i.e. student registers to read and pass an additional 2 modules and achieve a minimum CAP of 3.5 from all 6 modules taken.
- (ii) To prepare and sit for the PhD qualifying examination after having met the CAP requirements of 3.5 for all 6 modules taken.

Please note that if your upgrade to PhD candidature is successful, the maximum period for your scholarship is four years from the time you were admitted as Masters Students.

Part-Time Employment

Full-time graduate students may apply to work on a part-time basis from the second semester of their candidature onwards. For Research Scholars, please refer to the Terms and Conditions of NUS Research Scholarship concerning part-time work in NUS. Please note that the maximum period of employment should not exceed 16 hours per week.

Leave Matters

Leave Scheme

(a) Holiday Leave

(online holiday leave application is available at https://integral.nus.edu.sg/pgl_web.homepage)

- A research scholar is eligible for paid holiday leave of 21 working days per calendar year (with effect 1 July 2002) for the duration of the research scholarship.
- During the period of extension of research scholarship, no added leave balance will be granted in lieu of the extended period. However, any unconsumed leave may be used if the extension period falls within the same calendar year.
- Holiday leave excludes Saturdays, Sundays and public holidays. There is no half-day leave application.
- Holiday leave must be earned in that calendar year before it can be taken. Unconsumed leave in any one year will not be carried forward to the next day.
- Medical leave that falls within the applied holiday leave period will not be discounted.
- When the research scholarship is terminated, the leave entitlement will be pro-rated according to the termination date. If excess leave had been taken, the scholarship stipend will be deducted accordingly. Holiday leave not utilized prior to the scholarship termination date will lapse and there will be no payment of stipend in lieu thereof.
- For transfer of candidature (upgrading/downgrading), the holiday leaves entitlement will be adjusted accordingly.
- Students who are undertaking trial projects and have not formally registered as research scholars will not be entitled for holiday leave.

(b) Conference Leave

- A research scholar is granted a maximum of 14 days' leave in an academic year to attend conference(s) which must be related to his research area.
- A maximum of 2 days before and a maximum of 2 days after the conference may be granted for traveling purposes.

(c) Study Leave

- A research scholar may apply for paid study leave to undertake a course of study/fieldwork related to his research area for a maximum period of 6 months (per candidature), beyond which, the retention of the scholarship will be decided on a case-by- case basis.
- Research scholars applying for study leave must provide the following:
 - a detailed work schedule;
 - the institution in which the study will be carried out (if applicable);
 - quantum of financial help provided (if any).

(d) Leave of Absence (Unpaid)

- Leave of absence is inclusive of Saturdays, Sundays and public holidays.
- All holiday leave balance must be fully used before applying for leave of absence, unless the School decides otherwise.
- Medical leave, including maternity leave, is considered as leave of absence. Paid leave is, however, granted up to 30 days for out-patient cases & 60 days if hospitalization is required per calendar year. Valid supporting medical certificate or letter must be submitted.

(e) Others

Exchange Program

- confined to Singapore citizens and Permanent Residents.
- limited to a maximum of 2 semesters or 1 academic year, whichever is shorter. Leave will be granted with retention of the research scholarship.
- supporting documents must be submitted.

Research Collaboration/Attachment

- confined to Singapore citizens and Permanent Residents (application from foreigners will be decided on a case-by-case basis depending on the availability of Singapore citizens or Permanent Residents in the research area).
- in respect of the research scholarship
- the scholar will retain stipend if he does not receive any allowance from the partner university.
- the scholar will get to keep the difference between the Research scholarship amount and the allowance if the latter is less than the research scholarship.
- the scholar will keep the full allowance, without the research scholarship, if the allowance is equal to or more than the research scholarship.
- supporting documents must be submitted.

Compassionate Leave

- There is no separate category for compassionate leave. Students have to use their own leave for this purpose.

Reservist Training

- Paid leave will be granted unless the Department decides otherwise. A copy of the notice must be attached with the leave application. However, those who are required to serve the balance of their National Service liability period will not be given paid leave.

(f) Exemptions and Revisions

- The University may revise this Scheme from time to time at its absolute discretion.
- The University shall be entitled to make and issue additional guidelines with respect to this Scheme from time to time and to revise or amend such guidelines as it deems fit. All such guidelines shall be deemed to be part of the Scheme.

