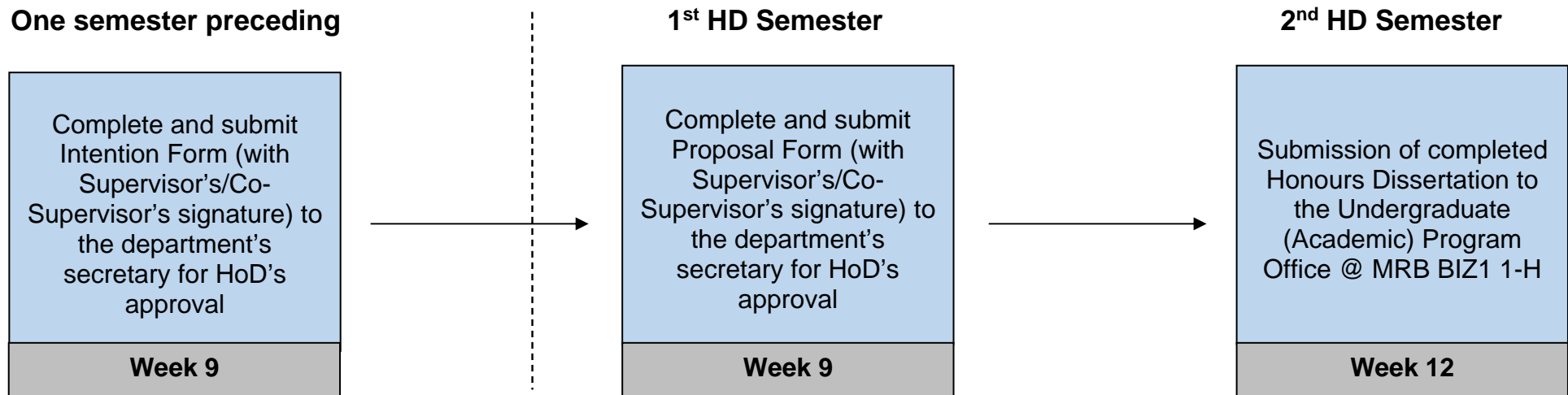


HD Process Flowchart

For students intending to complete their Honours Dissertation over TWO semesters



HONOURS DISSERTATION INTENTION FORM
FOR STUDENTS WHO INTEND TO COMPLETE THEIR DISSERTATION OVER 2 SEMESTERS

Name & Signature of Student : _____

Matric Number : _____

Mobile No : _____

NUS Email : _____

Specialisation(s) : _____

Dissertation Submission Semester : Monday of Week 12 of Semester ___ AY ___ / ___
(For dissertation submission in the Regular Semester)

Monday of Week 2 of Semester 4 AY ___ / ___
(For dissertation submission in the Special Term)

Dissertation Title : _____

Please note the important information on the last page of the document before submitting the form.

List of specialisation(s) modules read in the past semesters and intend to read in the future semesters:

Specialisation(s)	Module Code and Title	
	Completed	Intend to read
1 st Specialisation		
2 nd Specialisation		

Main Supervisor : _____ (Name/Signature/Date)

Supervisor's Department : _____

Co-Supervisor (if any) : _____ (Name/Signature/Date)

Co-Supervisor's Department : _____

Head of Department : _____ (Name/Signature/Date)

ACKNOWLEDGEMENT OF PLAGIARISM WARNING

1. Academic integrity and honesty is essential for the pursuit and acquisition of knowledge. The University and School expect every student to uphold academic integrity & honesty at all times. Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources.
2. Plagiarism is 'the practice of taking someone else's work or ideas and passing them off as one's own' (The New Oxford Dictionary of English). The University and School will not condone plagiarism. Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. **In case of any doubts, you should consult your instructor.**
3. Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his/her involvement in the offence.
 - a) The student shall receive no mark for the relevant academic assignment, dissertation or project;
 - b) The student shall fail the subject, course or programme of study, with or without a mark given for that subject, course or programme of study; and
 - c) The student shall be treated as having committed a disciplinary offence under University's [Statutes](#) and [Regulations](#).
4. Additional guidance is available at:

