

PROCEDURE FOR QUALIFYING EXAMINATION (QE)
(Updated on 19 May 2020)

Graduate students are required to:

1	<p>Inform respective supervisors and Priscilla of their intention to transfer to PhD candidature at least two months before the maximum period allowed for conversion.</p> <p>* To be eligible for the PhD qualifying examination, students must fulfill the following requirements:</p> <ul style="list-style-type: none"> (1) Passed the Written Qualifying exam. (2) Completed the first TAC meeting during the first year. (3) Three approved level 5000 graduate modules with an average grade of B (CAP of 3.5 and above). (4) Preferably fulfilled a minimum of 104 hours of part-time teaching if the student is administrated by NUS.
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 Supervisor. The examiners must be invited and nominated by the PI, <u>but not by the students.</u></p> <p>The Panel consists of two non-supervisory (voting members – at least one has to be DBS staff) and supervisor(s) as non-voting member(s). The Chair is one of the two non-supervisory members and usually a senior member of the panel.</p> <p>It is up to the discretion of the Chairperson whether the supervisor(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 supervisor(s).</p>
4	<p>Once the date & 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, supervisor(s) & examiners) regards to the QE oral.</p>
6	<p><u>The student should submit an oral QE report to the QE Panel at least 2 week before oral QE.</u> 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><u>This student sends a softcopy of the abstract by email to Priscilla (dbslxz), Jacqueline (dbsjlsy), and cc to the supervisor(s) at least 2 week before the QE oral</u></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) & 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.