

# **Research Graduate Program Student Handbook**

National University of Singapore  
Faculty of Arts and Social Sciences  
Department of Psychology

Last Updated 6 July 2015

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## 1. Graduate Research Areas (Core Areas)

Although recent advances in psychology have blurred the traditional division of psychologists into core areas, these areas are nevertheless useful for organizing psychology teaching and research. Moreover, the modules that you are required to take as part of your graduate training are partially determined by your area of specialization. The following core areas are available. The researchers listed for each area conduct relevant research and can be approached for supervision.

*Clinical Research.* This specialization is meant for candidates (with or without a clinical background) who would like to conduct research involving clinical populations. However, the research training received by the candidate will not allow him or her to practice as a clinical psychologist after graduation. Current research programs include psychological trauma and resilience, clinical child psychology and paediatric illness, psychological treatment outcome evaluation, and clinical neuropsychology. Prospective students may wish to visit the research profiles of the following investigators and establish contact to inquire about a potential supervision: Collinson, Henn-Haase, Keng, Magiati, Ponniah, Tan, Tang.

*Cognitive Psychology and Cognitive Neuroscience.* Cognitive psychologists in our department investigate a wide range of cognitive functions including perception, attention, memory, interval timing and language. Their research uses behavioral measures ranging from simple button responses to voice recordings or the recordings of eye movements. Additional insights are gained from electrophysiological methods (e.g., electrocardiograms, electroencephalography), optical methods (i.e., event-related optical imaging) and magnetic resonance imaging methods (e.g., fMRI). Prospective students with an interest in these lines of research may wish to visit the research profiles of the following investigators and establish contact to inquire about a potential supervision: Chua, Derbyshire, Ebstein, Goh, Hon, Kozhevnikov, Libedinsky, Lim, Mullette-Gillman, Penney, Rickard Liow, Schirmer, Singh, Yap, Yu.

*Developmental Psychology.* Our developmental psychologists investigate infant, child and adolescent development. Their interests range from the normal and abnormal development of emotions, interpersonal skills, or cognitive functions. Prospective students with an interest in these lines of research may wish to visit the research profiles of the following investigators and establish contact to inquire about a potential supervision: Elliott, Magiati, Qin, Sim, Singh.

*Health Psychology.* Our department comprises a number of staff with an interest in the psychological aspects of both mental and physical health. This research involves studies of both basic psychological and physiological processes, such as work in cardiovascular psychophysiology as well as more applied work with individuals suffering from various physical and mental conditions. Through connections with hospitals and health organizations research is being done with patients with medical problems such as

kidney failure or cardiovascular disease. Department staff also collaborate with various employers to identify the conditions that trigger or propagate health problems and to develop and implement prevention programs. Prospective students with an interest in these lines of research may wish to visit the research profiles of the following investigators and establish contact to inquire about potential supervision: Bishop, Griva, Hong, Tang.

*Quantitative Psychology.* Another area of specialization within our program is quantitative psychology. Here the focus is on developing statistical methods that are suitable for the problems that arise in psychological research. Prospective students with an interest in this line of research may wish to visit the research profile of the following investigator and establish contact to inquire about a potential supervision: Cheung.

*Personality and Social Psychology.* Research in our department covers a wide range of personality and social psychology questions. For example, some investigators study the relationship between personality vulnerabilities and social cognition. Others study attitudes, emotions, or aspects of social communication. Prospective students with an interest in these lines of research may wish to visit the research profiles of the following investigators and establish contact to inquire about a potential supervision: Au, Fulmer, Hong, Jia, Schirmer, See, Tong, Tsai.

Please note that your core area should be an area for which your supervisor is listed. If your supervisor is listed for more than one core area, please discuss the area relevant for you together with your supervisor.

## 2. Financial Assistance

### 2.1. Applying for a Scholarship Once You're in our Program

As you may have noticed when you applied for our graduate program, NUS offers a range of scholarships aimed at supporting graduate students. Some of these scholarships are available only during the initial application process and thus are no longer accessible to you once you've been admitted to our program. For others, however, you may apply subsequently. For example, most of our students would be admitted with a FASS research scholarship/tuition fee waiver. If you were admitted into the PhD programme without financial assistance, you may apply for a research scholarship/tuition fee waiver after you've demonstrated competence in our program. To this end, you should have completed at least two graded modules per semester, which count towards the Cumulative Average Point (CAP), and obtained a minimum CAP of 4.0. Additionally, you should have demonstrated research competence during projects completed together with your supervisor or as an Independent Study Module (ISM). If you satisfy these requirements, you may submit a letter of request outlining your achievements and justifying the requested financial support. This letter should be accompanied by a letter of support from your supervisor. Both should be addressed to the Director of Graduate Studies and submitted at the latest by November 1 for consideration for the academic year starting in August of the next calendar year. For Masters students, this process is not applicable as the scholarships are paid for only 2 years after admission. Thus, the time-frame necessary for fulfilling the scholarship requirements would be too short for the scholarship to take effect.

Please note that aside from the FASS research scholarship/tuition fee waiver other schemes are available. For example, PhD students may apply for the President's Graduate Fellowship after they have completed a minimum of two graded modules per semester, which count towards the Cumulative Average Point (CAP), and obtained a minimum CAP of 4.0. Information about this and other opportunities are available on the Faculty of Arts and Social Sciences (FASS) website (<http://www.fas.nus.edu.sg/grad/toknow/research/index.html>) under Financial Aid.

### 2.2. Applying for a Tuition Fee Waiver Once You're in our Program

As with scholarships, applications for a tuition fee waiver (TFW) will be evaluated based on student achievements while in the program. You may apply if you have been admitted without research scholarship/TFW or your research scholarship/TFW has run out. To this end, you may submit a letter of request outlining your achievements and justifying the requested financial support. This letter should be accompanied by a letter of support from your supervisor. Both should be addressed to the Director of Graduate Studies and submitted at the latest by November 1 for consideration for the academic year starting in August of the next calendar year.

### 2.3. Terms and Conditions of the FASS Research Scholarship

Masters students receive S\$1500 per month for a maximum period of 2 years. Please note that the maximum period of candidature for a full-time Masters student is 3 years. PhD students receive S\$2000 to S\$2500 depending on their citizenship status and are eligible for a S\$500 top-up after completion of the qualifying exam. The maximum period of support is 4 years. Please note that the maximum period of candidature for a full-time PhD student is 5 years.

The Research Scholarship and/or a Tuition Fee Waiver are initially awarded for one year, and may be renewed each semester, together with your candidature, on the basis of your performance in the previous semesters and the recommendation of the Faculty. This renewal is tied in with the submission of a progress report that you are required to submit at the end of each semester, once in August and once in January. Your supervisor, Head of Department/Programme, and Faculty will complete their assessments and make recommendations for the continuation of your scholarship. You will be notified about this via email.

While each renewal of a scholarship/fee waiver will usually be for a period of six months, a shorter period of renewal or no renewal may result if your progress is found to be unsatisfactory. Please note that if your progress is found to be unsatisfactory before the renewal is due, your monthly stipend can be suspended or your scholarship/fee waiver terminated without notice.

