Higher Degrees by Research Orientation Briefing

Friday, 10 January 2020

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Outline

1. Information Resource
2. Programme Matters
3. Research Integrity
4. Learning Communities
5. Well-being Matters
1. Information Resource
2. Programme Matters
3. Research Integrity
4. Learning Communities
5. Well-being Matters
Student Handbook

Student Handbook for Higher Degree Programmes by Research

Go to [http://niehd.nie.edu.sg](http://niehd.nie.edu.sg)

HD Connect ➔ Students ➔ Current Students ➔ Links to Forms and Guidelines
An important web page for information and forms

- [http://niehd.nie.edu.sg](http://niehd.nie.edu.sg)
HD Connect

- Thesis processes
- Calendar of events
- Announcements
- Time-tables
- Course registration matters
- All manner of forms
- Integrity framework
- Research and E-resources
- Faculty contact
- and much more…
# Important Contacts

<table>
<thead>
<tr>
<th>Contact point</th>
<th>Matters</th>
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<tbody>
<tr>
<td>Office of Academic Administration &amp; Services (OAAS)</td>
<td>• Course related matters&lt;br&gt;Registration, Withdrawal, Accreditation and Exemption of Courses&lt;br&gt;• Exam related matters:&lt;br&gt;Examination, Graduation/Convocation matters</td>
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<tr>
<td><a href="mailto:masterscourse@nie.edu.sg">masterscourse@nie.edu.sg</a></td>
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<tr>
<td>Office of Academic Administration &amp; Services (OAAS)</td>
<td>Student records&lt;br&gt;Leave of absence&lt;br&gt;Extension of Candidature</td>
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<tr>
<td><a href="mailto:nieadmpp@nie.edu.sg">nieadmpp@nie.edu.sg</a></td>
<td></td>
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<tr>
<td>Student Services Centre</td>
<td>General services</td>
</tr>
<tr>
<td>Blk 1, Level 1</td>
<td></td>
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<tr>
<td>IT Infrastructure Services Hub</td>
<td>Computer-related enquiries</td>
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<tr>
<td>• Blk 3b, NIE Student Hub (Level 1)</td>
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<tr>
<td>• 6790 3033</td>
<td></td>
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<tr>
<td>• <a href="mailto:servicedesk@nie.edu.sg">servicedesk@nie.edu.sg</a></td>
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## Important Contacts

<table>
<thead>
<tr>
<th>Contact point</th>
<th>Academic areas</th>
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<tbody>
<tr>
<td><strong>GPL Office</strong></td>
<td>Higher degree academic matters</td>
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<tr>
<td>▪ 6790 3929</td>
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<tr>
<td>▪ <a href="mailto:higherdegrees@nie.edu.sg">higherdegrees@nie.edu.sg</a></td>
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<tr>
<td><strong>Supervisor</strong></td>
<td>Supervision, research and other academic issues</td>
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<tr>
<td><strong>Programme Leader</strong></td>
<td>Coursework matters</td>
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<tr>
<td>Information source</td>
<td>Areas</td>
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<tr>
<td>HD Connect</td>
<td>■ Announcements</td>
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<tr>
<td></td>
<td>■ Student Handbook</td>
</tr>
<tr>
<td></td>
<td>■ Downloadable forms</td>
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<tr>
<td></td>
<td>■ Updating of your addresses and phone numbers</td>
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<tr>
<td>(<a href="http://niehd.nie.edu.sg)">http://niehd.nie.edu.sg)</a></td>
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</tr>
<tr>
<td>Blackboard (<strong>NTULearn</strong>, NTU e-learning platform)</td>
<td>■ Information and learning materials for individual courses</td>
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Upcoming Events

- **Ensuring Coherence and Relevance: More than a Summary of Literature**
  - **Date:** 04th Feb 2020
  - **Time:** 4.00pm

- **Introduction to Research Integrity for NIE Graduate Students**
  - **Date:** 07th Feb 2020
  - **Time:** 4.00pm

- **Introduction to Quantitative Meta-Analysis**
  - **Date:** 25th Feb 2020
  - **Time:** 4.00pm

Past Events
Outline

1. Information Resource
2. Programme Matters
3. Research Integrity
4. Learning Communities
5. Well-being Matters
A Research Student’s Progress Path

