

APPLICATION FOR STUDENT EXCHANGE PROGRAMME (SEP) FOR FASS GRADUATE RESEARCH STUDENTS

Applicant to note:

- (a) This form can be submitted any time. Please apply early to not miss application deadlines at the host university.
- (b) Items to include with this application form.
 - i. Written confirmation of mentor/ supervisor from Host University indicating his or her agreement to host and supervise the applicant (*section 8*).
 - ii. Latest result slip
- (c) After Sections 1 to 6 are completed, if you are planning to transfer credits back to the NUS degree, the Module Mapping Form in Annex A should be submitted together with this application.
- (d) SEP may be for research and/or coursework
- (e) Funding support may be available for PhD candidates under the Graduate Student Research Support Scheme (GRSS). Please fill in Annex B of this form.

Please note that the GRSS funding will be considered on a competitive basis with other GRSS applications. There will be no separate consideration for GRSS application on the basis of exchange so please ensure that you adhered to the stated timelines in Annex A if you want to obtain GRSS funding. The results will thus be communicated to you separately from the decision on your SEP application.

Part A – General Information

TO BE COMPLETED BY THE STUDENT

1 APPLICATION FOR SEP

Proposed start date:
Proposed completion date:
Host university:
Department at host university:
Supervisor/mentor at host university:
Email address of host university mentor/supervisor:

2 BASIC INFORMATION OF STUDENT

Name (Mr / Ms *):	
Department:	Degree: Masters / PhD *
Registration number:	Registration date:
Country of birth:	Nationality:
Postal address: (In Singapore)	

Telephone number:	Mobile number:
Fax number:	
E-mail address:	
Cumulative Average Point for coursework completed so far:	
<p>Are you a scholarship holder?: Yes / No *</p> <p>If yes – please state the scholarship name:</p> <p> – please state the stipend per month S\$:</p> <p>How do you plan to support yourself during your exchange? Please state expected costs and source of funding and household income.</p> <p>(If you wish to apply to Graduate Research Support Scheme for funding support, please fill up Annex B.)</p>	

* Please delete accordingly.

3 TITLE AND ABSTRACT OF THESIS

(In about 200 words, describe your thesis research.)

4 LIST MAIN OBJECTIVES OF STUDENT EXCHANGE PROGRAMME

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5 CONTACT DETAILS OF NEXT-OF-KIN

Name:	
Relationship:	
Postal Address (if different from Section 2):	
Contact number:	

6 PROPOSED STUDY PLAN FOR COURSEWORK AND/OR RESEARCH ATTACHMENT

Key questions to answer:

1. What is the scope of your exchange research plan in the partner university during the exchange?
2. How can the partner university's mentor/co-supervisor help you in your research?
3. How does the modules you wish to read add to your studies and research?

Date	Description of Activity

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8 INFORMATION OF OVERSEAS MENTOR/CO-SUPERVISOR

Name (including his/her title):
Department & Institution Attached to:
Telephone number:
Fax number:
Email address:
Academic credentials:
Research interests:

***Please ensure that you attach a written confirmation of a mentor/co-supervisor from the host university agreeing to host you during your exchange.**

Note: If you are a Masters student, please skip section 9 and proceed to 10.

TO BE COMPLETED BY PhD STUDENTS ONLY

9 INFORMATION ON PhD QUALIFYING EXAMINATION (QE)

Have you taken your PhD QE? Yes / No *
Date of passing PhD QE:
Intended date of completing PhD QE (if not already taken):

* Please delete accordingly.

Part B – Declaration

TO BE COMPLETED BY THE STUDENT

10 DECLARATION BY APPLICANT

I declare that the information furnished in this application and the accompanying information is true.

Signature

Date

Part C – For Official Use Only

11 EVALUATION / ENDORSEMENT BY THE SUPERVISOR, HEAD OF DEPARTMENT, AND DIVISION OF RESEARCH AND GRADUATE STUDIES

11.1 TO BE COMPLETED BY THE MAIN NUS SUPERVISOR

The supervisor must comment on objectives of the student exchange and the study plan and state how they will enhance the studies and thesis research of the student.

I agree with the objectives and study plan that the applicant has drawn up and have noted the confirmation/ comments of the proposed overseas mentor/co-supervisor.

Comments:

Application is recommended / not recommended* (please delete accordingly)

Name of Supervisor: _____ Department: _____
Signature of Supervisor: _____ Date: _____

11.2 TO BE COMPLETED BY THE HEAD OF DEPARTMENT

Comments:

Application is supported / not supported* (please delete accordingly)

Signature of Head of Department: _____ Date: _____

[Please submit this application to: Division of Research and Graduate Studies (Attn: Ms Narita Yassin).
If the student is planning to transfer credits back to the NUS degree, the Module Mapping Form at Annex A should be submitted.
If the student is planning to apply for funding support through Graduate Research Support Scheme, Annex B should be submitted.]

11.3 TO BE COMPLETED BY THE VICE-DEAN (GRADUATE STUDIES)

Comments:

Application is approved / not approved* (please delete accordingly)

Signature of Vice-Dean, (Graduate Studies): _____ Date: _____

Module Mapping Form
Faculty of Arts and Social Sciences, National University of Singapore

Name:		
SEP University:		
	Partner SEP University	NUS
Module Code:		
Module Title:		
Credits:		
Department:		
Total Contact Hours Per Semester (both formal and informal activities)		
Assessment Methods		
Module Synopsis (Provide a summary and appropriate weblink for information and verification)		
<p><u>For Official Use Only:</u></p> <p>Supervisor: supported / not supported*</p> <p><i>Please state justification for decision</i></p>		
DRGS: approved / not approved*		

* (Please delete accordingly)

Notes to all Students:

1. Please use one form per module.
2. Please provide list of readings (books, text, references etc).
3. Only modules that are graded in the partner universities can be mapped. Pass/Fail modules will not be considered.
4. Insufficient information will result in rejection of mapping. Please ensure that all information relating to the overseas module can be verified either through an URL or an email by the overseas module coordinator.
5. Please submit this form to your supervisor for approval.
6. Please keep this form as record of your approval and to use it for your credit transfer process.

Application for Funding Support (Airfare and Allowance only)

- **Graduate Research Support Scheme (GRSS)**
- **Faculty Graduate Exchange Support Scheme (FGESS)**

Important Notes:

1. Your application for funding support will be considered on a competitive basis with other GRSS applications received for the 2 rounds of GRSS offered in each financial year.
2. Please refer to the weblink below for details and timeline for application and results of the GRSS award under *Finance-Related Matters*. <http://www.fas.nus.edu.sg/grad/todo/forms/all.html>
3. You may apply for FGESS if you do not qualify for GRSS or was rejected by GRSS or can make a case for additional funding required under section (b) Allowances.
4. The application for FGESS can be submitted with the application for your exchange and will be evaluated on a case-by-case basis and on an as-and-when time basis.

TO BE COMPLETED BY THE STUDENT

a. Airfares Please provide airfare quotes based on the most economical and direct route travel.		
Destination Country		Cost (\$)
b. Allowance Please attach supporting documents on the normal living expenses for graduate students required at the host university. Such information is normally available at the host university's website. Students on research scholarship can only apply for support for expenses that exceed the support for living expenses available from their stipend.		
Country	No. of days	Cost (\$)
Total (i)		

TO BE COMPLETED BY THE VICE-DEAN (GRADUATE STUDIES)

Comments:

- Funding amount of _____ is approved as of FRC meeting held on _____.
- Funding application is not approved.

Signature of Vice-Dean,
(Graduate Studies): _____

Date: _____