



INSTRUCTIONS TO STUDENTS

1. Study the list of research topics provided by the Faculty of Arts and Social Sciences (FASS), National University of Singapore (NUS), available at the following URL:
<<https://www.moe.gov.sg/programmes/nus-moe-hssr/apply>>
2. Select **one** topic from the list, and take note of the Topic Number (you will need to fill this in for both Forms A and B).
3. Complete the following documents (in softcopy) and name them based on the given naming convention:

| Form | Naming Convention |
|--|--------------------------------------|
| Form A: Personal Data and Declaration Form | Form A_[Full Name of Student] |
| Form B: Research Proposal Form | Form B_[Full Name of Student] |
| Form C: Teacher Endorsement Form (please ask your teacher to <u>send the completed form directly</u> to the teacher co-ordinator) | Form C_[Full Name of Student] |

4. Send the completed forms (**in PDF format**) to your school's NUS-MOE H3 HSSR Teacher Co-ordinator by **your school's internal deadline**.

INSTRUCTIONS TO APPOINTED TEACHER CO-ORDINATORS

1. The NUS-MOE HSSR Teacher Co-ordinator is required to list *all* the applications from the school using **Form D** ('Declaration of Collated Submitted Applications'). Please rename the document as **Form D_[School Name]**. Note that Form D should be **uploaded as a separate document**.

2. Please ensure that there should be a total of **3** documents for every applicant (Forms A, B and C) and that they are named based on the above given naming convention (Refer to conventions in instructions for students, Point 3).

The completed Form C for each applicant should be sent by the subject teacher to you directly.

Check that content within table/text boxes that crosses page boundaries are complete (i.e. not cut-off at end of a page). All documents should be in PDF format to minimise file size.

3. Once you have collated all the documents from all applicants, please zip the files in a zipped folder for submission.

There is a file size limit of 7 MB. If your submissions exceed 7 MB, please break down into multiple zipped folders that are 7 MB or smaller and label accordingly. Please comply with the following naming convention if you have more than 1 zipped folder to submit.

| Zipped Folder | Naming Convention |
|---------------|-----------------------------|
| 1 | Application_[School Name]_1 |
| 2 | Application_[School Name]_2 |
| 3 | Application_[School Name]_3 |

4. Submit your school's applications via the following FormSG link: **<https://go.gov.sg/hssr2022app>**

5. If you have successfully submitted via FormSG, you should receive the following acknowledgement message, "You have completed submission for NUS-MOE HSSR 2022 applications. Thank you."

6. After you have successfully completed the FormSG submission, please email lok_junli@moe.gov.sg, specifying the total number of zipped folders and forms submitted respectively. This is to ensure complete receipt of your submission.

7. Please set internal deadlines with your students and colleagues. The deadline for submitting the aforementioned documents via FormSG is **22 October 2021 (Friday)**.

8. Please note that the application process may be affected if documents are incomplete.