



Faculty of Law
Graduate Programmes in Law

APPLICATION FORM
HIGHER DEGREES IN LAW BY RESEARCH
FOR ACADEMIC YEAR 2009/2010

- Master of Laws (LL.M.)
- Doctor of Philosophy (Ph.D.)

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Important Notes:

- 1. Completing an application**
Please read carefully and adhere to the instructions as set out in Annex B of this application form. Ensure that all relevant sections are clearly completed.
- 2. Submission of an application and documents**
Please submit your completed Application Form with all supporting documents (Annexes D to H) to the address below by the application closing date:

Graduate Division
Faculty of Law
National University of Singapore
Eu Tong Sen Building
469G Bukit Timah Road
Singapore 259776

Application Closing Dates: 15 November 2008 (for August 2009 intake)
15 May 2009 (for January 2010 intake)

Please note that late applications will NOT be accepted and incomplete applications will not be processed.

- 3. Communications**
Due to the large number of applicants seeking admission, we regret that we will not be able to attend to enquiries on the status of applications or receipt of documents. You may wish to consider sending your application via registered mail or courier service. We will communicate with you via email if clarifications are needed by the University.



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General Information

1. There are two intakes per academic year for research studies – Semester 1 (August) and Semester 2 (January). Please refer to <http://www.nus.edu.sg/registrar/calendar.html> for the University's academic calendar.
2. The normal minimum academic entry qualifications for admission to the Master's programme or Doctoral programme are a good Bachelor's Degree in Law (applicants who are NUS graduates should have at least a Bachelor's Degree with Honours at second class level) and/or a good Master's Degree in Law and the ability to pursue research in the proposed field of advanced study. Both programmes require a minimum TOEFL score of 600 (PBT), 250 (CBT), 100 (iBT) or a minimum IELTS score of 6.5.
3. The NUS Faculty of Law may, at its discretion, require a personal interview with the candidate, either in Singapore or in the candidate's home country. In some cases, such interviews may be conducted over the telephone.
4. Applicants who are not residing in Singapore must spend a period of residence in Singapore for six months (for Master's degree) or 18 months (for Doctoral degree) during their period of candidature.
5. The candidature periods are as follows:

Research Programme	Minimum Candidature	Maximum Candidature
Master's	One year	Three years
Doctoral	Two years	Five years

6. Research candidates may be admitted as full-time or part-time students. However, foreign students on student's pass must pursue their studies on a full-time basis. The minimum and maximum periods of candidature for both full-time and part-time candidates are the same.
7. Applicants are encouraged to visit our website <http://law.nus.edu.sg/prospective/postgraduate.htm> for more information on the programmes available and the updates on courses and fees.

Information on Research Scholarships

1. NUS offer financial assistance to graduate research students through its **Research Scholarships**, which are awarded only to outstanding graduates for research leading to a higher degree at NUS.
2. Applicants for the Scholarships must be university graduates with at least a second class honours (Upper Division) or its equivalent and have been admitted to or being assured of admission to our University's **full-time** higher degree research programmes.
3. Each Scholarship carries a monthly stipend of S\$1,500 and a full research fee subsidy (i.e. no tuition fee payable). No travel or other allowances are provided. No period of bond is required. Please note that NUS cannot guarantee employment to the scholar upon successful completion of his/her higher degree candidature.

For more information, please refer to <http://www.nus.edu.sg/registrar/sfau/gd-nusrs.html> and https://share.nus.edu.sg/registrar/info/gd/NUSRS%20T_C.pdf (Terms & Conditions)

Information on Lee Kong Chian Graduate Scholarships

1. The **Lee Kong Chian Graduate Scholarships** are NUS's most prestigious scholarship awards for graduate students. The selection will take place once a year, in time for the start of the academic year in August. Up to 5 new awards will be given each year. Not all awards will be made unless there are candidates of sufficient merit.
2. The bond-free Scholarships are open to all nationalities who will be admitted as a candidate for a **Ph.D. programme** at NUS. In keeping with the donor's wishes, the scholarships will be awarded to well-rounded individuals showing exceptional promise who have an appropriate balance of intellect and character. Scholarship recipients are selected on the basis of demonstrated academic excellence, leadership and a commitment to service.
3. Each award covers:
 - (i) A monthly stipend of S\$3,000;
 - (ii) Research, examination fees and other approved fees at NUS as stated on the NUS Student Bill;
 - (iii) An annual book allowance of S\$500;
 - (iv) A one-off air travel allowance of two return tickets of up to S\$4,000 (only for overseas students); and
 - (v) A one-off laptop computer allowance of S\$1,500.

