

**PROCEDURE FOR QUALIFYING EXAMINATION (QE)**  
**(Updated on March 2023)**

Graduate students are required to:

1	<p>Inform respective Thesis Advisor(s) and Priscilla of their intention to transfer to PhD candidature at least two months before the maximum period allowed for conversion.</p> <p><b>* To be eligible for the PhD qualifying examination, students must fulfill the following requirements:</b></p> <ul style="list-style-type: none"> <li>(1) Passed the Written Qualifying exam.</li> <li>(2) Completed the first TAC meeting during the first year.</li> <li>(3) Three approved level 5000 graduate courses with <b>an average grade of B (GPA of 3.5 and above).</b></li> <li>(4) Fulfilled a minimum of 36 hours (for the scholarships requirement of 144, e.g SG, SPR; NRFs.) and 104 hours (for scholarship requirement of 416 hours; e.g. international) respectively of part-time teaching if the student is administrated by NUS.</li> </ul>
2	<p>Submit a copy of the application form for Phd Qualifying Oral Exam to Priscilla at least 3 weeks before the QE oral exam.</p>
3	<p>A QE Panel for each student will be organized by the Thesis advisor. The examiners must be invited and nominated by the Thesis Advisor, <u>but not by the students.</u></p> <p>The Panel consists of two non-supervisory (voting members – <b>at least ONE has to be full time regular NUS staff (preferably DBS staff)</b>) and Thesis Advisor(s) as non-voting member(s). The Chair (<b>should be full time regular NUS staff</b>) is one of the two non-supervisory members and usually a senior member of the panel.</p> <p><i>In general, full-time faculty member should hold appointment and perform duties at the University for a minimum of nine (9) months a year (i.e. ≥ 75% appointment at NUS)</i></p> <p>It is up to the discretion of the Chairperson whether the Thesis Advisor(s) has to leave the examination venue during the close-door discussion by the examiners.</p> <p>A decision will be made by the Committee in the absence of the student and the Thesis Advisor(s).</p>
4	<p>Once the date &amp; time are confirmed, please email to Priscilla for the venue booking. Please let her know who the 2 examiners are. (for Graduate Committee’s approval)</p>
5	<p>Priscilla will send out an official email to all (student, Thesis Advisor(s) &amp; examiners) regards to the QE oral.</p>
6	<p><b><u>The student should submit an oral QE report to the QE Panel at least 2 week before oral QE.</u></b> This report should contain approx. 10 -15 pages of his/her PhD research proposal generally including Introduction/Background, Progress, and Proposal (detailed future works, 4-5 pages).</p>
7	<p><b><u>This student sends a softcopy of the abstract by email to Priscilla (dbslxz), Jacqueline (dbsjlsy), and cc to the Thesis Advisor(s) at least 2 week before the QE oral</u></b></p>
8	<p>Priscilla publicises the oral QE.</p>
9	<p>The student submits a hardcopy of the powerpoint presentation materials (6 slides in one page) &amp; research proposal report to Priscilla on the day/after QE.</p>

**EXPECTATIONS AT THE STAGE OF QUALIFYING EXAMINATION**

- 1) Completion of the course requirements.
- 2) Good research progress.
- 3) Good research proposal.
- 4) Fundamental knowledge relevant to his/her research program.