Commencement

The commencement ceremony for the presentation of graduates conferred is held once a year in July of each year. The degree scroll will be presented to all conferred Master and PhD graduates at the commencement ceremony. All information on the commencement will be sent to the graduates near the date of the ceremony.

Change of Personal Particulars

All students must immediately notify the Registrar's Office of any change in their personal particulars such as address, resident status etc. However, for the change of mailing address, students have to update it online through the Graduate Students Update Address at https://integral.nus.edu.sg/pif/pif_addr_web.homepage.

Loss and Replacement of Registration Card

A student must report the loss of his/her cash registration card to the Registrar's Office and fill up a request form for its replacement. A replacement fee will be charged.

Information Resource Centre

Visit the IRC for specialized reference material pertinent to the School's requirement or for quiet study.

International Student Services

The ISS produces an annual "Graduate International Students Guide" which provides useful information on Campus Facilities. For more details, please feel to contact the office-in-charge at the Office of Student Affairs.

Annex 1
RO.1042/03
(Feb 2004)

INSTRUCTIONS TO HIGHER DEGREE (BY RESEARCH) CANDIDATES ON THESIS SUBMISSION AND EXAMINATION

THESIS CONTENT AND FORMAT

The following are general guidelines. Please consult your supervisor on the Department/Faculty's specific guidelines or requirements, if any.

1. Thesis Content

The thesis must be written in English, except if approval of the Board of Graduate Studies has been granted at the time of admission for the thesis to be written in a language other than English. A thesis in the Departments of Chinese, Japanese and Malay Studies may be written *either* in English *or* in Chinese, Japanese or Malay respectively.

A master's thesis must make some contribution to knowledge and not be mere collation of existing material. A doctoral thesis must make a significant contribution to the knowledge of the subject concerned or provide evidence of originality either by the discovery of new facts or by the exercising of independent critical ability.

Work which has been submitted for a degree of, or for which a degree has already been conferred by the University or any other university, may not be submitted again as a thesis but you are not precluded from incorporating part of such work provided that, in the thesis, you clearly indicate the part of the work which has been so incorporated.

You may, in addition, submit such other published work as you desire provided it has not already been submitted for a degree in the University or any other University.

2. Word Limit

The word limit for the thesis (including footnotes but excluding appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc) is as follows:

Degree	Word Limit
<i>Master's thesis:</i>	
• M.A., M.Soc.Sci., LL.M.*, M.A.(Arch.), M.Bldg.Sc., M.Sc.(Building), M.Sc.(Estate Management), M.Sc.(Mgt.)) 40,000 words
• M.A. thesis written in Chinese) 180,000 characters
• M.A. thesis written in Japanese	- 100,000 characters
• M.Sc., M.Sc.(Pharm.), M.Eng.	- 30,000 words
• M.Sc.(Clinical Science)	- 20,000 words
<i>Doctoral thesis</i>	
• Ph.D. in the fields of Arts & Social Sciences and Law*	- 80,000 words
• Ph.D. in the fields of Architecture, Building, Real Estate, Management, Engineering, Science, Dentistry & Medicine,	- 40,000 words
• M.D., D.Surg., D.D.S.	
• Ph.D. thesis written in Chinese	- 360,000 characters
• Ph.D. thesis written in Japanese	- 200,000 characters

(*For LL.M. & Ph.D. in Law, word limit excludes footnotes, appendices, bibliography, maps, charts, statistical tables, graphs, illustrations, etc.)

For extension of word limit, a written request stating reasons must be submitted to the Registrar, through the supervisor(s), Head of Department and the Faculty's Vice-Dean (Research & Graduate Studies).

3. General Formatting

Page Size: Each copy of the thesis must be printed in white A4 size paper.

Print Quality: Clear, clean and sharp copies are required. In the case of photocopies, no fading, extraneous marks or gray background should appear.

Margins: The left margin should be 1½ inches. Margins on the remaining three sides should be not less than 1 inch each. A right justified or right ragged margin is acceptable but this must be consistent throughout the thesis.

Font: The font size for the main text should be 11 to 12 points. The same font type and size should be used for the entire thesis (with the possible exception of figures and appendices). Do not choose a font that is difficult to read. The following fonts are acceptable: Times Roman and Helvetica.

Line Spacing: The text should be double-spaced throughout with the following exceptions:

- Captions for Figures/Tables – should be single-spaced
- List of Figures/Tables – should be single-spaced and double-spaced between entries
- Footnotes – should be single-spaced

Page Numbering: All pages except the title page must be paginated. The page numbers must appear at either the lower or upper right hand corner. The position of the page numbers does not change even on pages with landscape mode illustrations.

