

7.0 MANUAL PROCEDURE

TITLE : Submission of Notice of Thesis Submission for Postgraduate Programme (Structure A)

OBJECTIVE : Process of Application Registration and Research Proposal Defense for Postgraduate Programmes by Research (PhD and Master Structure A Programme)

SCOPE : Postgraduate Programme by Research (PhD and Master Structure A Programme)

DEFINITION : CDD : Candidate
 SPPC : School Postgraduate Programme Coordinator
 URDC : University Research Degrees Committee
 SUP/CoSUP : Supervisor/Co-Supervisor
 REO : Research and Enterprise Office
 EXM : Examiner(s)

Process No	Details	Interface	Responsibility/Timeline	Regulations
7.1	<p>Candidate complete Notice of Thesis Submission Form (NTSF)</p> <p>i) Submit the NTSF 3months before submitting the thesis to SPPC. ii) extension of 3 months to resubmit NTSF for any reason if STUD unable to submit thesis following first submission</p> <p>Note: candidate may only submit his/her thesis on having passed the Work Completion Seminar. They will only be allowed to submit his/her thesis if he/she has met all requirements if the programme and has paid, in full, all fees and other charges required by the university.</p>	NTSF	CDD/ Submit the form 3 months before submit the thesis	M7.2
7.2	Supervisor(s) to provide recommendation for the thesis submission.	Prescribed Form	SUP/ Within 3 days after receipt of NTSF	
7.3	<p>Upon receipt of NTSF, SUP must conform the thesis as per guidelines and submit to REO</p> <p>i) If Yes, proceed to process no 7.4 ii) If No, revert to process 7.2</p>	Prescribes Form	SUP / REO	M7.6
7.4	<p>Consider recommendation from Dean and approve</p> <p>i) If Yes, proceed process no 7.5 ii) If No, revert process no 7.3</p>	Prescribes Form	URDC	
7.5	<p>Following from URDC decisions:</p> <p>i) REO informs candidate on the approval of Notice of Thesis</p>	Email	REO	

SUBMISSION OF NOTICE OF THESIS SUBMISSION

Flow Chart	Departments	Notes
<pre> graph TD Start([3 months towards thesis submission]) --> D1{Research Proposal completed?} D1 -- yes --> D2{Audit and pre-requisite subjects completed?} D1 -- no --> End([Notice of Thesis Submission reject. Candidate to rework on incomplete areas]) D2 -- yes --> D3{All progress reports submitted?} D2 -- no --> End D3 -- yes --> D4{Fulfilled minimum period of study?} D3 -- no --> End D4 -- yes --> D5{An active candidate?} D4 -- no --> End D5 -- yes --> End2([Submit Notice of Thesis to REO for approval]) D5 -- no --> End </pre>	<p>School</p>	<p>Candidature of an active candidate falls within the maximum period of study. An active candidate must settle all outstanding tuition fees. International students are also required to possess a valid student permit throughout the period of candidature.</p> <p>Failure to submit thesis in 3 months following the first submission of Notice will require candidates to resubmit the Notice in which, upon approval, will be given an extension up to 3 months to submit the thesis.</p>
	<p>REO</p>	<p><u>Form(s)</u> Notice of Thesis Submission Form</p>