To be considered for a renewal, candidates must complete a minimum of two graded modules per semester, which must count towards their CAP. A Masters candidate must achieve a minimum CAP of 3.00 while a PhD candidate must achieve a minimum CAP of 3.50, during the semester that you are completing your coursework component. For the remaining semesters, renewal will depend on your progress in your research/thesis. For PhD scholars admitted prior to Semester I, 2009/2010, the monthly stipend can also be suspended or scholarship/fee waiver terminated without notice if you fail any component of the PhD QE. Reinstatement will be reviewed after you pass the PhD QE.

### 2.4. Teaching Assistantships

If you are the holder of a research scholarship, you will be required to devote some hours per week to performing a service to the Psychology Department. In most cases, this service will entail a teaching assistantship, which will be assigned to you at the beginning of each academic year. In this context, you are expected to do *3 to 4 hours of in-class room teaching*. It is understood that you would use additional time to prepare for your teaching performance and to assist the lecturer in matters of course administration (e.g., answering student queries on IVLE, grading). At the beginning of the semester, you will complete a Teaching Assistant Agreement form, together with the instructor you are assigned to. This form will explicitly specify the nature of your duties and the amount of time you are expected to allocate to different duties.

Although your teaching constitutes a service to the Psychology Department, please see the service as a valuable opportunity for learning effective class room teaching. As such, we encourage you to closely work together with the lecturer to optimize your learning experience.

Some students without research funding may look for an additional source of income. If that's the case, they can apply for part- or full-time teaching assistant positions that are available in the Department. However, a full-time position would require the students to change their status within the graduate program from full-time to part-time student.

Both the Department and the Faculty confer teaching awards to recognize excellence in teaching. Applications for these awards are announced by the Faculty and you are welcome to nominate yourself and submit the required documents to our Department. In addition to considering self-nominations, our Department reviews the teaching evaluations from graduate students serving as teaching assistants and invites students with outstanding scores and qualitative comments to submit the required documents for the award. Based on those documents, the Department will recommend a selection of students for the teaching award to the Faculty.

Table 1 Graduate Modules

<b>Module Code</b>	<b>Title</b>	<b>Scope</b>
<i>General Content and Method Modules</i>		
PL6770	Graduate Research Seminar	NA
PL5660/6660	Independent Study	NA
PL6208	Empirical Research Project	NA
PL5221	Analysis of Psychological Data Using GLM	NA
PL5222	Multivariate Statistics in Psychology	NA
PL6215	Selected Applications in Psychology	NA
<i>Clinical Area Modules</i>		
PL5306	Advanced Clinical Psychology	Core
PL6211	Special Topics in Clinical Psychology	Specialized
<i>Cognitive Neuroscience Area Modules</i>		
PL5308	Advanced Cognitive Neuroscience	Core
PL5226	Electroencephalography	Specialized
PL6201	Advanced fMRI and Brain Imaging	Specialized
PL6216	Affective Neuroscience	Specialized
PL6213	Genetics of Social Behavior	Specialized

<b>Module Code</b>	<b>Title</b>	<b>Scope</b>
<i>Cognitive Psychology Area Modules</i>		
PL5303	Advanced Cognitive Psychology	Core
PL6209	Lexical Processing	Specialized
PL6214	Visual-Spatial Cognition	Specialized
<i>Developmental Psychology Area Modules</i>		
PL5304	Advanced Developmental Psychology	Core
PL6212	Language and Communication Development	Specialized
<i>Health Psychology Area Modules</i>		
PL5307	Advanced Health Psychology	Core
PL6225	Cardiac Psychology	Specialized
<i>Social and Personality Psychology Area Modules</i>		
PL5305	Advanced Social Psychology	Core
PL6203	Emotion and Social Cognition	Specialized
PL6206	Close Relationships	Specialized
PL6207	Personality Psychology	Specialized
<i>Quantitative Psychology Area Modules</i>		
PL5225	Structural Equation Modelling	Specialized

### 3. Graduate Modules

As discussed above, the Psychology Graduate Program is divided into 6 core areas. These areas, with the exception of Quantitative Psychology, have one “Core Module” that covers its broad basis. The name for this module starts with “Advanced” (see Table 1). In addition, we offer “Specialized Modules” within each core area that students may take as electives.

#### 3.1. Availability of Graduate Modules

The availability of graduate modules depends on student demand and staff availability. The following paragraphs outline the projected availability of modules. If you are interested in a particular module that is not offered on a regular basis, you may contact the Director of Graduate Studies to inquire about module availability and to express your interest in the module. Based on student feedback, less frequently taught modules may be made available.

#### 3.2. General Content and Method Modules

The Graduate Research Module PL6770 will be offered every academic year (usually in term 1). The quantitative modules PL5221 and PL5222 will be offered every academic year (usually in terms 1 and 2 respectively, or in the special semesters). The offering of research project modules (i.e., PL5660/6660, PL6208) is negotiated between students and supervising faculty. As such these modules are generally available and students should approach prospective supervisors to secure their consent to mount the module for the student. The Selected Applications in Psychology module PL6215 will be offered based on demand and staff availability.

#### 3.3. Core Modules

With the exception of the Cognitive Psychology/Cognitive Neuroscience core modules, the listed core modules will be offered once within a 2 year period. Thus, if a given core module is not on offer during the first year of your candidacy, it will become available during your second year. Due to thematic overlap in the core modules of Cognitive Psychology and Cognitive Neuroscience, these modules will be available on a 4 year schedule. Moreover, either one will be available during the course of 2 years. If you are a student from the Cognitive Psychology core area, you may take Advanced Cognitive Neuroscience to fulfill your core requirement. If you are a student from the Cognitive Neuroscience area, you may take Advanced Cognitive Psychology to fulfill your core requirement (see Graduation Requirements below). As there is no core module for students in the area of Quantitative Psychology, they will need to choose from the available core modules to fulfill their core requirements.

### 3.4. Specialized Modules

The Department aims at offering specialized modules on a regular basis. Specifically, it is planned that each core area offers one specialized module over the course of 6 years. However, as such offerings only make sense if there are enough students to make the course viable, the actual availability of courses will depend on student numbers and interest for a particular area. As such you are encouraged to contact the Director of Graduate Studies and express your interest in a particular specialized module.

## 4. Graduation Requirements

### 4.1. Module Requirements

#### 4.1.1 Masters Students

Masters students are required to complete 4 modules. Of those modules, one must be the Graduate Research Seminar PL6770. If you were admitted before August 2010, you can select the 3 remaining modules from the available modules. One of those self-selected modules can be from the 4000 level. The other modules, however, must be from the 5000 or 6000 level. If you were admitted in August 2010 or later you must complete either PL5221 or PL5222 to fulfill the quantitative module requirement. Additionally, you are expected to take one core module within your area. You should then select one additional module from among the available 4000, 5000, or 6000 level psychology modules. The CAP from your modules should not fall below 2.5 for two consecutive terms or 3.0 for three consecutive terms. If it does, the candidature will be terminated by the university.

Based on these requirements and the availability of modules, we suggest that you consider the following schedule when planning your modules, to the extent that these modules are offered at the semesters listed below.

