

HASS INTERNATIONAL PHD SCHOLARSHIP (HIPS)

HIPS Document #2: Application Procedures

(For applications received on or before 31 December 2019)

Updated: 07 November 2019

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 HIPS Office **by 31 December 2019** (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 disciplinary areas and Schools to find the best academic home fit 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* (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;
- 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 fellowship;
- 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, to be sent either in hardcopy or through email to the following mailing / email address:

Hardcopy

HIPS Office
 College of Humanities, Arts, and Social Sciences
 Nanyang Technological University
 Office of the Dean, Level 5
 Singapore Hokkien Huay Kuan (SHHK) Building
 48 Nanyang Avenue, Singapore 639818

Email

hips@ntu.edu.sg

Do clearly indicate on the envelope or email subject that it is regarding:

"HASS International PhD Scholarship (HIPS) 2020: Referee Letter for <Name of Applicant>"

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 2020. Successful applicants will be notified shortly thereafter.