For more information, please refer to <http://www.nus.edu.sg/registrar/sfau/gd-lkc.html> and https://share.nus.edu.sg/registrar/info/gd/LKC%20Scholarships%20-%20T_C.pdf (Terms & Conditions).

Information on President's Graduate Fellowships

1. The **President's Graduate Fellowships (PGF)** are awarded to candidates who show exceptional promise or accomplishment in research. A number of Ph.D. research students are selected each semester by the University for the awards.
2. Incoming Ph.D. students and current NUS Research Scholars (with the exception of SMA and GPBE students) who have passed the Ph.D. Qualifying Examination (QE) are eligible to be considered for the award.
3. A PGF awardee will be given a monthly stipend of \$2,200/month and the award is tenable for the duration of up to a maximum of 4 years, subject to an annual review of the scholar's satisfactory progress.

For more information, please refer to <http://www.nus.edu.sg/registrar/sfau/gd-pgf.html> and https://share.nus.edu.sg/registrar/info/gd/PGF%20T_C.pdf (Terms & Conditions).



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Instructions to Applicants

Application Acknowledgement Letter (Annex D)

- Please write your name and email address clearly on the acknowledgement letter and return it together with the Application Form. All correspondences by the Faculty of Law will be conducted via email. An applicant should maintain a functional email at all times.

Application Form (Annex E)

- Please complete **ALL** sections in English. Where relevant, write in clear **BLOCK OR CAPITAL LETTERS**. All supporting documents, if not in English, **must be** accompanied by copies of the English translation of the documents.
- Any omission of information required in the application forms or supporting documents will cause delay and may render the application void.
- Application Form and all supporting documents must reach us by the given deadline. We regret that incomplete applications will **not** be considered.
- All documents submitted in support of the application **will be retained by the University for records and are non-returnable**.

TOEFL/IELTS Score Sheet

- The TOEFL/IELTS Score Sheet is required for all candidates except those from English-medium academic institutions in Australia, New Zealand, UK, USA, Canada and Singapore
- **Only original TOEFL/IELTS Score Sheets will be accepted. Photocopies of this document are not acceptable. All score sheets should be sent directly to the NUS Faculty of Law.**
- For TOEFL Scoresheet: Please note that the specific institution code for the NUS Faculty of Law is **9085**. DO NOT indicate the general NUS university/institution code as this will delay the processing of your application.
- For IELTS Scoresheet: Please indicate the institution contact/name (*Graduate Division, Faculty of Law, National University of Singapore*) and the Singapore mailing address.
- The TOEFL/IELTS Scores are valid for 2 years after the test and **should be valid at the beginning of the application period** for the degree programme (s) applied for.

Detailed Research Proposal, Statement of Purpose and Personal Statement

- The detailed Research Proposal, Statement of Purpose and Personal Statement are to be enclosed together with the Application Form.

Transcript Request Form (Annex F)

- Applicants who are graduates of NUS can submit certified copies of the official transcripts of their academic records with their applications.
- Applicants who are graduates of foreign universities or have professional qualifications are to request for official transcripts **directly** from their university/universities.
- The official transcript(s) must be enclosed in a SEALED envelope with its flap bearing the security seal of the university and the signature of the Registrar or his/her representative.
- The official transcript(s) must be submitted together with the Application Form. Please use the attached Transcript Request form to obtain your transcript.

Academic Referee's Report (Annex G)

- Recommendations from 2 academic referees are required. Applicants are to request each referee to forward the completed Academic Referee's Report form to the applicants in a SEALED envelope with its flap bearing his/her signature.
- The Academic Referees' Reports must be submitted together with the Application Form. Please use the attached Academic Referee's Report form for this purpose.

Application Fee Payment Form (Annex H)

- Each application should be accompanied by a **non-refundable application fee of S\$40.00 (inclusive of GST)**.
- We regret that applications that are not accompanied by the application fee cannot be processed.
- **Cheque / Money Order / Bank Draft Payment**
 - (i) Personal cheques are accepted only from applicants in Singapore. Foreign applicants are requested to send only bank drafts drawn on a bank with a clearing bank/branch in Singapore. All payment must be in Singapore dollars.
 - (ii) Cheques / money orders / bank drafts must be crossed and made payable to **National University of Singapore**.
 - (iii) Applicants are to write their names, the programme they are applying for and contact telephone numbers on the reverse side of the cheque/money order/bank draft.
 - (iv) Applicants are to complete the **Application Fee Payment Form** and submit it together with the Application Form.
- **Credit Card Payment**
 - (i) Only payment by Visa, MasterCard or American Express is accepted.
 - (ii) Applicants are to provide their credit card details (full name as appears on card, card number and expiry date of card) on the Application Fee Payment Form.



