

**NGS Induction Day
AY2011/2012 AUGUST 2011 Intake**

Dear Students,

Welcome to NGS!

We have compiled a list of items that we would like to draw your attention to. Please take some time to run through them carefully as they contain important information and details and some of which are items requiring your action or follow-up.

Feel free to approach any NGS staff should you require any clarifications or advice.

For NGSS Students ONLY

1. Payment Bank Account and Payment Address

You are required to update these 2 items via mySIS through the NUS website <http://www.nus.edu.sg/>, by clicking on <Current Students> and <mySIS>. Refer to the Appendix.

Note:

- Please use only a **SINGAPORE-based address** and a **SINGAPORE-based bank account**.
- If the above items are not updated, the payment of the stipend will not be carried out until they are completed.
- The first month's stipend will be disbursed by the end of August 2011.

2. Educational Allowance

- a. Use of the Educational Allowance is valid only **AFTER** the start date of the candidature on **01 August 2011**.
- b. For details/information on claiming procedures, refer to <https://share.nus.edu.sg/ngs/students/Eduallow/Forms/AllItems.aspx> or go to NGS website at <http://www.nus.edu.sg/ngs/index.html>, click <Current Students>, <For NGS scholars> and click <Guidelines for Conference Claims>.

3. Fees Payable

All tuition fees are borne by NGS, **EXCEPT** the following items

- a. **Registration Fee** - \$53.50 (inclusive of GST), one-time fee charged in the semester of admission.
- b. Other **Mandatory Miscellaneous Fees** (MMFs) computer fees, sport facilities fees and
- c. **Thesis Exam Fee** - \$535 (inclusive of GST), charged upon the submission of the thesis for examination

Note:

- To check if you have any outstanding payment, go to mySIS, under <Self Service>, <Campus Finances> and <Account Inquiry>

For All Students

1. Integrated Student Information System (ISIS)

ISIS is a software system that consolidates NUS' Undergraduate, Graduate and Non-Graduating student systems into a single integrated system to facilitate integration of key activities from admission, module registration, student financials and progression to graduation.

ISIS for students or myISIS, has a Student Center page which contains self-service functions organized into 3 categories – Academics, Finances and Personal Information. Here, students have a single entry point to manage a wide range of student-related transactions.

Refer to the “**Quick Reference Guide**” enclosed which contains information on how to navigate the portal. Otherwise, you can also refer to the Student Guide at <https://share.nus.edu.sg/registrar/student/info/myISIS-Student-Center-User-Guide.pdf>

2. Module Registration for AY2011/2012 SEM 1, Aug 2011.

Registration of modules for current students has started.

Students from Aug 2011 intake may register for their modules

- **From 28 July 2011 to 02 August 2011 : Register Online through the Module Registration Portal**
- **From 02 Aug (after 12pm) – 05 August 2011: Students who still need to register for any module(s) may submit the “Cross-Faculty Registration Form” to NGS staff.**

Please adhere to the schedule below. For detailed information, refer to the attached Handouts on Module Registration.

Schedule	Activity	Remarks
22 Jul 11 – 02 Aug 11 (by 12pm)	Register module(s), or make changes to module selection such as Add or Drop module(s)	Registration deadline is Applicable for ALL modules , including module for S/US Register/Add/Drop module(s) via the Online Module Registration Portal Refer to the Appendix (in the enclosed letter) for the special notes/information as provided by the Faculty/School. Note: Note that in addition to registering for the module(s) online, several departments such as Dept of EPH, Dept of Physics, Dept of Mathematics etc also require the submission of additional documents. Refer to the Appendix for the specific instructions.
02 Aug (after 12pm) – 05 August 2011	Register module(s)	Students who still need to register for any module(s) may submit the “Cross-Faculty Registration Form” to NGS staff.

