Nomination of Examiners for PhD Qualifying Examination

This form is required to seek the School’s approval on the appointment of examiners for the PhD Qualifying Examination (QE). The nominations must be made three (3) months before the QE. Please read guidelines in Annex A before completing the form.

Please complete Parts I and II before returning it to the Graduate Studies team at gradprog_LKCMedicine@ntu.edu.sg.

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

Name of Student: ________________________________
Matriculation No.: ____________________ Commencement Date: ____________
Thesis Title: ________________________________

Name of Primary Supervisor: ________________________________
Name of Co-Supervisor(s): ________________________________

**Research Pathway:**
I am choosing the following pathway in the programme:
(Please tick accordingly)

☐ Pathway 1 - Mainstream

☐ Pathway 2 - Industry aligned

☐ Pathway 3 - Dual centre*

*Please indicate Imperial College London (ICL) faculty and provide a written agreement.

Name of ICL Faculty: ________________________________
Faculty: ________________________________

**Declaration:**
I, the above named, wish to inform the School that I have:

a) discussed the progress of my candidature with my supervisor(s), and he/she/they has/have agreed that I am ready for the QE and will be able to submit my research proposal in a form ready and acceptable for examination.

b) completed the programme requirements. Please refer to attached checklist and supporting documents/reports.
Please note that your research proposal is due three weeks prior to your QE. You are required to arrange with your QE panel on a suitable date and time for your QE. Please inform us the date and time so that we can arrange the venue.

<table>
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<tr>
<th>Signature of Student</th>
<th>Date</th>
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### Part II: Members of QE Panel
*(Please obtain consent from the QE Panel before nominating)*

<table>
<thead>
<tr>
<th>Chairperson from LKCMedicine (Full-time Assoc Prof and above)</th>
<th>Name:</th>
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The chairperson nominated has ☐ Ph.D. qualification.

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<tr>
<th>Examiner from LKCMedicine (Full-time Faculty)</th>
<th>Name:</th>
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The examiner nominated has ☐ Ph.D. qualification.

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<tr>
<th>Examiner from LKCMedicine or NTU</th>
<th>Name:</th>
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<tr>
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<td>Institution / Organisation:</td>
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<td>Email:</td>
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<td>Contact number:</td>
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The examiner nominated has ☐ Ph.D.

### Part III: Approval from PhD Programme Director

I approve / do not approve the nominations.

**Comments:**

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<th>Name and Signature</th>
<th>Date</th>
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ANNEX L

Curriculum Requirements Checklist

Name of Student: ___________________________ Matriculation No.: _________________

Please complete and submit the checklist and supporting documents/reports along with the Nomination of Examiners for PhD Qualifying Examination form to the Graduate Studies team at gradprog_LKCMedicine@ntu.edu.sg.

Documentary proof of the following:

- 2 core modules
- 2 elective modules
- Epigeum Research Integrity Online Programme for Biomedical Sciences
- Online Courses on Research Ethics
- Attendance at Research Seminars
- HWG703 Graduate English, if applicable
- HWG702 Teaching Assistant Programme, if applicable

Two written reports of the laboratory rotations unless you were exempted by the School to undertake one laboratory rotation.

Results (if any) of each mini-project should be written in the form of a scientific paper (1 to 2-page).

- Report for first laboratory rotation
- Report for second laboratory rotation

Two written reports (1000 to 1500 words per report) of the Global Health and Clinical Awareness attachments.

- Report for Clinical Health Awareness attachment
- Report for Global Health Awareness attachment

For School’s use:

The student has / has not completed and passed the first Thesis Advisory Committee meeting.
When to conduct QE
QE shall be held between 12 and 18 months from enrolment.

Pre-requisites
Students must have successfully completed the curriculum requirements. For coursework, students must have attained a minimum CGPA 3.50.

Students must submit the enclosed Curriculum Requirements Checklist and supporting documents/reports along with the Nomination of Examiners for PhD Qualifying Examination form.

