



FACULTY OF LAW
UNDERGRADUATE DIVISION
University Research Opportunities Programme (UROP)
Application Form
Academic Year 2009/2010

Notes to Student:

- Please read carefully the attached "Guidelines on University Research Opportunities Programme".
- Please submit your completed Application Form to the Undergraduate Programmes (Dean's Office) during your respective cohort's online registration in the semester the UROP is registered in.
- Please note that the submission deadline of your Directed Research is by Friday of the 13th week of semester:
Semester 1 – 13 November 2009
Semester 2 – 16 April 2010

A. TO BE COMPLETED BY STUDENT

Name: _____ Matric Card No: _____

Contact No: _____ (Handphone) Mailbox No: _____
_____ (Home) Email: _____

Please tick as appropriate: Yr 3 GLB II / III
 Yr 4 Exchange Student

[All students: Please list the subjects read in current year]

[Yr 4 students: Please list the subjects read last year]

Proposed Topic & Abstract (attach separate sheet if necessary)

PROPOSED SUPERVISOR(S) & SUBJECT AREA

Name of Supervisor: _____

Proposed number of weekly contact hours with supervisor: _____

Period in which research will be done: _____ to _____

DECLARATION BY STUDENT

- 1) I hereby declare that I have not done a dissertation in this area, whether as a substantial dissertation in Directed Research /UROP, or in partial fulfilment of a course requirement, or otherwise.
- 2) I confirm that I have read and understood the Rules on UROP and the Plagiarism Notice (Attachment 1).

Signature of Student

Date

B. TO BE SIGNED BY THE SUPERVISOR(S)

I / We agree to supervise the above student in the University Research Opportunities Programme.

Name of co-examiner (if applicable): _____

This dissertation will be submitted by: _____ (specific date)

Expected number of weekly contact hours with student: _____

Signature of Supervisor

Signature of Co-examiner (if applicable) Date

1. General

- a) LLB students in their 3rd and 4th years of study may undertake to write a directed research paper as a 4-credit subject. This may be done in either or both years of study.
- b) No student, without the permission from the Dean's Office, shall undertake more than one Directed Research paper in any academic year.
- c) Students will not be allowed to do Directed Research in a subject where they have already done a substantial dissertation at NUS or in another tertiary institution, whether as Directed Research or in partial fulfilment of another subject, whether or not they have passed that dissertation or subject. No student will be permitted to do Directed Research in a subject that he/she has read, whether he has passed or failed the subject, unless the topic in the Directed Research has not been substantially covered in the subject. In cases of doubt, students should consult the Vice Dean (Academic Affairs).
- d) Directed Research can only be undertaken with the approval from the supervisor(s).

2. Supervisors

- a) All students wishing to undertake such Directed Research must be supervised by a staff member.
- b) For information on research interests of each academic staff member, please refer to the Faculty of Law website at: <http://law.nus.edu.sg>
- c) Students must first discuss their proposed topic and the time frame within which the Directed Research is to be carried out with their supervisor and obtain their supervisor's approval.
- d) If the proposed topic is not directly within any listed area of research, or if students are unsure, they should first consult the Vice Dean (Academic Affairs) before approaching the supervisor.
- e) Students must complete the UROP Application Form, have it approved and signed by the supervisor and return it to the Dean's Office, Undergraduate Division by the given deadline.
- f) If a student wishes to change the topic after it has been approved, a new approval is required from the supervisor. A new form will also have to be signed by the supervisor and submitted to the Dean's Office, Undergraduate Division.

3. Word Limit

The word limit shall be up to 8000 words (excluding footnotes, appendices, bibliography, maps, charts, statistical tables, graphs, illustrations).

4. Contact Hours with Supervisor (s)

Once the supervisor has formally approved the topic for Directed Research proposed by the student, the student should see the supervisor to arrange for weekly meetings.

5. Period of Directed Research & Deadline for Submission of Dissertation

- a) Directed Research will normally coincide with the semester in which the student is registered. The dissertation is due on the last business day **before the start of the Reading Week**.
- b) In case of late submission, the supervisor **shall have the discretion to reject the dissertation, or impose any other penalty**, with the consent of the Vice Dean (Academic Affairs), unless in the opinion of the supervisor, there are extenuating circumstances to account for the delay.

