

25 November 2016

Ms Caroline Kibat
1 Woodlands Drive 72
#09-02
Singapore 738089

Dear Ms Kibat

OFFER OF ADMISSION-JANUARY 2017 INTAKE

Congratulations! I am pleased to inform you that you have been offered admission to the part-time PhD program in the Yong Loo Lin School of Medicine. You will be attached to the Department of Physiology.

Period of Candidature

Your candidature will commence from the first day of the semester on **9 January 2017**, or date of your enrolment, whichever is later. The maximum candidature period for PhD is five years. Your thesis is due for submission not later than the maximum period of candidature.

Please note that unless granted approval by the University, no student may concurrently be a candidate for more than one degree or register as a candidate of NUS and of another university or institute.

In addition, students who wish to pursue external courses must seek the approval of their Supervisor, Head of Department and the Assistant Dean (Graduate Studies) before they enroll for the courses.

Research Topic and Supervisor(s)

The topic of your research is tentatively:

Neurogenetics and addiction

Your research is to be carried out under the supervision of the following person who has been appointed your supervisor(s):

Dr Ajay Sriram Mathuru, Department of Physiology (Main)
Prof Soong Tuck Wah, Department of Physiology

Please keep in frequent and regular contact with your supervisor(s), who will provide you with the necessary guidance and advice during the course of your research.

Coursework and Other Requirements

Coursework

In addition to the research component, students are required to fulfil a coursework component comprising of the following to graduate either with an MSc or a PhD degree:

MSc	A total of 16 modular credits comprising of two core modules + elective modules (at Level-5000)
PhD	A total of 24 modular credits comprising of two core modules + elective modules (at Level-5000 & 6000)

The elective modules can be chosen from those offered by the School, cross faculties or the Research Institutes/Centres affiliated with NUS. Students will be briefed on the further details of the coursework and CAP requirements during the Graduate Orientation organized by the School. PhD candidates are also required to pass a qualifying examination comprising of a written and an oral component within two years from the date of admission if they are to be confirmed as PhD candidates. Only those candidates who have fulfilled the criteria for PhD will be awarded the PhD. All other candidates will have to fulfil criteria for the MSc (pass prescribed modules with an average CAP of 3.0 and submit a thesis) in order to be awarded the MSc.

Thesis Advisory Committee

It is a university requirement that the Thesis Advisory Committee (TAC) must be formed upon the registration of every PhD student. The TAC consists of experts in the fields who help the student with their research direction and technical challenges, and who will oversee the progress of the student until the research is completed and the PhD degree is awarded. Please work with your supervisor to appoint the TAC within 2 months from the date of your enrolment. For more information and downloading of form for the TAC, please visit <http://medicine.nus.edu.sg/postgrad/current-students/examination-matters/em-thesis-advisory-committee.shtml>.

Residence Requirement

All candidates must spend a minimum period of residence in Singapore as follows:

MSc	:	6 months (one semester)
PhD	:	18 months (three semesters)

In addition, all candidates must be resident during the semester in which they submit their thesis for examination.

Pre-Admission Medical Examination* for Graduate Students

All graduate students are required to undergo a pre-admission medical examination prior to entering the National University of Singapore as follows:

▪ Local Students

- a. To complete the pre-admission medical examination at University Health Centre (UHC) before enrolment; or
- b. To do the pre-admission medical examination at other clinic and submit the original copies of the laboratory test and chest X-ray report (do not submit x-ray film) together with the **UHC Pre-Admission Medical Examination Form – Graduate Students** (completed Part 1 self-declaration and Part 2 doctor's certification) to UHC by end of week 2. Students may be required by the University to undergo further medical examinations or test if their medical examination is incomplete or the results are unsatisfactory

■ International Students

In addition to the pre-admission medical examination, international students are required to undergo an HIV test, for the application of Student's Pass:

- (a) The HIV test and medical examination can be done in the country of origin or in Singapore. The original laboratory test and chest X-ray reports, together with the **ICA Medical Examination Report** for Student's Pass, must be submitted to the Immigration & Checkpoints Authority (ICA) within three months of issue. A duplicate of the chest X-ray report may then be submitted to UHC together with the **UHC Pre-Admission Medical Examination Report – Graduate Students**.