<p>05 Aug 11 – 19 Aug 11</p>	<p>Drop Module(s)</p>	<p>Drop option can be exercised only AFTER the outcome of the module registered for is released.</p> <p>If Faculty does not release the outcome of the allocation after 19 Aug 11, special permission, if necessary, will be given to students to drop their module(s) after this closing date.</p> <p>To drop, use the “Drop Cross Faculty Module Form”</p> <p>S/US application has to be submitted by 19 Aug 2011. Faculties/Schools may not accept further request after this date.</p>
<p>From 08 Aug 11 onwards</p>	<p>Outcome of allocation of module(s) may be released starting this date. Note: The exact date will vary for each module</p>	<p>Check the Online Module Registration Portal</p>
<p>22 Aug 11 – 25 Sep 11 (based on date of receipt of written request to NGS)</p>	<p>Drop module(s) with ‘Withdrawn (W)’ Grade</p>	<p>Use the “Drop Cross Faculty Module Form”</p>
<p>From 26 Sep 11 (based on date of receipt of written request to NGS)</p>	<p>Drop module(s) with ‘Fail (F)’ Grade</p>	<p>Use the “Drop Cross Faculty Module Form”</p>

3. NUS Email Account

Please check your NUS email account regularly as any important information and updates from NGS will be sent to your NUS email.

Use only your personal email account in your correspondence with NGS staff. If you do so, you will not receive a response, as the sender may not be accurately identified.

4. Updates of personal details

For any updates to your mailing address, contact number(s) or bank accounts, please do so online via myISIS through the NUS website at <http://www.nus.edu.sg/>, by clicking on <Current Students> and <myISIS>

Note: NGS is **NOT** able to make the changes of your personal details on your behalf.

5. Academic Requirements

- **Complete 30 MCs** of coursework. The 30 MCs comprises 28 MC plus 2 MC for the compulsory NGS course - RCoRSE. Maintain CAP of 3.8 at the end of every semester (penalty applies if student falls below the CAP requirement)
 - As part of the 30 MCs, students are allowed to read up to a **maximum of 3 modules (12 MCs)** selected for S/US grading throughout their entire 4-5 years of candidature. Modules taken for S/U are counted towards the minimum 30 MCs, but S/U modules are not included in calculating the CAP.
 - S/US grading can be selected from **graduate modules (Level 5000 and 6000)** outside the student's main undergraduate discipline. RCoRSE is graded as S/US, but counted separately from the 12 MCs of S/US allowed.
- **Complete 40 hrs of undergraduate teaching** (At least 20 hours should be practical demonstrating / lecturing / tutorials)
- **Pass PhD Qualifying Examination by the 24th month** from the time of enrolment
- **Submit Thesis** for examination by the max candidature date.

Refer to NGS website - http://www.nus.edu.sg/ngs/current_students.html/ under <Current Students> for more details.

6. Nomination of research supervisor

Students are given **up to 6 months** from their candidature start date **by 01 Dec 2011** to nominate a main supervisor.

NGSS students and others - To choose a main supervisor from NUS only.

AGS students only – May choose a supervisor from either NUS or the Research Institutes (RIs).

Please refer to the NGS website

http://www.nus.edu.sg/ngs/ngs_supervisors_alphabetical.html for the list of supervisors.

7. Nomination of Thesis Advisory Committee (TAC) members

Students should form their TAC (Thesis Advisory Committee) **within 3 months** after nominating a supervisor, by **01 Feb 2012**.

- The maximum number of TAC members (including supervisor and co-supervisor) should be 4.
- At least one member of the TAC should be from a different Faculty/School to that of the student/supervisor.
- Members of the TAC may be proposed by the main supervisor, and must be approved by NGS.
- The Chair of the TAC should be nominated by the supervisor and **has to be an NGS supervisor**. NGS would review and approve the nominee.

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

Refer to http://www.nus.edu.sg/ngs/tac_ngss.html for more detailed information.

8. Transfer of Credits

Request for Transfer of Credits or Exemption of modules will be reviewed on a case-by-case basis.

Request/application has to be done **within the first 6 months** of enrolment. Any applications received thereafter will not be processed.

- Credit transfer** may be allowed only if
 - Modules have **NOT** been used towards a degree at NUS or another institution
 - Modules are relevant & have comparable content & level of sophistication
 - Modules are completed less than 5 years before date of admission to the new programme
 - Transfer of credit is **only on S/U (Satisfactory/ Unsatisfactory) basis**.
- Exemption** may be allowed only if
 - Modules have been used towards a degree at NUS or another institution
 - Modules are relevant & have comparable content & level of sophistication
 - Modules are completed less than 5 years before date of admission to the new programme
 - The **maximum exemption allowed is 50%** of the coursework requirement

NGS will review and will make the final decision whether to allow any request for Transfer of Credits or Exemption.