6. Format of Directed Research

- a) Each student is to hand in **an electronic copy and 2 hardcopies** (1 hard-bound copy for the library and 1 ring-bound copy for grading) of the dissertation to the Dean's Office, Undergraduate Division.
- b) The book cover of the hard-bound copy shall contain the following information:
 - Title of Dissertation
 - Name of Student
 - The words "Faculty of Law, National University of Singapore"
- c) The cover page of both hard-bound copy and ring-bound copy should duplicate the above information and additionally include the following:

"University Research Opportunities Programme Directed Research Dissertation in part fulfilment of the requirements for the [Name of Undergraduate Programme Enrolled In]"
- d) Dissertations should be double-spaced with font sizes between 11 – 12 points (serifed fonts) for main body text and 9 – 10 points for footnotes. Footnotes should appear at the end of each page and not as endnotes.
- e) In addition to the text, the Dissertation should contain the following:
 - Table of Contents
 - Appendices
 - Bibliography
- f) In addition to the printed copies, the student should also submit an electronic copy on a CD-ROM, preferably in a PC compatible format, in one of the more popular word processing formats like MS Word. The label on the CD-ROM cover should contain the following information:
 - Faculty of Law, NUS
 - UROP DR [Year]
 - Name of Student
 - Name of Undergraduate Programme Enrolled In
 - Title of Dissertation
 - Filename (filename of dissertation on CD-ROM)
 - Format (MS Word etc)
- g) Marked copies of dissertations will not be returned to the students.

7. Marking Criteria

While supervisors may have specific criteria, generally the following factors will be taken into account in the assessment:

- a) Research
 - Quantity of Research
 - Quality (Depth and Breadth) of Research
- b) Writing and Communication
 - Grammar
 - Sentence Structure
 - Sequence of Thought
 - Logic
 - Organisation
 - Style
- c) Thesis and Argument
 - Definition
 - Development
 - Coherence
 - Conclusion
 - Independent Thinking, Originality and Creativity

8. Plagiarism

A student who is found to have plagiarised in the directed research paper shall be given a "FAIL" grade. All students are advised to note the attached Plagiarism Notice (Attachment 1).

Attachment 1: Plagiarism Notice

1. Over the course of your candidature at the Faculty of Law, you will be called upon to present work for assessment. This may take the form of written papers (including theses, thesis proposals, directed research papers and assignments), tests and examinations. For some of you, this will be an activity with which you might be familiar. For others, this may be quite new.
2. This notice serves as a reminder that above all, intellectual and academic integrity must be preserved. The Faculty of Law and the National University of Singapore view instances of plagiarism very seriously.

Plagiarism may be defined as:

**“The wrongful appropriation and publication of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical, etc.) of another, as one’s own”
(Modified from the Oxford English Dictionary, 2nd Ed)**

3. Please note that should you be found engaging in plagiarism, this may result in your expulsion from your course of study at the National University of Singapore.
4. Having said this, we acknowledge that it is sometimes not clear what constitutes plagiarism in a given context. The rule of thumb is:

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.

5. This is a minimum standard. In addition, we hope that the following guidelines will provide you with some assistance.

Guideline 1: When using the ideas of others in work presented for assessment, such ideas should be appropriately credited and acknowledged, so that it is clear that the idea being presented is that of another person and not the candidate's own.

Guideline 2: When using phrases or paragraphs from the published works of others in work presented for assessment, care should be taken to ensure that such phrases or paragraphs should be sufficiently delineated (for example, by being marked out within quotation marks), so that it is clear that such phrases or paragraphs are not the candidate's own work. Otherwise, it shall be assumed that the candidate intended to pass off another person's work as his or her own work.

Guideline 3: The amount of detail required when referencing and acknowledging a source will vary according to the type of paper one is doing.

- Exams will require less detail in referencing and acknowledgement. The name of the author and if possible, the name of the work, should be sufficient.
- Papers written other than under exam conditions will require a full citation of the source. While a particular style of citation is not prescribed, the citation should provide enough information for the reader to locate the source.

Guideline 4: Research materials obtained from the internet or other electronic resources should be treated in the same way as research materials obtained from traditional sources.

6. Please read these guidelines carefully and we trust they will be of some use. Please note that the guidelines are not exhaustive and you will be called upon to exercise your discretion on a case-by-case basis.
7. If you have any doubts about whether something constitutes plagiarism, you should consult with your course convenors, research supervisors or the Vice Dean (Academic Affairs).

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