DEPARTMENT OF ENGLISH LANGUAGE & LITERATURE

Orientation Handbook for Postgraduate Studies
MA (by coursework) Students

2016/2017

Specializations:

- MA (English Language and Linguistics)
- MA (Literary Studies)

http://www.fas.nus.edu.sg/ell
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Greetings to all and a warm welcome to the Department of English Language and Literature. This handbook is intended to help new graduate coursework students to prepare for what lies ahead. It contains details of the postgraduate programs and facilities available in the Department.

If you have any queries, you may email our Department of English Language and Literature at ellfa@nus.edu.sg or ellbox3@nus.edu.sg. Alternatively if you wish to drop by the Department, we are located at Blk ASS, Level 6. Our staff will be more than happy to assist you with your enquiries.

You may also wish to consult the respective Graduate Studies Coordinators, A/P Michelle Lazar at ellmml@nus.edu.sg for English Language & Linguistics or Dr Tania Roy at ellrt@nus.edu.sg for Literary Studies.

We hope that you will have an enjoyable and fruitful time here.

Note:

- All efforts have been made to ensure the accuracy of this Handbook. The contents are subject to change without notice.

- All relevant forms are available at http://www.nus.edu.sg/registrar/forms.html unless otherwise stated.
The Department of English Language and Literature is large and established. It offers graduate degrees which combine focused study, disciplinary rigor and some interdisciplinary breadth. Graduate degrees at the Department of English Language and Literature exist at three levels, MA by coursework, MA with research and PhD. Both the research MA and the PhD have a taught component organized in modules which last one semester each.

The Department offers all three degrees in two areas, English Language & Linguistics and Literary Studies.

Our programs reflect this belief. English Language & Linguistics and Literary Studies degrees comprise modules which belong to three identifiable but overlapping groups:

- “concentration” modules which reflect our greatest strengths in terms of combined faculty expertise. These modules allow students to pursue focused and extended study in one domain of the discipline.

- “foundation” modules. The word “foundation” here refers not to the level of study, since these are advanced course, but to their location in central areas of the discipline.

- “interface” modules which offer breadth and the opportunity to pursue interdisciplinary study.

The combination of these three interconnected kinds of study offers our students the route to an advanced level of knowledge and skill. It provides the basis for future study and research, or for demanding, high level work either within or outside the academy.
MA (ENGLISH LANGUAGE & LINGUISTICS) / MA (LITERARY STUDIES)

OBJECTIVES

The program assumes that graduate education covers three broad and overlapping areas: specialized knowledge, discipline knowledge, and knowledge of other disciplines or between disciplines. A graduate student should:

- develop a specialized expertise in one defined area;
- become well-grounded in the broader principles, knowledge and skills of the discipline; and
- gather some understanding and experience of other disciplines and of interdisciplinary work.

The curriculum is organized into three permeable sets to achieve these objectives:

(English Language & Linguistics)

| CONCENTRATION: English in multilingual settings | Language use, contact and change | Language planning and policy |
| FOUNDATIONS | Investigating language as a structural entity | Investigating language as a socio-cultural entity |
| INTERFACES | Psycholinguistics and language acquisition | Computer application |
| | | Semiotics |
| | | Literary, Cultural and Ethnographic Studies |

(Literary Studies)

| CONCENTRATION: Literatures and cultures in the Asia-Pacific context | Cultural Production and Theory in English | Asian diasporas and cultural transformations | Postcolonial studies |
| FOUNDATIONS | English literary history | Critical reading/critical theory | Literature and film/other arts |
| INTERFACES | European literature | Writing | Popular culture |
**ACADEMIC YEAR**

There are two semester in an academic year. The period and duration of the semesters and vacations of academic year 2016-2017 are as follows:

- **Semester I, 2016-2017**: Mon 1 Aug 2016 – Sat 3 Dec 2016 (18 weeks)
- **Vacation**: Sun 4 Dec 2016 – Sun 8 Jan 2017 (5 weeks)
- **Semester II, 2016-2017**: Mon 9 Jan 2017 – Sat 6 May 2017 (17 weeks)
- **Vacation**: Sun 7 May 2017 – Sun 6 Aug 2017 (13 weeks)

**PROGRAMME REQUIREMENTS**

**Duration of Candidature**

The maximum period to complete the Master of Arts (English Language & Linguistics)/(Literary Studies) is **36 months** of full-time study or **48 months** of part-time study from the commencement of the programme. The maximum periods include the time allowed for approved study leave and periods of leave of absence subject to approval by FASS.

A full-time candidate must offer at least three modules in a semester and may offer up to a maximum of five modules in a semester. A part-time candidate must offer at least one module in a semester and may offer up to a maximum of three modules in a semester.

While it is in principle possible to complete the MA in two semesters of full-time study, in practice most full-time candidates take three semesters.

Only those locally domiciled are eligible for part-time study.

**Curricular Requirement**

Masters candidates are required to take at least ten modules. At least 75% of the total modular credit (MC) requirements must be at level 5000 or 6000. Up to 25% of the total MC requirements may be at level 4000. A candidate may offer more than the minimum necessary number of modules but assessment of whether the candidate has met the degree requirements will be based upon the best ten modules, except for module(s) for which the candidate received a “Fail” grade. In some programmes, a practicum/project may be required. Candidates must pass the practicum/project (where applicable) as well as attain a minimum Cumulative Average Point (CAP) of 3.00.

