

Thesis preparation and submission procedure (CQT PhD Programme)

Deadline for Submission

Candidates have to submit their theses for examination (after being approved by the supervisors and CQT Academic Committee) by the maximum period of candidature or such date as stipulated by the supervisors or the University, whichever date is earlier.

General guidelines on Format of Research Thesis

The thesis should be formatted in accordance with the following NUS rules:

<https://share.nus.edu.sg/registrar/student/info/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf>

Thesis Submission Date & Fees Payable

Tuition and miscellaneous fees are payable until the thesis is submitted for examination. However, the insurance premium will continue to be payable for full-time students unless the candidate converts his/her candidature to part-time. A candidate who converts his/her candidature to part-time after Instructional Week 2 is liable to pay the insurance premium for that semester.

The tuition fees payable for the semester in which the thesis is submitted for examination depends on the thesis submission date (i.e. the date of receipt of the Thesis Submission Form by the Student Service Centre / Student Services@Bukit Timah Campus).

Exemption of fees will take effect from the semester after the thesis is submitted for examination, except if the thesis is submitted within Instructional Week 2 of the semester.

Procedures for First Submission of Thesis for Examination

Candidate to submit the following to the CQT PhD Administrator once the thesis is ready for submission during office hour:

- i. Completed Thesis Submission Form (<https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Thesis-Submission-Form.pdf>)
- ii. Four-soft bound copies
- iii. Softcopy (pdf format) of the thesis via email to cqtphd@nus.edu.sg
- iv. Payment receipt of thesis examination fee and outstanding fees (if any)*

*Note for Payment:

Please print a copy of your latest Student Bill and complete the Thesis Examination Fee Payment Form (*applicable for students with admit term prior Semester 1, 2013/2014*). Payment details are in the form.

For research scholars who have received excess Research Scholarship stipend and have yet to refund the excess, the University reserves the right to withhold student status letters, results slips or transcripts, status letters, thesis examination and the confirmation of the award of the degree.

Process of Thesis Examination

Important: Candidate should not, under any circumstances, communicate with any examiner on matters related to the thesis examination.

Nomination of Thesis Examiners

CQT Academic Committee will also be monitoring that candidates by the end of the 46th month of their candidature respectively, should have examiners identified.

Candidates should maintain close contact with their TAC, especially their main supervisor, so that the main supervisor will be aware their progress and be able to initiate the nomination of examiners process one month before the thesis is expected to be submitted for examination. This is to allow sufficient time for the approval of the proposed examiners, so that the thesis can be sent for examination upon submission.

When the thesis is being finalized for submission, the supervisor will nominate at most 4 examiners (1 internal, 2 external, with option of a reserved examiner). If the nominated internal examiner is a CQT PI but not NUS faculty, please nominate another CQT PI who is NUS faculty as the "reserved examiner". The supervisor will contact the nominated examiners to ensure that they are ready to examine the thesis if selected, before submitting the examiners' details via the University's EduRec system.

Among others, the following criteria apply to acceptable examiners:

- They must be internationally-recognized scientists in the field identified by the usual criteria (research output, citations, etc).
- They must not be related to the student or the supervisor in any way; in particular this excludes all family members, co-authors, the supervisor's former PhD students, and the supervisor's supervisor. BGS also prefers not to choose examiners who received their higher degree from the same department as the supervisor.

A member of the TAC can be nominated if she/he was not actively involved in the supervision of the student.

The Academic Committee will select/approve the actual three examiners of the thesis, including at least one CQT PI and one external examiner. The Academic Committee can choose additional examiners (to ensure expertise on all parts of the thesis, for example).

Period of Thesis Examination

After the thesis is submitted, the examiners will be asked to assess it and submit their reports within 7 weeks. Each report consist of a confidential part (with the examiner's name and general recommendation) and a report.

The assessment forms are:

- Exam Report Section A (thesis assessment form)
- Exam Report Section B (thesis assessment form Anonymous)

Following a positive assessment by the examiners, the Oral Examination ("Defense") of the thesis will be scheduled as early as possible. The Defense is chaired by the chairperson of the TAC or, if unavailable, by a nominee of the Academic Committee. As a rule, the examiners who assessed the thesis will also conduct the examination during the Defense. The student will receive copies of the anonymous reports before the Defense.

Outcome of Thesis Examination

After all the examiners' reports are received:

- If there are no/minor amendments, candidate will be notified of the confirmed oral examination date. A copy of the Faculty's guideline on the oral presentation will also be given to the candidate.
- However, if major revision is recommended by the examiner(s), the candidate may be asked to revise and resubmit the thesis for further examination before the oral examination is scheduled. After the oral examination, the candidate will be informed by the Oral Panel of the outcome, on the amendments to the thesis and the person(s) to advise the candidate on the amendments, if applicable.

Please note that if major revisions to the thesis are required, the candidate may have to pay fees for 1 semester, even if the period granted to do the revision is less than six months. If the candidate is unable to complete the revisions in six months, s/he will be required to pay another semester's fees. The total revision period cannot exceed 12 months.

Oral Examination

The Oral Examination will begin with an open seminar comprising a 40-minute presentation and a 10-minute Question & Answer session. Being an open seminar, your Ph.D. Oral Examination will be publicly advertised and attendance is open to the staff members as well as the students. This will then be followed by a closed-door examination, which will be limited to the Oral Panel. The student's supervisor can attend the examination as a silent observer during the 40-minute presentation.

The Oral Examination concludes with a pass/fail judgment by the examiners and recommendations for amendments of the thesis.

The exam report form for the Oral Examination is <http://cqtphd.quantumlah.org/OralExamReport.pdf>

The student is given up to one month to make the amendments of the thesis. The student can request for more time to complete the amendment, subject to the approval from the Academic Committee/ Examiners. Upon completing the amendments, the student would need supervisor's approval to re-submit the amended thesis. [https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-\(After-Oral-Examination\).pdf](https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Report-on-Amended-PhD-Thesis-(After-Oral-Examination).pdf)

The final approved thesis must be uploaded electronically. The student will be notified via email when the system is open for a week to upload the thesis. A softcopy of the final approved thesis sent via email to cqtphd@nus.edu.sg must be submitted to CQT PhD Administrator for the verification of the student's uploaded thesis.

One copy (in any form agreed with your supervisors) of the final approved thesis should be submitted to the supervisors.

You must also complete and submit the Feedback Form on Research Guidance. <http://cqtphd.quantumlah.org/FeedbackonResearchGuidance.pdf>

Award of Degree

The candidate will be considered for award of degree by the Board of Graduate Studies:

- if all minor/major revisions are incorporated in the thesis to the satisfaction of the supervisor(s) and the Oral Panel member (if applicable); and
- after the uploaded electronic thesis has been verified by the CQT PhD Administrator/Registrar's Office

After the degree has been awarded by the Board of Graduate Studies, the Chancellor's approval will be sought for the degree to be conferred in writing. The approximate timeframe for approval by Board of Graduate Studies and Chancellor is about two months after the uploaded thesis has been verified.