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<h3>Application Checklist</h3>

Please ensure that you have included the following documents in your application and arrange them in the following sequence:

- The completed Application Acknowledgement Letter (Annex D)
- The completed Application Form (Annex E)
- Supporting Documents (*to be arranged in the following order*):
 - **Certified copy of NRIC and Citizenship Certificate (*if applicable*) (for Singapore Citizens)**
 - **Certified copy of NRIC and Re-Entry Permit (for Singapore PRs)**
 - **Certified copy of Passport or Identity Card (*with English translation, if applicable*) (for non-Singapore Citizens/PRs)**
 - **Official Bachelor's/Master's Degree Transcript (*with English translation, if applicable*)**
 - **Certified copy of Bachelor's/Master's Degree Certificate (*with English translation, if applicable*)**
 - Detailed Research Proposal and Preliminary Reading List
 - Statement of Purpose and Personal Statement
 - List of Publications (s), if any (e.g. law journal articles)
 - Two Academic Referees' Reports
 - Others (e.g. certified copy of membership of organisations, scholarships/awards received, etc.)
 - Application Fee of S\$40.00 accompanied by Application Fee Payment Form (Annex H)



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Application Acknowledgement Letter

Programme Applying For:
(Please tick one)
 Master of Laws (By Research)
 Doctor or Philosophy (Ph.D.)

Name : _____)

 Email Address (es) : _____) *(To be completed by applicant)*
 _____)

For Official Use:

Date of receipt of application : _____

Date of acknowledgement : _____

1. We have received your application for our graduate programmes.
2. Your application is complete incomplete*.
 *We have not received the following documents marked with a tick :
 - Certified copy of NRIC/Citizenship Certificate/Re-Entry Permit for PR/Passport
 - Official Bachelor's/Master's Degree Transcript (with English translation, if applicable)
 - Certified copy of Bachelor's/Master's Degree Certificate (with English translation, if applicable)
 - TOEFL/IELTS Score Sheet (only original score sheet will be accepted)
 - _____ Academic Referee's Report(s)
 - Detailed Research Proposal / Preliminary Reading List / Statement of Purpose and Personal Statement
 - Application Fee of S\$40.00 with Application Fee Form
 - Others: _____
3. Please return this letter together with the required documents **within two weeks of the date of acknowledgement indicated above.**
4. We will process your application (after receiving the above documents, if applicable) and you will be informed via email of the outcome by early April (for the August Intake) or by early October (for the January Intake).

 Name of Processing Staff: _____
 For Vice-Dean, Research & Graduate Studies

Please paste one recent passport-size photograph here.

(Please TICK in appropriate box)

[A] PERSONAL PARTICULARS		
Name Dr / Mr / Ms / Mdm / Miss (Please circle one)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Permanent Home Address		Telephone No. (Home) ()
Zip Code:		Fax No. (Home) ()
Mailing Address (Fill in only if different from Home Address)		Mobile Phone No. ()
Office Address (If applicable)		Telephone No. (Office) ()
Zip Code:		Fax No. (Office) ()
Email Address(es)		
Date of Birth (dd/mm/yyyy)	Place / Country of Birth	Domicile (Country you live in permanently)
Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Separated		Age
Citizenship <input type="checkbox"/> Singapore (NRIC No.: _____) <input type="checkbox"/> Singapore Permanent Resident (NRIC No.: _____) Country of Citizenship: _____ (Passport No.: _____) <input type="checkbox"/> Others - Country of Citizenship: _____ (Passport No.: _____)		
National Service (for Singapore Citizens / Permanent Residents only) <input type="checkbox"/> Completed (ORD: _____) <input type="checkbox"/> Currently serving (ORD: _____) <input type="checkbox"/> Disrupted <input type="checkbox"/> Exempted <input type="checkbox"/> Not Applicable		
[B] PARTICULARS OF NEXT-OF-KIN		
Name Dr / Mr / Ms / Mdm / Miss (Please circle one)		Relationship
Home Address		Telephone No. (Home) ()
Zip Code:		Telephone No. (Office) ()
Occupation		Mobile Phone No. ()