**English Language Requirement**

FASS candidates who are required to take the Diagnostic English Test (DET), will either be placed in a graduate English module, or be exempted from taking the modules altogether, depending on your performance in the DET. As indicated in the offer letter, registration for this test can be made online through this CELC website.
http://www.nus.edu.sg/registrar/event/registration-det.html. You must register to sit for the DET for graduate students during the period given in the offer letter. This test is conducted twice a year (normally in January and August) by the Centre for English Language Communication of the University.

There are four Graduate English Courses for graduate students namely, Basic Level Writing Course (ES5000), Intermediate Level Writing Course (ES5001A), Intermediate Level Speaking & Listening Module (ES5001B), and Advanced Level Thesis Writing Course (ES5002). You will be recommended for the appropriate course depending on your DET result and/or the recommendation by your Department/Programme.

The graduate English modules are usually conducted twice a week, two hours each time, for a total of four hours per week. Satisfactory attendance and progress are expected. Your performance in the graduate English modules is an important factor in determining whether you are progressing satisfactorily in your candidature.

A Masters student who is required to take the graduate English module is required to obtain satisfactory grades (at least grade C) in the module at the intermediate level.

**Continuation Requirement**
To continue in a Masters programme, a student must not have:

- CAP, i.e., Cumulative Average Point, below 3.0 (but ≥ 2.5) for three consecutive semesters; or
- CAP below 2.5 for two consecutive semesters.

For any semester in which the student’s CAP falls below 3.0 (but ≥ 2.5), that student will be issued an academic warning. If, in the following semester, the student’s CAP again falls below 3.0, he/she will be placed on probation. If the student’s CAP remains below 3.0 for the third consecutive semester, the student will be issued a letter of dismissal and denied re-admission.

For students whose CAP falls below 2.5 for two consecutive semesters, they will be placed on probation for the first semester, followed by dismissal in the second semester.

**Graduation Requirement – MA (English Language & Linguistics)**
The Master of Arts in English Language & Linguistics is a fully taught program, designed to be completed in one year of intensive full-time study, or over a longer period of part-time study. Only those locally domiciled are eligible for part-time study.

To qualify for the degree of Master of Arts (English Language & Linguistics), candidates will be required to complete 40 modular credits (MCs) or 10 modules (each module is worth 4 MCs):

1. Completed and passed ten modules: three compulsory modules and seven elective modules, with no more than 2 level 4000 modules. The compulsory modules are:
   - EL5101 Grammatical Analysis
   - EL5102 Phonetics and Phonology
   - EL5103 Language in Society
Subject to the approval of the Department, candidates may take up to 2 modules from other departments, or level 6000 modules.

Candidates who have completed equivalent modules which were not used towards obtaining another degree prior to admission to the Master of Arts in English Language & Linguistics may apply to the Department for an exemption of module(s), subject to a maximum of 50% of the MA requirement.

2. Obtain a minimum Cumulative Average Point (CAP) of 3.00 for all examinable modules. The candidature of a student will be terminated if he/she:
   - obtains a CAP of less than 2.5 for two consecutive semesters; or less than 3.0 for three consecutive semesters, or
   - fails more than two modules.

3. Where applicable, obtain satisfactory grades (at least grade C) in the graduate English modules conducted by the Centre for English Language Communication at intermediate level.

A candidate will be recommended for award of degree once he/she has met the requirements stated above. A candidate may read more than the minimum necessary modules (comprising all required modules within the curricular requirements and in the subject/related disciplines). Generally, only the grades for the minimum necessary modules shall be considered in assessing whether the student has met the degree requirement.

**Graduation Requirement - MA (Literary Studies)**

The Master of Arts in Literary Studies is a fully taught program, designed to be completed in one year of intensive full-time study, or over a longer period of part-time study. Only those locally domiciled are eligible for part-time study.

To qualify for the degree of Master of Arts (Literary Studies), candidates will be required to:

1. Completed and passed ten modules (refer to curricular requirements). A minimum of 40 modular credits (MCs) or 10 modules (each module is worth 4 MCs). The 10 modules (40 MCs) should comprise:
   - at least 8 modules (32 MCs) at level 5000 of the subject or from a related discipline subject to the approval of the Head of Department. Candidates may apply for approval from the Department to be allowed to take level 6000 modules.
   - no more than 2 modules (8 MCs) at level 4000 of the subject or from a related discipline subject to the approval of the Head of Department.

2. Obtain a minimum Cumulative Average Point (CAP) of 3.00 for all examinable modules. The candidature of a student will be terminated if he/she:
   - obtains a CAP of less than 2.5 for two consecutive semesters; or less than 3.0 for three consecutive semesters, or
   - fails more than two modules.
3. Where applicable, obtain satisfactory grades (at least grade C) in the graduate English modules conducted by the Centre for English Language Communication at intermediate level.

A candidate will be recommended for award of degree once he/she has met the requirements stated above. A candidate may read more than the minimum necessary modules (comprising all required modules within the curricular requirements and in the subject/related disciplines). Generally, only the grades for the minimum necessary modules shall be considered in assessing whether the student has met the degree requirement.

**STUDENT PROJECT FUND**

Financial assistance will be provided to all full-time students involved in projects that are directly related to their studies. The purpose of the Graduate Student Project Fund is to support students in regard to special expenses that occur in the course of module-related research.

