



**Global Studies  
Honours Prospectus  
AY2024-25**

**W**elcome. Global Studies is a new multidisciplinary major for students with an interest in issues of global significance. It equips students with a uniquely global perspective on the evolution, challenges, and opportunities entailed by the complex processes that define the contemporary world.

The Global Studies major combines core courses that emphasise a global analytic perspective with multidisciplinary offerings centred on a theme and region of choice – for instance, global development in Southeast Asia. The major provides students with the substantive knowledge and analytic tools necessary for developing innovative solutions to concrete global problems.

It draws on the diverse disciplines offered by FASS, including, Communications & New Media, Economics, Geography, History, Political Science and Sociology. It prepares students to be future leaders in a variety of fields by raising their awareness of emerging and current global concerns and providing students the skills to make sense of those issues through the perspectives of different disciplines.

All students must complete a total of 40 units (not including language courses) at level 4000 to fulfil the Global Studies Honours requirement; including the Core Courses for Honours: GL4101 Research in Global Issues and GL4102 Task Force. These courses are offered consecutively each academic year.

We offer GL-coded level 4000 electives for our majors to read. These courses add depth to the various themes of the major. The offering of these courses is subject to the research interests of the Faculty Members. Students can choose to read level 4000 courses from other Departments recognised under their respective themes if they wish to do so.

The prospectus outlines the procedures for writing an Honours Thesis (15 Units – for Cohort 2020 and before) and (8 Units - for Cohort 2021 onwards) or a shorter Independent Study Course (5 Units – for Cohort 2020 and before) and (4 Units – for Cohort 2021 onwards). *Students should pay careful attention to the instructions and keep to the deadlines listed to avoid any penalties.*

Global Studies graduates will be prepared for careers in a variety of fields. Policy oriented components of the major make Global Studies students attractive to government agencies and International Organizations. The major's emphasis on broad analytic thought about world issues will prepare graduates for careers in NGOs and private sectors that include business and trade, banking, shipping and the travel industry. Specialisation in a chosen geographic region will make Global Studies graduates competitive for overseas postings as well as for jobs that require dealing with particular regions or countries.

We wish you all the best for your Honours year!

GLOBAL STUDIES TEAM

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## ABOUT GLOBAL STUDIES

How and why has globalisation shaped and changed the ways humans live in the world? And how can we manage, shape, and change globalisation in ways that improve human lives? These questions form the core of Global Studies. As a Global Studies major you will investigate these questions by studying issues of global significance: for instance, global problems such as environmental degradation and human trafficking; global processes such as economic exchange and the spread of disease; and global practices, e.g. the everyday conduct of transnational business and inter-cultural communication.

Through these investigations you will acquire: (a) concrete knowledge of the diverse facets of specific global issues and (b) a distinctive set of analytic skills that allow you to discern their myriad consequences. In short, the Global Studies Major will equip you to think holistically, or globally, about concrete aspects of globalisation and their implications for how humans live (or could live) in the world.

There are five key components of the major that work together in this pedagogical process.

### 1. Multidisciplinary

Global Studies examines the impact of globalisation on human life through inquiry into the impact of issues of global significance. But an issue can only be of global significance if it transgresses or transcends bounded territorial and political spaces and operates at multiple levels of social life. No one discipline or department, however, can provide an adequate picture of such a global phenomenon. The Global Studies major, thus, is multi-disciplinary. The multi-disciplinary nature of Global Studies is crucial to providing students with a complete picture of the global issues upon which they choose to focus.

### 2. Distinctive Analytic Tools

To assess the implications of some global issue for human life requires more than just knowledge of that issue. It also requires skills to discern its causes and consequences. Since global phenomena are boundary-transgressing and socially complex, this requires a distinctive set of analytic skills. It requires the ability to *think globally*, or holistically, about the various players, relationships, and dynamics involved. The core courses of the Global Studies major are designed to provide students with such a global analytic framework. Through a substantive focus on three domains of human life—social, political, and economic—each core course teaches students to think about the world through a multi-level, multi-actor global analytic framework. These analytic skills are further refined in the GL2104 course on Inquiry and Method or in SC2101 Methods of Social Research and applied to policy-relevant problem solving in the Task Force course (GL4102).

#### ◆ **GL1101E Global Issues**

Units : 4

Workload: 2-1-0-3-4

This course introduces the emerging field of global studies. Building on ideas about the modern state and international order, it examines how these ideas are being challenged from the perspective of transnational trends and institutions. Among these are the emergence of a global economy, inequalities within and between states, transnational labour and migration, global environmental issues, poverty and development, global consumerism, human rights and global responsibilities, transnational social and political movements, and new patterns of global governance. The course adopts a multidisciplinary approach to reveal different aspects of these issues.



### ◆ GL2101 Origins of the Modern World

Units: 4

Pre-requisite: GL1101E

Workload: 2-1-0-3-4

This course explores key historical lineages of globalization. It studies how a world economy with integrated systems of production and trade emerged from interactions in which ethnic, national, political, and cultural divisions played a crucial role. It also analyses how historical forms of statehood have developed in conjunction with global networks of material and intellectual production and exchange. The period under investigation runs from the sixteenth to the start of the middle of the twentieth century.

### ◆ GL2102 Global Political Economy

Units: 4

Pre-requisite: GL1101E

Workload: 2-1-0-2-5

One aspect of 'globalisation' is the global character of economic practices such as trade, finance, and economic growth. But those practices rest upon a complex of relations among production, exchange, and power that constitute a global political economy. This course looks at the economic practices that drive globalisation through the lens of this broader complex of relations. Drawing on the emerging interdisciplinary social science literature on global political economy, it provides a distinctively global perspective on economic issues such as emerging markets, power shifts in the global economy, global financial governance, and foreign aid.

### ◆ GL2103 Global Governance

Units: 4

Pre-requisite: GL1101E

Workload: 2-1-0-2-5

This course examines the changing nature of political authority in contemporary world politics. Drawing on what social scientists have to say about international institutions and global governance, it asks critical questions with implications for global order, peace, and justice. To what extent has globalisation undermined state sovereignty? Who manages global problems in a post-sovereign world, and by what authority? Through what kinds of institutions and practices are global actors governed? Who and what escapes global governance? How *should* global problems be managed?

### ◆ GL2104 Inquiry & Method or SC2101 Methods of Social Research (basic methodology requirement)

Units: 4

Pre-requisite: ARS3 students and above only. GL1101E and one of the following Core Courses: GL2101, GL2102 or GL2103.

Workload: 2-1-0-2-5

This course examines the theories of knowledge and methods of inquiry that are used across disciplines to study globalisation and its effects. It introduces students to the means, materials, techniques, and ethical issues entailed by different methods of inquiry. Four themes recur throughout the course: how questions are formulated, and investigations conducted; how language influences inquiry; how context influences inquiry; and how different means, materials, and methods of inquiry can (or cannot) be brought together to provide a more holistic analysis.

◆ **GL4101HM Research in Global Issues (Cohort 2020 and before)**

Units: 5

Pre-requisite: GL major ONLY. Completed 80 Units, including 28 Units in GL or GL recognized courses, with a minimum GPA of 3.20; or be on the Honours track.