Programme requirements:
• 2 core modules
• 2 elective modules
• Epigeum Research Integrity Online Programme for Biomedical Sciences
• Online Courses on Research Ethics
• Attendance at Research Seminars
• HWG703 Graduate English, if applicable
• HWG702 Teaching Assistant Programme, if applicable
• Report for first laboratory rotation
• Report for second laboratory rotation
• Report for Clinical Health Awareness attachment
• Report for Global Health Awareness attachment

Composition and Responsibilities of QE Panel
Please obtain consent from the QE Panel before submitting the nomination form. The QE panel comprises the Chair and at least 2 examiners. Members of the panel should hold doctoral degrees or equivalent:

i. The Chair is the representative of the Dean who is a full-time Associate Professor or above.

ii. The first examiner could be nominated from LKCMedicine.

iii. The second examiner could be nominated from LKCMedicine or different school.

iv. QE panel members must not have joint publications with the student.

Only one (1) TAC member from LKCMedicine or NTU could be nominated as examiner.

Adjunct and Visiting Professors of LKCMedicine and NTU are not eligible to serve as Chair or examiners for QE.

The supervisor and/or co-supervisor will be invited to attend the QE. They cannot, however, serve as members of the QE panel.
Request of exception to the stipulated criteria will be evaluated on a case by case basis at the School's discretion. Please provide justification on a separate sheet for exception request.

Prior to QE
Students shall submit (3) three ring-bound copies of the research proposal to the School three (3) weeks before the QE. The proposal will include research undertaken to date. Please see following guidelines on proposal format.

The proposal should be no more than 100 pages in length (font size 12 and double-spaced A4 page with 1 inch margins) and include the following:

a. Background to the study and research objectives
   (If the topic of study has deviated from the original proposed topic, an explanation should be provided.)
b. Literature review
c. Methodology
d. Preliminary results, if any
e. Discussion of preliminary results, if any
f. A plan of action that should include work done to date and methodology suitable for the next stage of work and that is achievable within the remaining timeframe of the candidature. A detailed schedule should be included as far as possible.
g. A description of possible challenges and how the candidate intends to meet those challenges.
h. Abstract (this is a separate sheet by itself).

Candidate’s Responsibilities
The candidate should:

1. keep track of his/her own candidature and work together with his/her supervisor(s) to begin preparing for the confirmation of candidature six months before the deadline stipulated by the university.

2. ensure that his/her research proposal is submitted to the School three (3) weeks before the QE.

3. discuss and work together with his/her supervisor(s) to produce a research proposal in a form ready and acceptable for examination.

4. declare that he/she has screened his/her research proposal for plagiarism against previously published works.

5. indicate clearly if his/her supervisor's approval has been obtained before submitting his/her research proposal.
6. treat the QE with utmost importance by preparing well for the presentation and anticipate the questions that may be asked.

7. dress appropriately for the occasion to reflect the significance and importance of the QE.

8. present his/her points clearly and professionally.

9. be prepared to consider the recommendations and advice of the panel.
On the day of QE
• The candidate is required to make a presentation followed by a question and answer session on the work done.
• The presentation will be in the format of an open seminar. The presentation shall not exceed 30 minutes.
• The Chair has the discretion whether to allow questions from the audience.
• The open seminar will be followed by a closed-door session at which the QE Panel will pose its questions to the candidate.
• The candidate may be asked to leave the room when the QE Panel needs to make its deliberations.
• The candidate should take note of his/her responsibilities as indicated above.

Post QE
The QE panel must submit a report with recommendations for renewal of scholarship and/or confirmation of candidature or termination of candidature to the School within one (1) week from the date of the QE.

Upon receiving the report, the Graduate Programmes team will complete and submit the Assessment on Research Student’s Progress Renewal of Scholarship form for PhD Programme Director’s approval.

All PhD candidates are allowed to resubmit their research proposal up to a maximum of two (2) times, subject to the time allowed for confirmation of candidature as stated in the letter of offer. For a PhD student, if the second attempt is still considered to be below the standard required for candidature, he/she will be recommended to withdraw from the programme.