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, public holidays & weekends for thesis submission

IMPORTANT: Please make sure that you have fulfilled your coursework for the following degrees:
1) MSc: BL5198 (4 units) + ANY 2 Elective courses (8 units) = 12 units
2) PhD: BL5198 (4 units) + NG5001 (compulsory for students from AY2022/2023 Sem 1 onwards, S/U option available) (4 units) + NG5002 (compulsory for students from AY2024/2025 Sem 1 onwards, S/U option available) (2 units) + ANY 5 Elective courses = 26 units
****50% of all your modules must be graded DBS courses***

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 (**https://ctlt.nus.edu.sg/ithenticate/**) 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 Online form** (if applicable) (please submit via myEdurec system) https://myportal.nus.edu.sg/studentportal/nusgs/gd/docs/UserGuide_Form_Change-of-Thesis-Title.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/
THESIS EXAM MATTERS > Guidelines on Format of Research Thesis

NOTE:
- Neither Thesis Advisor(s) nor Examiners names should be indicated on the Thesis Cover/Thesis Title Page.
- Examiners information should NOT include in the thesis.

Thesis Plagiarism Check Guidelines:
https://www.dbs.nus.edu.sg/wp-content/uploads/sites/7/2024/12/Thesis-Plagiarism-Check-Guidelines.pdf

NOTE: The oral examination must be scheduled within two months of the date the student receives the outcome email.