Master’s full-time students may claim 100% of the actual expenditure, subject to a maximum of S$400 per student, throughout their candidature period.

The application form and the guidelines can be downloaded at [https://myportal.nus.edu.sg/studentportal/fas/gd/forms/Request-for-Payment-to-Individual-(RFP).pdf](https://myportal.nus.edu.sg/studentportal/fas/gd/forms/Request-for-Payment-to-Individual-(RFP).pdf)

**ASSESSMENT**

Assessment of a module shall comprise continuous assessment and an examination at the end of the semester. There may be instances when assessment of a module may comprise 100% continuous assessment.

If a student should fail a module, he/she can either retake the module and resist the examination, or take some other module in its place. However, if a module is deemed essential, then this module must be passed.

Assessment of whether the student has met the minimum CAP requirements will be based upon the best ten modules, with the proviso that all curricular requirements have been met, with 8 modules at level 5000 or 6000, and no more than two modules at level 4000. A student may choose to read additional modules outside the required curriculum for enrichment purposes. Such enrichment modules will not be computed for the student’s CAP.

A student may continue to be in employment if he/she is enrolled on only two examinable modules (8 MCs) in a semester, but not if he/she is enrolled on more.
TRANSCRIPT APPLICATION

Candidates completing all the requirements of the programme shall be awarded the degree of Master of Arts (English Language and Linguistics)/Master of Arts (Literary Studies).

Applications for transcripts can be made online to the Registrar’s Office at https://myaces.nus.edu.sg/transcripts/. As the transcript contains confidential information, in line with the NUS Student Privacy Policy, it is issued only to the person named in it or sent to another institution upon the request of the same person. Transcript(s) to be sent to another institution will be mailed directly to the institution in a sealed envelope. If your transcript(s) is to be mailed to a stated personal mailing address, please submit a copy of your NRIC (both sides) or Passport (the personal particulars page) to Division of Research and Graduate Studies.

For other details, please refer http://www.nus.edu.sg/registrar/adminpolicy/transcripts.html

You will be given your degree scroll with a complimentary copy of your academic transcript at the Commencement ceremony if you have not yet collected it prior to the ceremony. Students who would like to have a copy of the transcript after conferment but prior to the collection of their degree scroll have to pay for the transcript. Also, additional transcripts required are payable.

MODULE DESCRIPTIONS

Module descriptions are available on the NUS Bulletin at http://www.nus.edu.sg/registrar/nusbulletin/modulesearch.html

In this section you will be able to read brief synopses of each module offered at NUS. Alternatively you can visit the IVLE at https://ivle.nus.edu.sg/default.aspx for module information.

The list of modules offered in the Academic Year (AY) 2016/2017 is at http://www.fas.nus.edu.sg/grad/modules_information.html
**SELECTION OF MODULES**

The registration of modules will be done online for each semester. Information on the time-table, online registration and add/drop schedule is available at [https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf](https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf)

**REGISTRATION AND ADDING/DROPPING OF MODULES**

Students must register for the modules that they wish to read each semester. Please select your modules carefully, taking into account the required pre-requisites and preclusions for certain modules where applicable.

Generally, a full-time coursework student reads 4 to 5 modules per semester. A part-time coursework student may read a maximum of 3 and a minimum of 1 module(s) per semester.

If any student wishes to read more than the maximum or less than the minimum number of modules, he/she is advised to convert his/her candidature accordingly.

Modules dropped within the stipulated time frame will appear on the transcript with a “W” (Withdrawal) grade. Modules dropped after the stipulated time frame will appear on the transcript with an “F” (Fail) grade. Note that your CAP may be affected.

Please check the schedule for registration and add/drop of modules at [https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf](https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf). Students can verify the modules that they have registered which is available during verification period at [https://myisis.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG](https://myisis.nus.edu.sg/psp/cs90prd/?cmd=login&languageCd=ENG).

**MODULES OFFERED ACROSS DEPARTMENTS/FACULTIES**

Students applying for modules that are relevant to their area of study offered by other Departments in NUS should do so within the period indicated at [https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf](https://myportal.nus.edu.sg/studentportal/fas/gd/List%20of%20Important%20Events_Semester%201%202016-2017.pdf). The procedure for registration is as follows:

- Seek approval from the Department offering the module, through your own home Department, using the Form FASS-G51/09 available at the Department’s General Office.

- After approval is granted, you will be informed via email and your home Department will register the module for you. You can verify from [https://ap1.fas.nus.edu.sg/fas/servlet5/PgRegMod](https://ap1.fas.nus.edu.sg/fas/servlet5/PgRegMod) for the modules that you have registered.
CREDIT/GRADE TRANSFER OR MODULE EXEMPTION

Students who would like to seek module exemption or credit/grade transfer for the same NUS graduate module(s) as those completed during previous candidatures should submit an application(s) within the first semester of study, preferably at the point of admission (a separate form is to be used for each module). Please use the application form (Form FASS-G47/10) available at the General Office.

- The module taken must have substantially the same learning objectives, content, and level of sophistication as the corresponding NUS module from which the student is to be exempted.

- The module taken must also be at level 5000 and above, relevant to the degree programme that you are currently pursuing and must have been completed less than five years before the admission.

- Generally, students may gain exemption only for level-5000 modules. Level-6000 modules may also be considered on a case-by-case basis. However, exemptions are not allowed for the Graduate Research Seminar module.

