

INTEGRATED HONOURS THESIS (IHT) PROPOSAL FORM

Please note the important information on the last page (Annex A) before submitting the form.

Student's Name : _____

Matriculation Number : _____

Mobile Number : _____

IHT Submission Semester : Sem _____ AY _____ / _____

IHT Title : _____

Home Faculty	IHT Module Code	Please Tick ✓
School of Computing Others: _____	XFB4001 (12 MCs)	<input type="checkbox"/>
Faculty of Arts & Social Sciences (EC or CNM) Others: _____	XFB4002 (15 MCs)	<input type="checkbox"/>

Supervisor : _____ *(Name/Signature/Date)*

Supervisor's Faculty & Department : _____

Supervisor : _____ *(Name/Signature/Date)*

Supervisor's Faculty & Department : _____

BIZ Dean's Office : _____ *(Name/Signature/Date)*
 (DDP Academic Director/Assistant Dean)

PLAGIARISM WARNING

1. No student shall represent the work of another person as his/her own in any academic assignment, thesis or project even if the material so represented constitutes only a part of the work submitted.
2. In case of doubt, the student is to consult his/her supervisor on whether the representing of any work is considered plagiarism. The University's Board of Discipline will have the final say on whether the use of a material is considered plagiarism.
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, thesis or project;
 - b) The student shall fail the module, course or programme of study, with or without a mark given for that module, course or programme of study; and
 - c) The student shall be treated as having committed a disciplinary offence according to the University's [Statutes](#) and [Regulations](#).
4. Additional information is available at:
 - a) Code of Student Conduct: <http://www.nus.edu.sg/osa/coc>
 - b) The Academic Culture (Online Module): <http://emodule.nus.edu.sg/ac/>
 - c) Discipline: <http://www.nus.edu.sg/registrar/adminpolicy/discipline.html>

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

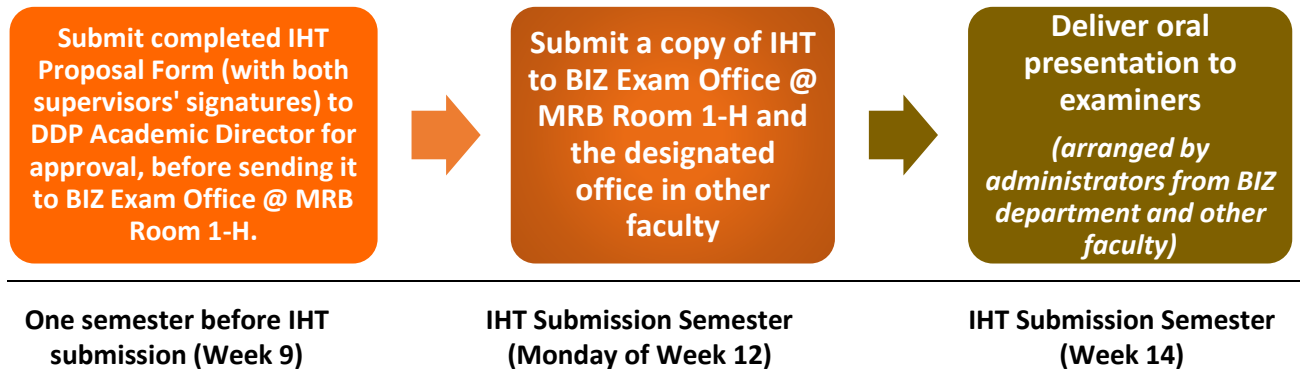
Student Name : _____ **Matric Number** : _____

Course : BBA / BAC * Honours + _____
(2nd degree)

Signature : _____ **Date** : _____

** delete accordingly*

IMPORTANT INFORMATION



For BIZ, IHT follows the usual Honours Dissertation (HD) requirements: <http://bba.nus.edu/honours-dissertation.html>. Please check with non-BIZ faculty for their thesis requirements.

Requirements & Registration:

- 1) The student needs to adhere to the registration, schedule and submission dates. The completed *Integrated Honours Thesis Proposal Form* must be submitted by the deadline provided. The student also has to observe the procedures/deadlines set by the second faculty.
- 2) While a student is registered for the IHT with the home faculty, he/she can consult with the second faculty on the possibility of framing the topic such that while it meets the HD requirements of the home faculty, it can also be integrated and considered an Honours Thesis for the second faculty, subject to any procedures/deadlines.
- 3) To fulfill BIZ Honours requirements, students are required to do the dissertation in their area of specialization(s) if any. BAC(H) students with or without a second specialization in Finance are to do a topic in Accounting or Finance area. If the specialization(s) has changed, the student must declare the new specialization(s) and remove the old specialization(s) in CORS. The student must also inform Ms Karen Lam (bizklml@nus.edu.sg) of the change.
- 4) The student must submit a new proposal form if there is a change in one or more of the following:
 - a) The business specialization of the student.
 - b) The area of specialization of the IHT.
 - c) The dissertation topic and/or major change in the title.
 - d) One or both of the supervisors.

Deliverables:

- 1) The student is expected to submit a report and deliver an oral presentation to the examiners in each faculty.
- 2) Report: The student may prepare one report if it can meet the requirements of both faculties, e.g. word limits. Otherwise, the student would have to adjust accordingly and submit different reports according to the specific requirements of each faculty. Do note that this is not the same as doing two different theses. The topic for the two reports is still the same and the content overlap would typically be extensive.

Report Submission Guidelines (in relation to BIZ only)

- a) One bound copy of the thesis to be given directly to each supervisor. Please check with the supervisors on whether the bound copy has to be hard-cover or soft-cover.

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- b) One soft-cover bound copy and two copies in CDs (PDF format) to Ms Karen Lam at the BIZ Exam Office (MRB Room 1-H). Please indicate student name and matric number, and thesis title on the covers.
 - c) The BIZ report 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.
- 3) **Oral Presentation:** Unless the examiners from both faculties prefer to have a combined presentation, the student is expected to present his/her work separately to the examiners in each faculty.
 - 4) At the beginning of the semester in which the IHT is due (and before the end of add/drop period), the student must indicate to the respective Department Administrators (both faculties) of his/her IHT presentation dates where presentations are part of the IHT requirements.
 - 5) The School may bar a student from submitting his/her IHT for examination if the student fails to meet the Supervisor's expectations even after being served a warning letter by the Dean (or Vice-Dean/Assistant Dean acting on his behalf) for poor IHT/research progress. A penalty may be imposed in such cases.
 - 6) Extension of IHT 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).

Assessment:

- 1) In BIZ, an independent examiner will be appointed to co-assess the report and oral presentation with BIZ supervisor. Please check with the non-BIZ faculty on their arrangement of examiners for their part.
- 2) **It must be highlighted that each faculty would assess the student as if he was a single-degree student from that faculty doing an Honours Thesis. This would also mean that the student must meet all the requirements (for instance in relation to the progress reports and/or presentations) set by each of the faculties for single-degree students doing Honours Thesis, unless both faculties mutually agree to make any deviations or exceptions.**
- 3) The final grade for the IHT will be computed from the average of the marks given by the supervisors and examiners of both faculties. This final grade will be a common grade that is mutually agreed upon by both faculties. It will be recorded by the student's home faculty.

If in doubt, please contact the following persons for further clarification:

- Ms Karen Lam (bizklml@nus.edu.sg) on BIZ thesis requirements, registration and submission.
- Ms Carol Loke (carol_loke@nus.edu.sg) on DDP requirements.