Higher Degrees by Research Orientation Briefing

Friday, 11 January 2019

Assistant Professor Adrian Kee
Assistant Dean/ Higher Degrees
Office of Graduate Studies and Professional Learning
Higher Degree Student Numbers in NIE

Higher Degree Students in NIE (as of 07 January 2019): 2041*

<table>
<thead>
<tr>
<th>Programme</th>
<th>Students (as of 07 Jan 2019)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Masters by Research MA and MSc</td>
<td>26</td>
</tr>
<tr>
<td>Masters by Coursework MA and MSc</td>
<td>703</td>
</tr>
<tr>
<td>Masters by Coursework M Ed</td>
<td>923</td>
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<tr>
<td>Masters by Coursework M Teach</td>
<td>2</td>
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<tr>
<td>Masters by Coursework MEA (International)</td>
<td>105</td>
</tr>
<tr>
<td>Doctor of Philosophy (PhD)</td>
<td>175</td>
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<tr>
<td>Doctor in Education (EdD Dual Award with the Institute of Education, UoL)</td>
<td>6</td>
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<tr>
<td>NIE Doctor in Education</td>
<td>101</td>
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</table>

* Includes January 2019 Intake of Research & Coursework students
HD, GPL (Level 3, Block 7)

http://niehd.nie.edu.sg/about-us.html
An important web page for information and forms

- [http://niehd.nie.edu.sg](http://niehd.nie.edu.sg)
• Thesis processes
• Calendar of events
• Announcements
• Time-tables
• Course registration matters
• All manner of forms
• Integrity framework
• Research and E-resources
• Faculty contact
• and much more…
Admin Matters
## Important Contacts

<table>
<thead>
<tr>
<th>Contact point</th>
<th>Matters</th>
</tr>
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<tbody>
<tr>
<td>Office of Academic Administration &amp; Services (OAAS)</td>
<td>▪ Course related matters</td>
</tr>
<tr>
<td><a href="mailto:masterscourse@nie.edu.sg">masterscourse@nie.edu.sg</a></td>
<td>Registration, Withdrawal, Accreditation and Exemption of Courses</td>
</tr>
<tr>
<td></td>
<td>▪ Exam related matters:</td>
</tr>
<tr>
<td></td>
<td>Examination, Graduation/Convocation matters</td>
</tr>
<tr>
<td>Office of Academic Administration &amp; Services (OAAS)</td>
<td>Student records</td>
</tr>
<tr>
<td><a href="mailto:nieadmpp@nie.edu.sg">nieadmpp@nie.edu.sg</a></td>
<td>Leave of absence</td>
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<td>Extension of Candidature</td>
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<tr>
<td>Student Services Centre</td>
<td>General services</td>
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<td>Blk 3b, NIE Student Hub (Level 1)</td>
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<tr>
<td>IT Infrastructure Services Hub</td>
<td>Computer-related enquires</td>
</tr>
<tr>
<td>▪ Blk 3b, NIE Student Hub (Level 1)</td>
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</tr>
<tr>
<td>▪ 6790 3033</td>
<td></td>
</tr>
<tr>
<td>▪ <a href="mailto:servicedesk@nie.edu.sg">servicedesk@nie.edu.sg</a></td>
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# Important Contacts

<table>
<thead>
<tr>
<th>Contact point</th>
<th>Academic areas</th>
</tr>
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<tbody>
<tr>
<td>GPL Office</td>
<td>Higher degree academic matters</td>
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<tr>
<td>▪ 6790 3929</td>
<td>Higher degree academic matters</td>
</tr>
<tr>
<td>▪ <a href="mailto:higherdegrees@nie.edu.sg">higherdegrees@nie.edu.sg</a></td>
<td>Supervision, research and other academic issues</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Supervision, research and other academic issues</td>
</tr>
<tr>
<td>Programme Leader</td>
<td>Coursework matters</td>
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</table>

An Institute of
# Information Sources

<table>
<thead>
<tr>
<th>Information source</th>
<th>Areas</th>
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<tbody>
<tr>
<td>NIE website</td>
<td>- General NIE matters</td>
</tr>
<tr>
<td></td>
<td>- General programme information</td>
</tr>
<tr>
<td>HD Connect (<a href="http://niehd.nie.edu.sg">http://niehd.nie.edu.sg</a>)</td>
<td>- Announcements</td>
</tr>
<tr>
<td></td>
<td>- <strong>Student Handbook</strong></td>
</tr>
<tr>
<td></td>
<td>- Downloadable forms</td>
</tr>
<tr>
<td></td>
<td>- Updating of your addresses and phone numbers</td>
</tr>
<tr>
<td>Blackboard (GeNIEus, NIE e-learning platform)</td>
<td>- Information and learning materials for individual courses</td>
</tr>
</tbody>
</table>
Student Handbook

Student Handbook for Higher Degree Programmes by Research

Go to http://niehd.nie.edu.sg

HD Connect ➔ Students ➔ Current Students ➔ Links to Forms and Guidelines
Important Procedural Matters