- Please note the guidelines below in regard to module exemption or credit/grade transfer for coursework and research students:

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<tr>
<th>Type of Module</th>
<th>Coursework Programmes</th>
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<tbody>
<tr>
<td>For NUS modules that have not been credited towards a degree at NUS/elsewhere</td>
<td>No limit to the transfer of credit &amp; grade for these modules</td>
</tr>
<tr>
<td>For NUS modules that have been credited towards another degree at NUS/elsewhere</td>
<td>No credit transfer or exemption is allowed</td>
</tr>
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STUDENT FEEDBACK ON MODULES

Students are required to do an online evaluation of the modules that they have taken during the semester.

The online feedback exercise usually lasts for one to two weeks. For the convenience of candidates who are working, they may also register in the evenings at NUS or through the World Wide Web during the registration period.

Students will be informed of the online feedback exercise about one month before the online exercise takes place. Students who do not participate in the feedback exercise will not be able to check their exam results via the SMS@NUS Service. They will only be able to check their results via the NUS Internet 5 days after the release of exam results. A hardcopy result slip will be sent by regular post.
AUDITING MODULES

Students are allowed to audit modules which are not part of their coursework requirements, subject to availability and approval by the teaching department. Such modules will not be reflected in the transcript and result slips. Students should not register for modules they are auditing.

Students wishing to audit a module on a casual basis may do so with the approval of the Department, on a space-available basis after all students registering for credit have been accommodated. Students not enrolled in courses at the University are not allowed to audit classes. Students can only attend lectures and are not permitted to take the examinations.

A separate form must be filled for each module to be audited, which is available at the General Office. No official records are made of audit enrollments. Participation in any other practical component (e.g. tutorials, laboratories, etc) is at the discretion of the respective teaching department.

Students who audit a module will not be allowed to take the same module for credit in subsequent semesters.
EXAMINATIONS

RELEASE OF EXAMINATION RESULTS

Students will be able to obtain their detailed examination results through the following modes:

1. **SMS:**
   
The benefit of subscribing to this service is that students will receive their results via SMS to a Singapore registered mobile phone number before the scheduled time of results release.
   
   However, as the time taken for the SMS to reach a subscriber is dependent on each telco’s infrastructure and may vary for different telcos, a small number of students may receive their SMS at different times after the scheduled time of results release.
   
   To activate this service, students must subscribe to the SMS service, by following the instructions [here](#).
   
   (No action is required for students who have earlier subscribed to the SMS service. Students wish to discontinue the service may do so at the same page on “Subscription & Declarations”.)

2. **Mobile Results Release:**
   
   Go to [https://myaces.nus.edu.sg/examresultsrelease/](https://myaces.nus.edu.sg/examresultsrelease/)
   
   Login using NUSNETID and password

3. **NUS Student Information System:**
   
   Select ‘Self Service’ at the menu.
   
   Under the ‘Student Center’ folder,
   
   Select ‘View My Exam Results’ from ‘Academics Section’.

Students with outstanding fees will be barred from retrieving their results. To avoid any inconvenience, such students should settle their outstanding fees at least 3 working days before the date of results release.
REVIEW OF EXAMINATION RESULTS

Students may request for a review of their examination results regardless of the grades obtained for the module(s). However, the application is only applicable to the examinations taken in the current semester and the applications must be submitted to the Department which offers the module, using the prescribed Application Form for Review of Examination Results, within 3 working days of results release. The review application form can be downloaded from the Registrar’s Office website https://myportal.nus.edu.sg/studentportal/academics/all/docs/Application-Form-for-Review-of-Results.pdf

The review will not involve marking an answer script a second time. To do so at this juncture would be out of context with no relative comparison with the rest of the class. The review would only involve checking through the pages of the answer scripts to ensure that all answers were marked and that there were no mistakes in the summation of marks. If a mistake is discovered, the University reserves the right to make revisions to students’ results in accordance with NUS’ guidelines and policies.

Students are allowed to see their answer scripts only for modules which they have obtained an “F” grade. For such cases, students would have to indicate on the Application Form that they wish to see the answer scripts. The Department would arrange a meeting for the lecturer to go through the answer script with the student.

An administrative fee of $10 (inclusive of GST) is charged for each of the examination paper to be reviewed.

Application for review of examination results must be submitted in person. Application via email will not be entertained.

The review is normally completed within 5 days from receipt of the request and the student will be informed of the outcome by the Department.

ABSENCE FROM EXAMINATIONS

Students who miss their examinations without any valid reason will be deemed to have sat and failed the module.

Students who miss their examinations and wish to appeal against being considered as having sat and failed the module should complete the “NUS Examinations: Application for Special Consideration [Exam Yellow Form] (RO.755/12)” that is available for downloading at https://myportal.nus.edu.sg/studentportal/academics/all/docs/Special-Consideration-Form.pdf
APPLICATIONS BY CURRENT STUDENTS

EXTENSION OF CANDIDATURE

Students who need to extend their candidature must submit Form FASS-G71/11 for approval at least three months before the expiry of candidature. Form obtainable from


Consideration for extension of candidature is based on the justification for the extension and also on the candidature’s performance. Please note that fees are payable for the period of extension.