All material preceding the thesis proper (introductory sections starting from acknowledgements to summary) may have a separate sequence of numbering, preferably in roman numerals beginning with i. Plates, maps, plans, diagrams, tables, etc., should also be given a separate sequence of numbering.

The main body of the thesis should be numbered in arabic numerals from 1 onwards. The numbering must be consecutive throughout the thesis and should include all maps, diagrams, photographs, etc. Published material submitted with the thesis whether bound in with the thesis or not, should not be included in the pagination but must maintain the same margins, font type and size.

For a thesis which consists of more than one volume, one numbering sequence should be used, for example, if volume I ends at p.200, volume II should begin with p.201.

Footnotes: Footnotes should appear at the bottom of each page for easy reference and not at the end of the chapter.

4. Thesis Title

If the thesis title differs significantly from the original approved title, the candidate must request a change of title using the prescribed application form 797/92A at least one month before the thesis is submitted for examination. The form can be downloaded at <http://www.nus.edu.sg/registrar/graduate/download.htm>

5. Title Page

The title page should contain the following information in BLOCK LETTERS not exceeding 16 points -

- Thesis title
- Candidate's name (with qualification(s) in brackets)
- The words:
"A THESIS SUBMITTED FOR THE DEGREE OF <NAME OF DEGREE>"
- Department
- Name of University: NATIONAL UNIVERSITY OF SINGAPORE
- Year of first submission of thesis

Year of first submission of thesis: If the thesis is resubmitted in a subsequent year, the year of submission to be indicated on the title page should remain as year of first submission.

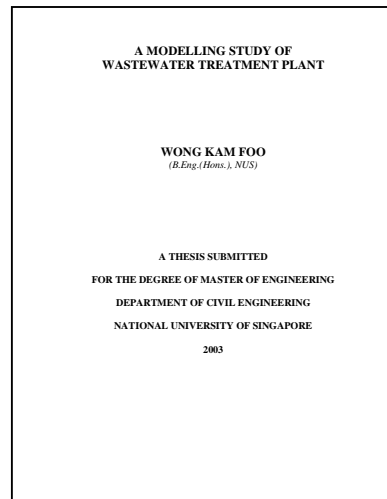


Figure 1: Title Page

6. Organization

The thesis contents should be in the following order -

- Title page
- Acknowledgements
- Table of Contents
- Summary
- List of Tables
- List of Figures
- List of Illustrations
- List of Symbols
- Main body of thesis
- Bibliography
- Appendices

7. Photographs, Illustrations & Other Attachments

Photographic and other illustrations should be securely mounted using double-faced tape. Photograph album pockets or slits in the page are not adequate. In no circumstances should 'cellophane tape' or a similar material be used for any purpose in a copy of the thesis. All copies of the thesis should contain original photographs.

Subsidiary papers and other loose material should be bound in wherever possible. If this is not possible, an adequately guarded pocket for each material should be provided at the end of the thesis. Any such loose material (and corrigenda sheets, if not bound in) should bear the candidate's name, initials and degree.

8. Summary

The thesis must contain a summary of not more than 500 words written in the English Language. If prior approval of the Board of Graduate Studies has been obtained at the time of admission for a thesis to be written in a language other than English, it must contain a summary of not more than 500 words written in that language in addition to a summary not exceeding 500 words written in the English Language. The summary must be bound in with the thesis.

9. Abstract

Two printed copies of an abstract of the thesis in not more than 150 words (with 6 keywords) in the following format should be submitted to the Registrar at the time the thesis is submitted for examination:

Name: Degree: Dept: Thesis Title:	Abstract
Keywords:	

Figure 2: Abstract of Thesis

10. Thesis Cover and Spine

The front cover and spine of the thesis should contain only the following information in **BLOCK LETTERS**. The font size on the cover should not exceed 16 points:

Cover:

- Thesis Title
- Candidate's Name
- University Name
- Year of first submission

A MODELLING STUDY OF WASTEWATER TREATMENT PLANT
WONG KAM FOO
NATIONAL UNIVERSITY OF SINGAPORE 2003

Figure 3: Thesis Cover

Spine:

- Thesis Title (or an abbreviated title)
- Candidate's Name
- Year of first submission

A MODELLING STUDY OF WASTEWATER TREATMENT PLANT	WONG KAM FOO	2003
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Figure 4: Thesis Spine

11. Type of Cover/Binding

For submission of your thesis for examination/re-examination, the thesis should be bound with soft cover (light blue with black lettering not exceeding 16 points) using saddle-stitch or perfect binding (spiral or ringback binding is not acceptable).