Workload: 0-3-0-4-5.5

**GL4101 Research in Global Issues (Cohort 2021 onwards)**

Units: 4

Pre-requisite: GL Honours students ONLY. Completed GL2104 Inquiry & Method or SC2101 Methods of Social Research

Workload: 2-1-0-5.5-0-1.5

This course is a capstone seminar for the Global Studies programme. Each seminar will investigate one specific global issue in depth. Possible topics include legacies of anti-communism, xenophobia, the US war in Iraq, the 2008 financial crisis, climate change, and global poverty.

**GL4102HM Task Force (Cohort 2020 and before)**

Units: 5

Pre-requisite: GL major ONLY. Completed 80 Units, including 28 Units in GL or GL recognised GPA, with a minimum GPA of 3.20; or be on the Honours track and completed GL4101 Research in Global Issues

Workload: 0-3-0-7-2.5

**GL4102 Task Force (Cohort 2021 onwards)**

Units: 4

Pre-requisites: GL Honours students ONLY. Completed GL4101 Research in Global Issues

Workload: 0-3-0-7-0-0

The Task Force course is one of the key distinguishing features of the Global Studies programme. It is a praxis-oriented course that prioritizes the application of academic knowledge to practical policy problems. Students gain first-hand experience in mobilizing their academic training in Global Studies towards project-oriented work that mimics potential future work environments.

Task Force is a capstone project required for Global Studies majors. Students participating in the seminar simulate a government advisory committee. Each Task Force seminar deals with an empirically relevant policy problem. Students research the problem, investigate and debate solutions, and collaborate to produce a final report that recommends policy solutions. At the end of the semester, students present their report for evaluation. Potential Task Force problems include energy security, terrorism, human trafficking and an aging population.

**WORKLOAD**

<b>Component</b>	<b>Description</b>	<b>Remarks</b>
<b>A</b>	No. of Lecture hours	Actual contact hours per week
<b>B</b>	No. of Tutorial hours	Actual contact hours per week
<b>C</b>	No. of Laboratory hours	Actual contact hours per week
<b>D</b>	No. of hours for projects, assignments, fieldwork, etc.	This caters to assignments, independent studies, fieldwork, and other forms of continuous assessment that contribute towards the final grade of the course.
<b>E</b>	No. of hours for preparatory work	This refers to the number of hours a student is expected to spend each week in preparing for lectures and tutorials.

### 3. Themes

While Global Studies, as a field of inquiry, is organised around the big question of how globalisation shaped and changed the ways humans live in the world, Global Studies majors at NUS pursue this inquiry through a substantive focus on a theme of their choosing from the list below. Each theme explores a complex of interconnected global problems, processes, and/or practices, thus providing a concrete entry point to questions about how globalisation has shaped human life. The particular themes in Global Studies may change over the years as the phenomena that transgress and transcend boundaries and levels change. But themes will always be some subset of those which are most significant in the world and in which our FASS faculty have the most collective expertise.

*The following themes are applicable to Cohort 2018 onwards:*

- ◆ **Colonialism, Security, and Global Order**
- ◆ **Global Health, Environment, and Technology**
- ◆ **Global Political Economy**
- ◆ **Peoples, Cultures, and Globalisation**

### 4. Regions

In order to concretise substantive thematic knowledge, Global Studies majors also focus on a specific region of the world. Students should select regions in which their theme is a particularly prominent concern.

*The following are only applicable to Cohort 2018 to 2020:*

- ◆ European Studies (EU)
- ◆ Chinese Studies (CH, CL)
- ◆ Japanese Studies (JS)
- ◆ Malay Studies (MS)
- ◆ South Asian Studies (SN)
- ◆ Southeast Asian Studies (SE)



5. Honours

The Honours Year is the culmination of a student’s education and it provides the student with opportunities to excel academically by engaging in independent research and highlighting their best work. The Honours Year becomes an enriching, even if highly challenging, experience for students.

MAJOR REQUIREMENTS

Cohort 2018 to 2020

<p><b>Category</b></p>	<p><b>B.A (Hons)</b></p> <ul style="list-style-type: none"> <li>▪ At least 84 Units of GL / GL recognized non-language courses with a minimum of 60 Units of level 3000 or higher courses and including a minimum of 40 Units of level 4000 courses.</li> </ul> <p>A maximum of two Level-5000 GL or GL recognized non-language courses can be read subject to the department’s approval.</p>	<p><b>B.A.</b></p> <ul style="list-style-type: none"> <li>▪ At least 44 Units of GL / GL recognized non-language courses including 20 Units of level 3000 or higher courses.</li> <li>▪ Students are allowed to read Level 4000 courses subject to departmental approval.</li> </ul>
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<p><b>A. Core</b></p>	<p>GL1101E Global Issues</p> <p>This will be counted towards the Faculty Core (Humanities or Social Sciences) or Unrestricted Elective Requirements. This course will not be part of the 84 Units count for the major.</p>	<p>GL1101E Global Issues</p> <p>This will be counted towards the Faculty Core (Humanities or Social Sciences) or Unrestricted Elective Requirements. This course will not be part of the 44 Units count for the major.</p>
	<p>GL2101 Origins of the Modern World</p>	<p>GL2101 Origins of the Modern World</p>
	<p>GL2102 Global Political Economy</p>	<p>GL2102 Global Political Economy</p>
	<p>GL2103 Global Governance</p>	<p>GL2103 Global Governance</p>
	<p>GL2104 Inquiry &amp; Method or SC2101 Methods of Social Research (basic methodology requirement)</p>	<p>GL2104 Inquiry &amp; Method or SC2101 Methods of Social Research (basic methodology requirement)</p>
	<p>One of the following courses for the advanced methodology requirement: NM4102, GE3230A, GE3233, GE3240, GL3201, MS4101, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221, SC3227, SN4101, SE4101 or HY4230</p>	
	<p>GL4101 Research in Global Issues</p>	
	<p>GL4102 Task Force</p>	
<p><b>B. Theme</b></p>	<p>A minimum of 12 Units from one theme</p>	
<p><b>C. Region</b></p>	<p>A minimum of 8 Units from one region in major-coded courses from ONE OR MORE THAN ONE FASS regional studies</p>	

<b>Electives</b>	No more than 27 Units of the electives may be from a single discipline (excluding NM4102, GE3230A, GE3233, GE3240, GL3201, MS4101, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221, SC3227, SN4101, SE4101 or HY4230).	No more than 12 Units of the electives may be from a single discipline (excluding NM4102, GE3230A, GE3233, GE3240, GL3201, MS4101, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221, SC3227, SN4101, SE4101 or HY4230).
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## Cohort 2021 onwards