Semester 1	Graduate Research Seminar PL6770
	Analysis of Psychological Data Using GLM PL5221
Semester 2	Core Module
	Elective

We require you to take the Graduate Research Seminar in your first semester. This seminar will provide valuable information concerning the graduate program and equip you with basic knowledge and skills that will be relevant for your research career. We strongly encourage you to take PL5221 (if you haven't taken this module as an undergraduate student) during your first year. The statistical methods taught in this module will be relevant for the planning and execution of your research projects. The enrolment in core and elective modules will depend on when these modules are offered.

#### 4.1.2. PhD Students

If you were admitted before August 2010, you will be required to complete 6 modules. Of these modules, one must be the Graduate Research Seminar PL6770. You are free to select the remaining 5 modules from the available psychology 4000, 5000, and 6000 level modules with the condition that only one can be a 4000 level module.

If you were admitted in August 2010 or later, you are required to complete 7 modules. Of these modules, one must be the Graduate Research Seminar. Two modules must be quantitative in nature and can be a combination of PL5221, PL5222, and PL5225. Please note that PL5225 may not be offered during your candidacy. If you wish to take this module, please contact the Director of Graduate Studies. One module must be the core module from your area. For example, if you are a student from the Health Psychology area, you must complete the Advanced Health Psychology module. Another module must be a core module from another area. For example, if you are a Health Psychology student, you may choose “Advanced Social Psychology” to fulfill this requirement. Finally, you have to complete the Empirical Research Project module. Thus, 6 out of the 7 required modules are specified and you may choose only one module freely from among the available 4000, 5000, and 6000 level modules.

Special cases are students from the Cognitive Psychology and Cognitive Neuroscience area. Due to close theoretical overlap, students in these areas may select either “Advanced Cognitive Psychology” or “Advanced Cognitive Neuroscience” to fulfill their core area requirement. They cannot choose either “Advanced Cognitive Psychology” or “Advanced Cognitive Neuroscience” to fulfill the requirement of a module outside their area of specialization. Another special case are students in the Quantitative Area. These students may choose any two of the available core modules to fulfill the within and outside core area module requirement. However, they may not choose both “Advanced Cognitive Psychology” and “Advanced Cognitive Neuroscience”.

The CAP for your modules should not fall below 3.0 for two consecutive terms or 3.5 for three consecutive terms. If it does, your candidature will be terminated by the university.

Based on these requirements and the availability of modules, we suggest that you consider the following schedule when planning your modules, to the extent that these modules are offered at the semesters listed below.

Semester 1    Graduate Research Seminar PL6770

                  Analysis of Psychological Data Using GLM PL5221

Semester 2    Multivariate Statistics in Psychology PL5222

Core Module 1

Semester 3    Empirical Research Project PL6208

Core Module 2

Semester 4    Elective

We require you to take the Graduate Research Seminar in your first semester. This seminar will provide valuable information concerning the graduate program and equip you with basic knowledge and skills that will be relevant for your research career. We strongly encourage you to take PL5221 (if you haven't taken this module as an undergraduate student) during your first year. The statistical methods taught in this module will be relevant for the planning and execution of your research projects. The enrolment in core and elective modules will depend on when these modules are offered.

## 4.2. Grades

### 4.2.1. Masters

In order to graduate with a Masters degree, you have to achieve a minimum CAP of 3.0. Additionally, you cannot have failed more than two modules during your candidacy. If applicable, you are required to obtain a C or better in the graduate English course (intermediate level (CELC)).

### 4.2.2. PhD

In order to graduate with a PhD, you have to achieve a minimum CAP of 3.5. Additionally, you cannot have failed more than two modules during your candidacy. If applicable, you are required to obtain a C or better in the graduate English course (intermediate level (CELC)).

## 4.3. PhD Qualifying Examination

PhD candidates are also required to pass a Qualifying Examination (QE) in the form of comprehensive examinations and an oral defence of the thesis proposal. The comprehensive examinations comprise two written examinations that test the general competence of the candidate in his/her core area. The thesis proposal should be about 30 to 50 pages long. The oral defence of your research proposal will be held before a three-member panel of Thesis Committee [including your supervisor(s)] appointed by the Head of Department.

The QE will be examined by the Thesis Committee which should consist of the candidate's supervisor and two other experts. All examiners must be available to conduct the examinations.

Students must satisfy the following conditions before being allowed to sit the PhD QE:

- Complete a minimum of five modules with a minimum CAP of 3.50;
- Where applicable, obtain satisfactory grades in the CELC graduate English modules at intermediate level; and
- Other Departmental requirements.

For students admitted prior to Semester I, 2009/2010, the QE should be taken before the end of the second year of the PhD candidature. A second attempt may be taken no later than six months after a first, failed attempt. This applies to both full-time and part-time candidates. The monthly stipend can be suspended or scholarship/fee waiver terminated without notice for research scholars who fail any component of the PhD QE. Reinstatement will be reviewed after the scholar passes the PhD QE. The candidature of a student will be terminated if he/she fails the PhD QE.

For students admitted from Semester I 2009/2010, the QE should be passed within the first two years of the PhD candidature. Within this period, a second PhD QE may be attempted should the candidate fail at the first attempt. This applies to both full-time and part-time candidates. For research scholars, the scholarship will only be suspended upon the recommendation of the Department. A student who is unable to pass the PhD QE by the end of the second year of his/her candidature may be downgraded to the Masters programme if he/she can complete a reasonably good Masters thesis. For research scholars, the scholarship in such cases will be terminated. Otherwise, the candidature of such students will be terminated.

#### 4.3.1. Comprehensive Examinations (CE)

##### 4.3.1.1. Rationale and Aims

A PhD graduate in Psychology is expected to have in-depth knowledge of his/her chosen thesis research topic, and also demonstrate competence in the broader research areas that relate to the thesis topic as well as the general sub-field of psychology that is more closely related to his/her thesis research topic.

As a guideline, "sub-field of psychology" refers to the narrower and more specialized research focus that is closely related to the thesis (e.g., cardiovascular, cognitive-behavioural therapy, working memory, group behaviour) whereas "broader research areas that relate to the thesis topic" refer to the core area of the PhD dissertation (i.e., Clinical, Cognitive, Developmental, Health, Social/Personality, Quantitative). Thus, a candidate is typically expected to be competent in his/her thesis research topic as well

as his/her broader research area in Psychology. In this discussion, “competence” is defined as the mastery of the content of a basic undergraduate module in those areas or sub-fields. Leaving aside issues relating to performance or teaching abilities, the idea is that a PhD graduate should have the requisite knowledge to teach an undergraduate module in his/her research areas or sub-fields.

For example, a candidate may be writing a dissertation on the role of social support in cardiovascular disorders. The Comprehensive Exams would allow the candidate to demonstrate his/her “competence” in (for example) both cardiovascular psychology and more broadly in health psychology.

#### **4.3.1.2. Number of Comprehensive Examinations**

##### For candidates admitted on or before Aug 2013

The candidate must complete two Comprehensive Examinations (CE1 and CE2):

CE1 would cover the general area of psychology (e.g., health psychology) related to the candidate’s thesis research area.

