**GL4660 INDEPENDENT STUDY COURSE (ISC)**

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

**NOTES**

1. Please fill up this form only after having a detailed discussion with your proposed supervisor.
2. **ISM Pre-Requisites:**
3. Completed 100 Units, including 40 Units in GL or GL recognised non-language courses; and
4. Minimum GPA of 3.20.
5. **Preclusion:** GL4401HM
6. Please submit the completed form to Global Studies Administrator, Ms Shi Ying Pang at (sypang@nus.edu.sg).
7. You will be informed via email about the outcome of your application

**GUIDELINES**

ISM 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 ISC (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.

ISM carries 5 Units.

1. **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 (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, 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 contact the Global Studies Administrator (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>

**PENALTY**

1. **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.

1. **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 8th working day.

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

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| **INDEPENDENT STUDY APPLICATION FORM**  **PART I: STUDENT INFORMATION** | | | | | | | | | |
| **FULL NAME** |  | | | | | | | | |
| **FULL MATRIC NUMBER** |  | | | | | | | | |
| **WRITING TERM** *(same as graduating term)* | **Semester** | |  | | **Academic Year** | | | | *AY24/25* |
| **RESULTS**  *(Based on completed modules, as of semester prior to application)* | ***Total Units Completed:*** | ***Units completed in GL:*** | | | | | ***SJAP:*** | | ***GPA:*** |
| **CONTACT DETAILS** | (NUS Email) | | | | | (Hp No) | | | |
| **PROPOSED ISM TITLE** |  | | | | | | | | |
| **PROPOSED SUPERVISOR** |  | | | | | | | | |
| **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 preparation and submission of GL4660.  ☐ I acknowledge the following deadlines and submission requirements for GL4660:  I will submit the following to the Department of Political Science:   1. **By end of Week 8, 11th October 2024: Title Change Form for ISC**  * Submit the signed softcopy form to GL Administrator Ms. Shi Ying Pang at (sypang@nus.edu.sg)   *There is no need to submit this form if your final ISM title is the same as that submitted in the proposal.*   1. **By last day of October , 31st October 2024: Final Submission of of ISM**  * Upload soft copy (*Microsoft Word Format*) of ISM to the Canvas submission workbin named “*ISC Submission (MS Word Only)*. *Your Word file should be titled: “Full Name\_Matric Number\_GL4660\_ISC”*   ☐ I further acknowledge that penalities will be imposed for   * any changes to my ISC after submission to Canvas. * exceeding the word count, or not obtaining approvals for title changes and late.  |  |  |  |  | | --- | --- | --- | --- | |  |  |  |  | | **Signature** |  | **Date** |  | | | | | | | | | | |

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| ***Part III: SYNOPSIS***  *Cohort 2018 onwards:*  Which GL theme does your ISM engage?  Colonialism, Security, and Global Order  Global Health, Environment, and Technology  Global Political Economy  Peoples, Cultures, and Globalisation  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) how the HT relates to Global Studies as a field. Limit: 500 words |

**PART IV: SUPERVISOR’S CONSENT**

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| **STUDENT’S NAME** |  |
| I **Agree / Do Not Agree** to supervise the above-mentioned student’s ISC (GL4660). *(please delete accordingly)* | |
| **SUPERVISOR’S NAME /DEPARTMENT** |  |
| **SIGNATURE & DATE** |  |

**PART V: HONOUR’S COORDINATOR’S CONSENT**

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| **COMMENTS** |  |
| I **Approve / Do Not Approve** the above-mentioned student’s ISM (GL4660). *(please delete accordingly)* | |
| **HONOURS COORDINATOR’S NAME** |  |
| **SIGNATURE & DATE** |  |