

HASS INTERNATIONAL PHD SCHOLARSHIP (HIPS)

HIPS DOCUMENT #2

APPLICATION PROCEDURES

(For applications received on or before 31 December 2014)

1. APPLICATION PROCEDURE

- 1.1 Applicants who have not read the *HASS International PhD Scholarship (HIPS) information booklet* (Ref: HIPS Doc#1) are advised to do so before proceeding with the application.
- 1.2 Applications, together with the supporting documents listed in paragraph 2 below, should be submitted to the respective Chairs of Schools through the Heads of Divisions / Programmes **by 31 December 2014** (i.e. application deadline).
- 1.3 Applicants who are not staff of the University at the point of application should refer to the College's website (cohass.ntu.edu.sg) for the list of Programmes/Schools and submit their application to the respective Division/Programme where they would like to pursue an academic career upon completion of the postgraduate studies.

2. DOCUMENTS REQUIRED FOR APPLICATION

The following supporting documents should be submitted together with a completed Part I of the *Application Form for HASS International PhD Scholarship* (Ref: HIPS Doc#3):

- 2.1 Applicant's latest curriculum vitae (which should include details on any teaching experience at undergraduate and above levels of studies) and publication list, if available;
- 2.2 An abstract of any thesis previously written;
- 2.3 Copies of 2 or 3 pieces of research/design work that the applicant considers to be his/her most significant works;
- 2.4 A proposal of at least 2 research topics which he/she intends to pursue, with a minimum of a half-page write-up on the details of each proposed topic.
- 2.5 A copy of applicant's NRIC and entry/re-entry permit (for Singapore Permanent Residents);

- 2.6 A copy each of the detailed results/transcripts of the following examinations:
- GCE 'O' & 'A' Levels / School & Higher School Examinations
 - University degree(s)
- 2.7 A copy each of the following certificates:
- GCE 'O' & 'A' Levels / School & Higher School Examinations
 - University degree(s)
- 2.8 A copy of the Graduate Management Admission Test (GMAT) or Graduate Record Examination (GRE) score sheet, if applicable;
- 2.9 A copy of the letter(s) of offer from each university applied to for admission to graduate programme;
- 2.10 A copy of the letter(s) of offer for other scholarships and/or awards applied for and the outcome of these applications; and
- 2.11 A minimum of 2 confidential referees' reports.

3. SELECTION PROCESS

Only short-listed candidates will be notified. A preliminary selection will be carried out at the Division/Programme/School-level, and candidates short-listed for final selection will be interviewed by the HIPS Selection Committee, appointed by Provost, NTU, sometime in April / May 2015. Successful applicants will be notified shortly thereafter.