CONVERSION BETWEEN FULL-TIME/PART-TIME STUDY

Candidates who are here on a student’s pass or granted scholarship by NUS are required to pursue their studies on a full-time basis. Other candidates who wish to apply for a change in their full-time/part-time status should forward their requests, stating the semester that the change is to take effect, and the reason for the request, to the Assistant Dean (Graduate Studies), through the HOD. Such requests should be submitted at least two weeks prior to the period that the change is to take effect. Students who wish to apply for a conversion between full-time/part-time study should use Form FASS G69/03 (obtainable from

https://myportal.nus.edu.sg/studentportal/fas/gd/forms/FASS_G69-03.doc

Any change in status will result in a change in the tuition fee payable and a change in the maximum candidature. The change in candidature will not take into account the earlier status of the candidate – it will be changed as if the candidate had, since admission to the programme, been at the new status. If the request for change from full-time to part-time status is made after the first three weeks of Semester I (or first two weeks of Semester II), no fee will be refunded to the student.

CONCURRENT ENROLMENT IN ANOTHER COURSE

Unless granted approval by the University, no student may concurrently be a candidate for more than one degree or register as a candidate of NUS and of another university or institute.

Coursework students who wish to enrol concurrently in another institute/research degree have to seek approval from the Vice-Dean (Graduate Studies) through the Head of Department. A coursework student may not apply for leave of absence to pursue concurrent candidature in another institution without prior approval.
A coursework student who wishes to combine a research degree and a coursework graduate degree within NUS should seek approval from the relevant Faculty or School. Such students should file for graduation from the coursework degree first as they may then seek exemption for up to 50% of the coursework component of the research programme. If the student were to file for graduation from the research degree first, he/she would not be allowed to use any of the modules for the coursework degree.

**LEAVE OF ABSENCE (LOA)**

Students may be granted leave for periods of absence from the University. All Leave of Absence (LOA) within two (2) semesters can be approved by the Faculty. LOA beyond two semesters (cumulative) will have to be decided by the respective BGS.

Leave of absence may be granted for the following reasons:

4. **Personal** (e.g. financial reasons, family problems, participation in competitions, maternity)
5. **Medical** (e.g. psychological/psychiatric, injuries, illness)

Leave of Absence for graduate students in coursework programmes, up to two semesters of LOA may be excluded from the count against their maximum candidature.

Students should apply for LOA via the online Leave of Absence System at myISIS. Such request should be submitted to the Department at least two weeks prior to the proposed leave period. Students who require more than two years of leave are advised to withdraw from his/her current program and re-apply again if he/she intends to apply for long period of LOA or consistently applies for LOA.

Applications for periods of leave of absence are subject to the approval of the Head of Department. Requests for LOA of any duration should fall within the maximum candidature. Students are not allowed to take LOA to pursue another course at NUS or another institution without prior approval.

**Guidelines on Fee Waiver and Module Grading for LOA Application**

Students who require leave of one semester or more should obtain approval in advance of the semester. Students who apply for LOA beyond Instructional Week 2 are liable to pay fees for the entire semester. Not having attended any classes nor utilizing university’s resources are not valid reasons to seek waiver from fee payment. Students who are granted leave before the end of the 2nd Instructional Week will have their modules removed from the records. Those granted leave due to medical reason beyond the 2nd Instructional Week will have incomplete (IC) grades assigned to their modules. For LOA due to non-medical reason, Withdrawn (W) grades will be assigned to their modules.
Students who have completed some modules prior to their LOA will be recorded as being on LOA and the completed modules will be reflected in the student’s records if they have already been graded.

**CHANGE OF PERSONAL PARTICULARS**

All students must notify the University within 5 working days of the effective date of change of the affected personal particulars. The University will not be accountable for delayed or lost mail due to incorrect or obsolete students' addresses and contacts. Students may check their particulars or amend their contact details via the University’s student information system.

*Please note that your Official Name in the University’s student information system will be printed on your degree scroll and academic transcript. If you have changed your name during your course of study but failed to inform the University in a timely manner and you have already been conferred your degree, then your name as presently reflected in our official records, will be inscribed on your degree scroll. No further requests for name changes will be entertained.

**LOSS AND REPLACEMENT OF STUDENT CARD**

If you lose your registration card, please report the loss, after which you should complete the form for ‘Replacement of Lost Student Card: Request and Payment Form’ - R.087a/2001 (obtainable from [https://myaces.nus.edu.sg/lostcard/controller?cmd=Login](https://myaces.nus.edu.sg/lostcard/controller?cmd=Login)).

If you are paying by cash, please return the completed form and make payment at the Student Service Centre at Yusof Ishak House, Level 1. If you wish to pay by cheque, please return the completed form and cheque to the Division of Research and Graduate Studies at The Shaw Foundation Building, Block AS7, Level 6.

The Division of Research and Graduate Studies will inform you once your card is ready for collection, which will be about 2 – 3 weeks after receipt of payment.

**COMMENCEMENT**

Commencement ceremonies for the presentation of graduates who are conferred degrees are usually held in June/July each year. Information on the ceremonies will be sent to the graduates near the date of the ceremony.

The degree scroll will be presented to graduates at the commencement ceremony. 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.
If you are not attending the commencement ceremony, the scroll will be available for collection after the ceremony (i.e. with effect from July/August) from the Registrar’s Office. To collect the scroll in person, you must produce your identification 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 identification card or passport number. The authorised person should bring along the authorisation letter and his/her identification card or passport to collect the scroll. If you are a foreign student, you may request that the scroll be sent to you by completing the prescribed form (obtainable from the Registrar’s Office) and enclosing the required postage. The scroll will be sent by registered mail.

