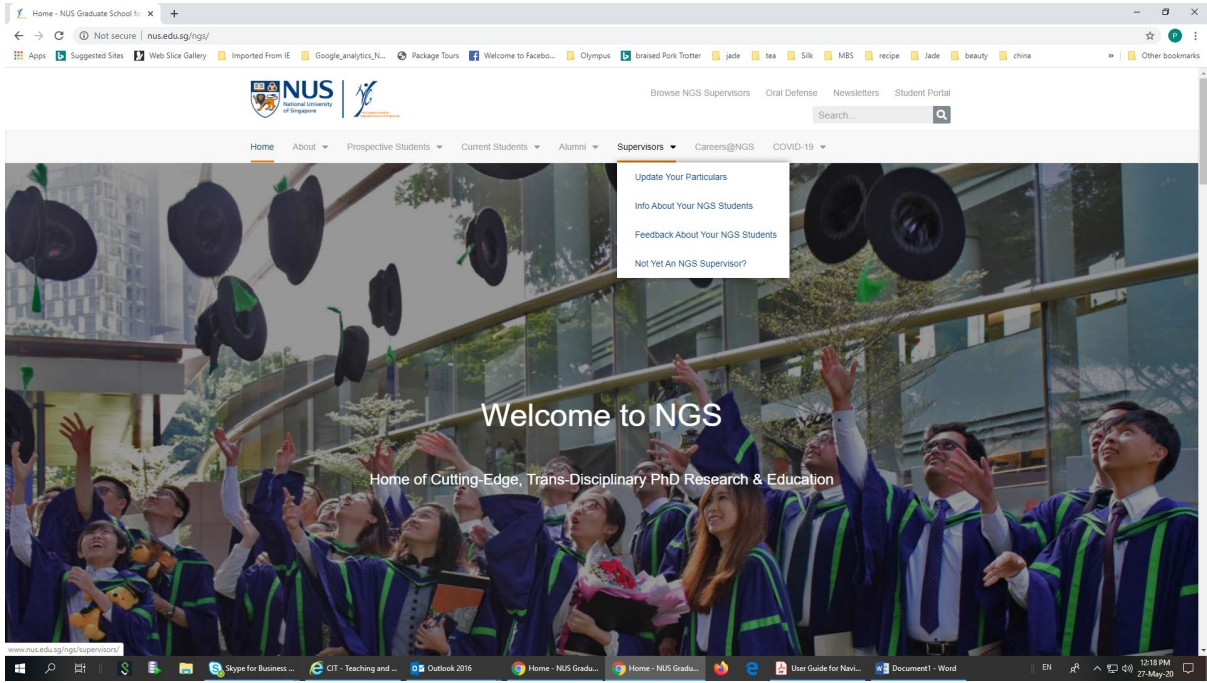
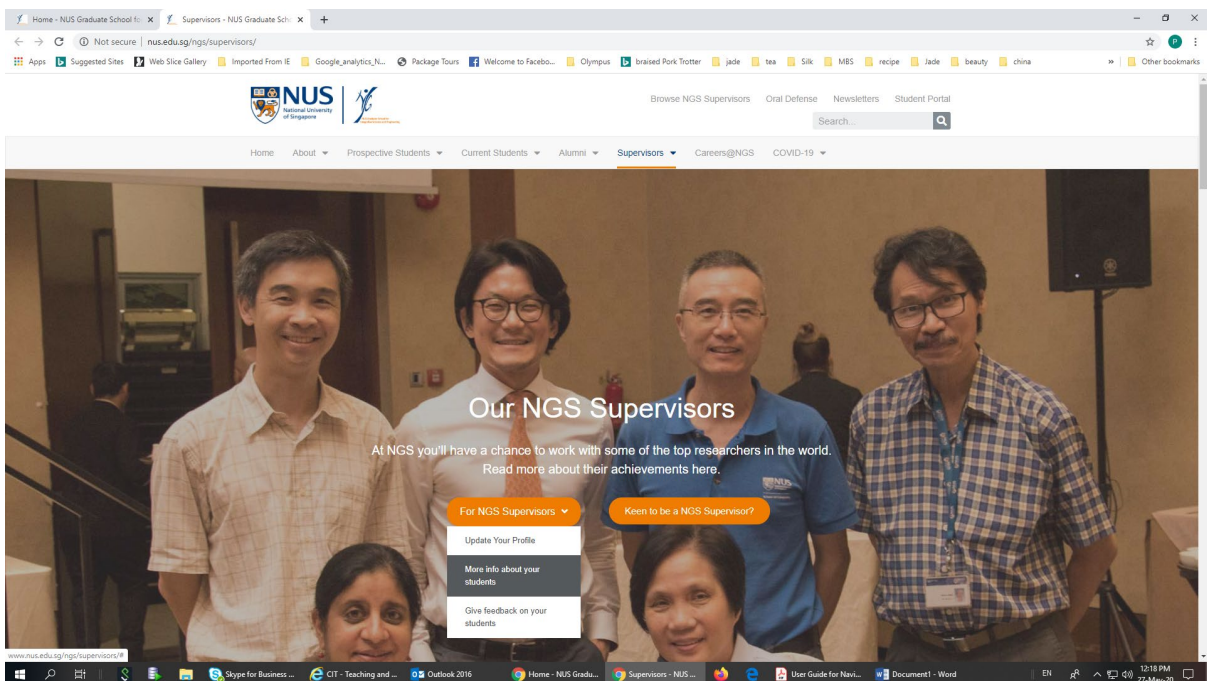


