

Application for Transfer of Candidature From PhD to Master's (by Research)

1. This form is to be completed by the student and submitted to the supervisor(s).
2. For the procedure to transfer to a coursework programme in the Faculty/Department, please consult the Faculty/Department.
3. The maximum period of candidature will be reduced to three (3) years from the original date of registration. The student will have to apply for extension of candidature, if necessary.
4. If there is no **credit transfer** of any module to the new programme, the student will be considered to be withdrawing from the previous programme and admitting afresh to the new programme. The student will have a new admit term (fees payable and degree requirement as per new cohort) and a new candidature period.
5. The effective date of transfer will be based on Vice Dean approval date. If the date of transfer is effective from the first day of examination through to the last day of vacation (see [Academic Calendar](#)), the request for transfer will not be processed until after results are released to students. In such case, the transfer of candidature will only take effect from the first day of the following semester.

Section A: To be completed by STUDENT and submitted to Supervisor(s)		
Name:	Student No.:	
Degree:	Department:	
Date Admitted (DD/MM/YYYY)	Date of Maximum Candidature (DD/MM/YYYY):	
Occupation (if applicable):	Research Institute/Centre Attached to (if applicable):	
Name of Employer (if applicable):		
Title of PhD Thesis:		
Proposed Title of Master's Thesis (if different from the PhD Thesis):		
Reasons for Transfer to Master's (attach separate sheet if necessary):		
Courses Taken (attach separate sheet if necessary):		
<u>Module Code(s)/Module Title</u>	<u>Semester/AY taken</u>	<u>Grade obtained</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
CAP obtained: _____		

(Cont'd) Research Scholarship Details

Are you a NUS research scholarship/fellowship/award recipient?

No Yes (Award Start Date: _____; Award Expiry Date : _____)

Important Notes for Research Scholars:

1. Scholarship support is capped at two (2) years for scholars who downgrade to a Master's by Research candidature. Scholars who have received two (2) years or more of MOE scholarship support at the PhD level will not be eligible for further scholarship funding in the Master's by Research candidature.
2. The Faculty/Department has the discretion to decide if the scholarship should continue or cease for transfers to the Master's by Research programme. For continuation of scholarship, the award period and amount of stipend (if any) will generally be reduced to correspond to the period and amount given to Master's students in the respective Faculty. The terms and conditions of the award remain unchanged.
3. If the research scholarship is terminated and excess scholarship stipend has already been made, scholars will be informed to make the necessary refund. If there is an over-consumption of leave, the appropriate amount will be added to the refund.
4. If the scholarship/fellowship/award ceases upon the transfer from PhD to Master's candidature, tuition fees henceforth will be payable by the student. Student should refer to eligibility guidelines for MOE subsidy for his/her Master's candidature.

Are you in receipt of a NUS research scholarship/fellowship/award that entails you to fulfil the **Graduate Assistantship Programme (GAP)** requirements? No Yes

If yes, please continue to complete this section.

Number of hours required for completion: _____

Number of hours completed: _____

Have you completed the required hours of service?

- Yes, I have completed the hours required.
- No (Outstanding hours: _____)
(Remarks, if any: _____)
- Not Applicable (Remarks: _____)

If the scholarship/fellowship/award ceases upon the transfer from PhD to Master's candidature, International Students would pay the non-Service Obligation (SO) [tuition fee](#) rate unless they sign the SO agreement with MOE at the start of the semester. A student who has completed the full PhD (not pro-rated) GAP requirements at the point of conversion is eligible to continue with the SO tuition fee rate without the need to sign the SO agreement. For more information on SO Scheme, please refer to the [SO website](#).

Please tick one of the following boxes:

- Intend to sign the SO agreement so that the SO rate will be payable in accordance to the SO effective term.
- Do not intend to sign the SO agreement.
- Not applicable as I have completed the full PhD GAP requirements.

I hereby confirm that I have read and understood the content of the notes above.

Signature of Student : _____ Date : _____

Section B: To be Completed by SUPERVISOR(S) and forwarded to Head of Department

The application for Transfer of Candidature to Master's by Research is:

Supported Not Supported

Comments (attach separate sheet if necessary) :

Name of Main Supervisor : _____ Signature : _____ Date : _____

Name of Co-Supervisor : _____ Signature : _____ Date: _____

Name of Co-Supervisor : _____ Signature : _____ Date : _____

Section C: To be Completed by Director, Research Institute/Centre (if student is attached to a Research Institute/Centre)

The application for Transfer of Candidature to Master's by Research is:

Supported Not Supported

Comments (attach separate sheet if necessary):

Name of Director/Nominee

Signature

Date

Section D: To be Completed by DEPARTMENT ADMINISTRATOR

Summary of GAP hours (completed/to be completed).

PhD		Master's		
Original GAP hours	Total GAP hours completed	Revised GAP hours* <i>(pro-rated GAP requirement -pegged to the duration of subsidy received for each phase of study)</i>		Outstanding GAP hours to be fulfilled
		PhD		
		Master's		

*Pro-rated GAP hours, if applicable, are by semester or part thereof.

- The student and supervisor(s) have been advised on the number of outstanding/revised hours of GAP to be fulfilled (if any).
 The revised GAP hours in the Research Progress Report have been updated accordingly.

Department has to check on the eligibility guidelines for MOE subsidy for the Master's candidature. A student who is not eligible for MOE subsidy will also not be eligible for NUS scholarship/fellowship/award.

Will student continue to receive the scholarship/award for the Master's candidature?

Yes No

If no, the student will:

- **Pay the non-SO tuition fee rate (from Term: _____). If the student eventually signs the SO agreement, the SO rate will be payable in accordance to the SO effective term. Department/Faculty is reminded to submit the student's details for SO signing in due course.
- Continue under the current (e.g. SO (GAP)) tuition fee rate because:
- Student has completed the full PhD (not pro-rated) GAP requirement.
 - Student's scholarship has lapsed and student has/will be completing the full (not pro-rated) GAP requirement.
 - Student is not an International Student or is from LKYSPP/Law/Duke; and continues to be eligible for MOE subsidy.
- Pay non-MOE subsidised tuition fee rate (from Term: _____) because student is not eligible for MOE subsidy for the Master's candidature.

Satisfactory/Unsatisfactory Option (Only applicable to students from Faculty of Engineering*):

- To add-in new S/U attribute (SUGD4) in Student Attributes page.
 * With exception for students from CEE and ISEM departments.

Comments:

Name of Department Administrator

Signature

Date

Section E: To be completed by HEAD of DEPARTMENT and Forwarded to Vice Dean

The application for Transfer of Candidature to Master's by Research is:

Supported Not Supported

Comments (attach separate sheet if necessary):

Name of Head of Department/Nominee

Signature

Date

Section F: To be Completed by VICE DEAN and Forwarded to Registrar's Office

The application for Transfer of Candidature to Master's by Research is:

Approved Not Approved

Comments (attach separate sheet if necessary):

Name of Vice Dean/Nominee

Signature

Date

****Conveyance letter to students on the successful transfer will include informing OFS if there is any change to the tuition fee rate payable by the student, and the office doing the conveyance to verify that SIS is updated by OFS.**