<http://www.nus.edu.sg/registrar/adminpolicy/acceptance.html#NUSCodeofStudentConduct>

Online Module on Plagiarism:

<http://emodule.nus.edu.sg/ac/>

I have read and understood the content of the above **Warning**

Name : _____ Matric Number : _____
Course:
(BBAH or : _____
BACH)
Signature : _____ Date : _____

HONOURS DISSERTATION PROPOSAL FORM

FOR STUDENTS WHO INTEND TO COMPLETE THEIR DISSERTATION OVER 2 SEMESTERS

Name & Signature of Student : _____

Matric Number : _____

Mobile No : _____

NUS Email : _____

Specialisation(s) : _____

Dissertation Submission Semester : Monday of Week 12 of Semester ___ AY ___ / ___
(For dissertation submission in the Regular Semester)

Monday of Week 2 of Semester 4 AY ___ / ___
(For dissertation submission in the Special Term)

Dissertation Title : _____

Please note the important information on the last page of the document before submitting the form.

List of specialisation(s) modules read in the past semesters and intend to take in the future semesters:

Specialisation(s)	Module Code and Title	
	Completed	Intend to read
1 st Specialisation		
2 nd Specialisation		

BRIEF SUMMARY OF DISSERTATION

(Please attach a separate sheet if you require additional writing space)

Main Supervisor : _____ (Name/Signature/Date)

Supervisor's Department :

Co-Supervisor (if any) : _____ (Name/Signature/Date)

Co-Supervisor's
Department :

Head of Department : _____ (Name/Signature/Date)

Important Information:

1. Extension of HD submission deadline is rarely given. It is only allowed for very exceptional reasons and only with the approval from Dr Lee Hon Sing (honsing@nus.edu.sg).

Below are some common examples (not exhaustive) of reasons for extension that is not valid:

- The research process (including data collection) taking longer than expected.
 - New angle to the research question which will significantly improve the quality of the research.
 - Unexpected commitments or activities (within and/or outside of the program) besides the dissertation.
 - Compassionate grounds involving personnel who fall outside NUS definition of “immediate family members”.
2. To fulfill the Honours requirements, students from 2010/2011 cohort onwards are required to do the dissertation in their area of specialisation(s). (BAC Honours students with or without a specialisation in Finance are to do an HD in Accounting or Finance area.)
 3. If students have changed their specialisation(s), they must declare the new specialisation(s) and remove the old specialisation(s) in CORS. Students must also inform Ms Karen Lam (bizklml@nus.edu.sg) of the change.
 4. Students must submit a new proposal form if there is a change in one or more of the following:
 - a. The specialisation of the student.
 - b. The area (of specialisation) of the HD.
 - c. The dissertation topic and/or title.
 - d. The supervisor or co-supervisor or both.
 5. Students who submit an HD that is not approved by the Head of the Department of his/her area of specialisation(s) may have to do another HD in his/her area of specialisation and delay graduation. (Alternatively, BBA Honours students have the option to graduate without a specialisation. This option is however, not applicable to BAC Honours students.)
 6. **Final HD Submission Guidelines**

Please submit the following:

- A. One bound copy of the dissertation directly to your Supervisor(s). Do check with your Supervisor(s) on whether the bound copy has to be hard cover or soft cover.
- B. One soft-cover bound copy and two copies in CDs (PDF format) to Ms Karen Lam at the BBA Program Office MRB BIZ1 1-H. Please indicate the dissertation title, name and matric number on the cover of the CDs.
- C. The HD cannot have more than 80 pages, including appendices, tables and figures but excluding title page, contents, acknowledgements, references, questionnaires and computer listings. It must be typewritten with reasonable font size (12-point), double-spacing, and adequate margins (1 inch top, bottom, right and left).
- D. Marks may be deducted for non-compliance of the page limit.

If you have any doubt, please contact Ms Karen Lam (bizklml@nus.edu.sg) for further clarification.