

**PDL - LONG TERM FINAL REPORT****NAME:**

\_\_\_\_\_

(BLOCK Letters)

\_\_\_\_\_

(Department &amp; Faculty/School/Centre/Division)

**Programme**

\_\_\_\_\_

(Certificate/Diploma/Bachelor/masters/Doctorate)

**Location**

\_\_\_\_\_

(Institution)

**Dates**

From: \_\_\_\_\_ To: \_\_\_\_\_

(Month and year)

(Month and year)

**Tick one of the following:**

- I have completed and passed the programme and attach my results and/or confirmation of completion or
- I have completed the programme and am waiting confirmation of passing (eg thesis to be examined or results of courses) or
- I did not pass or did not complete the programme# or
- I have to complete the thesis^ for the supervisor by \_\_\_\_\_ (date) or
- I have to submit the thesis^ for examination by \_\_\_\_\_ (date).

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attach any statement you wish to make and attach any relevant documents of results or reports or statements from supervisors or the institution to support your claim.

**SUBMIT FORM TO THE DIRECTOR, HUMAN RESOURCES AND PROVIDE A COPY TO THE EXECUTIVE OFFICER TO THE VICE-CHANCELLOR**

- # Staff who do not complete the required coursework and/or thesis will be required to refund NUS for the salary received during the professional development leave.
- ^ A staff member who returns to NUS and has not submitted a required thesis and is continuing, will not engage in any University or faculty activities and will not have their full salary re-instated until the supervisor confirms the submission of the thesis to the examiners.

**Staff who have graduated or have an official confirmation letter that they will graduate, may apply for increments – See Form: Application for Recognition of a Higher Qualification.**

**Vice-Chancellor:**            Accepted            Not Accepted

**Comments:** Full salary to be re-instated on \_\_\_\_\_

**Signature:** \_\_\_\_\_            **Date:** \_\_\_\_\_

Send completed form to the Director, Human Resources and a copy to the staff member.