- Leave of Absence
- Course Registration
- Online Add/Drop & Confirmation/Conversion
- Course Deferment
- Programme/Course Withdrawal
- Extension of Candidature
Academic Matters
A Research Student’s Progress Path

- Fulfill course requirements
- Pass confirmation exercise*
- Pass Oral exam (PhD)
- Submit thesis for examination

* also known as Qualifying Exam or QE
# Fulfill Course Requirements

<table>
<thead>
<tr>
<th>PhD</th>
<th>Masters by Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>▪ Complete four graduate level courses (min. 12 AUs) with an overall average Grade B</td>
<td>▪ Complete three graduate level courses (min 9 AUs) with an overall average Grade B-</td>
</tr>
<tr>
<td>▪ Submit an in-depth literature review</td>
<td>▪ Submit an in-depth literature review</td>
</tr>
<tr>
<td>▪ Achieve minimum CGPA of 3.50 (B)</td>
<td>▪ Achieve minimum CGPA of 3.00 (B-)</td>
</tr>
</tbody>
</table>
# Fulfill Course Requirements

## Grade Point Average (GPA) System

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+, A</td>
<td>5.0</td>
</tr>
<tr>
<td>A-</td>
<td>4.5</td>
</tr>
<tr>
<td>B+</td>
<td>4.0</td>
</tr>
<tr>
<td>B</td>
<td>3.5</td>
</tr>
<tr>
<td>B-</td>
<td>3.0</td>
</tr>
<tr>
<td>C+</td>
<td>2.5</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>D+</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
</tbody>
</table>
Fulfill Course Requirements

- **Term Grade Point Average (TGPA):** an average of all courses in any term of study

- **Cumulative Grade Point Average (CGPA):** an average of all courses up to the time of calculation of the GPA

Minimum TGPA/CGPA:
- 3.00 (B-)
- Masters
- 3.50 (B) PhD
Fulfill Course Requirements

Poor academic performance in coursework

- TGPA below the required grade point: Academic reminder
- TGPA below the required grade point for two consecutive terms of study: Termination
### Fulfill Course Requirements

#### Poor Academic Performance

<table>
<thead>
<tr>
<th>Research Programme</th>
<th>Academic Warning</th>
<th>Termination of Financial Support and/or Candidature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Masters</strong></td>
<td>a) TGPA less than 3.00 (grade B-) in any term of study; or&lt;br&gt;b) Any course with Grade Point less than 2.50 (grade C+)</td>
<td>a) Fail to complete all course requirements within the stipulated period&lt;br&gt;b) TGPA is less than 2.50 (grade C+) in two consecutive terms; or&lt;br&gt;c) TGPA is less than 3.00 (grade B-) in three consecutive terms</td>
</tr>
<tr>
<td><strong>PhD</strong></td>
<td>a) TGPA less than 3.50 (grade B) in any term of study; or&lt;br&gt;b) Any course with Grade Point less than 2.50 (grade C+)</td>
<td></td>
</tr>
</tbody>
</table>

*An Institute of*  
Nanyang Technological University  
Singapore

**TRANSFORMING TEACHING  INSPIRING LEARNING**
Fulfill Course Requirements

Epigeum Research Integrity Course (ERIC)

- Students from the August 2018 onwards must complete ERIC within their first semester of study. There will be a proctored examination, more details will be provided at a later date.
- Results will appear in the Student Academic Progress Report as a Pass/Fail under the course code ERI701.
- Students are auto-enrolled for this course. If a student fails, he/she will be auto-enrolled for the course in the following semester.
- ERIC has a 3 year validity period, after which students will be required to complete the ERIC-Concise refresher course.
Fulfill Course Requirements

Epigeum Research Integrity Course (ERIC)

- Comes in five separate programmes
- Consult your supervisor(s) to decide which one of the five Epigeum programmes to enroll in
- To access the self-study courses on Research Integrity, log in to GeNIEus (Blackboard):

Student Lounge -> Research Integrity Course (Student)
Fulfill Course Requirements

**HWG703 and HWG702**

- HWG703 Graduate English
- HWG702 University Teaching for Teaching Assistants
- All PhD scholars are required to pass HWG703 & HWG702 before confirmation
- All FT PhD students are required to pass HWG703 & HWG702 before submission of thesis for examination

*(students with relevant English proficiency & teaching experience may apply for exemptions)*
Fulfill Course Requirements

**SA830 for PhD Students**

- SA830 Writing and Communications Skills for PhD Students
- Will be graded as a Pass/Fail
- Does not count towards your coursework requirements for graduation
## Fulfill Course Requirements