(NOTE: The medical, laboratory test and chest X-ray reports must be written in English. The chest x-ray report should bear the student's particulars such as name, identification number and date of birth)

- (b) For students who opt to do the pre-admission medical examination and ICA Student's Pass medical examination at UHC, the cost is \$55 (inclusive of chest X-ray and HIV test) before GST. Students should complete their medical examination by 27 December 2016 before the ICA off-site enrolment day on 5 January 2017. Students are required to bring along the **Medical Examination Report (ICA) form**.

Students can visit the UHC website at <http://www.nus.edu.sg/uhc/services/medical-examination/pre-admission-medical-exam.html> for more information and instructions for booking an appointment online.

***For Singaporeans, please download the UHC Admission Medical Examination Report – Graduate Students form at <http://www.nus.edu.sg/uhc/images/downloads/Graduate.pdf>.**

For International students, please download the UHC Admission Medical Examination Report – Graduate Students form at <http://www.nus.edu.sg/uhc/images/downloads/Graduate.pdf> and the Medical Examination Report (ICA) form at <http://www.ica.gov.sg/data/resources/docs/Visitor%20Services/MedicalReport.pdf>.

For further information, please visit the Registrar's Office website at <http://www.nus.edu.sg/registrar/event/registration-adminmatters.html>.

Fees

Fees payable in respect of your candidature are as follows:

<u>Fees</u>	<u>Amount S\$</u>
Tuition Fee & Miscellaneous Fee	Please visit the Registrar's Office website at http://www.nus.edu.sg/registrar/edu/gd-fees.html for the details.

Accommodation and Student Welfare

International students may apply for accommodation at the Prince George's Park Graduate Students Apartments or UTown Graduate Residences. Please visit

<http://www.nus.edu.sg/osa/has/graduate/eligibility> for more information. Application can be submitted on-line at <https://uhms.nus.edu.sg/Pre-Matstudents/Default.aspx?Params=L9ezxPcQnQukDDhuxAMbDfw%2bGJVhXDGomo6vEQxIEOE%3d> from 1 to 28 November 2016.

As demand usually exceeds supply, students are offered university accommodation on a semester basis, subject to availability. You can also visit the Office of Student Affairs (OSA) International Student Services website at <http://www.nus.edu.sg/osa/iss> for other useful information before your arrival. OSA will be organising an Orientation Talk for international graduate students at **2pm, 3 January 2017 at Lecture Theatre 28, Faculty of Science**. Please visit the OSA International Student Services website for any new updates on the venue and date for the talk. You are strongly encouraged to attend the talk.

Medical Insurance Scheme

All full-time graduate students are required to subscribe to the NUS Medical Insurance Scheme that covers medical expenses relating to hospitalization and surgery, personal accidents and mental health treatments and outpatient specialist care.

The premium will be included in the miscellaneous fees of the student bill on a semester basis. For research scholars, the amount will be automatically deducted from their stipends on a semester basis. Please visit the UHC website at <http://www.nus.edu.sg/uhc/services/billing-insurance/insurance-matters.html> for more information on the NUS Medical Insurance Scheme and the annual premium.

All graduate students are strongly advised to have **adequate medical coverage** when travelling overseas for exchange or study programs. The NUS Medical Insurance Scheme **does not cover** all forms of overseas outpatient medical treatment of illnesses. Students may wish to contact any insurer for detailed information to provide such coverage to suit their need during their stay overseas on study programs or other related activities.

Statutes and Regulations of the National University of Singapore

You are advised to read and be familiar with the University's Statutes and Regulations which can be found at <http://www.nus.edu.sg/registrar/adminpolicy/statutes.html>.

University Code of Student Conduct

You are advised to read and be familiar with the University's Code of Student Conduct which can be found at <http://www.nus.edu.sg/osa/coc>.

Rules Relating to Inventions, Innovations and Others Works

Your attention is drawn to the following:

- (a) The thesis and results of the research work carried out by you during your candidature at this University will be the property of the University.
- (b) Should you leave the University without completing your course, the findings and results of your research work must be returned to the Department or School or Institute through your supervisor.

Please refer to <http://enterprise.nus.edu.sg/technology-commercialisation/for-researchers/faq-and-policies-for-pis#intellectual-property> for details on the NUS Intellectual Property (IP) Policy.

Thesis Submission and Examination

Please visit the Registrar's Office website at <http://www.nus.edu.sg/registrar/event/gd-thesisexam.html> for information on thesis submission and examination matters.

Amendments and Revisions

The University shall be entitled to make and issue additional guidelines/requirements with respect to all our graduate programs from time to time and to revise or amend such guidelines/requirements as it deems fit. All such guidelines/requirements shall be deemed to be part of the graduate programs.

Acceptance of Offer and Enrolment

Candidates who are currently receiving scholarship/award or have received scholarship/award for which they are bonded, please seek approval from the relevant authorities and submit documentary proof to us if they wish to be admitted to the University's research degree program.

If you wish to accept the offer:

- 1) Please complete the Reply on the Offer of Admission Form (with 1 passport-size photograph pasted on the Form) and return it to **Ms Sarojini Kabilar** (email address: regsk@nus.edu.sg) at the Registrar's Office **latest by 2 December 2016**.

If we fail to receive the completed forms by the stipulated date, we shall assume that you do not wish to accept the offer and the offer will be deemed withdrawn.

- 2) All students must be registered before commencing a course of study at the University. You are required to complete your registration online. You may login to the **Registration (Part One)** system using your Graduate Application Number and Password from 1 December 2016 onwards. Please visit the Registrar's Office website at <http://www.nus.edu.sg/registrar/event/registration.html> for latest information on pre-registration.
- 3) All students are required to complete the **Registration (Part Two)** after completing the Registration (Part One).

■ Local Students

Singapore Citizen and Singapore Permanent Resident students with local addresses and are above 18 years of age may complete their Registration (Part Two) by self-activation via *Student Information System* from 27 December 2016 to 4 January 2017. Students will be informed by the Registrar's Office, once the student card is sent out on 23 December 2016 via postal mail. Students are expected to receive their student cards from 27 December 2016 onwards. If students do not receive their student cards by 30 December 2016, they should send an email to GDRegistration@nus.edu.sg.

■ International Students

International students are required to report to the Registration Centre to collect your student card on 4 January 2017 between 4.30am and 5.00pm (student must arrive 15 minutes before closing time) at the UTown Auditorium 1, Town Plaza. Please visit the Campus Interactive Map webpage at <http://www.nus.edu.sg/campusmap/> for the exact location of the Registration Centre.

Students who are unable to report for registration as scheduled are to complete their enrolment formalities at the Registrar's Office (Level 4, Lee Kong Chian Wing, University Hall) between 5 and 9 January 2017. Approval must be sought from the Dean's Office for late registration.

International students are to take note that the ICA will set up their booths on **5 January 2017 from 8.30am – 9.30am at the UTown Seminar Room 10, Town Plaza**, to facilitate the applications for Student's Pass. They will be informed of the date and time to report at the ICA booth through an appointment letter issued to them after they have completed their registration on **4 January 2017**. Please follow the instructions carefully for your Student's Pass application:

- Bring the serialized appointment letter and report to UTown Seminar Room 10, Town Plaza at the appointed date and time.
- Make payment on the SOLAR website, print the payment receipts (<http://www.ica.gov.sg/page.aspx?pageid=325&secid=182#formalities>) and bring them together with other required documents by ICA (<http://www.ica.gov.sg/page.aspx?pageid=325&secid=182#formalities>) prior to applying for their Student's Pass. Students are advised to have all documents and photos before reporting to ICA.
- Students who do not come at the appointed time or bring their appointment letters and/or without the required documents, payment receipts or photo may be rejected or experience a delay in their student's pass application process.
- Students who missed their appointment, or are unable to get their medical reports in time or intend to leave Singapore after applying for Student's Pass, are advised to apply for their Student's Pass at the ICA headquarters via e-appointment.
- To avoid unnecessary delays, please take photos that meet ICA photo requirements (https://apples.ica.gov.sg/apples/xhtml/info/photo_image.xhtml) as soon as you are in Singapore. Paid photo-taking service at S\$7 for 4 photos is available during the OSE at Seminar Room 2, Town Plaza. The photograph vendor also provides paid photocopying and printing services.

Yours faithfully



Associate Professor Kevin Tan
Assistant Dean (Graduate Studies)

cc Mrs Sarojini Kabilar, Registrar's Office
Head, Department of Physiology
Supervisor(s): Dr Ajay Sriram Mathuru, Department of Physiology
Prof Soong Tuck Wah, Department of Physiology