[C] ACADEMIC QUALIFICATIONS**(i) Tertiary/University Education**

From (mm/yy)	To (mm/yy)	Name & Location of University	Degree Obtained	Class of Honours	Date / Expected Date of Graduation	Ranking in Graduating Class

(ii) Professional Qualification (e.g. Bar Membership, Mariners' Organisation)

From (mm/yy)	To (mm/yy)	Name & Location of Issuing Body	Qualification & Date Obtained	Class/Rank (if relevant)

(iii) Membership of Professional Organisations (e.g. Singapore Academy of Law)

From (mm/yy)	To (mm/yy)	Name of Organisation	Post Held / Membership Status

(iv) Scholarships, Prizes or Other Awards Received

From (mm/yy)	To (mm/yy)	Name of Scholarship, Prize or Award	Name of Issuing Body

[D] ENGLISH LANGUAGE PROFICIENCY*(Original score sheet must reach us by application deadline.)*

TOEFL Score : _____

Please tick one Paper-based Computer-based Internet-based

IELTS Score : _____

Date of Test Taken _____ Date that NUS would receive report _____

Date of Test Taken _____ Date that NUS would receive report _____

[E] WORK EXPERIENCE *(Please list jobs held during the last 5 years, including present occupation.)*

From (mm/yy)	To (mm/yy)	Name & Location of Firm/Organisation	Title & Nature of Work	Reason for Leaving

If you are currently employed, please indicate how you propose to pursue your study here full-time if awarded a scholarship.

- Intend to apply for study leave Intend to resign from job
- Others (Please specify: _____)

[F] PREVIOUS APPLICATIONS

Have you previously applied for admission or been admitted to any graduate programme(s) at NUS?

- Yes *(Please provide details below)* No *(Please proceed to Section G)*

Programme(s) Applied For: _____ Year of Application: _____

Outcome of Application: Successful *(Please provide details below)* Unsuccessful

Date of Enrolment: From: _____ To: _____

Current Status: Graduated Withdrawn Failed Current Student

[G] OTHER CURRENT APPLICATIONS

Are you applying for any other graduate programme(s) at NUS for the coming session?

- Yes *(Please provide details below)* No *(Please proceed to Section H)*

Programme(s) Applying For: _____

[H] ACADEMIC REFEREES*(List the names and addresses of 2 referees from whom you have requested letters of reference.)*

(i) Name	(ii) Name
Designation	Designation
Address	Address
Email Address	Email Address
Telephone Number	Telephone Number
Length of Time Known	Length of Time Known
Nature of Association	Nature of Association

[I] PROPOSED RESEARCH**Proposed Research Area/Topic****Proposed Thesis Title****Detailed Research Proposal**

For Doctoral programme applicants: Please attach a research proposal (between 1,500 to 2,000 words) of the particular area / topic which you wish to work on. The proposal must be sufficiently detailed to enable the Executive Committee for Graduate Studies to judge whether it will make a significant contribution to legal scholarship. A list of your preliminary readings should accompany the research proposal.

For LL.M. by Research programme applicants: Please attach a research proposal (about 1,000 words) of the particular area / topic you wish to work on. The proposal must be sufficiently detailed to enable the Executive Committee for Graduate Studies to consider your application. You may wish to include a list of your preliminary readings.

Proposed Supervisor(s), if any (If none, the Faculty will assign one if you are admitted)

Have you worked out your research project with your proposed supervisor(s)?

 Yes No**[J] PUBLICATIONS***(Please list your publications on a separate sheet and enclose a copy of each publication.)*

	No. of Papers		No. of Papers
Books	: _____	Proceedings	: _____
International Refereed Journals	: _____	Others	: _____
Local Journals	: _____		

[K] STATEMENT OF PURPOSE AND PERSONAL STATEMENT

Statement of Purpose

On separate sheets of paper, please describe your areas of academic interest and your career goals. Please indicate your reasons for wishing to pursue graduate studies and how graduate studies will contribute to your professional development.

