**EC4401/EC4401HM/PE4401E/PE4401EHM HONOURS THESIS DEADLINES**

| **Instructional****Period** | **AY2023/2024****Semester 2** | **AY2024/2025****Semester 1** | **Note** |
| --- | --- | --- | --- |
| Week 1 | 19 Jan 2024 (Fri)by 5pm | 16 Aug 2025 (Fri)by 5pm | * Submit HT/IHT **Proposal Form** (downloadable from department webpage) with the **proposed research** **outline** to Ms Deanna.

Please ensure that you **meet the requirements** (pre-requisites/preclusions) of an HT/IHT & have obtained prior approval from supervisor. |
| Week 11 | 1 Apr 2024 (Mon)by 5pm | 28 Oct 2025 (Mon)by 5pm | * **Appeal for Extension of Deadline** may be granted on a case-by-case basis & subject to HT/IHT Committee’s consideration & final approval.

**Marks penalty** will apply immediately after the original deadline in Week 12 (stated in the next row) has passed, for applications that are rejected. The marks penalty does not apply to Saturdays, Sundays, and Public Holidays. The marks penalty will still apply on the submission day of the final thesis. It is the student’s responsibility to apply and complete the appeal form with valid reasons and supporting documents. Please submit the appeal form to Ms Deanna**.*** **Change in HT/IHT Title/Topic**.

Students are required to inform the dept of any **change in HT Title/Topic** between the original research proposal submitted in Week 1 and the revised final research. Please obtain **prior approval** from HT Supervisor by completing the Change of HT Title/Topic form with **valid reasons**. Submit the duly completed form to Ms Deanna . |
| Week 12 | 8 Apr 2024 (Mon)by 5pm | 4 Nov 2025 (Mon)by 5pm | * **Upload** final thesis report to **Turnitin via Canvas** for plagiarism checks before submitting the printed version. Similarity index should **NOT exceed 24%**.
* After uploading to Turnitin, please inform Ms Deanna.

**Marks penalties will be imposed accordingly for late submission** without approved extension. |
| Reading Week*\* subject to changes on a case-by-case basis.* | 14\*, 22-26 Apr 2024 | 14\*, 20-24 Nov 2025 | * **Oral Presentation** (in-person).
* Student is given the first 20 mins to present and the last 10 mins for Q&A session. Total duration is 30 mins.
* 2 HT Assessors will be appointed by the HT Committee to examine the oral presentation.
* HT Supervisors are not required to attend the oral presentation.

Each studentwill be notified via email nearer to the reading week, of their confirmed timeslot, date and venue. Please check your emails on a regular basis. |

**REGISTRATION & GRADE PENALTY FOR YEAR-LONG HONOURS THESIS**

**(Must Be Completed Within Two Consecutive Semesters)**

**With Effect From Semester 1 AY2019/2020**

**Important Notes:**

**1. For cohort 2020 and before: The Honours Thesis is worth 15 Units in total (i.e. equivalent to 3 honours level-4000 courses). The Honours Thesis of 15 Units assigned in each semester is meant for workload purposes only.**

**2. For cohort 2021 onwards: The Honours Thesis is worth 8 Units in total (i.e. equivalent to 2 honours level-4000 courses). The Honours Thesis of 8 Units assigned in each semester is meant for workload purposes only.**

**3. Students cannot take leave of absence during their year-long Honours Thesis.**

|  |  |  |
| --- | --- | --- |
| **Events** | **Timeline** | **Grade** |
| Pre-Allocate Honours Thesis (HT) [15 MCS]. | By End of Instructional **Week 3 of 1st Semester**. | Nil |
| Drop Honours Thesis (HT) Without Grade Penalty. | By Last Day of **Reading Week (Week 14) of 1st Semester**. | Honours Thesis (HT) Will Not Be Reflected on Record. |
| Continuation of Honours Thesis (HT) [In Progress]. | By **End of 1st Semester**. | ‘IP’ Grade |
| Drop Honours Thesis (HT) With 'Withdrawn' Grade. | Drop Between **First Day of Week 15 of 1st Semester And Last Day of Week 2 of 2nd Semester**. | ‘W’ Grade Penalty |
| Drop Honours Thesis (HT) With 'Fail' Grade. | Drop **After Week 2 of 2nd Semester (From First Day of Week 3 of 2nd Semester)**. | ‘F’ Grade Penalty |
| Final Submission of Honours Thesis (HT). | By **First Day of Week 12 of 2nd Semester**. | Final Grade |