

User Guide – Form: Conversion of Candidature Full-time to Part-time



MyEduRec Navigator : Home > Academics > Graduate Research

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Submit Form

3 Click on Submit a New Form

- Information
- Apply for RS Holiday Leave
- Submit Research Progress Rpt
- View GAP Hours
- Propose Thesis Submission Date
- Upload Abstract/Submit Thesis
- Submit Form**

Submit Form

4 Select the type of form

Conversion

Request for conversion from: **Full-time to Part-time**

Proposed effective Date of Conversion: [Calendar icon]

System auto-detect conversion: Full-time to Part-time

5 Indicate the proposed effective date of conversion

Reason for Application

Reason for this application

6

Select the reason for application from the drop-down list

Please provide additional details.

- Awarded scholarship
- Expiry of Employment/Work Pass
- Obtained Employment
- Others
- Personal reason
- Resignation of current job
- Submitted satisfactory draft of thesis to Thesis Advisor

Status of current research work (Mandatory)

Please attach a pdf file of not more than 1MB of your current research work, including the detailed work plan and timeline to complete the remaining research work.

For a successful uploading, please ensure that:

- File size does not exceed 1MB
- File is in PDF format; and
- File name does not contain special characters such as \/*:"<>? And not exceed 60 characters

Attached File

7

Upload status of current research work and thesis writing – for those who have not submitted thesis for examination.

Important Notes:

- Students who convert their candidature to part-time will no longer be covered under the NUS insurance scheme and will have to ensure that they get their own insurance coverage. Those who convert their candidature to part-time after the fee payment deadline are still liable to pay the insurance premium for that semester.
- International Students will not be eligible for a Student's Pass (STP) once the candidature is converted to part-time. If their dependant(s) are on a social visit pass sponsored by the University, the pass will also be cancelled. Such students and their dependants must ensure that they continue to have a valid pass if they wish to continue staying in Singapore.
- Students who are on scholarships/fellowship/award during their full-time candidature will have these terminated with the conversion to part-time. (i) If the scholarship/fellowship/award is terminated before the end of the Instructional Week 2, students will be liable to pay for the semester's tuition fee on their own as it will no longer be covered by the scholarship/fellowship/award and any overpayment of stipend will also need to be refunded to the University. (ii) International students whose scholarship/fellowship/award is terminated, and they have not submitted their thesis for examination, will be charged non-subsidised tuition fees unless they have completed the full (not pro-rated) GAP requirement hours at the point of conversion to part-time candidature.
- International Students who wish to sign up for the Service Obligation (SO) Scheme in order to be charged subsidised fee rate will need to check on their eligibility criteria and application procedure at this [Link](#).

Please select one of the following boxes:

- I intend to sign the SO agreement for a reduced tuition fee rate. The subsidised tuition fee is effective only upon successful application of the SO scheme, which typically takes place at the start of the semester.
- I do not intend to sign the SO agreement.
- Not applicable. (For students who have submitted their thesis for examination or scholars who have completed their full GAP hours requirement).

8

Select one of the options given.

← Academics



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Submit a New Form

9

Check the status of all your submitted application forms

Application History

2 rows

	Transaction ID ↑↓	Academic Program ↑↓	Form Type ↑↓	Status ↑↓
1	20230402	D0860	Change of Thesis Advisor	Pending Thesis Advisor
2	20230495	D0860	Conversion of Candidature	Pending Dept Admin

User Guide – Form: Conversion of Candidature Part-time to Full-time



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System auto-detect conversion: Part-time to Full-time

5 Indicate the proposed effective date of conversion

Submission ID	99999999
Submission Status	Draft
Academic Program	Doctor of Philosophy (SoM)
Department	Yong Loo Lin School of Medicine Dean's Office
Form Type	Conversion of Candidature

Conversion

Request for conversion from: **Part-time to Full-time**

Proposed effective Date of Conversion: [Calendar icon]

Reason for Application

Reason for this application

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Attached File

Upload

Delete

View

7

Upload status of current research work and thesis writing – for those who have not submitted thesis for examination.

Important Notes:

- It is compulsory for all full-time students (including those who have submitted thesis for examination but yet to be conferred the degree) to subscribe to the NUS insurance scheme.
- All International students admitted to full-time graduate programs must have a valid student's pass (STP) during the period of study at NUS. The continuation of your candidature is conditional upon the approval of your STP application which we have registered on your behalf via ICA's STP Application system.
- International Students who wish to sign up for the Service Obligation (SO) Scheme in order to be charged subsidised fee rate will need to check on their eligibility criteria and application procedure at this [Link](#).

Please select one of the following boxes:

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- I do not intend to sign the SO agreement.
- Not applicable. (For students who have submitted their thesis for examination or scholars who have completed their full GAP hours requirement).

Submit

Cancel

8

Select one of the options given.

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