Please note that lost scrolls cannot be replaced. However, the Registrar’s Office can issue a letter of certification. Requests for such a letter should be made through regenquiry@nus.edu.sg with the following information:

- Name
- NRIC/Passport Number
- Student Registration Number (if any)
- Degree Conferred
- Date of Conferment

**WITHDRAWAL FROM PROGRAMME**

A candidate who intends to withdraw from a programme must complete and submit the withdrawal form with your student card to the Department. A letter confirming your withdrawal from the University will be sent to you within three weeks after the receipt of the form.


Foreign students holding Student's Passes will have to return their passes to the Singapore Immigration and Registration (SIR) within a week after receiving our letter to inform them about their withdrawal from the programme.

**TERMINATION FROM PROGRAMME**

The candidature of a student can be terminated when:

- performance in coursework is unsatisfactory; or
- a disciplinary case is brought before the Board of Discipline.

When any of the above occurs, the student will be notified officially in writing.

The student's computer account will be closed within a week. The student card has to be returned to the Division of Research and Graduate Studies, Dean’s Office, Faculty of Arts and Social Sciences. Foreign students holding Student's Passes, will have to return their passes to the Singapore Immigration and Registration (SIR) within a week after receiving our letter to inform them about the termination of their candidature.
**PART-TIME APPOINTMENT SCHEME (FOR FULL-TIME STUDENTS ONLY)**

Full-time Undergraduate and Graduate Students who wish to seek part-time employment for either Research or Teaching Work during the period of their candidature under the Part-Time Appointment Scheme should complete an application form. There are four types of appointment which are as follows:

**Undergraduate Student Tutor (UST):**

Eligibility
- All full-time undergraduate students
- International Student
  - Maximum number of working hours is capped at 16 hours per week during term time
  - Non-graduating (exchange and non-exchange) students are not eligible to apply.

Remuneration
S$20 - S$30 per teaching hour (Faculty to decide on actual rate)

**Undergraduate Student Researcher (USR):**

Eligibility
- All full-time undergraduate students.
- International Student
  - Maximum number of working hours is capped at 16 hours per week during term time
  - Non-graduating (exchange and non-exchange students) are not eligible to apply.

Remuneration
S$8.74 per hour

**Graduate Student Tutor (GST - Scheme A): paid on hourly basis**

Eligibility
- All full-time graduate students.
- International Student
  - Maximum number of working hours is capped at 16 hours per week during term time.
  - Research Scholar will be paid for the period in excess of the number of working hours set by Faculty.
  - Non-graduating (exchange and non-exchange students) are not eligible to apply.
- Local Student (Singapore Citizen/Singapore Permanent Resident)
  - For Research Scholar, maximum working hours is capped at 16 hours per week.
  - For non-Research Scholar, no limit to number of working hours.

Remuneration
S$30 - S$60 per teaching hour (Faculty to decide on actual rate)
Graduate Student Tutor (GST - Scheme B): paid on monthly basis

Eligibility
• All full-time graduate students (not Research Scholars)
• International Student
  - Maximum working hours is capped at 16 hours per week during term time.
  - Non-graduating (exchange and non-exchange) students are not eligible to apply.

Remuneration
S$1,200 per month
Appointment is renewable 6-monthly subject to satisfactory performance (coursework, research and work assigned by Department)

Graduate Student Researcher (GSR - Scheme A): paid on hourly basis

Eligibility
• All full-time graduate students
• All part-time graduate students (except NUS Staff)
• International Student
  - Maximum working hours is capped at 16 hours per week during term time.
    Research Scholar will be paid for the period in excess of the number of working hours set by Faculty.
  - Non-graduating (exchange and non-exchange) students are not eligible to apply.
• Local Student (Singapore Citizen/Singapore Permanent Resident)
  - For Research Scholar, maximum working hours is capped at 16 hours per week.
  - For non-Research Scholar, no limit to number of working hours.

Remuneration
S$12 per hour (Bachelor’s degree)
S$15 per hour (at least Honours or equivalent)

Graduate Student Researcher (GSR - Scheme B): paid on monthly basis

Eligibility
• All full-time graduate students (not Research Scholars)
• International Student
  - Maximum working hours is capped at 16 hours per week during term time.
  - Non-graduating (exchange and non-exchange) students are not eligible to apply.

Remuneration
S$1,200 per month
Appointment is renewable 6-monthly subject to satisfactory performance (coursework, research and work assigned by Department)
PAYMENT OF FEES

INFORMATION ON FEES

The tuition fees per annum for students admitted from AY 2016/2017 is as follows. More information at http://www.nus.edu.sg/registrar/edu/gd-fees.html

<table>
<thead>
<tr>
<th>Per annum amount (S$)</th>
<th>Fees payable by students eligible for MOE subsidy</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Singapore Citizens</strong></td>
<td><strong>Permanent Residents</strong></td>
</tr>
<tr>
<td>S$9,300</td>
<td>S$13,000</td>
</tr>
</tbody>
</table>

**Notes:**
Students doing coursework programme on a part-time basis pay half the prevailing fees for full-time students (rounded up to the nearest $10). A late fee may be imposed for fees which are not fully paid by the due date indicated in the bill each semester. **Fees are subject to change at any time.**

New students will receive their hardcopy preliminary student bill (not including financial aid applied for) from the Registrar’s Office only at point of registration. Existing students will not receive their hardcopy student bill. They will be informed via email notice sent to their NUS email account to view their student bill online at least 2 weeks prior to the scheduled deadline for fee payment.