<b>Category</b>	<b>B.A. (Hons)</b> <ul style="list-style-type: none"> <li>At least 60 Units of GL/ GL recognized non language courses with minimum 16 Units of level 3000 and minimum 20 Units of level 4000 or higher courses with at maximum 1 level 5000 course (subject to Department's approval).</li> </ul>
<b>A. Core</b>	GL1101E Global Issues
	GL2101 Origins of the Modern World
	GL2102 Global Political Economy
	GL2103 Global Governance
	GL2104 Inquiry & Method or SC2101 Methods of Social Research (basic methodology requirement)
	One of the following courses for the advanced methodology requirement: NM4102, GE3230A, GE3233, GE3240, GL3201, MS4101, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221, SC3227, SN4101, SE4101 or HY4230
	GL4101 Research in Global Issues
	GL4102 Task Force
	A minimum of <b>16 Units</b> of 3000-level GL or GL recognised courses (including GE3230A, GE3233, GE3240, GL3201, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221 or SC3227)
	A minimum of <b>20 Units</b> of level-4000 or higher GL or GL-recognised non-language courses (including GL4101 and GL4102, NM4102, MS4101, SN4101, SE4101 or HY4230) with (i) at most <b>1</b> level-5000 courses to be counted towards major requirements (subject to Department's approval)
<b>B. Theme</b>	A minimum of 12 Units from ONE of the following themes: <ul style="list-style-type: none"> <li>Colonialism, Security, and Global Order</li> <li>Global Health, Environment, and Technology</li> <li>Global Political Economy</li> <li>Peoples, Cultures, and Globalisation</li> </ul>
<b>C. Elective</b>	No more than <b>16 Units</b> of the electives may be from a single discipline (excluding NM4102, GE3230A, GE3233, GE3240, GL3201, MS4101, PH3201, PS3257, SC3101, SC3209, SC3213, SC3221, SC3227, SN4101, SE4101 or HY4230)

**Notes:**

1. A maximum of 16 Units may be double counted from the secondary major towards the GL major.
2. GL Majors may undertake a second major in another discipline.
3. For further details about **Major Requirements**, please check the GL website:  
<http://www.fas.nus.edu.sg/globalstudies/undergraduate/major-requirements.html>.

## THE HONOURS YEAR

We hope that you will have a fruitful year exploring the various Themes more deeply. This portion of the prospectus will give you the necessary infrastructure to manoeuvre through this challenging year.

Global Studies majors, in particular, are strongly encouraged to consider undertaking Honours. One of the key features that sets Global Studies apart from other majors is the Task Force (GL4102) component, where Honours students will collaborate on understanding and finding solutions for specific policy problems. Task Forces are tailored to the various themes in Global Studies and allow students to engage with practitioners from the non-profit, corporate, government, and other sectors. Students will undergo a hands-on, in-depth experiential process that emphasizes the combination of academic insights with real world insights.

Honours students may decide to undertake an Honours Thesis (HT). A HT is an independent investigation by a student on a topic that interests him or her most. Each student undertaking a HT does so with the assistance of a faculty advisor. HTs are not compulsory. However, HTs enable our very best students to challenge themselves and showcase what they are able to achieve on their own.

Employers tend to find the qualities Honours students demonstrate and the experiences that students bring from their Honours year highly appealing.

### Notes:

1. To qualify for Honours Track, students must have completed 110 Units including 44 Units of GL/GL recognised non-language courses and have a minimum GPA of 3.20.

#### Promotion Criteria:

ARS1 to ARS2: Complete at least 40 Units

ARS2 to ARS3: Complete at least 80 Units

ARS3 to ARS4: Complete at least 110 Units including 44 Units of GL/GL recognised non-language courses and have a minimum GPA of 3.20.

- ◆ Students who were on exchange in the term prior to their fourth year may not have their exchange credits transferred in time and so their status would remain as 'ARS3' in the system which has implications for bidding. Affected students are required to send an email to the administrator Ms. Pang Shi Ying ([sypang@nus.edu.sg](mailto:sypang@nus.edu.sg)) to indicate that they have been on exchange, attaching the transcript (if not available, to produce the course registration email/ system print-out) and the approved course mapping forms. This has to be done before the Course Preference Exercise.
- ◆ Students are allowed to read a maximum of 10 Units at level 4000 on exchange. This has to be approved by the SEP coordinator. The University stipulates the percentage of exchange courses that students can read. Please refer to your respective Cohort's Modular Paper for the details.
  - a. The Honours Thesis is optional

To qualify students must have completed 110 Units including 52 Units of GL/GL recognised non-language courses, with a minimum SJAP of 4.00 and GPA of 3.50. Students may seek a waiver of the SJAP pre-requisite from the department if they have a minimum GPA of 4.25 after completing 110 Units.

SJAP = Subject Average Point. The SJAP is the cumulative average point of your major courses (non-language). You can calculate your SJAP by keying your major courses and the respective grades in the GPA Calculator: [https://inetapps.nus.edu.sg/capcalc/cap\\_calculator.aspx](https://inetapps.nus.edu.sg/capcalc/cap_calculator.aspx)

- b. Students who do not attempt the Honours Thesis will read Level 4000 courses to fulfil the Honours Requirement.
  - c. Students may read a level 4000 Independent Study Course (ISC) worth 5Units or 4Units. The level 4000 ISC carries a pre-requisite of 100Units completed, including 52 Units of GL/GL recognised non-language courses with a minimum GPA of 3.20. It precludes the Honours Thesis.
2. FASS L4000 & L5000 courses read by Arts Undergraduates will be considered as 5 Units each. Lee Kuan Yew School of Public Policy's L5000 courses are only counted as 4 Units each.
  3. GL4101 Research in Global Issues and GL4102 Task Force has to be read in the same academic year. The pre-requisite for GL4102 Task Force is GL4101. These two core courses are offered once every academic year consecutively - GL4101 in Semester 1 and GL4102 in semester 2. GL4101 is crafted to prepare students for the Task Force topic, which changes every academic year.

**IMPORTANT:** Polytechnic graduates who are on the accelerated track should read the L4000 core courses (GL4101 and GL4102) in their third year and must do so within the same academic year if they wish to pursue Honours. E.g., Polytechnic graduates admitted in Cohort 2013 will undertake GL4101 in Sem 1 of **AY2015/16** and GL4102 in Sem 2 of **AY2015/16**.

#### 4. Degree Classification

The criteria for degree classification applicable to students admitted from AY2012-2013 onwards are as follows:

Honours Degree Classification <sup>(i)</sup>	Criteria
Honours (Highest Distinction)	GPA 4.50 and above
Honours (Distinction)	GPA 4.00 – 4.49
Honours (Merit)	GPA 3.50 – 3.99
Honours	GPA 3.00 – 3.49
Pass	GPA 2.00 – 2.99
Bachelor's Degree Classification <sup>(ii)</sup>	Criteria
Pass with Merit	GPA 3.00 and above
Pass	GPA 2.00 – 2.99

(i) This refers to 160-Unit degree programmes.

(ii) This refers to 120-Unit degree programmes.

FASS students may use the Average Grade Simulator to calculate the average grade needed to obtain their desired target GPA. The simulator can be found online: [https://inetapps.nus.edu.sg/capcalc/avg\\_grd\\_simulator.aspx](https://inetapps.nus.edu.sg/capcalc/avg_grd_simulator.aspx).

## HONOURS THESIS (HT)

An HT is an independent research project that addresses an important question or puzzle, and provides a strong argument based on sound and substantial empirical evidence. It is a major research undertaking at an undergraduate level, and requires far more effort in terms of originality, detail, clarity and independence than an ISC or a normal course essay.

Students applying to read this course must select and seek approval for a research topic, conduct research on the topic, collect and analyse data or interpret texts, present arguments, complete the thesis and submit it within the deadline.

GL majors should adhere strictly to the deadlines for application and submission for the HT and ISC set by the Global Studies Programme. Students planning to write an HT should begin preparing well in advance, during their third year.

A GL Honours Thesis should address a question or problem relating to some aspect or aspects of globalization. It may deal with a particular contemporary issue raised by the process of globalization (for example, the haze problem caused by the palm oil industry; human trafficking; global warming). Equally, it may address a more theoretical question (the history of the concept of globalization, the meaning of the concept 'transnational', the post-colonial novel, etc.). The thesis can be undertaken from either a disciplinary or a multi-disciplinary perspective.

Students should ensure they have sufficient familiarity with and exposure to the discipline(s) in which they plan to work for their Honours Thesis. Normally this would mean having taken some courses at higher levels in the relevant department (and subfield if applicable; for example, in Political Science, political theory can differ in approach from international relations).

In their discussions with their prospective supervisors, GL students should seek clarification from them in particular about the disciplinary approach (or approaches) they plan to adopt, the evidential and argumentative standards they will adhere to, and the criteria for assessment. They should also devise a schedule for meetings. Students should present the supervisor with the 'Quick Guide for Faculty' for guidelines on advising, grading and expectations when supervising a GL HT (refer to Appendix 5).

As GL is a multidisciplinary programme, norms can vary between departments, so it is very important that student and supervisor are working to explicit mutually agreed standards. Students have to be very sure that they understand what their supervisor thinks constitutes a good thesis in the area of research being proposed.

Students should also consider whether their work would benefit from the involvement of additional faculty members who can offer additional insight into the topic in question. The model of a thesis committee in use at graduate level may be more appropriate than a single advisor, particularly if the thesis is multidisciplinary in nature.

A supervisor based in one discipline may not feel competent to advise on the standards used in another, so students should solicit help from faculty working in each of the disciplines they plan to work within. As before, students should work with the second (and possibly third) members to agree on the standards that they will be following and on a mutually suitable schedule.



Each HT (GL4401HM) will carry 15 Units. This requires the student to be engaged in work for the HT for a total of 37.5 hours per week.

Each HT (GL4401) will carry 8 Units. This requires the student to be engaged in work for the HT for a total of 20 hours per week.

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

- a) Presentation
- b) Coherence and consistency
- c) Comprehensiveness (including the use of primary sources)
- d) Factual accuracy
- e) Writing discipline

The usual conventions pertaining to any research (for example, footnoting, bibliographic sources and appendices) must be followed.

The NUS Library stores the Honours Theses and will make them available for public consultation within NUS premises.

Students are encouraged to attend the tutorial session organised by the Library to learn how (a) to gather information for research; (b) to make better use of relevant indexes and databases; and (c) to manage and automate citations using Endnote. The session will also include other services available for Honours students. These tutorials sessions are especially important for students embarking on their thesis or ISC. However, GL majors are strongly encouraged to attend the library tutorial before they embark on GL2104 Inquiry & Method/SC2101 Methods of Social Research or GL4102. As these academic exercises are principally self-driven, students should know how to carry out their own research quickly, efficiently and comprehensively.

GL majors should attend the library sessions organised primarily for the major and where applicable the sessions which are scheduled for the discipline from which the HT/ISC supervisor comes from. The slots for these 2.5 hour sessions are can be found in the library guide: <http://libguides.nus.edu.sg/globalstudies>.

## 1. Registration

HT can only be formally registered in the **Final Graduating Semester** even if the HT is applied for earlier. A call for application will be sent out in Mid-June for Semester 1 and Mid-October for Semester 2.

Students are responsible for drawing up a proposal of the intended HT based on the application form attached in the email. The completed application form (endorsed by the supervisor), should be sent to the administrator Ms. Pang Shi Ying ([sypang@nus.edu.sg](mailto:sypang@nus.edu.sg)) by the stipulated deadline.

They should address the following in their submitted proposal:

- ◆ research question or puzzle, and its significance or originality,
- ◆ hypothesis or argument and its significance, and
- ◆ feasibility of this research project

Prior preparation is important and students are strongly encouraged to start working on a proposal and undertake necessary preliminary research for it as soon as possible.

## 2. Supervisor

The role of the supervisor is to provide general guidance on the research topic. Students should not expect their supervisors to correct grammatical errors and are solely responsible for the standard of research and presentation.

The Global Studies Committee reserves the right to approve or reject applications for HTs and has the final say on the assignment of supervisors for the proposed HTs.

Any change in supervisors after the Programme's approval requires the completion of the "Change of Supervisor" Form. Please complete the form (see Appendix 3) and submit it by the stipulated deadline to the Global Studies administrator Ms. Pang Shi Ying at [sypang@nus.edu.sg](mailto:sypang@nus.edu.sg).

### 3. Submission

#### Word Count

The word limit for the thesis is **12,000 words (Cohort 2020 and before) and 8,000 words (Cohort 2021 onwards)** (excluding the cover page, content page, tables, captions, abstract, list of abbreviations, acknowledgement, preface, footnotes, endnotes, appendix and bibliography).

To ensure that the thesis adheres to this limit, you are encouraged to use the word count function in your word processing programme regularly, both when writing the thesis and when making corrections.

HT supervisors are expected to monitor the word count and help students keep within the limit.

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 – 2,999 | 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 or ISC and, in some cases, the class of Honours awarded.

#### Report Format

- ◆ Each thesis should include a cover page, title page, abstract, acknowledgement, list of abbreviations (if any), list of contents, main text (all chapters), and bibliography. Appendices are permitted.
- ◆ The main text in the report should be typed using a common font (i.e. Arial, Times New Roman, Calibri etc.), with a font size of 12.
- ◆ For presentation and professionalism, single-sided printing format is preferred.
- ◆ You should follow the Chicago Manual of Style (13<sup>th</sup> 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 IP Address at (<http://linc.nus.edu.sg:2084/record=b2357715>) and you may also use some of last year's theses as examples in this regard.
- ◆ Please submit to the Department **1 copy of your thesis in PDF format to Canvas** (for uploading to NUS ScholarBank), **2 upload a soft copy in Microsoft Word (.doc – 97-2004 compatible) format** (for word count and plagiarism check purposes) to **Canvas** by the stipulated deadlines. Penalty will be imposed for late submissions. The submitted copies of the thesis will not be returned.
- ◆ For illustrations of the Cover Page, Spine of HT and Title Page, please refer to the Appendix 1. When in doubt, consult the Library for a model copy of the HT.

**Ethics (Institutional Review Board – IRB)**

- ◆ Global Studies majors undertaking the Honours Thesis/Independent Study Course are required to submit the IRB application, unless otherwise advised by their supervisors

Extract from IRB:

“All student research involving humans as research participants must be subject to ethics review by either the NUS Institutional Review Board (NUS-IRB) or the Department. This is an important learning experience for both undergraduates and graduate students.” (Pt 1.1)

“... The results from such research may or may not be intended for publication or presentation outside the classroom. They include experimental protocols, observational studies, interviews, questionnaires, secondary use of data that are not in the public domain and research involving human remains, tissues, or biological fluids.” (Pt 1.2)

**Please note: “Retrospective reviews for ethics approval of projects tend to be problematic and are not encouraged” (Pt 1.6)**

- ◆ Students should refer to the Submission Guidelines available at the IRB website ([http://www.nus.edu.sg/irb/guidelines\\_sber.html](http://www.nus.edu.sg/irb/guidelines_sber.html)) on how to complete the IRB form (Social, Behavioural and Educational Research Studies).
- ◆ The deadline to submit the IRB application to the Programme is listed in the Global Studies website under Honours.
- ◆ Together with the main application form, students have to submit the following supporting documents (templates and guides are available at the IRB website, unless otherwise stated):
  - a) Participation Information Sheet
  - b) Consent Form
  - c) Email invitation template below for recruitment of research participants (delete portions not applicable to you).