## User Guide for Navigating the Thesis Advisory Committee (TAC) Report

1. Go to the NGS website at <http://www.nus.edu.sg/ngs/>
2. Click on “Supervisors” tab.



3. Click on “For NGS Supervisors” -> “More Info about your students”



4. You will be prompted to login.

**Your Students** x

Please login with your NUS account  
You must be an NGS Supervisor to view this content.

Please login with the email address as provided on your profile in the [Supervisor's Directory](#).

For Supervisors who are not using a NUS email address account, please use the "Lost your password" link below to set your password if it's your first time logging in.

NUS Email Address

NUS Account Password

Remember Me

Login

[Lost your password?](#)

5. After the successful login, you will see a list of your students. If you are the Chairperson of the student, you will see "TAC Report". Click on the "Click to Complete the Form".

**Your Students** x

Test Student

Student	Test Student ( <a href="mailto:student112@lydiant.com">student112@lydiant.com</a> )
Thesis Title	Thesis Title
TAC Report	<a href="#">Click to Complete Form</a>
TAC Chairperson	Angela Poon ( <a href="mailto:ngspym@nus.edu.sg">ngspym@nus.edu.sg</a> )
Main Supervisor	Ivy Wee ( <a href="mailto:ngswahi@nus.edu.sg">ngswahi@nus.edu.sg</a> )
Co-Supervisor 1	co-sup1 ( <a href="mailto:ngstbc@nus.edu.sg">ngstbc@nus.edu.sg</a> )
Co-Supervisor 2	co-sup2
Non-Supervisory member 1	non-sup_mem1
Non-Supervisory member 2	non-sup_mem2

6. You may be prompted to login to access the form. After the successful login, you will see the form which has the "Student's Particulars" auto-populated into the form. The

TAC Chairperson will need to fill in the details for Part 2 “Particulars of Meeting”.

**Thesis Advisory Committee (TAC) Report**

**Introduction & Notes**

- The student should meet with the Thesis Advisory Committee (TAC) at least once every 6 months or once every semester. There should be a **minimum of two (2) TAC meetings prior to the PQE**, and there should be a **final meeting no later than**...
- It is strongly advisable to have all TAC members, including supervisor and co-supervisor (if applicable) present at all TAC meetings. If this is not possible, at least **two-thirds** of the TAC members must be present **per** meeting. The student must seek in supplementary meetings duly documented.
- The outcome of the meetings may be incorporated into the student's 6-monthly online progress reports in January and August of every year, by the main supervisor on behalf of the TAC members.
- This TAC Report Form has to be completed and submitted **ONLY** by the **Chair of the TAC**. To submit, please click on the "Save" button and it is complete.  
**Note: The Chair of the TAC may have up to 2 weeks (from the date of the TAC Meeting) to complete or to edit this form.**
- The Chair of the TAC should communicate the discussion of the meeting and the feedback to the students.