**Fee Payable Upon Withdrawal/Termination of Candidature**

<table>
<thead>
<tr>
<th>Date of Withdrawal/Termination of Candidature</th>
<th>Tuition Fee Payable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester I</td>
<td>By the end of Instructional Week 2</td>
</tr>
<tr>
<td></td>
<td>After Instructional Week 2 but within first half of the semester</td>
</tr>
<tr>
<td></td>
<td>Within second half of semester</td>
</tr>
<tr>
<td>Semester II</td>
<td>By the end of Instructional Week 2</td>
</tr>
<tr>
<td></td>
<td>After Instructional Week 2</td>
</tr>
</tbody>
</table>

**Notes:**
All graduate students who leave the University, either through withdrawal on their own record or termination of candidature by the University after the Second Instructional Week of a semester (excluding Orientation week in Semester 1) are liable to pay fees for the entire semester. Request for partial payments will not be considered. This is consistent with the prevailing refund policy.
**Modes & Deadlines Payment of Fees**

Students may only pay their Student Bill via GIRO, NETS, cheque / bank draft, cash, telegraphic transfer, internet banking (using “Bill Payment / Payment” option) or credit / debit cards (online only). Note that payment via any other modes of payment may result in unnecessary delay in crediting your student account with the payment.

For students paying via GIRO, please note that the University will not inform students or the GIRO Debit Bank account holders of failed GIRO deduction. Students are encouraged to check their GIRO Debit Bank account or their online student account in myISIS 3 working days after the GIRO deduction date so as to determine if their GIRO deduction is successful or if payment is still required for outstanding fees, if any. For students with successful GIRO deduction and double-paid with credit card, refund of credit balances arising will be made to the credit card used for payment. Depending on the credit card issuer, please note that the refund may take up to one month to be credited back to your credit card.

Non-GIRO paying students are requested to pay via other cashless modes of payment. If they are paying with NETS at the Student Service Centre (SSC), they should print a copy of the online Student Bill and bring it along for payment at SSC’s Cashier counter.

Students may check the latest status of their student accounts, make e-payment or print their student bills by accessing the requisite URL in myISIS Student Center. Based on the mode of payment adopted, payments received would be updated to the Student Account as per the following table. Taking into account the mode of payment adopted, student should check their student account to ensure that their payment has been properly updated. Any discrepancy should be highlighted by writing in to OFNBox3@nus.edu.sg with proof of payment along with student’s matriculation number.

Please follow this link below for more information.

**Late Payment**

Students are requested to pay their fees in full by the respective fee payment due date as a late payment charge of $25.00 will be imposed for any outstanding fees after the respective payment due date.

**Consequences of Non-Payment by Due Date**

Should fees remain outstanding after the relevant fee payment due date, a Negative Service Indicator (NSI) will be tagged against your student account and you will not be able to receive your results transcript, your thesis will not be examined (for research students), student status / conferment letter will be withheld, you will be unable to view exam results / enroll for any modules and your degree scroll will be withheld (for graduating students). Student with outstanding fees may also be terminated from their candidature of study with the University.
RESIDENTIAL SERVICES

Students from various countries and culture converge to study at our University. Mutual communal respect is thus required when you live in NUS Student Accommodation. Students must be aware and respect the different social and local etiquettes.

ACCOMMODATION GUIDELINES

Our graduate student accommodation is for the exclusive occupancy of full-time graduate students registered with the NUS.


ACCOMMODATION OPTIONS

Full-time NUS Graduate students may apply for a place in selected Student Residences.

Some rooms have been designed specifically for students with special needs. If you have special needs due to a serious medical condition, you should indicate them clearly in the application form so that we can allocate the most appropriate room available.

Being a research intensive university, new Graduate students by Research are prioritized for campus accommodation. As demand for exceeds supply, not all applicants will be successful in their applications.

With the present high demand for campus housing, Graduate students by Coursework are unlikely to be offered campus accommodation. It is advisable to budget for off-campus housing and source for one early. More information on off-campus housing can be found at http://nus.edu.sg/osa/has/graduate/hostel-rates

Graduate Students Staying Alone

- Prince George’s Park Residences Married Apartment Type 1 & 2 (PGPR)
- Prince George’s Park Residence Type A & B (PGPR)
- UTown Residence (comprising of Single Apartment and Married Apartment)
Graduate Married Students With Accompanying Spouse
  • Prince George’s Park Residences Married Apartment Type 1 & 2 (PGPR)
  • UTown Residence (Married Apartment)

Graduate Married Students With Accompanying Spouse & Children
  • Prince George’s Park Residences Married Apartment Type 1 (PGPR)

Eligibility

Only full-time students registered with the National University of Singapore are eligible.

Students who are no longer of full-time status (e.g. on Leave of Absence, withdrew or graduated) are not eligible to stay in NUS student accommodation and will be given 7 days’ notice to vacate their rooms except under exceptional circumstances.

Only new students who have formally accepted their offer to study full time in NUS are eligible for an NUS student accommodation.