Dear *Name of Interviewee*,

INVITATION TO PARTICIPATE IN A STUDY OF *RESEARCH TOPIC*

I, *name of student, matriculation number* a final year undergraduate student from the Global Studies Programme, National University of Singapore, would like to invite you  
(a) *for an interview at a venue and time at your personal convenience or*  
(b) *to complete the attached survey form.*

This *interview/survey* is vital for my research for the purpose of my *Honours Thesis or Independent Study Course* that aims to gather understanding of my *research question*.

I am contacting you as you fit the profile (*state briefly eligibility criteria*) for my research.

Your participation is very much appreciated and your expertise and opinions will fill gaps in knowledge for my research.

*A reimbursement of <\$> will be provided for your time and effort in participating in this research.*

I have enclosed the Participant Information Sheet and a copy of the list of interview questions for your perusal. If you have any concerns, please do feel free to contact me at *mobile number* or *email address*.

*(a) For interview: If you are amenable, kindly contact me, to arrange for a suitable time and venue for the interview.*

*(b) For survey: If you are amenable, kindly complete the attached survey form and send it to me (email address) by (deadline).*

Thank you for your attention.

Sincerely,

*Name*

*Address*

*Mobile Number*

*Email Address*

- d) Curriculum Vitae of the Principal Investigator (Supervisor) and Co-Investigator (student)
- e) Interview or Survey questions (for sample contact the Programme administrator. You will be allowed to peruse in the office past submissions to gain exposure on how to structure a survey or interview)
  - Please note that translation of relevant documents may be required depending on target audience.

- ◆ Please note that ethics board approval, particularly if NUS IRB approval is required, can take anywhere from **one week to two months**. Students are advised to plan well in advance and undertake the necessary measures. A copy of the ethics approval must be bound with the thesis as an appendix.

### Other Information

- ◆ Plagiarism (including self-plagiarism) is NOT tolerated. Since the HT is equivalent to 3 examination papers, it should be taken seriously.
- ◆ Students found guilty of plagiarism will be penalized. Such cases may 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>.
- ◆ HT grades will only be revealed to students as part of the general release of exam grades for the semester.
- ◆ Please also refer to section on Frequently Asked Questions for other information.



**INDEPENDENT STUDY COURSE (ISC)****GL4660HM INDEPENDENT STUDY (Cohort 2020 and before)**

Modular Credits: 5 Units

Workload: 12.5 hours of Preparatory Work Per Week

Pre-requisite: Students must have completed 100 Units, including 52 Units in GL non-language courses, with a minimum GPA of 3.20.

Preclusion: GL4401/GL4401HM/GL4660

**GL4660 INDEPENDENT STUDY (Cohort 2021 onwards)**

Modular Credits: 4 Units

Workload: 10 hours of Preparatory Work Per Week

Pre-requisite: Students must have completed 100 Units, with a minimum GPA of 3.20 and in GL honours.

Preclusion: GL4401/GL4401HM/GL4660HM

The Independent Study Course enables a student to explore in depth an approved topic within Global Studies. The student should approach a lecturer to work out an agreed topic, readings, and assignments for the course. A formal, written agreement is to be drawn up, giving a clear account of the topic, programme of study, assignments, evaluation, and other pertinent details. Convenor's and/or Honours Coordinator's approval of the written agreement is required. Regular meetings and reports are expected. Evaluation is based on 100% Continuous Assessment and must be worked out between the student and the lecturer prior to seeking departmental approval.

**Note:** Level 4000 ISC is intended to allow students not engaged in writing the Honours Thesis (HT) an opportunity to conduct research and writing on a specialised topic of their choice.

The ISC is available only for Honours students.

The student is responsible for drawing up a broad proposal of the intended ISC.

Students may opt to form a "Group ISC" consisting of 2 to 3 students, supervised by a single lecturer. Although group members will work on a single broad theme or topic, it is expected that each member will focus on different substantive areas and submit his/her own written assignment. For example, a group might be working on the topic of "technology and political violence", but each member may focus on 3 different regions or countries where the theme might be applied.

Students are responsible for drawing up the proposal of the intended ISC based on the application form (refer to appendix 2).

The completed application form, to be sent to the administrator Ms Pang Shi Ying ([sypang@nus.edu.sg](mailto:sypang@nus.edu.sg)), should include a proposed ISC title, a synopsis of the intended study and the name of the proposed supervisor.

## 1. SUPERVISOR

In an ISC, the supervisor's role is that of a facilitator.

The primary responsibility for work on the ISC, including the final product, is with the student. Students should bear in mind that this is a Level 4000 ISC and the work required, and subsequently graded, will reflect this.

The nature of the work for the ISC is to be determined through discussion and agreement between the supervisor and the student. As a recommendation, the contact hours for ISC are 5-6 hours during the semester.

The Programme reserves the right to approve or disapprove applications for ISCs and has the final say on the assignment of supervisors for the proposed ISCs.

Any change in supervisors after the Programme's approval must be preceded by the completion of the "Change of Title/Topic/Supervisor" Form (please refer to Appendix

## 2. SUBMISSION

Students are required to submit an essay of between **5000-6000 words (Cohort 2020 and before) 4000-5000 words (Cohort 2021 onwards)**. Please **upload a soft copy in Microsoft Word 2003 format** (for word count and plagiarism check purposes) in Canvas.

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, single-sided printing format is preferred.

## 3. OTHER INFORMATION

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>.

ISC grades will only be revealed to students as part of the general release of exam grades for the semester.

## DEADLINES

Students are required to exercise due diligence in submitting the necessary documentations for application, change in title/synopsis using the appropriate forms outlined below by the stipulated deadlines to the Administrator via email at [sypang@nus.edu.sg](mailto:sypang@nus.edu.sg):

GENERAL DEADLINES FOR GL4401 HONOURS THESIS		
	Semester 1 Normal Registration	Semester 2 Normal Registration
HT Application Email sent out	14 Jun 2024	14 Oct 2024
Application Submission Deadline	15 Jul 2024	16 Dec 2024
Deadline to change HT title and/or synopsis	Week 8, Semester 1 11 Oct 2024	Week 8, Semester 2 14 Mar 2025
*Submit 2 plastic ring bound HT copies	Last working day of October,  31 Oct 2024	Last working day of March,  31 Mar 2025
*Upload softcopy of HT into Canvas work bin		
IRB Application Submission	Once your HT proposal is approved, you have to submit the IRB application form (if applicable) <b>within 2 weeks</b> from the HT approval date. Interviews and surveys may commence only after IRB approval is given.	

GENERAL DEADLINES FOR GI4660 ISC		
	Semester 1 normal registration	Semester 2 normal registration
Start of ISC Application	14 Jun 2024	13 Oct 2024
Application Deadline	15 Jul 2024	16 Dec 2024
Deadline to change ISC title and/or synopsis	Week 8, Semester 1 11 Oct 2024	Week 8, Semester 2 14 Mar 2025
*Submit 1 plastic ring bound ISC copy	Last working day of October, 31 Oct 2024	Last working day of March, 31 Mar 2025
*Upload softcopy of ISM onto Canvas work bin		
IRB Application Submission	Once your ISC proposal is approved, you have to submit the IRB application form (if applicable) <b>within 2 weeks</b> from the ISC approval date. Interviews and surveys may commence only after IRB approval is given.	

Note: For updates on Honours matters please check the Global Studies Website at:

<http://www.fas.nus.edu.sg/globalstudies/undergraduate/honours.html>

## PENALTY POLICIES FOR HT AND ISC<sup>1</sup>

These penalty schemes will be strictly enforced. Please be aware that even minor penalties can change the grade for an HT/ISC and, in some cases, the class of Honours awarded.

### 1. Change/Alteration of title after deadline for title confirmation

The imposition of a title confirmation 2 weeks before submission is a test of professionalism and discipline.

A **1%-mark penalty** will be imposed on the final mark if there's a change of title for HT or ISC in the 2 week period before the deadline for submission.

### 2. Late Submission of HT or ISC

**Important Note:** Penalties will be **strictly imposed** for late submission.

#### 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/ISC from the eighth working day.

#### Waiving Penalties for Late Submission

All penalties will be waived if early (i.e. on or before the submission deadline) documented explanations are given. Valid documents include medical certificates (MCs), psychiatric reports or letters by other certified professional and governmental bodies.

Appeals (documented or otherwise) submitted after the deadline will be considered by the Honours Year Coordinator in consultation with the Head of Department and the Supervisor(s) concerned.

### 3. Exceeding the Word Count of the HT<sup>2</sup>

As stated above, the penalty for exceeding the word limit is as follows:

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

<sup>1</sup>This applies only to GL4660 and does not extend to ISC's coordinated by the University's Scholars' Programme (USP).

<sup>2</sup>GL4660 ISC is excluded from this set of penalties since it contains a wider set of discretionary practices.



## FREQUENTLY ASKED QUESTIONS

### 1. How is writing an HT different from taking non-HT courses?

In writing an HT, the student needs to be much more independent and responsible than in regular courses. The student has to conduct serious and substantive research on his or her own. This will often be a lonely (and frustrating) journey.

The supervisor's role is to provide the student with appropriate advice along the way. In our experience, however, some students have turned out to be totally dependent on their supervisors for guidance at all stages of their research projects. You should attempt an HT **ONLY** if you are confident that you are absolutely ready to take on the enormous intellectual challenge that lies ahead of you. Writing an HT is far more difficult than taking three non-HT courses.

### 2. What is the difference between a HT and an Independent Study Course (ISC)?

Both projects are the same in that they must address an important question or puzzle, and provide a strong argument based on sound and substantial empirical evidence. The major difference is that writing an HT requires much more of your time and energy as an independent researcher. Again, you should consider writing an HT only if you are fully prepared to make these substantial investments and sacrifices over a period of several months. You cannot write an HT in just one month, let alone in a few weeks.

### 3. Would my decision not to read an HT damage my chances of gaining admission into a graduate school in the future?

In our department's graduate programme, applicants are not required to have written HTs for their undergraduate degrees. The requirement may vary from one school to another, but most graduate schools require no more than a writing sample.

### 4. What constitutes a strong HT proposal? How original should the proposal be?

You should have a proposal detailed enough to convince your potential supervisor of its merits. For starters, you might submit an abstract via email, with a note that you are ready to submit a more detailed proposal or to elaborate on it in a face-to-face meeting. You should also explain why the staff member you have contacted would be a suitable supervisor for you. The success of the HT application depends, in no small part, on what takes place in the course of these interactions with the potential supervisor, so you should place utmost importance on this process.

We understand that you are still an undergraduate student. Therefore, we don't expect you to generate a wholly path-breaking research question and proposed answer commensurate with a more advanced degree. That said, within the limitations you face, we do expect you to come up with a question on which relatively little research has been done to date, and an argument original enough to pique the interest of your potential supervisor. Finding that kind of question and answer through a good deal of preliminary research is one essential part of any promising research project, and would help convince your potential supervisor that you are worth working with over a period of one semester or longer. (Remember that a staff member has to invest a substantial amount of his or her time in supervising any HT too.)

In addition to the originality of your question and argument, we look for evidence that you are adequately prepared to undertake your research project (How many relevant courses have you taken? Do you have any relevant internship or any other kind of relevant experience? How familiar are you with the relevant literature?), and feasibility of your proposed research (Is there enough literature/data available? Can the data be collected in Singapore within a reasonably short period of time? Does the research involve any fieldwork, and if so, where, and how much

fieldwork?). You should also make sure that there is a reasonable match between your HT proposal and your potential supervisor's expertise, in terms of sub-fields (e.g., international relations, public administration), specific themes (e.g., corruption, democratization, migration), and/or regional/country specialization (e.g., Europe, China).

**5. When should I apply for a HT?**

If you wish to attempt an HT, you are urged to start working on a proposal and start undertaking necessary preliminary research for it as soon as possible. In terms of the formal administrative procedure, you are only required to submit a one to two-page proposal to the administrator ([sypang@nus.edu.sg](mailto:sypang@nus.edu.sg)) by the stipulated deadlines. But it is assumed that by the time you submit this proposal, you will have discussed your HT project *in detail* with your potential supervisor, so that he or she can provide an informed assessment of it to the Honours Year Committee.

**6. I have asked one staff member to be my supervisor, and he/she said "no". Can I ask another staff member? Can I keep on trying until I find someone who is willing to be my supervisor?**

You can, but if more than two faculty members say "no", it is possible that there may be significant problems with your proposal, and you might have difficulties finding a potential supervisor. In such situations, you may approach the faculty members who declined your request to find out why they were unwilling to supervise your thesis.

However, as we have noted in our official email, you can only submit **one** formal HT appeal to the Honours Committee. If it is unsuccessful, you will not have another chance. The Committee's decision is final, as is the case with any HT application.

**7. Can I submit a HT proposal and an ISC proposal concurrently?**

No, students can submit only one application (either a HT or an ISC), not both.

**8. Will a rejected HT proposal be downgraded to an ISC automatically?**

No, there is no guarantee that a rejected HT proposal will be downgraded to an ISC automatically. The Honours Committee will decide, on a case-by-case basis in consultation with the proposed supervisor, whether the rejected HT proposal is more suitable as an ISC project. Students must be prepared to bid for Level-4000 courses in the event the HT or ISC proposal is rejected.

**9. How likely would the applications for appeal be accepted? What are the chances?**

It is very difficult to comment on the likelihood of any student's application being successful. We consider several factors in making our decisions on a case-by-case basis. Some of those factors are of course the quality of your thesis proposal and the extent of support your potential supervisor gives to it. We also take a look at the applicants' SJAP. Our decisions will be based on a comprehensive assessment of these and other complex factors.

**10. How many drafts am I expected to write if my application for a HT is successful? Is there a prescribed weekly number of hours I have to adhere to in writing my HT?**

As a rough guideline note that each HT carries 15 Units: This requires the student to be engaged in work for the HT for a total of 37.5 hours per week. In the end, it all depends on the student and his/her supervisor.

**11. Are other Professors other than my supervisor allowed to read my HT draft(s) and make comments to help improve my work?**

There is no rule against it. It is up to the student's supervisor and other professors to decide.