<table>
<thead>
<tr>
<th>PhD</th>
<th>Masters by Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit Confirmation report on research work within stipulated timeframe</td>
<td>Submit confirmation report on research work within stipulated timeframe</td>
</tr>
<tr>
<td>Student’s progress will be reviewed for Confirmation of PhD candidature</td>
<td>Student’s progress will be reviewed for confirmation of Masters candidature</td>
</tr>
<tr>
<td>Complete and pass the Confirmation Seminar</td>
<td>Complete and pass the Confirmation Seminar</td>
</tr>
</tbody>
</table>

**Note:** Students who fail any of the above stages will be advised to withdraw from the programme.
Submit Thesis for Examination

<table>
<thead>
<tr>
<th>PhD</th>
<th>Masters by Research</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit thesis for examination</td>
<td>Submit thesis for examination</td>
</tr>
<tr>
<td>Oral Examination (Viva) for PhD</td>
<td></td>
</tr>
</tbody>
</table>
Many important details & **deadlines** to remember

- Matriculate
- Take courses
- Read
- Write

- Write thesis
- Notify thesis submission
- Submit thesis/plagiarism check
- Revise thesis

- Prepare annual reports
- Prepare confirmation document
- Initiate confirmation
- Give confirmation seminar
- Consult TAC

- PhD oral exam
- Revise thesis
- Bind and submit hardbound thesis
- Await degree certificate and transcript

**Be proactive & responsible**
Academic Progress

Academic Progress Checklist

• Fill up this “Checklist” throughout your higher degree research candidature diligently

• Keep a record of meetings/discussions with supervisor & co-supervisor

• Initial Target Setting Report for new research students
  o submit completed report to GPL within **ONE MONTH** of registration
Important Reminders
HDR Students’ Personal Code of Conduct

- Excellence
- Quality
- Academic/Research Integrity
Academic Integrity/Dishonesty

**Plagiarism**
- Submission of the work of another person as your own or reproduction of ideas or statements of another person without acknowledgement

**Collusion**
- Copying another student’s work with or without their knowledge

**Complicity**
- Allowing another student to practise collusion

**Self-Plagiarism**
- Also known as “double dipping” - submitting a whole paper previously submitted to satisfy the requirements for another course or a substantial portion of it to fulfill a course requirement.
Academic Integrity/Dishonesty

Academic dishonesty

Do not commit acts of academic dishonesty. Such acts constitute serious academic misconduct. You will be subject to strong disciplinary actions.

HD Connect → Current Students → Higher Degrees (Research)

→ NIE Academic Integrity Framework
  • NIE Academic Integrity Framework
  • E-briefing on Plagiarism and Referencing
Ethics Clearance

• If research involves human or animal subjects, you must apply for ethics review and obtain approval from NTU’s Institutional Review Board (IRB)

• Collect data only AFTER ethics clearance is given

• Plan and apply for ethics clearance early! (Discuss this with your supervisor)

• NTU IRB guidelines/forms available on IRB website: http://research.ntu.edu.sg/GuidelinesnForms/Pages/default.aspx
  *Requires log in
Approval from DAC, MOE

• To collect data from schools, you must apply for approval from **Data Administration Centre, MOE**

• Plan and apply for approval early! (Discuss this with your supervisor)
Please do remember to pay your tuition fees.

Students who fail to pay fees will:

- be barred from course registration;
- be barred from viewing examination results (including thesis/dissertation examination reports);
- have their degree scroll withheld during the Convocation Ceremony
Survival Tips
Student-Supervisor (Co-supervisor) Relationship

Supervisor • Mentor • Friend

A long, personal and professional relationship

Supervisor helps and guides you in …

- selecting a research topic
- planning the research
- identifying/acquiring resources
- managing the project
- actively conducting the research
- carrying out the literature review
- analysing and interpreting data
- writing the thesis
- defending the thesis
- publishing papers/thesis
- … your future career
Thesis Advisory Committee

PhD – Thesis Advisory Committee

• To provide critical guidance to PhD students during their candidature at NTU/NIE

• To monitor student progress and provide timely advice for every PhD student

• PLEASE REMEMBER TO ENGAGE your TAC members at least once a year.
Attend Seminars/Talks/Other Events

- PhD confirmation/ oral examination seminars
- GPL talks/workshops/seminars
- AG-organised talks/seminars
- Seminars organised by other NTU schools
- Seminars/talks held at special events (Graduate Student Conference, QWD, NTU Nobel Laureate Lecture, etc.)

  - Gain knowledge beyond your own discipline
  - Interact and/or collaborate with faculty and peers
More Tips

1. Plan ahead, manage your time and keep records

2. Take responsibility for your own learning and progress, and manage flagging

3. Ask those close to you for support and approach them for help when necessary

4. Familiarise yourself with important procedures

5. Interact with your supervisor and understand each other’s expectations
6 Co-operate with other students for mutual help and support

7 Develop skills for creative and critical thinking

8 Develop good academic writing, discussion and presentation skills

9 Make good use of resources from the Library and Information Services in NIE
Wishing you success!

MA  MSc  PhD

Enjoy your journey with us at NIE, NTU!
HD Student Lounge

HD Study Room

cave@NIE