**Note:** Once the Chair of the TAC confirms the "Ready to Submit the Form", the student and the TAC Chair will be notified to access the report via the URL provided. Thereafter, you will not be able to edit the form.  
**Click on the "Submit" or "Save" button to submit or save the form.**

**1. Student's Particulars**

Student Name: Test Student

Student NUS Email: student112@yidian.com  
Please enter ONLY NUS email address without the at nus.edu.sg and no friendly name

Thesis Title: Thesis Title

TAC Chairman's Name: Angela Poon

Main Sup's Name: Ivy Wee

\* If a student is attached to a Co-supervisor's lab (at NUS or RI), both Supervisor and Co-supervisor must attend the meeting either physically or electronically (e.g. by Skype).

**2. Particulars of Meeting**

Date of Current Meeting: [Date Picker]

Number of meetings held to date: 0

Date of Last Meeting: [Date Picker]

Has the student met the coursework requirement for graduation?  Yes  No

Is there any suggested change in the specific aim of the thesis project?  Yes  No

Comments for the suggested change in the specific aim of thesis project: [Text Area]

Another way to access the form is via the direct URL:

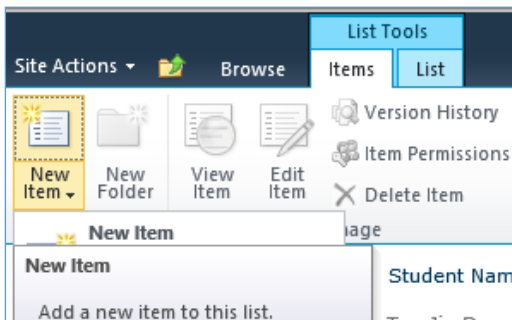
<https://share.nus.edu.sg/ngs/students/Lists/tac rept/TACReptNewWebForm.aspx>

7. To create a new entry, there are 2 ways to do so.

(i) **“Add new item”** at the bottom left hand corner of the page.

OR

(ii) Click **“Items”** -> **“New Item”** as shown below;



8. If the Student Particulars are NOT auto-populated, it is suggested that the Chair of TAC may access the form at the meeting and the Chair may ask the student to complete details such as “Student NUS Email” and “Thesis Title”.

Note: The student email cannot be the friendly name. It has to be entered in full.

9. For the rest of the form, the Chair of TAC may complete **after** the meeting (upon gathering the feedback of the other TAC members).

- To exit the form at any point, the Chair of TAC may click on the **“Submit” (or “Save”)** button at the end of the form, and he/she may return to edit the form later.
- Note on **“Read to Submit the Form”?**
  - 1) If **‘Yes’**, it means that this is the final submission of the TAC Report Form. Thereafter, the Chair is no longer be able to edit the form. Thus after the form is completed, click on “Submit” (or “Save”) button as shown below. Thereafter, an email with the URL of the report will be sent to both the TAC Chair and the student (if the student’s email has been filled in)
  - 2) If **“No”**, the Chair can continue to edit the form. To close the form, just click on the “Submit” (or “Save”) button.

**Note: The Chair of the TAC may have up to 2 weeks (from the date of the TAC Meeting) to complete or to edit this form.**

5. The Chair of the TAC should communicate the discussion of the meeting and the feedback to the students.

**Note:** Once the Chair of the TAC confirms the "Ready to Submit the Form", the student and the TAC Chair will be notified to access the report via the URL provided. Thereafter, you will not be able to edit the form.

**Click on the "Submit" or "Save" button to submit or save the form.**

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**1. Student's Particulars**

Please write a brief report, commenting on the student progress.  
This report is mandatory and should include candid comments on student's academic progress and maturity.

**This report is mandatory and should include candid comments on student's academic progress and maturity**

Has the student been given the opportunity to read the contents of the TAC report

- Yes  
 No

Ready to Submit The Form?

- Yes  
 No

**1) If 'Yes', you agree that this is the final submission of the TAC Report Form. Thereafter, you will no longer be able to edit the form. Click on the "Submit" or "Save" button to submit the form.**

**2) If "No", you can edit the form later after you click on the "Submit" or "Save" button.**