1. Fulfill course requirements
2. Submit thesis for examination
3. Pass confirmation exercise*
4. Pass Oral exam (PhD)

*also known as Qualifying Exam or QE
Fulfill Course Requirements

<table>
<thead>
<tr>
<th>PhD</th>
<th>Masters by Research</th>
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<tr>
<td>■ Complete four graduate level courses (min. 12 AUs) with an overall average Grade B</td>
<td>■ Complete three graduate level courses (min 9 AUs) with an overall average Grade B-</td>
</tr>
<tr>
<td>■ Submit an in-depth literature review</td>
<td>■ Submit an in-depth literature review</td>
</tr>
<tr>
<td>■ Achieve minimum CGPA of 3.50 (B)</td>
<td>■ Achieve minimum CGPA of 3.00 (B-)</td>
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Fulfill Course Requirements

- **Term Grade Point Average (TGPA):** an average of all courses in any term of study

- **Cumulative Grade Point Average (CGPA):** an average of all courses up to the time of calculation of the GPA

Minimum TGPA/ CGPA:
- 3.00 (B-) Masters
- 3.50 (B) PhD
Fulfill Course Requirements

Poor academic performance in coursework

• TGPA below the required grade point: Academic reminder

• TGPA below the required grade point for two consecutive terms of study: Termination
### Fulfill Course Requirements

#### Poor Academic Performance

<table>
<thead>
<tr>
<th>Research Programme</th>
<th>Academic Warning</th>
<th>Termination of Financial Support and/or Candidature</th>
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<tbody>
<tr>
<td>Masters</td>
<td>a) TGPA less than 3.00 (grade B-) in any term of study; or</td>
<td>a) Fail to complete all course requirements within the stipulated period</td>
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<td></td>
<td>b) Any course with Grade Point less than 2.50 (grade C+)</td>
<td>b) TGPA is less than 2.50 (grade C+) in two consecutive terms; or</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c) TGPA is less than 3.00 (grade B-) in three consecutive terms</td>
</tr>
<tr>
<td>PhD</td>
<td>a) TGPA less than 3.50 (grade B) in any term of study; or</td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
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Fulfill Course Requirements

**HWG703 and HWG702**

- **HWG703 Graduate English**
- **HWG702 University Teaching for Teaching Assistants**
- **All PhD scholars** are required to pass HWG703 & HWG702 before confirmation
- **All FT PhD students** are required to pass HWG703 & HWG702 before submission of thesis for examination

*(students with relevant English proficiency & teaching experience may apply for exemptions)*
Fulfill Course Requirements

Communications/Writing Training Programme for PhD Students

Compulsory Component

- SA830 Writing and Communications Skills for PhD Students
- 3MT Presentation

Optional Component

- Should students need one-to-one tutoring/mentoring, they can schedule appointments with special tutors at the NIE Graduate Center for individualized feedback on their writing and oral communication skills.
Fulfill Course Requirements

**SA830 for PhD Students**

- SA830 Writing and Communications Skills for PhD Students
- Will be graded as a Pass/Fail
- Does not count towards your coursework requirements for graduation
Fulfill Course Requirements

3MT Presentations

- Students must participate in a 3-minute thesis (3MT) presentation symposium before graduation. The 3MT symposia is co-organized by the Graduate Students Associate (GSA) and Graduate College (GC).
Fulfill Course Requirements

Epigeum Research Integrity Course (ERIC)

- Students must complete ERIC within their first semester of study. There will be a proctored examination. For the January 2020 semester, the details are as follows (the exact timing of the examination will be confirmed at a later date):

- Date: 22 Apr 2020 (Wednesday)
  Venue: NTU SBS Computer Lab (SBS-B1n-18)
Fulfill Course Requirements

Epigeum Research Integrity Course (ERIC)

- Results will appear in the Student Academic Progress Report as a Pass/Fail under the course code ERI701.
- Students are auto-enrolled for this course. If a student fails, he/she will be auto-enrolled for the course in the following semester.
- ERIC has a 3 year validity period, after which students will be required to complete the ERIC-Concise refresher course.
Fulfill Course Requirements

Epigeum Research Integrity Course (ERIC)

- Comes in five separate programmes
- Consult your supervisor(s) to decide which one of the five Epigeum programmes to enroll in.
Important Procedural Matters

- Leave of Absence
- Course Registration
- Online Add/Drop & Confirmation/Conversion
- Course Deferment
- Programme/Course Withdrawal
- Extension of Candidature
Tuition Fees

Please do remember to pay your tuition fees.

