

### Checklist for Thesis Submission

1. Online **Nomination of Examiners** Form

*\*Please remind your supervisor to submit the nomination form online via EduRec **one month** before the thesis submission*

2. Email **Supervisor** (cc **Priscilla**) **one week before or earlier** on your intended thesis submission **date and time** at that you are submitting your thesis online.

*\*Please take note:*

*- Peak period: Dec-Jan & Jul-Aug*

*- Avoid Fridays for thesis submission*

**IMPORTANT: Please make sure that you have fulfilled your coursework for the following degrees:**

**1) MSc: BL5198 + ANY 2 Elective modules = 12 MCs**

**2) PhD: BL5198 + ANY 5 Elective modules = 20 MCs**

3. **On the day of thesis submission**, email the following documents (in PDF) to **Priscilla** **prior** to submitting your thesis online.

1.	<b>Print your unofficial transcripts from myEduRec</b>
2.	<b>Graduate Alumni Form</b> <i>*DBS internal use</i> <a href="http://www.dbs.nus.edu.sg/doc/education/graduates/forms/Alumni%20Form.doc">http://www.dbs.nus.edu.sg/doc/education/graduates/forms/Alumni%20Form.doc</a>
3.	<b>At least <b>three</b> TAC forms with the final TAC form recommending the submission of thesis by panel</b> <i>*Please check TAC guidelines if unsure</i>
4.	<b>Submit a report using iThenticate (<a href="http://cit.nus.edu.sg/plagiarism-prevention/">http://cit.nus.edu.sg/plagiarism-prevention/</a>) with the supervisor's endorsement on the originally report</b> <i>*Just one page that indicates the Similarity index percentage that must not be more than <b>20%</b></i>
5.	<b>Change of Thesis Title form</b> (if applicable) <a href="https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Change-of-Thesis-Title-Research-Topic-Form.pdf">https://myportal.nus.edu.sg/studentportal/eservices/all/forms/Application-for-Change-of-Thesis-Title-Research-Topic-Form.pdf</a>

**Submitting your Thesis Submission online:**

1. Navigation Path: **MyEdurec > Academics > Graduate Research > Submit Thesis**

*\*Please make sure that you have satisfied the following requirement on candidature period*

TYPE OF PROGRAMME	MINIMUM RESIDENCY	MAXIMUM CANDIDATURE
Master's degree by research	6 months of residence in NUS	3 years
Doctoral degree by research	18 months of residence in NUS	5 years

2. After you have completed the declarations in the system, you are required to upload the thesis and submit.

*\*Note that Thesis must be in PDF format and maximum file size **less than 15MB***

3. Priscilla/Jacqueline will verify the details. Once it is approved, it will be routed to your supervisor for approval.

**IMPORTANT: Student will be liable to pay tuition fees for the semester if the final approval by the supervisor exceeds the second instructional week of the semester (i.e. if the date in milestone exceeds second instructional week).**

**Instructions/Format for Thesis Submission:**

<https://myportal.nus.edu.sg/studentportal/academics/all/docs/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf>