**GL4401 HONOURS THESIS (HT)**

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| **Registration for submission of HT in** | | | |
| **Semester** | ***1*** | **AY** | **24/25** |

**NOTES**

1. Please fill up this form only after having a detailed discussion with your proposed supervisor.
2. This application is only open to Global Studies Honours Students (ARS4) who will be submitting their HT in their Final Graduating Semester (Semester 1, AY2024/2025).
3. **HT Pre-Requisites:**
4. Completed 110 Units, 40 Units of GL major requirements
5. Minimum SJAP of 4.00 and CAP of 3.50.

* The SJAP pre-requisite is waived with a minimum CAP of 4.25 after completing 110 Units.

1. **Preclusion:** GL4660HM
2. Please submit the completed form to Ms Pang Shi Ying via replying to the email titled “Registration for GL4401HM Honours Thesis (submission in Semester 1, AY2024-2025) email by Wednesday, 15th July 2024.
3. You will be informed via email about the outcome of your application.

**GUIDELINES**

HT carries 8 Units. Please note that you must not have read or plan to read GL4660 Independent Study Course.

1. **Proposal**

GL HT proposal must clearly describe your topic and methods, and make a clear case for how/why the HT relates to globalization and/or global studies. Proposals that do not meet these criteria will be returned for revision or rejected, depending on the quality of the proposal and the project.

1. **Assessment**

The HT will be examined on the basis of several criteria including:

* Presentation
* Coherence and consistency
* Comprehensiveness (including the use of primary sources)
* Factual accuracy
* Writing discipline

1. **Report Format**

* Please note that the main body of your thesis should be limited to **8,000 words.**
* Each thesis, in general, should include cover page, abstract, acknowledgement, list of abbreviations (if any), contents, main text (all chapters), bibliography, and appendix (if any).
* The main text in the report should be typed using a general font (i.e. Arial, Times New Roman, Calibri etc), with a font size of 12.
* For presentation and professionalism, a single-sided printing format is preferred.
* You should follow the Chicago Manual of Style (13th edition onwards) for references – with reference number(s) in the text and corresponding reference(s) at the bottom of each page. In addition, you should compile all references used into the bibliography. An online version is available via NUS Library E-Resources and you may also use some of last year’s theses (stored at the NUS Library) as examples in this regard.

1. **Institutional Review Board (IRB)**

All undergraduate research (HT, ISM, etc.) involving humans as research subjects (interviews, surveys, etc.) must be subject to ethics review by the Departmental Ethics Review Committee (DERC).

The guidelines and application forms can be downloaded from the following links: <http://www.nus.edu.sg/irb/guidelines.html> and <http://www.nus.edu.sg/irb/forms.html>

If you are unsure and need guidance you may write to the Global Studies Administrator at (sypang@nus.edu.sg).

1. **Plagiarism**

Plagiarism (including self-plagiarism) is NOT tolerated. Students found guilty of such an offence will be severely penalized. Such cases may even be referred to the University’s Board of Discipline (BOD).

Please refer to the following link for further information on plagiarism <https://myportal.nus.edu.sg/studentportal/fas/ug/policies/plagiarism/index.html>

**(d) Submission**

* Please **upload a soft copy in Microsoft Word format** (for word count and plagiarism check purposes) in **Canvas**.

**PENALTY**

1. **Change/alteration of title after the deadline for title confirmation**

A **1% mark penalty** will be imposed on the final mark if there’s a change of title for HT in the 2 weeks before the deadline for submission.

1. **Late Submission of HT**

Two-Step Penalty System

* A **daily 5% deduction** from the final mark, cumulative up to a full working week (i.e. 7 working days or a maximum of 35% of the final mark)
* Rejection of HT from the 8th working day.

1. **Word Count**

The word limit for the thesis is **8,000 words** (excluding cover page, content page, and abstract, list of abbreviations, acknowledgement, preface, footnotes, endnotes, appendix and bibliography).

The penalty for excess words in the thesis is as follows:

* 1 – 999 words 1.0 mark
* 1,000 – 1,999 2.5 marks
* 2,000 – 2,99 5.0 marks
* > 3,000 words 7.5 marks

The penalty scheme will be strictly enforced. Please be aware that even minor penalties can change the grade in an HT and, in some cases, the class of honours awarded.

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| **HONOUR THESIS APPLICATION FORM**  **PART I: STUDENT INFORMATION** | | | | | | |
| **FULL NAME** |  | | | | | |
| **FULL MATRIC NUMBER** |  | | | | | |
| **WRITING TERM** *(same as graduating term)* | **Semester** |  | | **Academic Year** | | *23/24* |
| **RESULTS**  *(Based on results prior to Writing Term)* | ***Total Units Completed:*** | ***Units completed in major:*** | | ***SJAP:*** | | ***GPA:*** |
| **LOCK IN SJAP/GPA** | 🞎 Yes [please indicate Sem \_\_\_\_ AY \_\_\_\_\_\_\_\_\_\_\_\_] 🞎 No | | | | | |
| **CONTACT DETAILS** | (NUS Email) | | | (Hp No) | | |
| **PROPOSED TITLE** |  | | | | | |
| **PROPOSED SUPERVISOR** |  | | | | | |
| **SUPERVISOR’S DEPT** |  | | | | | |
| **MAJOR COMBINATION**  *(Cohort 2017 and before only)* | **Theme:** | | **Region:** | | **Language:** | |
| **PART II: DECLARATION** *(Please check the boxes to acknowledge that you have read and agreed accordingly)* | | | | | | |
| ☐ I have read the Guidelines for the preparation and submission of GL4401.  ☐ I acknowledge the following deadlines and submission requirements for GL4401:  I will submit the following to the Department of Political Science:   1. **By Friday, 11th October 2024: Title Change Form for Honours Thesis**  * Submit the signed softcopy form to GL Coordinator Ms Pang Shi Ying’s email (sypang@nus.edu.sg)   *There is no need to submit this form if your final HT title is the same as that submitted in the proposal.*   1. **By Thursday, 31st October 2024: Final Submission of Honours Thesis via Canvas**  * Upload 1 x softcopy (*Microsoft Word Format*) of HT to the Canvas submission workbin named *“HT Turnitin Submission (MS Word Only)”*. Y*our Word file should be titled: “Full Name\_Matric Number\_GL4401\_HT”* * **Optional (For upload to Central Library Scholarsbank):**   Upload 1 x softcopy (*PDF Format*) of HT to the Canva submission workbin named *“HT Library Submission (PDF Copy Only)”. Your Word file should be titled: “Full Name\_Matric Number\_GL4401\_HT”*  ☐ I further acknowledge that penalties will be imposed for   * any changes to my HT after submission of softcopy uploaded onto Canva * exceeding the word count, not obtaining approvals for title changes and late submissions.  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **Signature** |  | **Date** |  | | | | | | | |

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| **PART II: HONOURS THESIS PROPOSAL**  Please provide a description of your proposed Honours Thesis. This proposal should include i) your research question and its importance, ii) a brief discussion of research design, and iii) a timeline of your research plans. You must clearly demonstrate the relevance of your HT to Global Studies. Limit: 500 words |
| *Cohort 2018 onwards:*  Which GL theme does your HT engage?  Colonialism, Security, and Global Order  Global Health, Environment, and Technology  Global Political Economy  Peoples, Cultures, and Globalisation |
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**PART III: SUPERVISOR’S CONSENT**

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| **STUDENT’S NAME** |  |
| I **Agree / Do Not Agree** to supervise the above-mentioned student’s HT (GL4401). *(please delete accordingly)* | |
| **SUPERVISOR’S NAME AND DEPARTMENT** |  |
| **SIGNATURE AND DATE** |  |

**PART IV: HONOURS COORDINATOR’S CONSENT**

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| **COMMENTS** |  |
| I **Approve / Do Not Approve** the above-mentioned student’s HT (GL4401). *(please delete accordingly)* | |
| **HONOURS COORDINATOR’S NAME** |  |
| **SIGNATURE AND DATE** |  |