CE2 would be in the candidate’s thesis research area (e.g., cardiovascular psychology) but should be broader than the thesis research topic (e.g., the role of social support in cardiovascular disorders).

##### For candidates admitted after Aug 2013

The candidate must complete two Comprehensive Examinations (CE1 and CE2):

CE1 would cover the general area of psychology (e.g., health psychology) related to the candidate’s thesis research area.

CE2 would be in the candidate’s thesis research area (e.g., cardiovascular psychology) but should be broader than the thesis research topic (e.g., the role of social support in cardiovascular disorders). The requirements of CE2 can either be fulfilled as a written exam or as a review paper.

After completing CE1 and CE2, there will be a one-hour oral exam where candidates have to defend their answers for both components.

#### **4.3.1.3. Timing of the Comprehensive Examinations**

##### For candidates admitted on or before Aug 2013

After consultation with the Thesis Committee, the candidate should set dates for the CE and inform the Department of the dates (attention: Ms. Loh Poh Yee). The CE should be conducted on campus within the period of one working week. The examiners will then have two working weeks to evaluate the CE and must then reach a consensus on whether to submit a Pass or Fail result to the Department.

#### For candidates admitted after Aug 2013

After consultation with the Thesis Committee, the candidate should set dates for the CE (take-home exam/s and oral defense) and inform the Department of the dates (attention: Ms. Loh Poh Yee). Assuming a candidate is taking the review paper option for CE2, the Thesis Committee should also inform Ms. Loh of the deadline they provided to the candidate for submitting his/her review paper. The written exam/s should be conducted within the period of one working week, and an oral defense of the answers will take place not later than one working week after the final written exam. The examiners will then have two working weeks after the oral exam to evaluate the CE and must then reach a consensus on whether to submit a Pass or Fail result to the Department.

#### 4.3.1.4. Scope of Comprehensive Examinations

##### For candidates admitted on or before Aug 2013

After the core and specialized areas of the CE have been determined, the candidate must draw up two reading lists (one for each examination). Each reading list should comprise the primary sources and major studies in the relevant subject area and should generally contain a minimum of 30 titles (inclusive of books and articles). Some may consider 30 titles to be insufficient; the purpose here is to offer some guidelines for the benefit of the student, to prevent possible disputes as to what might be expected of the CE, and to ensure a required level of competence.

The thesis committee would then comment on these reading lists and if appropriate help guide the student to broaden the scope of the reading lists to include other relevant research papers. The approved reading lists must be made known to the Thesis Committee at least 5 months prior to the CE (slight alterations could be allowed subject to the Thesis Committee's consent). The Thesis Committee should provide their comments to the student within one month to allow the candidate sufficient time to prepare. Once the reading lists are finalized, they have to be submitted to the Head of Department for approval.

##### For candidates admitted after Aug 2013

After the core and specialized areas of the CE have been determined, the candidate must draw up a reading list for CE1. The reading list should comprise the primary sources and major studies in the relevant subject area and should generally contain a minimum of 30 titles (inclusive of books and articles). Some may consider 30 titles to be insufficient; the purpose here is to offer some guidelines for the benefit of the student, to prevent possible disputes as to what might be expected of the CE, and to ensure a required level of competence. The thesis committee would then comment on the reading list and if appropriate help guide the student to broaden the scope of the reading lists to include other relevant research papers. In general, reading lists must be

made known to the Thesis Committee at least 5 months prior to the CE (slight alterations could be allowed subject to the Thesis Committee's consent). The Thesis Committee should provide their comments to the student within one month to allow the candidate sufficient time to prepare. Once the reading lists are finalized, they have to be submitted to the Head of Department for approval.

The candidate then has two options with respect to CE2. The first option is to do CE2 as a written exam, in which case he/she has to draw up a separate reading list for CE2 (subject to the same requirements for the CE1 reading list described above). The second option is to complete and submit a review paper in the candidate's specific research area. In order to select the review paper option for CE2:

- a. Approval of the thesis committee is required,
- b. The student will decide the scope and parameters of the review paper in consultation with the thesis committee, and the final topic has to be approved by the committee and the Head of Department before work can begin,
- c. The supervisor may provide feedback to not more than two drafts of the review paper before it is submitted, and must at no point edit the manuscript,
- d. The thesis committee will also stipulate a deadline for the submission of the review paper, so that they have enough time to evaluate the paper before the oral defense is mounted.

#### 4.3.1.5. Format of Comprehensive Examinations

##### For candidates admitted on or before Aug 2013

Each CE will comprise two written 3-hour open-book examinations. A student is strongly encouraged to type his/her examination answers, although handwritten answers are acceptable.

In each exam, the student needs to answer one of three questions which will be set by the thesis committee. The thesis committee must coordinate to avoid duplication or overlap and ensure sufficient coverage of the research topics. The exam papers should be submitted to the Department at least one working week before each scheduled exam. The supervisor, not the Department, is responsible for the coordination of the exam paper.

##### For candidates admitted after Aug 2013

CE1 will comprise a take-home open-book written exam. A student is strongly encouraged to type his/her examination answers, although handwritten answers are acceptable. For CE1, the student needs to answer one of three questions which will be set by the thesis committee. The thesis committee must coordinate to avoid duplication or overlap and ensure sufficient coverage of the research topics. The exam papers

should be submitted to the Department at least one working week before each scheduled exam. The supervisor, not the Department, is responsible for the coordination of the exam paper. Candidates will collect their questions from the Department at 8:30 am in the morning, and have to submit their answers by 5:30 pm to the Department. For candidates who are also doing CE2 as a take-home written exam, the format and requirements for CE2 are identical for CE1.

For candidates who are doing the review paper option for CE2, the review paper (typically 30-35 double-spaced pages, and no longer than 70 double-spaced pages) could take the form of an integrative review (similar to what one might submit to *Psychological Bulletin*) that describes and critically evaluates past research, while highlighting important issues that have yet to be resolved. The review paper could also take the form of a theoretical review (similar to what one might submit to *Psychonomic Bulletin & Review*) that examines important issues and phenomena within the field, with meta-analytic techniques used where applicable.

A one-hour oral defense of the candidate's submissions (for both CE1 and CE2) will then take place not later than one working week after the submission of the final written exam. While the candidate is allowed to have a copy of his/her written submissions with him/her, he/she will not receive any feedback on the written answers prior to the oral defense.

#### 4.3.2. Oral Defence of PhD Thesis Proposal

##### 4.3.2.1. Rationale and Aims

The oral defence of the thesis proposal will ensure that the candidate is ready to embark on his/her thesis research. This is the one of the QE components, which tests the candidate's specialized knowledge.

##### 4.3.2.2. Timing of the Oral Defence

The oral exam should be taken after the written CEs. The timing for when the candidate attempts the oral defence should not, however, depend on the performance for the CEs. The final Pass/Fail result for the QE will be based on both (i) the oral defence and (ii) the CE components.

After consultation with the Thesis Committee, the candidate should set a date for the oral defence and inform the Department of this date (attention: Ms. Loh Poh Yee). The period of time between the written CEs and the oral defence should be agreed upon by the student and the Thesis Committee but the entire QE must be completed before the end of second year of PhD candidature.