Students who fail to pay fees will:

• be barred from course registration;
• be barred from having their thesis sent for examination;
• have their degree scroll withheld during the Convocation Ceremony
Academic Progress

Academic Progress Checklist

• Fill up this “Checklist” throughout your higher degree research candidature diligently

• Keep a record of meetings/discussions with supervisor & co-supervisor

• Initial Target Setting Report for new research students
  o submit completed report to GPL within ONE MONTH of registration
PhD – Thesis Advisory Committee

• To provide critical guidance to PhD students during their candidature at NTU/NIE

• To monitor student progress and provide timely advice for every PhD student

• PLEASE REMEMBER TO ENGAGE your TAC members at least once a year.
Seminar attendance

Full-time PhD students are required to attend a minimum of 4 seminars each semester (a total of 8 seminars per year).

Seminars can include, but are not limited to the following:

- PhD Oral Examinations
- Confirmation Seminars
- Seminars and Lectures conducted by the Academic Groups
- Seminars and Lectures conducted by the GRAD Centre
- Seminars and Lectures conducted by other Schools of NTU
- Seminars held during special events such as the NIE HD Distinguished Lecture, NTU Nobel Laureate Public Lecture, NIE Quality Writing Day, and so on
Outine

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Academic Integrity/Dishonesty

Academic dishonesty

Do not commit acts of academic dishonesty. Such acts constitute serious academic misconduct. You will be subject to strong disciplinary actions.

HD Connect → For Students → Links to Forms and Guidelines → NIE Academic Integrity Framework

• NIE Academic Integrity Framework
• E-briefing on Plagiarism and Referencing
Ethics Clearance

• If research involves human subjects, you must apply for ethics review and obtain approval from NTU’s Institutional Review Board (IRB)

• Collect data only AFTER ethics clearance is given

• Plan and apply for ethics clearance early! (Discuss this with your supervisor)

• NTU IRB guidelines/forms available on IRB website: https://research.ntu.edu.sg/rieo/IRB/Pages/Forms.aspx
  *Requires log in
Approval from DAC, MOE

- To collect data from schools, you must apply for approval from Data Administration Centre, MOE

- Plan and apply for approval early! (Discuss this with your supervisor)
Outline

1. Information Resource
2. Programme Matters
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5. Well-being Matters
Attend Seminars/Talks/Other Events

- PhD confirmation/ oral examination seminars
- GPL talks/workshops/seminars
- AG-organised talks/seminars
- Seminars organised by other NTU schools
- Seminars/talks held at special events (GSC, QWD, NTU Nobel Laureate Lecture, etc.)

- Gain knowledge beyond your own discipline
- Interact and/or collaborate with faculty and peers
Resources

• NTU email account
Higher degree students can sign up for this NTU email account by clicking on the “NTU Email Account for Higher Degree Students” quick link after they have logged into the NIE Portal. The NTU email account will supersede any personal email address they have entered into the NIE Portal and become the official email account for all correspondences with NIE and NTU.

For more information you may visit the following link: https://www.nie.edu.sg/students/student-services-centre/ntu-e-mail-account

• SPSS
From August 2019 intake onwards, students have been granted access to SPSS (via Citrix).

To use this service and access NIE applications, you will need to first install and configure the Citrix Receiver (An email regarding this has been sent to you).

• NTU Library
Dean’s Commendation for Research

- Get awarded for publishing as lead author
- Research paper or book chapter in reputable international outlets
- Be sure to acknowledge your funding/scholarship source
- Put NIE, NTU as your affiliation
- Supervisor to nominate
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More Tips

1. Plan ahead, manage your time and keep records

2. Take responsibility for your own learning and progress, and manage flagging

3. Ask those close to you for support and approach them for help when necessary

4. Familiarise yourself with important procedures

5. Interact with your supervisor and understand each other’s expectations
More Tips

6. Co-operate with other students for mutual help and support

7. Develop skills for creative and critical thinking

8. Develop good academic writing, discussion and presentation skills

9. Make good use of resources from the Library and Information Services in NIE
NIE Wellness Centre

The NIE Wellness Centre offers affordable psychological services and counselling of a high standard to National Institute of Education.
In times of psychological emergency when the University Wellbeing Centre is not in operation, you may call 9721 1637 (after office hours).
Questions?