12. Number of Copies

The number of copies to be submitted/re-submitted is as follows:

First examination)	3 soft bound copies (for master's thesis)/
After examination (re-examination is required))	4-5 soft bound copies (for doctoral thesis)
After examination/re-examination)	Proceed to submit approved thesis
(further examination not required))	electronically

After examination/re-examination, if no amendments or only minor amendments are required, the final approved thesis must be submitted electronically. One printed copy of the final approved thesis should be submitted to the supervisor. For instructions on electronic thesis submission, please refer to the 'Instructions on Submission of Electronic Thesis' (**RO.88/03A**).

A softcopy of the final approved thesis (in PDF format) is to be submitted to Registrar's Office after examination/re-examination. The candidate's name, thesis title and degree should be labelled on the diskette/CD-ROM. If more than one diskette/CD-ROM is used, each diskette/CD-ROM should be labelled as Part 1, Part 2, etc.

Annex 2

SUBMISSION OF THESIS FOR EXAMINATION**1. Deadline for Submission**

The thesis must be submitted to the Registrar's Office for examination before the expiry of the maximum period of candidature or such date as stipulated by the supervisor(s) or the University, whichever date is earlier. Candidates who require more time to complete the thesis should consult their supervisor(s) first before applying for extension of their candidature by completing the prescribed form (289/90A). The form can be downloaded at <http://www.nus.edu.sg/registrar/graduate/download.htm>. The application must be submitted through the supervisor(s), Head of Department and the Faculty's Vice-Dean (Research & Graduate Studies), three months before the expiry of the candidature, for consideration by the Board of Graduate Studies.

Candidates who wish to submit their thesis before the minimum period of candidature must submit a written request to the Registrar, through the supervisor(s), Head of Department and the Vice-Dean (Research and Graduate Studies) for approval before submission.

Research, copyright and computer fees are payable until the thesis (after being approved by the supervisor(s) and Head of Department) is submitted for examination. The research fees payable for the semester in which the thesis is submitted for examination depends on the date of submission (i.e. date thesis is submitted to Registrar's Office or supervisor's signature date on the Thesis Submission Form, whichever is earlier) as follows:

Date of Submission	Research Fees Payable
During first 3 weeks (Sem 1) or first 2 weeks (Sem 2)	Exempted.
During first half of semester – Sem 1: 4 th week to 30 September Sem 2: 3 rd week to 31 March	Half of fees for the semester
During second half of semester – Sem 1: 1 October to end of semester Sem 2: 1 April to end of semester	Full fees for the semester

Exemption of fees will take effect from the semester after the thesis is submitted for examination (except if the thesis is submitted during the first three or two weeks (for Sem 1 and 2 respectively) of the semester).

Note: For research scholars, the last day of research scholarship/studentship will be the date the thesis is submitted to the Registrar's Office or the date of the supervisor's signature on the Supervisor's Report Form, whichever is earlier.

2. Submission Procedure

Once the thesis is ready for submission -

- Pay the examination fee (\$250 / \$400 for master's/Ph.D./other doctoral thesis respectively) at the Office of Finance, University Hall, Tan Chin Tuan Wing, #UHT-03-01, 21 Lower Kent Ridge Road, Singapore 119077 from 9.00am to 5.00pm (Monday – Friday). Cheques should be crossed and made payable to “National University of Singapore” with your name & registration number written on the reverse side of the cheque.
- Submit the following to the Student Service Centre (Level 1, Yusof Ishak House) at these times: 9 am to 5 pm (Mon to Fri).
 - 1) Thesis Submission Form (57/2000A) duly endorsed by Supervisor (s) & Head of Department
Please obtain online form at (https://integral.nus.edu.sg/pif/pif_supv_web.homepage)
 - 2) 3 soft bound copies (master's thesis); **or** 5 soft bound copies (doctoral thesis)
 - 3) 2 copies of abstract of thesis
 - 4) 1 copy of receipt of payment of examination fee

- 5) Your latest Student Account Statement, which can be downloaded at https://integral.nus.edu.sg/cpac/pac_stmt.homepage (only for payment of examination fees done by cheque or NETs)
- 6) Feedback Form on Research Guidance (247/2002)

3. Thesis Examination

Candidates should inform their supervisor(s) who should in turn notify the Head of Department at least three months before the thesis is expected to be submitted for examination. This is to allow sufficient time for the approval of the proposed examiners, so that the thesis can be sent for examination upon submission.