The student must submit a thesis proposal 4-8 weeks before the date of the oral exam in order to give the examiners enough time to read and frame questions.

### 4.3.2.3. Format and Scope of the Thesis Proposal

The thesis proposal should not exceed 10,000 words and be typed in 12pt font size with double line spacing. This word count should exclude bibliography, tables, figures and footnotes. The format should conform to APA style.

The thesis proposal should be concise, cogently argued and well-written for an intelligent reader who may be unfamiliar with the specific research topic chosen. It should therefore contain a critical review of the relevant literature that introduces the examiners to the chosen research topic and frames the hypotheses of the study. The methods of data collection should also be clearly explained.

Thesis Committee members are urged to read the proposal carefully before the oral examination in order to be fair to the student.

### 4.3.2.4. Format of the Oral Defence Examination

All of the Thesis Committee members (including the supervisor) will examine the candidate during the oral exam. For this, the student is expected to prepare a presentation (<30min) following which, the Thesis Committee will examine the candidate with respect to her/his subject knowledge and ability to embark on the thesis research.

## 4.4. Thesis

### 4.4.1. Masters

In order to obtain a Masters degree, you need to do empirical work and submit this in a written form as a Masters thesis. The word limit for this thesis is 30,000 words. The thesis should be written following the APA guidelines and has to be submitted after completion of your course requirements and within the maximum period of candidacy (i.e., 3 years). The department strongly encourages students to write their thesis in the form of one or more journal articles following the guide lines listed below (4.4.3).

The thesis will be examined by 2 reviewers, one of whom can be from another department or research institution. The aim of your research presented in the thesis should be the generation of new knowledge. However, it is not essential that you are able to support your research hypotheses. Rather, the presented work should demonstrate your ability to independently conduct quality research and to integrate your work with the existing literature in a meaningful way.

#### 4.4.2. PhD

In order to obtain a PhD, you need to do empirical work and submit this in a written form as a PhD thesis. The word limit for this thesis is 80,000 words. The thesis should be written following the APA guidelines and has to be submitted after completion of your course requirements and within the maximum period of candidacy (i.e., 5 years). The department strongly encourages students to write their thesis in the form of one or more journal articles following the guide lines listed below (4.4.3).

The research presented in your thesis should generate new knowledge. It is essential that your research extends the existing literature in a significant way. When you and your supervisor consider the thesis to be ready for evaluation, you can submit your thesis to be sent out for review. The thesis will be examined by 3 reviewers, one of whom has to be external (i.e., outside NUS). Although it is advisable that the reviewers of your written thesis be different from the committee that served during your qualifying examinations, there can be overlap. However, this overlap should be avoided if the committee member(s) in question was substantially involved in supervising your research.

Once your reviewers have examined your thesis, you will be invited to conduct an oral defense. During this defense, two of the three reviewers have to be present. The Department Head or representative will chair your defense. The defense can be public if you wish it to be so. It typically lasts 2 hours during which you should give a short presentation of your work that should not exceed 30 minutes. After this presentation, the panel and other members of the audience may direct questions at you that test your mastery of your thesis research and related subjects.

After your defense, the panel will consult on your performance and decide on the outcome of your defense. Possible outcomes are (1) the acceptance of your thesis with or without minor amendments that you would have to complete to the satisfaction of your supervisor; (2) the acceptance of your thesis pending revisions made to the satisfaction of specified reviewers; or (3) the rejection of your thesis with or without the option of resubmission and a second defense.

#### 4.4.3. Thesis Format

One important goal of your research is publication. Therefore, you have the option of writing up your thesis in a format that allows you to speedily publish your work. To this end, you may identify one or more journals to which you intend to submit your work and prepare one or more manuscripts respectively. For your thesis, you may then combine the manuscripts (published or not) while adhering to the following three points:

1. To the extent possible, manuscripts should be formatted as full-length journal articles, and not as brief reports. It is important that manuscripts are sufficiently

detailed, so that examiners have enough information to properly evaluate the candidate's domain knowledge and competence as a researcher. If there is a concern that aspects of the manuscript are too concise, the candidate has the option of providing supplementary material in the form of appendices.

2. As individual manuscripts tend to be self-contained, overview or bridging sections will need to be included so that examiners can understand how the different studies relate to one another and to the candidate's overall thesis. Specifically, if there is more than one manuscript, you should write a general introduction outlining the goal of your thesis and study plan, bridging sections between manuscripts and a general discussion integrating findings from the different works. Please note that a Masters thesis may or may not comprise more than one manuscript. Here, in some cases, the work may be suitable for one paper only. However, PhD thesis should contain material for two or more substantial manuscripts.
3. There must be a clear indication that the primary author of each individual manuscript is the candidate (usually the first author), and a declaration of what the contribution of the other authors are to the manuscript. As the collection of manuscripts is being submitted as the candidate's thesis, it should comprise substantial work by the student for the thesis and not simply be a collection of work done at the supervisor's or other faculty member's labs during the course of the candidate's tenure as a graduate student.

#### 4.4.4. Thesis Submission and Examination

Candidates have to submit their theses for examination (after being approved by their supervisor(s) and Head of Department) by the maximum period of candidature or such date as stipulated by the supervisors or the University, whichever date is earlier. The procedures for Thesis Submission and tuition fee deadlines are provided by the Registrar's Office (see <http://www.nus.edu.sg/registrar/event/gd-thesisexam.html> for more information). Tuition and miscellaneous fees are payable until the thesis is submitted for examination. Exemption of fees will take effect from the semester after the thesis is submitted for examination, unless the thesis is submitted within Instructional Week 2 of the semester.

In order to ensure that you are exempted from paying fees for the semester, please make sure that you submit the following (see below) to the Psychology General Office (Attn: Ms. Loh Poh Yee) *no later than one week before the fee payment deadline*. If you submit your materials too late, there is a danger that your form will not be processed on time, which will make you liable for tuition fees for the semester.

- **Thesis Submission Form (57/2000a)** (downloadable from <http://www.nus.edu.sg/registrar/forms.html>)

- Two soft-bound copies (Master's thesis) or four soft-bound copies (PhD thesis)
- Soft copy (pdf format) of the thesis on a CD-ROM

After processing your form and ensuring that your thesis meets formatting requirements, the General Office will contact you to come down to collect your completed Thesis Submission Form, one soft-bound copy of the thesis (PhD only), and the CD-ROM. Next, you will have to submit the following (see list below) to the **Student Service Centre (Level 1, Yusof Ishak House, Kent Ridge Campus)**.

- Completed Thesis Submission Form (with Head's Signature)
- 1 copy of soft-bound thesis received from the Department (for PhD only)
- Soft copy (pdf format) of the thesis on a CD-ROM
- Latest Student Account Statement (<https://myisis.nus.edu.sg>)
- Receipt of Examination Fee Payment  
(<https://share.nus.edu.sg/registrar/student/forms/Thesis-Examination-Fee-Payment-Form.pdf>)

Candidates are required to personally submit the abovementioned materials to the Student Service Centre.