The forms are available on <http://www.nus.edu.sg/ngs/forms-ngss.html>

9. Leave Matters

For all NGS students

Holiday leave

- **21** working days per **calendar year (Jan 01 – Dec 31)**
- Holiday leave excludes Saturdays, Sundays and Public Holidays. There is **no half-day** application.
- Unconsumed leave in any one year will NOT be carried forward to the next year.
- Online holiday leave application for NGS students with NUS Faculty members as Main Supervisor is available at: <http://www.nus.edu.sg/registrar/edu/RSLLeave.html>.
- Students without an approved-NGS supervisor, will have to apply using a hardcopy Leave Application Form which is downloadable from the NGS website at <http://www.nus.edu.sg/ngs/forms-ngss.html>

Conference leave

- Duration of the conference leave will be assessed on a case-by-case
- A maximum of 1 day before or a maximum of 1 day after the conference may be granted for traveling purpose.
- Must include the invitation/acceptance letter from the organizer with the leave application.
- On how to apply for conference leave, please refer to the NGS website at <http://www.nus.edu.sg/ngs/index.html>, as mentioned in item 2(b).

For AGS students ONLY

Holiday leave

- **10** working days per **calendar year (Jan 01 – Dec 31)**
- Holiday leave excludes Saturdays, Sundays and Public Holidays. There is **no half-day** application.
- Unconsumed leave in any one year may be carried forward to the next year.
- Online holiday leave application for students with NUS Faculty members as Main Supervisor is available at: <https://inetapps.nus.edu.sg/pgrsleave/user/userlogin.aspx>
- Students without supervisor or with RI supervisors, have to apply for leave using a hardcopy Leave Application Form which is downloadable from the NGS website at <http://www.nus.edu.sg/ngs/forms-ngss.html>

Conference leave

- To seek AGA's approval on conference funding matters.
- To apply for conference leave **THROUGH** NGS, after AGA has given approval for the conference trip, using a hardcopy Leave Application Form which is downloadable from the NGS website at <http://www.nus.edu.sg/ngs/forms-ngss.html>

10. NGS Student Cluster

To gain access to the NGS Student Cluster (at CeLS building, Level 1, behind the Security Counter), you will have to apply/request for the access.

Please fill in the online form available at <http://lsi.nus.edu.sg/access/> . You will be informed via email once the access is granted to you.

Do note the **Opening Hours** of the Cluster :

Monday to Friday **7am – 10pm**

Saturday and Sunday **7am – 5pm**

Closed on Public Holidays

The “**Rules of Using the NGS Student Cluster**” is also attached for your reference. We appreciate it if you could abide by these rules.

Note : For students who wish to apply for a locker, you may do so through Ms Anu (ngsack@nus.edu.sg). Please contact her and she will provide you with more details.

11. Useful links

You may wish to visit the following links for more information on NUS, accommodation and public transport information in Singapore:-

- <http://www.nus.edu.sg/osa/international/svcs/GDguide0607.pdf>
- http://www.nus.edu.sg/osa/housing/acc/pvt_listing.html
- http://www.nus.edu.sg/osa/housing/acc/gstrms_rates.html
- http://www.nus.edu.sg/osa/housing/acc/YOHA_CW_GD.html
- <http://www.singaporeedu.gov.sg/doc/stu/Studying%20&%20Living%20Orientation.pdf>
- <http://www.streetdirectory.com> (road directory)
- <http://www.sbstransit.com.sg/index.aspx> (bus directory)
- <http://www.smrt.com.sg/trains.html> (MRT directory)
- <http://www.transitlink.com.sg> (under eGuide\Public Transport Journey Planner)

12. Useful contact persons in NGS

On NGSS candidature matters/Undergraduate Teaching Matters

Jenny

Tel: 6516-6123

Email: ngshywj@nus.edu.sg

On AGS candidature matters//Thesis Exam matters

Vivien

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On Education Allowance matters

Irene

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