A master's thesis will be examined by two examiners (one of whom may be an external examiner, as decided by the Head of Department and the Vice-Dean/Director) while a doctoral thesis will be examined by three examiners (at least one external examiner).

Doctoral candidates are required to attend an oral examination after the thesis has been examined. (Candidates are to bring a copy of the thesis for the oral examination).

After all the examiners' reports are received (usually at least three months after the thesis is sent for examination) -

- Master's thesis – candidate will be asked to collect thesis and to consult supervisor(s) on the amendments, if there are amendments required.
- Doctoral thesis – candidate will be informed that oral examination is being scheduled in four to six weeks' time, subject to availability of the Oral Panel members. A copy of the Faculty's guideline on the oral presentation will be given to candidates. 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 is scheduled. After the oral examination, the candidate will be informed by the Oral Panel or the Registrar whether amendments to the thesis are required and if so, the person(s) to advise the candidate on the amendments.

4. Re-Submission Procedure

After examination/re-examination, submit the following to the Registrar's Office:

Type of Amendments	Thesis	Attachment
No amendments required	<ol style="list-style-type: none"> 1) Proceed to submit final approved thesis electronically 2) A soft copy stored in CD-ROM/diskette(s) 3) One copy of the thesis to be submitted to supervisor 	Form RO.85/03, with the necessary copyright clearances, if applicable
Minor corrections/typographical changes (i.e. thesis need not be sent for further examination)	As above.	<ol style="list-style-type: none"> 1) Form RO.86/03 (master's) or Form RO.87/03 (doctoral) 2) Form RO.85/03, with the necessary copyright clearances, if applicable

Major amendments/revisions (i.e. thesis needs to be sent for further examination)	3 <u>soft bound</u> copies (master's) or 5 <u>soft bound</u> copies (doctoral)	1) Form RO.86/03 (master's) or Form RO.87/03 (doctoral) 2) Summary of amendments done and, if applicable, response to examiners' comments (if amendments as recommended by examiner(s) are not incorporated)
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(Note: Forms RO.85/03, RO.86/03 and RO.87/03 will be given to candidates at the appropriate time.)

5. Award of Degree

The examiners' recommendations will be forwarded to the Board of Graduate Studies for consideration of award of the degree –

- if no amendments are required; or
- after minor corrections/typographical changes are incorporated in the thesis to the satisfaction of the supervisor(s); or
- after major amendments/revisions are incorporated in the thesis to the satisfaction of the supervisor(s) and the examiner(s)/Oral Panel members (whichever is applicable); and
- after the electronic thesis has been submitted and verified by the respective Department.

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 from the date of resubmission.

6. Degree Scroll

The degree scroll will be presented to graduates at the commencement ceremony held once a year in July (for graduates whose date of conferment falls between June of the previous year to May of the current year). Pending receipt of the degree scroll, the letter of conferment may be presented to the employer or other appropriate bodies as evidence of award of the degree. Information on the commencement ceremonies will be available at the Commencement website (<http://www.nus.edu.sg/commencement>) around March.

If you are not attending the commencement ceremony, the scrolls will be available for collection after the ceremony (i.e. with effect from August) from the Registrar's Office, Enquiries Counter, Level 1, University Hall, Blk E3A. To collect the scroll in person, you must produce your identity card or passport. To authorise someone to collect the scroll on your behalf, you must issue an authorisation letter indicating the collector's name and identity card or passport number. The latter should bring along the authorisation letter and his/her identity card or passport to collect the scroll. If you are an international student, you may request for the scroll to be sent to you by completing the prescribed form (obtainable from the Commencement website) and enclosing the required postage. The scroll will be sent by registered mail. Note that lost scrolls cannot be replaced.

IMPORTANT NOTE

Do remember to inform the Registrar's Office of any change in your mailing address by updating your address at (https://integral.nus.edu.sg/pif/pif_addr_web.homepage) so that the outcome of the thesis examination or information on the commencement ceremony can be communicated to you promptly.