**12. If extenuating circumstances occur during the course of writing my HT (e.g. severe illness) that causes me to take a leave of absence from NUS, am I allowed to defer my HT to a subsequent semester? Do I have to reapply?**

Such requests will be considered by the Honours Committee and the Head of Department on a case-by-case basis.

**13. How are HTs graded?**

As mentioned earlier, the HT will be graded on its own merits and on several criteria such as presentation, clarity, coherence, consistency, comprehensiveness (including the use of primary and secondary sources), factual accuracy and writing style.

**14. Can I use aesthetic designs in my HT?**

There is no rule against aesthetic designs but we recommend students to focus more on the contents or substance of their HT instead.

**15. Does the word count include words in graphs?**

No. After you have done the graph, you may consider pasting the graph as a picture file instead so that the word processing program does not count the words in the graph.

**16. What happens if I decide to withdraw from the Honours Programme?**

*(Responses extracted from the FASS website)*

- a) If you decide to stay on to pursue the Honours Programme, but eventually change your mind and decide to withdraw from the Honours Programme, you are not allowed to do so in the middle of the semester. You have to still complete all the courses registered for that semester. The grade of all these excess courses will still be factored into your GPA.
- b) In the event that your GPA is between 3.00 and 3.49, you will be awarded the Honours degree. You are not allowed to change your degree to a BA degree (pass with merit).

**17. *(Question & Response extracted from the FASS website)***

**I am already placed on the Honours track and have completed part of my Honours requirements this semester. Unfortunately, my GPA has dropped to below 3.20. Can I continue with the Honours programme?**

Yes, you are still eligible to complete the Honours programme. This is because your Honours track status will remain unchanged even if you subsequently fail to sustain a minimum GPA of 3.20. It just means that you will likely be graduating with an Honours degree upon completing your Honours requirements.

## APPENDIX

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APPENDIX 1

**GL4401 HONOURS THESIS (HT)**

**Registration for submission of HT in**

**Semester** \_\_\_\_\_ **AY** \_\_\_\_\_

**NOTES**

1. Please fill up this form only after having a detailed discussion with your proposed supervisor.
2. **HT Pre-Requisites:**
  - a) Completed 110 Units, including 40 Units of GL major requirements
  - b) Minimum SJAP of 4.00 and GPA of 3.50.
    - ↳ The SJAP pre-requisite is waived with a minimum GPA of 4.25 after completing 110 Units.
3. **Preclusion:** GL4660
4. This form must be submitted to the Global Studies Administrator through email to [sypang@nus.edu.sg](mailto:sypang@nus.edu.sg).
5. 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 PS4660/GL4660 Independent Study Course.

**(a) 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

**(b) 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, single-sided printing format is preferred.
- You should follow the Chicago Manual of Style (13<sup>th</sup> 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.

**(c) Institutional Review Board (IRB)**

All undergraduate research (HT, ISC, 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 please make an appointment with the Global Studies Administrator (sypang@nus.edu.sg).

**(d) 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 submit to the Department **1 copy of your thesis in PDF format to Canvas** (for uploading to NUS ScholarBank), and upload a **soft copy in Microsoft Word** (.doc – 97-2004 compatible) format (for word count and plagiarism check purposes) to **Canvas** by the stipulated deadlines. Penalty will be imposed for late submissions. The submitted copies of the thesis will not be returned.

**PENALTY**

**(a) Change/alteration of title after 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.

**(b) 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 8<sup>th</sup> working day.

**(c) 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 – 2,999 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.



**HONOUR THESIS APPLICATION FORM**

**PART I: STUDENT INFORMATION**

<b>FULL NAME</b>				
<b>FULL MATRIC NUMBER</b>				
<b>WRITING TERM</b> <i>(same as graduating term)</i>	<b>Semester</b>		<b>Academic Year</b>	
<b>RESULTS</b> <i>(Based on completed courses, as of semester prior to application)</i>	<b>Total Units Completed:</b>	<b>Units completed in major:</b>	<b>SJAP:</b>	<b>GPA:</b>
<b>LOCK IN SJAP/GPA</b>	<input type="checkbox"/> Yes [please indicate Sem ____ AY ____]			<input type="checkbox"/> No
<b>CONTACT DETAILS</b>	(NUS Email)		(Hp No)	
<b>MAJOR COMBINATION</b>	<b>Theme:</b>	<b>Region:</b>	<b>Language:</b>	
<b>PROPOSED HT TITLE</b>				
<b>PROPOSED SUPERVISOR</b>				
<b>SUPERVISOR'S DEPT</b>				

**PART II: DECLARATION** *(Please check the boxes to acknowledge that you have read and agreed accordingly)*

- I have read the Guidelines for preparation and submission of GL4401.
- I acknowledge the following deadlines and submission requirements for GL4401:
  - A) **End of Week 8:** Submission of Change of Title/Synopsis/Supervisor For Honours Thesis
  - B) **Last Working Day of October (Sem 1) or Last Working Day of March (Sem 2):**
    - ➔ Soft copy (Microsoft Word) of HT to be uploaded to the Canvas assignment folder for GL4401
    - ➔ Soft copy (PDF) of HT to be uploaded to the Canvas assignment folder for GL4401 (ScholarBank- Optional)
    - ➔ Your Word file should be titled: "Name\_Matric No\_HT"
- I further acknowledge that penalties will be imposed for
  - ➔ any changes to my HT after submission uploaded onto Canvas.
  - ➔ exceeding the word count, not obtaining approvals for title changes and late submissions.

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

**PART III: HONOURS THESIS PROPOSAL**

Please provide an abstract of your proposed Honours Thesis. The abstract should include i) your research question and its importance, ii) a brief discussion of research design, iii) a timeline of your research plans iv) the relation of the HT to global studies. Limit: 500 words

**PART IV: SUPERVISOR'S CONSENT**

<b>STUDENT'S NAME</b>	
I Agree / Do Not Agree to supervise the above-mentioned student's HT (GL4401). <i>(please delete accordingly)</i>	
<b>SUPERVISOR'S NAME AND DEPARTMENT</b>	
<b>SIGNATURE AND DATE</b>	

APPENDIX 2

**GL4660 INDEPENDENT STUDY COURSE (ISC)**

Registration for submission of ISC in  
Semester \_\_\_\_\_ AY \_\_\_\_\_

**NOTES**

1. Please fill up this form only after having a detailed discussion with your proposed supervisor.
2. **ISC Pre-Requisites:**
  - a) Completed 100 Units, including 40 Units in GL or GL recognised non-language courses; and
  - b) Minimum GPA of 3.20.
3. **Preclusion:** GL4401
4. This form must be submitted to the Global Studies Administrator at [sypang@nus.edu.sg](mailto:sypang@nus.edu.sg) .
5. You will be informed via email about the outcome of your application.

**GUIDELINES**

ISC is intended to allow students in their Final Graduating Year **not** engaged in writing or intending to write the Honours Thesis (HT) an opportunity to conduct research and writing on a specialized topic of their choice. Please note that you will be precluded from reading the HT (GL4401) if you choose to read the ISM (GL4660).

**Group ISC:** Students may opt to form a “Group ISC” consisting of 2 to 3 students, supervised by a single lecturer. Although group members will work on a single broad theme or topic, it is expected that each member will focus on different substantive areas and submit his/her own written assignment. For example, a group might be working on the topic of “technology and political violence”, but each member may focus on 3 different regions or countries where the theme might be applied.