Personal Statement

Please include this statement to provide any additional information which would be helpful in evaluating your application. Describe briefly your personal, academic and professional history, including significant non-law activities. You may wish to elaborate on your education, community and professional experiences, publications and personal background. Tell us why you think you will be an asset to the NUS community

Additional Information for Lee Kong Chian Graduate Scholarship *(for PhD applicants only)*

To be considered for the Lee Kong Chian Graduate Scholarship, please also submit the following documents:

- (a) A **personal statement** (not more than 300 words) to describe an exceptional achievement that highlights your academic interests and intellectual capacity that would be of value to the NUS community.
- (b) A **report (with documentary evidence) on your extra-curricular/non-academic activities** (e.g. committee served, community service, sports etc), and a statement (not more than 300 words) on how you have benefited from such participation and your hope to return something to society.

[L] DISABILITIES AND SPECIAL NEEDS

Have you had or do you have any communicable diseases, mental illness, colour blindness, and/or disabilities (including but not limited to chronic illnesses, visual or other physical constraints or limitations) which may or may not cause you to require special assistance or facilities while studying at the University?

- Yes *(Please provide all relevant information on a separate sheet of paper and attach the relevant medical documents.)*
- No

NOTE: This information will enable the University to develop a complete profile of an applicant and to determine whether he/she might need additional resources in his/her studies.

The University does not, however, guarantee the provision of special aid (financial or otherwise) to any student.

The information provided here will be kept strictly confidential.

[M] DECLARATION BY APPLICANT

I affirm that all statements I have made on this form are correct. I understand that any inaccurate or false information (or omission of material information) will render this application invalid and that, if admitted on the basis of such information, I can be required to withdraw from the University.

Signature

Date



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Transcript Request Form

To the Applicant:

Please complete this section of the form and send it to the Registrar (or relevant person-in-charge) of the University/institution/professional body from which you are requesting your transcript.

Applicant's Name : _____

Date of Birth : _____

Applicant's Address : _____

University : _____

Student Registration No. : _____

Date of Enrolment : From _____ To _____

Degree and Date Conferred : _____

Research Programme Applying For:

(i) Master of Laws (LL.M.) Doctor of Philosophy (Ph.D.)

(ii) Full-Time Programme Part-Time Programme

To the Registrar / Person-in-charge:

1. The person whose name appears above is applying for admission to our Graduate Research Programme.
2. The application cannot be considered without an official transcript of academic records submitted by your University/institution. This transcript must bear the official stamp of your University/institution and the name and signature of the Registrar or authorised person.
3. Subject to the rules of your University/institution, the transcript should include:
 - Date of enrolment
 - A list of all subjects taken (with dates), and the grades obtained in each subject
 - Title of degree awarded and date of conferment
 - Rank in Class
 - Interpretation or explanation of the grades, marks or scores
4. If the transcript is in a language other than English, please provide an official translation.
5. Please send the official transcript together with this form TO THE APPLICANT in a SEALED envelope with its flap bearing the security seal of the University/institution and signature of the Registrar or his/her representative.

Thank you for your kind assistance.



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Academic Referee's Report

To the Applicant:

Please make additional copies of this form as necessary for your referees. Each referee is required to forward the completed Academic Referee's Report to YOU, the applicant, in a SEALED envelope with his/her signature across the flap of the envelope.

Applicant's Name : _____

Applicant's Address : _____

Research Programme Applying For:

(i) Master of Laws (LL.M.) Doctor of Philosophy (Ph.D.)

(ii) Full-Time Programme Part-Time Programme

To the Referee:

The person whose name appears above is applying for admission to our Graduate Programme. He/she has named you as his/her referee. Please provide your report on the reverse side of this form, and use a separate sheet, if necessary.

1. How long have you known the applicant and in what capacity?

2. Please state where the applicant ranks in his/her class (*Please TICK in the appropriate box*)

Highest 5% 6% - 10% 11% - 25%

26% - 50% Lowest 50% Unable to judge

3. Can you estimate what class of honours the applicant is likely to obtain?
(*Not applicable to applicants who have already passed their final examinations*)

4. How would you rate the applicant's proficiency in English?

Reading and Writing:

Excellent Good Fair Poor

Spoken:

Excellent Good Fair Poor

Please Turn Over..



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Applicant's Name : _____

Applicant's Address : _____

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Highest 5% 6% - 10% 11% - 25%

26% - 50% Lowest 50% Unable to judge

3. Can you estimate what class of honours the applicant is likely to obtain?
(*Not applicable to applicants who have already passed their final examinations*)

4. How would you rate the applicant's proficiency in English?

Reading and Writing:

Excellent Good Fair Poor

Spoken:

Excellent Good Fair Poor

Please Turn Over..