#### 4.5. Departmental Seminars

All students that joined our program in August 2010 or later are required to participate in the departmental seminar series. At the beginning of a semester, one staff member will send an email asking for contributions to the departmental seminars. If you would like to present your work during that semester, please respond by indicating a date for which you would like to sign up. Both Masters and PhD students have to present at least once during their candidacy. This presentation can comprise a research proposal or actual data. The content of this presentation should be discussed with your graduate supervisor.

In addition to presenting once, you are required to attend at least 5 departmental seminars during your candidacy. Please note that you have to do these things in order to graduate and the Department will keep track of your attendance. To this end, a sign-in book will be passed around in which you can record your attendance. You are encouraged to attend more than 5 seminars and to attend talks outside your immediate area.

## 5. Candidature and Administrative Matters

### 5.1. Getting to Know Your Supervisor and Your Responsibilities

When entering our graduate program you maybe uncertain as to what your milestones are, when you should achieve them and what kind of support you can request from your supervisor. It is useful to clarify these issues in advance so that both you and your supervisor notice easily when things get “off-track”. Therefore, we ask that you to discuss milestones and supervisor/student responsibilities in advance and come to an agreement with your supervisor. To help with that discussion, the faculty has provided a form that you may fill out and keep as a record. To retrieve this form please visit <https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx> and look for the Supervisor-Student Agreement Form. If you find this agreement unsuitable you may draft your own agreement in discussion with your supervisor. Both of you need to sign the agreement and submit a copy to Ms. Loh Poh Yee before the end of your first semester.

More detailed information on this and other matters can be found at:

<http://www.fas.nus.edu.sg/grad/toknow/research/index.html>

### 5.2. Change of Supervisor

Your supervisor may leave the Department during your candidacy. Additionally it is possible that your research interests change or that you have personal difficulties with your selected supervisor. You should discuss your intention to change supervisors with your current supervisor and identify a potential staff member who agrees to serve as your supervisor for the remainder of your candidacy. The Director of Graduate Studies can be approached to help facilitate this. After discussion with all parties involved, you will have to fill out two forms to apply for supervisor change. One form can be located at the Registrar’s Office website (Application for Change of Supervisor(s)):

<http://www.nus.edu.sg/registrar/event/gd-resforms.html>

The other form, which *only* needs to be completed if you have research protocols that will be used under the new supervisor and which were submitted for IRB approval prior to the change in supervisor.

<https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx>

Both forms have to be submitted to the Director of Graduate Studies.

### 5.3. Progress Report

Your candidature as a graduate student will normally have to be renewed every semester (for both scholars and self-financing students) contingent on satisfactory

progress. The renewal usually takes place in June/December, when your supervisor(s) submit a half-yearly progress report. Your supervisor(s) will evaluate your progress and forward the report to the Department and Faculty for evaluation before renewal of your candidature is granted.

#### **5.4. Upgrading from Masters to PhD**

If you are currently in the Masters research programme and would like to work for a PhD degree, you can apply to upgrade to the PhD programme after you have satisfied the PhD QE requirements. Upon completion of the PhD programme, you will be awarded a PhD degree but not the Masters degree. Masters students who wish to upgrade their candidature to PhD should first seek the advice of their supervisor(s) and/or Director of Graduate Studies.

If you are required to take the graduate English modules at intermediate level during your Masters candidature, you must achieve an advanced level in the module after upgrading successfully, with the exception of students from the Department of Chinese Studies who are required to achieve an intermediate level of proficiency. You are required to obtain satisfactory grades (at least grade C) in the graduate English modules.

Please note that if you are a research scholar and your application to upgrade to the PhD candidature is successful, the normal end-date for your scholarship is four years from the time that you were admitted as a Masters student. It is recommended that you apply for upgrading to PhD as early as possible, if you are interested in pursuing a PhD degree.

#### **5.5. Conversion between Full-time & Part-time Status**

All students who would like to convert between full-time and part-time status must seek approval. If you are a research scholar and you convert to a part-time candidature without approval from the Faculty, you are liable to the penalty of having to repay the University the Scholarship and have your candidature terminated immediately.

Approval for the conversion of a student's status to part-time is granted on a case-by-case basis. For students who are receiving the Research Scholarship, approval is normally not granted within two years for Masters and four years for PhD candidates unless you have submitted a draft of the complete thesis to the supervisor(s); and the supervisor(s), in their best judgement, feel that you are able to submit the bound copy of the thesis for examination within three months.

To convert your status between full-time and part-time, you must submit your completed form to the Vice-Dean (Research and Graduate Studies) through the existing supervisor(s) and the Head of Department/Programme for approval.

Please note that there is another situation where students convert from full-time to part-time candidature. When you submit your thesis, the "Thesis Submission Form" has

to be forwarded to the Registrar's Office. In the form, you are asked whether you want to convert from full-time to part-time candidature and the desired effective date. You are informed of the following in the form:

- For current research scholars, the scholarship will cease on the day the thesis is submitted to the Registrar's Office or according to the supervisor(s)' signature date on the form, whichever is earlier.
- All full-time students (including those who have submitted their thesis for examination but yet to be conferred the degree) must have a medical insurance coverage. They will have to pay the premium for the NUS medical insurance scheme if they do not have an alternative medical insurance coverage.
- Foreign students are not eligible for a Student's Pass once their candidature is converted to part-time. (They must ensure that they stay in Singapore on a valid pass.)

Students who convert their candidature to part-time after the fee payment deadline are liable to pay the medical insurance premium for that semester.

## 5.6. Leave Matters

The only type of leave available to non-research scholars is "leave of absence". The application must be submitted to the Department at least two weeks prior to the proposed leave period. Usually leave periods of up to two semesters may be considered for each application. Students who require more than two semesters of leave are advised to withdraw and re-apply for admission later.

Students on a research scholarship are eligible for 21 working days of vacation leave in a calendar year. Additionally, students may take leave of absence (unpaid) or maternity leave. More information on leave and application guidelines are available at:

<http://www.nus.edu.sg/registrar/adminpolicy/rsleave.html>

## 6. Practical Issues

### 6.1. Time line for planning your PhD components

Applicable to PhD students starting August 2010 or later.