ISC carries 5 units.

**(a) Report Format**

- Students are required to submit an essay of **4000-5000 words**.
- The usual conventions pertaining to any research (for example, footnoting, bibliographic sources and appendices) must be followed.
- 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, single-sided printing format is preferred.
- You should follow the Chicago Manual of Style (13<sup>th</sup> 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.

**(b) Institutional Review Board (IRB)**

All undergraduate research (HT, ISC, 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 please make an appointment with the Global Studies Administrator (sy pang@nus.edu.sg).

**(c) 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**

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

**PENALTY**

**(a) Change/alteration of title after deadline for title confirmation**

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

**(b) Late Submission of ISC**

**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 ISM from the 8<sup>th</sup> working day.

The penalty scheme will be strictly enforced. Please be aware that even minor penalties can change the grade of an ISC.

## INDEPENDENT STUDY APPLICATION FORM

### PART I: STUDENT INFORMATION

<b>FULL NAME</b>			
<b>FULL MATRIC NUMBER</b>			
<b>WRITING TERM</b> <i>(same as graduating term)</i>	<b>Semester</b>		<b>Academic Year</b>
<b>RESULTS</b> <i>(Based on completed courses, as of semester prior to application)</i>	<b>Total Units Completed:</b>	<b>Units completed inGL:</b>	<b>SJAP:</b>
			<b>GPA:</b>
<b>CONTACT DETAILS</b>	(NUS Email)		(Hp No)
<b>MAJOR COMBINATION</b>	Theme:	Region:	Language:
<b>PROPOSED ISC TITLE</b>			
<b>PROPOSED SUPERVISOR</b>			

### PART II: DECLARATION *(Please check the boxes to acknowledge that you have read and agreed accordingly)*

- I have read the Guidelines for preparation and submission of GL4660.
- I acknowledge the following deadlines and submission requirements for GL4660:
- A) **End of Week 8:** Submission of Change of Title/Synopsis/Supervisor for ISC
  - B) **Last Working Day of October (Sem 1) or Last Working Day of March (Sem 2):**
    - ➔ Soft copy (Microsoft Word) of ISM to be uploaded to the Canvas assignment folder for GL4660
    - ➔ Your Word file should be titled: "Name\_Matric No\_ISC"
- I further acknowledge that penalties will be imposed for
- ➔ any changes to my ISC after submission and softcopy uploaded onto Canvas.
  - ➔ exceeding the word count, or not obtaining approvals for title changes and late.

\_\_\_\_\_

**Signature**

\_\_\_\_\_

**Date**

**PART III: INDEPENDENT STUDY COURSE PROPOSAL**

Please provide an abstract of your proposed ISC. The abstract should include i) your research question and its importance, ii) a brief discussion of research design, and iii) a timeline of your research plans. Limit: 500 words

**PART IV: SUPERVISOR'S CONSENT**

<b>STUDENT'S NAME</b>	
I <b>Agree / Do Not Agree</b> to supervise the above-mentioned student's ISC (GL4660). <i>(please delete accordingly)</i>	
<b>SUPERVISOR'S NAME /DEPARTMENT</b>	
<b>SIGNATURE &amp; DATE</b>	

**FORM FOR CHANGE OF TOPIC / SUPERVISOR / SYNOPSIS FOR HT OR ISC**

**PART I: STUDENT INFORMATION**

<b>FULL NAME</b>			
<b>FULL MATRIC NUMBER</b>			
<b>CONTACT DETAILS</b>	(NUS Email)		(Hp No)
<b>MAJOR COMBINATION</b>	<b>Theme:</b>	<b>Region:</b>	<b>Language:</b>
<b>APPROVED HT/ISC TITLE</b>			
<b>SUPERVISOR</b>			

**PART II: NEW PROPOSAL**

- Request for Change in Honours Thesis Topic
- Request for Change in Independent Study Course Topic
- Request for Change in Supervisor
- Request for Change in Honours Thesis Synopsis

I acknowledge that the approval or non-approval of the proposed changes will **not** translate into an extension of the deadline for submission of my Honours Thesis or Independent Study Course.

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

**PROPOSAL** (Please provide the necessary explanation for the proposed change/s)

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**PART III: SUPERVISOR'S CONSENT**

[For Change in Supervisor, the Undergraduate Committee's consent would have to be sought.]

<b>STUDENT'S NAME</b>	
I Agree / Do Not Agree to the above-mentioned student's request <i>(please delete accordingly)</i>	
<b>SUPERVISOR'S NAME /DEPARTMENT</b>	
<b>SIGNATURE &amp; DATE</b>	

**Title Page**

TITLE of HT in BLOCK LETTERS  
FULL NAME as shown on Matriculation Card

AN HONOURS THESIS IN PARTIAL FULFILLMENT OF THE  
BACHELOR OF ARTS (HONOURS) DEGREE

PRESENTED TO

GLOBAL STUDIES PROGRAMME  
NATIONAL UNIVERSITY OF SINGAPORE  
ACADEMIC YEAR 20xx-xx



## QUICK GUIDE FOR FACULTY

### QUICK GUIDE FOR FACULTY – GLOBAL STUDIES THESIS SUPERVISION

This guide offers an orientation for the colleagues across FASS Departments when supervising Honours Theses (HT) or Independent Study Courses (ISC) from Global Studies. Due to the multidisciplinary nature of the Global Studies programme, the coordination of mutual expectations between students and faculty is pivotal to make this a mutually enriching academic experience.

1. Global Studies encourages students to think broadly about issues as they relate to various aspects of globalisation. In order to qualify as a Global Studies Honours Thesis, students are therefore expected to work on research questions that are of global relevance. In one way or the other, topics should relate to dynamics, causes or consequences of globalisation.
2. Some of the work may draw on more than one set of disciplinary categories. In the ideal case, it puts questions and literatures from one discipline in conversation with methodological and epistemological approaches from another. This may entail a degree of intellectual eclecticism that is less common to HTs written in one particular discipline. However, this does not imply that colleagues should assess Global Studies HTs less rigorously than HTs in their own discipline. When having the initial discussions with the student, you may advise the student to look at past Global Studies HTs written in your department to provide a frame of reference.
3. Global Studies encourages students to speak with faculty about the possibility of pursuing HTs early. Some students may approach faculty for advice as soon as their second year. Such conversations can, but need not, transform into thesis supervision. Faculty members generally discuss ways for the student to begin framing their research questions and conducting literature reviews when first approached about the HTs. Students' theses may reflect these conversations. If you happen to be speaking with, advising, or supervising students about HTs, please remember to inform students about any pre-requisites or coursework they should take in order to be both administratively eligible and intellectually prepared to write an HT for your department.
4. Faculty supervising HTs that involve interaction with human subjects should discuss with them the procedure for seeking departmental approval before undertaking such projects (filling up all relevant sections of the IRB application form, enclosing interview/survey questionnaires etc.).
5. In the event that there are significant differences in grades awarded to a Global Studies HT by the first and second markers, colleagues from Global Studies may serve as a third grader to adjudicate between the first and second grader.
6. Important dates for the Global Studies HTs are available on the Global Studies website (<http://www.fas.nus.edu.sg/globalstudies/undergraduate/honours.html>).

Should you have any further questions about advising, supervising, or grading Honours Theses, please write to us: