Nomination of Thesis Advisory Committee

The Thesis Advisory Committee (TAC) monitors the student’s progress throughout his/her candidature, provides advice to the student and completes the progress reports.

Please read the guidelines in Annex A before filling in the form.

Please complete Parts I and return to the Graduate Programmes team at gradprog_LKCMedicine@ntu.edu.sg

**Part I: To be completed by Student**

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<tr>
<th>Name of Student:</th>
<th>Matriculation No.:</th>
<th>Commencement Date:</th>
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<th>Project title:</th>
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**Members of TAC**

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<th>Main Supervisor</th>
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<th>Co-Supervisor(s)</th>
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<th>Chairperson from LKCMedicine (Full-Time Assoc Prof and above)</th>
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<tr>
<th>Committee Member from LKCMedicine (full-time faculty)</th>
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<th>Committee Member from NTU or beyond</th>
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<td>Institution/Organisation:</td>
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☐ Consent from the Chairperson and Committee Members has been obtained for this nomination.

_____________       ______________
Signature of Main Supervisor                  Date

**Part II: Approval from PhD Programme Director**

The Thesis Advisory Committee nomination is **approved** / **not approved**.

Comments:

_____________________________________________________________________________________

_____________       ______________
Name and Signature                  Date
Annex A

When to form TAC
In the 6th month of the student’s candidature (clinician) or 8th month of the student’s candidature (non-clinician), student and Main Supervisor must complete and submit the nomination form within two weeks for School’s approval.

When to conduct TAC meetings
Once a year.

Student is responsible for planning each TAC meeting i.e. scheduling a date/time and venue with supervisors and TAC members.

Composition and Responsibilities of TAC Members
The TAC comprises the

i. Chairman from LKCMedicine who is an full-time Associate Professor and above
ii. One full-time faculty from LKCMedicine
iii. One faculty from NTU, NUS, Duke-NUS, A*Star, Imperial College London, other research institutes or healthcare institutions
iv. Main supervisor
v. Co-supervisor

- Student must discuss the nomination with the supervisors
- TAC members should have given their consent for the nomination
- TAC members should be willing to remain on TAC for the duration of the student’s candidature
- All TAC members should be present at each TAC meeting
- The TAC should assist to monitor the progress of a student’s work and advise the student about the development of their research project
- Adjunct and Visiting Professors of LKCMedicine and NTU are not allowed to act as Chairman or members of the TAC

Prior to TAC meeting
Student should consult the supervisor on the length of the report. The report should not be more than 10 pages and must be submitted to the TAC at least two weeks before the TAC meeting.

The report for the first TAC meeting should present an outline of the project, proposed methodology and preliminary results if available. The project should be one of the two laboratory rotations (if applicable) that the student is likely to choose as the final thesis.

Reports for subsequent TAC meetings should include updates to the research plan and the student’s progress in his/her thesis.
On the day of TAC meeting
The candidate should make a presentation of no more than 30 minutes followed by a discussion with the TAC.

Post-TAC meeting
TAC must prepare and submit the Thesis Advisory Report within one week from the TAC meeting to the Graduate Studies team. The report, no more than two pages, should include the following:

- name of student
- title of research project
- details (date/time/venue) of the meeting
- assessment on the student’s progress
- recommendations for further work where appropriate
- recommendations for renewal of scholarship and continuation of candidature
- signatories of all TAC members

Supervisor(s) must prepare and submit a Progress Report within one week from the TAC meeting to the Graduate Studies team. The report should not be more than two pages. It should include the following:

- name of student
- title of research project
- details (date/time/venue) of the meeting
- assessment on the student’s progress
- recommendations for further work where appropriate
- signatories of all supervisors

Upon receiving the Thesis Advisory and Progress reports, the Graduate Studies team will attach the continuation of Candidature and Scholarship Renewal form to the reports for PhD Programme Director’s approval.