Students with outstanding arrears in their accommodation accounts will not be eligible to an NUS accommodation.

Students who are barred due to disciplinary or breach of housing agreement will not be eligible for an NUS accommodation for the duration of the barring period.

International students (non-Singaporean/Singapore PR) are required to have the appropriate and valid passes as issued by the Immigration & Custom Authority (ICA) or Ministry of Manpower (MOM) during the course of their stay in an NUS hostel.

Students are required to be insured under the NUS student insurance scheme or its equivalent throughout their stay in an NUS hostel.

Selection Criteria for Graduate Student

Single & Married Graduates Without Accompanying Spouse/Children:

Primary consideration will be accorded to full-time research students, particularly new students.

Secondary consideration will be accorded to the new incoming coursework graduate new students. As demand far exceeds supply, coursework graduate students are advised to budget and source for off-campus accommodation. More information on off-campus housing can be found at: http://www.nus.edu.sg/osa/has/other-accommodation

Unless stated otherwise, the default selection criteria are based on random selection and availability.
Married Graduates With Accompanying Spouse/Children:

Married research graduate students with accompanying spouse will be given priority for the married graduate accommodation, in particular, new incoming students.

For UTown Residence Married Apartment and Prince George’s Park Residence Married Apartment Type 2, the maximum occupancy is two adults (student and spouse).

Only **Type 1 apartment** of the Prince George’s Park Residences Married Apartment is able to accommodate children. There can be a maximum of two accompanying children. The children’s age should not exceed 12 years old during the period of stay. Students with accompanying children are responsible for the behavior and safety of their children in the apartments.

For current married graduate students who would be completing their candidature by the next semester, consideration may be accorded if the relevant documentation from supervisor or faculty is submitted during application.

To qualify for priority consideration, you **must submit** the documents via the online portal, UHMS, during application.

**SUMMARY OF RATES**

Please check website for the latest rates at [http://nus.edu.sg/osa/has/graduate/hostel-rates](http://nus.edu.sg/osa/has/graduate/hostel-rates)

**HOW TO APPLY**

a) Please visit [https://uhms.nus.edu.sg/students](https://uhms.nus.edu.sg/students) and log in using NUS Application No (New Graduate students) or NUSNET ID (Current Graduate students). Enter your NUS pin or password.

For password assistance,
- **New Graduates (online NUS applications)**- Reset password at the Graduate Admission System (GAS)
- **New Graduates (manual NUS applications)**- Please contact your Faculty Graduate Administrator, or visit [https://uhms.nus.edu.sg/Pre-Matstudents](https://uhms.nus.edu.sg/Pre-Matstudents)
- **Current Graduates**- Please proceed personally to Computer Centre level 1 IT Care counter with your student card to reset your password.

b) Prepare online payment mode (mode of payment is via Amex, Master, Visa debit/credit or E-Nets only).

c) Print the payment receipt for your records.
**AFTER APPLYING**

a) You may check and log into the UHMS system on the Results day/time indicated in each application exercise to perform a self-check of your application status.

b) If you have not heard from us after 3 days of the official results, please inform us by completing the online form at [http://www.hosteladmission.nus.edu.sg](http://www.hosteladmission.nus.edu.sg).

c) **Successful students** have to accept the offer and pay the acceptance fee of S$200 online (mode of payment is via Amex, Master or Visa Debit/credit or E-Nets only) before deadline. For manual payment mode, please visit [http://nus.edu.sg/osa/images/has/downloads/manual_payment_details.pdf](http://nus.edu.sg/osa/images/has/downloads/manual_payment_details.pdf) for more information. If you miss deadline for acceptance and payment, your offer will automatically lapse. Please print the online receipt for your records.

d) **Unsuccessful students** should start their search for alternative accommodation at [http://www.nus.edu.sg/osa/housing/other/index.html](http://www.nus.edu.sg/osa/housing/other/index.html).

Please visit our housing website [http://www.hosteladmission.nus.edu.sg](http://www.hosteladmission.nus.edu.sg) for the latest updates on accommodation matters. For any enquiries, you may email at [http://nus.edu.sg/osa/has/contactus](http://nus.edu.sg/osa/has/contactus).
DEPARTMENTAL RESOURCES

READING ROOM

Only postgraduate students are given access to the Reading Room. This room is to provide them a quiet place to work on their research, read and prepare for classes. It is also equipped with computers which are connected to the campus network. Wireless networking is available in the room.

COMPUTER CLUSTER

Students can gain access to the campus network, internet and e-services at the Lab for Research in Semiotics (LRS) at Level 2, Room 02-03. Every postgraduate student in the department has access to the Lab via their matriculation card.

If you have any queries or need technical assistance, you may contact the Faculty helpdesk (IT) at telephone: 65163807.
CONTACT PERSONS

For further information, please contact:

Department of English Language and Literature
Faculty of Arts & Social Sciences
National University of Singapore
Block AS5, 7 Arts Link
Singapore 117570

Tel: (65) 6516-3915
Fax: (65) 6773-2981

Website: www.fas.nus.edu.sg/ell

We are open:

Monday - Thursday: 8.30am to 6pm
Friday: 8.30am to 5.30pm
Closed on Saturday, Sunday & Public Holidays

For general enquiries on Graduate Matters:

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Graduate Studies Coordinator (English Language & Linguistics)
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