MyEduRec Navigator : Home > Academics > Graduate Research
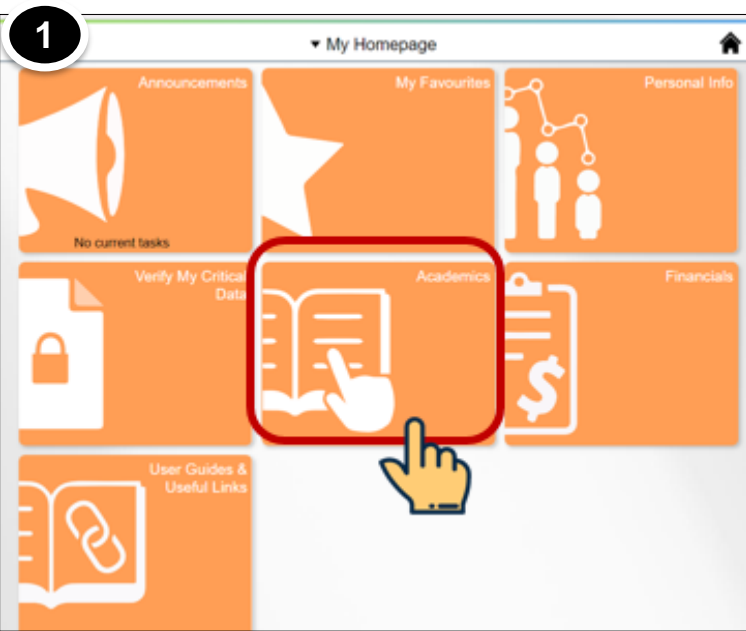
1

My Homepage

- Announcements
- No current tasks
- My Favourites
- Personal Info
- Verify My Critical Data
- Academics
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- User Guides & Useful Links

2

Academics

- Registration & Declarations
- Academic Records
- Degree Progress/AFG
- Module Registration
- Global Education
- Examinations
- Graduate Research
- Acad Plan Appln / Declaration
- Design Your Own Module
- Requirement Designation
- ...ripts
- Commencement Registration

Declare Academic Travel/Internship

- Information
- Apply for RS Holiday Leave
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form
- **Declare Acad Travel/Internship** **3**

Submit a New Declaration

4 **Click on Submit a New Declaration**

Declare Academic Travel/Internship

Submission ID	NEW
Travel Declaration Status	Draft
Academic Career	Graduate
Academic Program	Doctor of Philosophy (FASS)
Department	

System will auto populate the information. Ensure that you are making declaration under the correct degree programme.

Details of Event

(5) Choose from the drop-down options available

| Conference |
| Exchange |
| Fieldwork |
| Internship |
| Others |
| Research Attachment |

*Type of Event

(6) Actual start and end date of event.

*Event Start Date

*Event End Date

If the event is a Conference…

Conference Tier

| Department |
| Faculty/School |
| International |
| National |
| University |

Name of Conference

If the event is Exchange/ Fieldwork/ Internship/ Research Attachment/ Others…

Type of Organisation

| Government |
| Industry |
| Non-profit and NGOs |
| Others |
| Research Center/Institutes |
| Startup |
| University/Institution |

Name of Organisation

---

(7) Use magnifying glass to search for country code

Location of Event

*Country

City

Lookup

Cancel

Search for: Country

Search Criteria   Show Operators

Country Code (begins with)

Description (begins with)

Search   Clear

If the event is held locally in Singapore…

Location of Event

*Country SGP

Singapore

*Purpose of Academic Travel/Internship

Provide a brief description of the academic purpose or objective(s) of the travel/internship.

(9) Enter the purpose for participating in the academic travel/internship.

If the event is held overseas..

Location of Event

*Country CHN

China

City

Departure Date (Depart from Singapore)

Arrival Date (Arrive back in Singapore)

(8) Enter the City, Departure and Arrival Date

*Purpose of Academic Travel/Internship

Provide a brief description of the academic purpose or objective(s) of the travel/internship.

Acknowledgement

Yes ⬤   **(10)** Slide YES to acknowledge

I acknowledge that my thesis advisor Dr 2519, Name has reviewed and approved my academic travel/internship plans, and I am committed to fulfilling any requirements or expectations outlined by them during the duration of my travel.

< Back   Submit >

To Edit a Submitted Declaration

Declare Academic Travel/Internship

Information
Apply for RS Holiday Leave
Submit Research Progress Rpt
View GAP Hours
Propose Thesis Submission Date
Upload Abstract/Submit Thesis
Submit Form
Declare Acad Travel/Internship

[Submit a New Declaration]

(11) Select the record which you would like to edit from the list of all the submitted declarations.

Declared Travel/Internship
5 rows

Submission ID ↑↓	Academic Program ↑↓	Status ↑↓	Type of Event ↑↓
20240001	D0660	Submitted	Conference
20240002	D0660	Submitted	Exchange
20240006	D0660	Submitted	Conference
20240007	D0660	Submitted	Exchange
20240008	D0660	Submitted	Conference

Details of Event

Type of Event	Conference
***Event Start Date**	15/05/2024
***Event End Date**	31/05/2024

Location of Event

Country	MYS
	Malaysia
City	Kuala Lumpur
Departure Date (Depart from Singapore)	12/05/2024
Arrival Date (Arrive back in Singapore)	03/06/2024
Conference Tier	International
Name of Conference	International Conference
***Purpose of Academic Travel/Internship**	

Provide a brief description of the academic purpose or objective(s) of the travel/internship.

Update Details

(12) Click on "Update Details to edit the relevant field(s) and resubmit the declaration.