

Checklist for Thesis Submission

1. Online Nomination of Examiners Form

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

2. Apart from proposing the thesis submission date in myEduRec, **you are REQUIRED to email Thesis Advisor (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 and weekends 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

***50% of all your modules must be graded DBS modules**

3. **At least 3 days before your allocated thesis submission date**, please email the following documents (in PDF) to Priscilla to verify.

1.	Print your unofficial transcripts from myEduRec
2.	Graduate Alumni Form *DBS internal use (https://www.dbs.nus.edu.sg/wp-content/uploads/sites/7/2022/02/Alumni-Form_Feb-2022.pdf)
3.	At least three TAC forms with the final TAC form recommending the submission of thesis by panel – ONLY for PhD students *Please check the TAC guidelines if you are unsure.
4.	Submit a report (excluding the bibliographic materials) using iThenticate (http://cit.nus.edu.sg/plagiarism-prevention/) with the Thesis Advisor's endorsement on the originally report *Just one page that indicates the Similarity index percentage that must not be more than 20%
5.	Change of Thesis Title form (if applicable) (https://www.dbs.nus.edu.sg/wp-content/uploads/sites/7/2022/02/Application-for-Change-of-Thesis-Title-or-Research-Topic.pdf)

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 submission. Once it is approved, it will be routed to your Thesis Advisor for approval.

IMPORTANT: Student will be liable to pay tuition fees for the semester if the final approval by the Thesis Advisor 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/nusgs/gd/docs/General-Guidelines-and-Instructions-on-Format-of-Research-Thesis-and-Electronic-Submission.pdf>

NOTE:

- Neither Thesis Advisor(s) nor Examiners names should be indicated on the Thesis Cover/Thesis Title Page.

- Examiners information should NOT be included in the thesis.

Thesis Plagiarism Check Guidelines:

<https://www.dbs.nus.edu.sg/wp-content/uploads/sites/7/2021/01/Thesis-Plagiarism-Check-Guidelines.pdf>

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



Priscilla acknowledges the email and confirm the date and time with the student.



Student to submit the required documents to Priscilla to verify before submitting the thesis submission (**at least 3 days before the allocated submission date**)



Student to submit thesis online via EduRec at the allocated date and time.



Priscilla verifies the online submission.



Thesis Advisor approves the online submission.

***Thesis Advisor's approval is the FINAL.**