<b>Date</b>	<b>Milestone</b>
1 year, 4 months	<ul style="list-style-type: none"><li>▪ Set and confirm thesis committee (supervisor and 2 other members, both of which may be internal) with HOD</li><li>▪ Reading lists from student to thesis committee for comments (Committee members have 1 month to suggest changes)</li></ul>
1 year, 5 months	<ul style="list-style-type: none"><li>▪ Reading lists with comments back to student. After the list is finalized, a copy should be emailed to Ms. Loh Poh Yee, who will then submit the lists to HOD for approval.</li></ul>
1 year, 10 months	<ul style="list-style-type: none"><li>▪ Student should have completed 5 of the required modules (CAP min 3.5); this includes the empirical research project PL6208</li><li>▪ Student should now take the QE:</li><li>▪ Comprehensive Exams 1 and 2, oral defence of thesis proposal</li><li>▪ Student should submit thesis proposal to committee 4-8 weeks prior to the defence</li></ul>
2 years	<ul style="list-style-type: none"><li>▪ Students should have completed all QE components (Comprehensive Examinations 1 and 2, oral defence of thesis proposal)</li></ul>
4 years	<ul style="list-style-type: none"><li>▪ The student should complete the remaining required module. The University does not set a deadline for thesis submission. However, given the duration of research scholarship and candidacy, the student should now be ready to submit thesis for examination. After the reviewers have sent their evaluation, an oral defence has to be scheduled.</li></ul>

## 6.2. Ethics Clearance

You should obtain ethics clearance for any research project carried out by you unless your supervisor already has ethics clearance for your project(s). To this end, please submit an application to the Departmental Ethics Review Committee (DERC). The DERC will then review your application and, if applicable, send to the NUS Institutional Review Board. You will be notified when your application reaches the IRB. Depending on the timing and the nature of your application, you may have a decision within 1 to 3 months. The application material and a guide for ethics submissions can be found here:

<http://www.fas.nus.edu.sg/psy/research/research.htm>

## 6.3. Academic Culture

All students admitted to NUS after 2008 are required to complete a quiz on academic culture: <http://emodule.nus.edu.sg/ac/>

Part of an academic culture is the open exchange of ideas. The university has put in place a number of guidelines aimed at preventing that such ideas are abused for personal benefit. One potential form of abuse is plagiarism – that is the use of existing material for an assignment, thesis or publication without properly crediting this material. Listed below is the position of the NUS Faculty of Arts and Social Sciences concerning plagiarism:

1. No student shall represent the work of another person as his/her own in any academic assignment, thesis or project even if the material so represented constitutes only a part of the work submitted.
2. No student shall copy ideas found on the Web without giving proper credit to the original sources.
3. No student shall download or copy, in part or in their entirety, articles or research papers found on the Internet and submit the paper as his/her own work.
4. No student shall contribute any work to another student if he/she knows or should know that the latter may submit the work in part or whole as his/her own.
5. Receipt of payment in whatever form for work contributed shall raise a presumption that the student had such knowledge.
6. Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his involvement in the offence.
7. The student shall receive no marks or a reduction of marks for the relevant academic assignment, thesis or project;

8. The student shall fail the subject, course or programme of study, with or without any marks given for that subject, course or programme of study; and
9. The student shall be treated as having committed a disciplinary offence under section 1 of Statute 12 (Penalty) of the National University of Singapore.
10. Students should seek clarification from their respective tutors, lecturers or supervisors if they are unsure whether they are plagiarising the work of another person.

Please note that borrowing extensively from your own material, produced previously for credit, will also be considered plagiarism:

1. In their written assignments, students should not reproduce extensive portions (10% or more) from written assignments completed for another module(s).
2. A student who reproduces extensive portions from a previous assignment in another assignment is guilty of academic dishonesty because he/she is claiming additional credit for work which has already been done.
3. Students who wish to work in a topic which is closely related to a written assignment completed for another module should first highlight this to the lecturer concerned and produce a photocopy of the previously completed assignment for the lecturer in order to ensure that the new assignment is not a re-use of the previous work.

The definition of “plagiarism” is not clear cut and may differ somewhat depending on disciplines. You may think you know what plagiarism is and nevertheless commit some form of it because your knowledge is incomplete. To prevent this from happening please check out the following link on how to avoid plagiarism:

<http://www.cdtl.nus.edu.sg/cdtlhome/special.htm#Plagiarism>

#### 6.4. Part-time Employment

You can take up part-time employment at any time during term break. However, if you would like work part-time during term, you can do so only after obtaining approval from the university. As you can only commence part-time employment after obtaining approval, you should apply early. Applications made during or after completion of employment will not be accepted. For more information including terms and conditions on part-time employment, visit the website of the Office of Student Affairs (OSA). Alternatively, you may also check with OSA in person at Yusof Ishak House or email OSA.

Check out the following link for part-time opportunities within NUS:

<http://www.fas.nus.edu.sg/grad/toknow/research/financial/part-time.html>

The relevant paid part-time jobs, which research scholars may be employed in at NUS, are teaching and graduate student research work. Income derived from this nature of work is subject to tax (whilst Singaporeans and Singapore Permanent Residents are subject to both CPF and tax).

University education at NUS is demanding, intensive, and rigorous, and thus requires a high degree of commitment. Research candidates pursuing full-time studies are expected to commit themselves to at least 40 hours per week of study. The University does not encourage full-time students to take up employment during term time that might interfere with their studies. All students should note that employment-related commitments will not be accepted as valid reasons for absence, uncompleted work, late submission of work, or poor performance, and may lead to exclusion from certain full-time programmes.

#### **6.4.1. Research Scholars**

Research scholars may not work more than a total of 16 hours a week for paid and unpaid work as stipulated in the Research Scholarships terms and conditions.

As research scholars are required to assist their Department in teaching and other departmental work for up to six hours per week without pay, they can only perform 10 hours per week of additional part-time work. Apart from this, the scholar may not accept employment, whether remunerated or not, or hold concurrently any other scholarship, fellowship or other awards, without the prior approval of the FASS Vice-Dean (Graduate Studies).

#### **6.4.2. Students who are non-Research Scholars**

Full-time foreign students who are non-research scholars can be engaged in part-time employment not exceeding 16 hours a week when the semester is in session. There is no cap on the number of hours during the University's vacation periods. The University does not specify any restrictions to part-time employment for local students. However, we do recommend that as for foreign students, 16 hours are not exceeded. Full-time students regardless of citizenship may not accept fulltime employment. If they seek to obtain full-time employment, they will have to convert their student status to part-time.

### **6.5. Resources for You and Your Research**

#### **6.5.1. Research Participant Program**

Undergraduate students taking PL1101E and PL2131 can take part in the Research Participant (RP) program in partial fulfilment of their course requirements. These students then have to complete 12 points (1 point is a maximum of 30 min) as participants in research experiments. The RP coordinator will send out an email at the beginning of each term to indicate how many hours are available for graduate student

projects. In the past, a graduate student could typically request 200 RP points in a given term. To access these points and allow undergraduates to sign up for your research, you need to submit the RP requisition form available on the RP website (<http://courses.nus.edu.sg/course/psyks/rp.htm>) together with your ethics approval to the RP coordinator.

Please note that the RP program closes before the start of the examination period at the end of each term and only opens one or two weeks after the beginning of a new term. Occasionally, the Department offers PL1101E during the special term. If that's the case, a small number of RP points may be available from May to June or June to August. However, the RP pool is usually closed during these months. Thus, if you have to rely on RP points for your research you'll need to plan ahead.

### 6.5.2. Access to Departmental Facilities

There is one graduate student room (AS4-04-11) equipped with 3 PCs and 1 printer, as well as communal desk space and a limited number of lockers for graduate students. The PCs are equipped with programs like SPSS and E-prime, and are meant for common use (i.e., no one should be parking themselves at these spaces). A full set of guidelines is provided on Appendix 1. The room is secured by a number lock. To get access to the room, please get the code for the number lock from Ms. Loh Poh Yee ([psylohpy@nus.edu.sg](mailto:psylohpy@nus.edu.sg)).

For research purposes, students can access the computer and research labs available to the Department. Access to these facilities is gated by several staff members. Mr Mohamad Salikimen Bin Rafil ([psymsr@nus.edu.sg](mailto:psymsr@nus.edu.sg)) signs out keys for the experimental cubicles in AS5 as well as the computer labs in AS7. Access to other labs (e.g., Social Psychology Lab) has to be negotiated with the research staff that maintains these labs.

A photocopier is available in the printing room next to the general office. However, photocopying for research purposes has to be covered by your supervisor (e.g., from a research grant) or by you at the cost of 5 cents per copy. Other equipment (e.g., scanner, printer) and stationery items in this room are not available to you for research purposes. You may access them with permission if you need them for your teaching assistant duties. Your card allows access to the printing room only during office hours.

Opposite the printing room is a pantry which you can access around the clock. You may use the microwave oven and the water heater/cooler. A dedicated refrigerator is also reserved for graduate students. Also, please note that departmental facilities are for the use of staff and graduate students from this department only. Anyone found to be loaning his or her student card to others for the purpose of accessing department facilities will be denied access to those facilities.

### 6.5.3. Claims for Student Projects

Financial assistance is given to all full-time students involved in projects that are directly related to their studies. The assistance is for reimbursement of consumables and travel directly arising from the projects. Full-time Masters students may claim 100% of the actual expenditure, subject to a maximum of S\$400 per student throughout the candidature period. Full-time PhD students may claim 100% of the actual expenditure, subject to a maximum of S\$500 per student throughout the candidature period.

In addition to these FASS funding opportunities, the Department has a Consultancy Levy Fund. The money available through this fund depends on how much consulting is done in the Department and so varies from year to year. However, you may apply to use this fund by submitting a request through your supervisor to the Department Head in which you outline and justify your projected expenses. The guide and form for such a request is available on

<https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx>

### 6.5.4. Travel Grant for Conference Attendance/Participation

All full-time graduate research students admitted may be given financial support for their attendance/participation in conferences as follows:

Full-time Masters by research students may attend one local conference without having to present a paper, and participate in overseas conferences subject to a total limit of S\$2,000 throughout their candidature. Funding for local conferences will not be counted towards the S\$2,000 limit.

Full-time PhD research students may attend up to two local conferences without having to present a paper, and participate in overseas conferences subject to a total limit of S\$4,000 throughout their candidature. Funding for local conferences will not be counted towards the S\$4,000 limit.

Teaching Assistants who are registered part-time research students are also eligible to apply for a travel grant.

Financial assistance requested for regional and international conferences are calculated based on these guidelines:

- Airfare via the most direct and economical route
- Registration fee based on the lowest "early" registration fee rate, and
- Half per-diem (50% of daily subsistence allowance payable for the country concerned) for the duration of the conference plus half per-diem for one additional day

Where there is a need to travel overseas, students should refer to the corporate rate offered by Singapore Airlines. If a particular destination is not found on this list, please submit one written quotation from one of the University-approved travel agents with your application. Please check with your Department's secretary or with the Division of Research and Graduate Studies for the corporate airfare and the list of approved travel agents. You can check with your Department's/Programme's secretary or with the Division of Research and Graduate Studies for the subsistence allowance rates.

More information on financial support and application procedures are available on the FASS website (Financial Aid):

<http://www.fas.nus.edu.sg/grad/toknow/research/index.html>

Students who apply for conference support should complete the "Conference\_SelfEvaluation.doc" and submit this together with their application. The document can be found here:

<https://share.nus.edu.sg/psy/Graduate%20Research/Forms/AllItems.aspx>

## 7. Graduate Exchange

Students in the Psychology Graduate Programme may explore the option of going on Graduate Student Exchange. The Faculty of Arts and Social Sciences has arranged exchange agreements with a number of schools including Columbia University in the US, Humboldt University in Germany, and Vietnam National University among others (for a full list of schools please visit <http://www.fas.nus.edu.sg/intl/FacultyLevelStrat.html>). The exchange may last from three months up to a year.

Students may pursue these and other exchange opportunities that may be organized on a case by case in agreement with their supervisory. As several parties are involved in the exchange it needs to be planned early. Moreover it is recommended that students start a discussion with their supervisor at least 1 year prior to them leaving Singapore. Applications to the faculty need to be submitted 6 months before departure. Due to the limited candidature of Masters students, they are encouraged to go on exchange during term break and consider shorter visits (e.g., summer school). PhD students should preferably plan to go on exchange after having passed their qualifying exams.

In order to pursue graduate exchange sponsored by the Faculty of Arts and Social Sciences, students need to have a CAP greater than 3.5 and their visit needs to have a clear relevance for their academic pursuit. The faculty calls for graduate student exchange applications once a semester. The relevant application information can be found here: [http://www.fas.nus.edu.sg/intl/special\\_prog/formsOnline.html](http://www.fas.nus.edu.sg/intl/special_prog/formsOnline.html). The filled in forms need to be submitted to the Head of Department who will then forward this to the faculty level for consideration. A decision will be made within 3 to 4 weeks. Students are to submit a report within one month after completion of the exchange.

Students may also pursue graduate exchange on a more informal, case-by-case basis. For example, the students supervisor may have overseas collaborators who the student may visit for a research project. In this case, exchange matters must be coordinated with the supervisor and the following points should be adhered to:

1. The hosting supervisor and the student's home department/supervisor must agree on what the purpose of the exchange will be, with proper documentation.
2. All other administrative matters (e.g. fees, grades, courses, housing etc.) must be subject to NUS's regulations and other agreements (e.g. MOU with the foreign university etc.)

Apart from the ordinary student exchange, the Faculty of Arts and Social Sciences also offers joint degrees with overseas university. The Department of Psychology currently has no special arrangements regarding this. However, interested students may approach their supervisor or the Director of Graduate Studies should there be any interest.

## Appendix 1. Graduate Student Room Rules of Good Conduct

Dear students,

In an effort to make your stay in our program as pleasant and productive as possible, the department has made this space available for your daily use. As this space will be used by many students, please abide by the following rules, which hopefully will ensure a fruitful and pleasant work environment. If you have issues with these rules (i.e., would like to remove, revise or expand them) or would like to report rule violation, please contact your Graduate Coordinator. Students who persistently violate these rules or are persistently inconsiderate to other students may lose the privilege of using this space.

***Ensure the room is as quiet as possible:***

1. This room is strictly for individual student work. If you need to meet/work with others, please book a separate room (e.g., Departmental Meeting Room) or simply step outside the building.
2. Phone or any voice-related conversations are to be kept to a minimum. If there is a need for such conversations, they should be held as quietly as possible.

***Help keep the room and its interior clean:***

1. Please keep the workspace clean and (reasonably) tidy.
2. Do not leave food waste in the bin overnight as it makes the room smell and will attract pests.

***Help keep the room safe:***

1. If you are the leaving the room (even for a short while) and there is no one else inside, make sure you lock the door. If you are the last one out at the end of the day, make sure the door is locked and the lights are switched off.

By Order  
Department of Psychology