OFFICE OF ACADEMIC AFFAIRS
UNIVERSITY RESEARCH OPPORTUNITIES PROGRAMME (UROP)
Application Form for AY2018/2019

Notes to Student:
• Please read carefully the attached “Guidelines on University Research Opportunities Programme”.
• Please submit the completed Application Form to the Student Counter.
• Deadline for submission of the Application Form: Semester 1 – Friday, 17 August 2018
  Semester 2 – Friday, 18 January 2019
• If you have any queries, please email to lawundergrad@nus.edu.sg (UG) or lawgrad@nus.edu.sg (GD).

A. TO BE COMPLETED BY STUDENT

Name: ____________________________  Student ID.: ____________________________

Contact No.: ____________________________  Email: ____________________________

Programme (please ✓ below):
☐ LAW3  ☐ LAW4
☐ GLB3  ☐ Exchange Student
☐ LLM without a specialisation  ☐ LLM (Asian Legal Studies)
☐ LLM (Corporate & Financial Services Law)  ☐ LLM (Intellectual Property & Technology Law)
☐ LLM (International & Comparative Law)  ☐ LLM (International Arbitration & Dispute Resolution)
☐ LLM (International Business Law)  ☐ LLM (Maritime Law)
☐ Graduate Diploma in Maritime Law & Arbitration

Please list the elective modules read to date
(If you have done another Directed Research (DR) previously, please provide the topic)

__________________________________________________________________________

__________________________________________________________________________

Proposed Topic & Abstract (Please attach separate sheet for Abstract)

__________________________________________________________________________

__________________________________________________________________________

Proposed Supervisor(s)

Name of Supervisor: ____________________________

Name of Co-Supervisor, if any: ____________________________

Proposed number of weekly contact hours with supervisor(s): ____________________________

DECLARATION BY STUDENT
1. I hereby declare that I have not previously written a DR paper in this area, whether as a substantial DR in
   UROP, or in partial fulfilment of a module requirement, or otherwise.
2. I confirm that I have read and understood the Guidelines on UROP and the Ethical Conduct Guidelines.
3. I will not attempt to communicate with the independent examiner on matters relating to the DR.

___________________________________   __________________
Signature of Student        Date
B. TO BE COMPLETED BY SUPERVISOR(S)

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

Expected number of weekly contact hours with student: ____________________________

This DR will be submitted by:

<table>
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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tr>
<td>IVLE + 2 Ring-bound copies</td>
<td>Friday, 9 November 2018</td>
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</tbody>
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Proposed LLM Specialisation*: ☐ ALS ☐ CFS ☐ IPT ☐ ICL ☐ IADR ☐ IBL ☐ ML ☐ No Specialisation

Nomination of Independent Examiner: ________________________________

Name of Supervisor: __________________ Signature of Supervisor: ______________ Date: ____________

Name of Co-Supervisor, if any: __________________ Signature of Co-Supervisor, if any: ______________ Date: ____________

C. TO BE COMPLETED BY INDEPENDENT EXAMINER

I agree to the nomination as Independent Examiner, and will grade the DR submitted.

Name of Independent Examiner: __________________ Signature of Independent Examiner: ______________ Date: ____________

D. TO BE COMPLETED BY VICE-DEAN, ACADEMIC AFFAIRS

Application for UROP: ☐ Approved ☐ Not Approved

LLM Specialisation*: ☐ ALS ☐ CFS ☐ IPT ☐ ICL ☐ IADR ☐ IBL ☐ ML ☐ No Specialisation

Vice-Dean, Academic Affairs: __________________ Date: ____________

D. FOR OFFICIAL USE

Module Code: ☐ LL4396/LL5396/LLD5396
☐ LL4397/LL5397/LLD5397

Checklist: The approved form has been sent to
☐ Student
☐ Supervisor(s)
☐ Independent Examiner
1. **General**
   (a) Students may undertake to write a Directed Research (DR) paper in the 4-credit UROP module.
   (b) No student without the permission from the Vice-Dean, Academic Affairs shall undertake more than one DR in each programme.
   (c) Students will not be allowed to do a DR in an area which they have already written a DR paper at NUS or another tertiary institution, whether
      - as DR or in partial fulfilment of a module requirement; or
      - they have obtained a pass or fail grade in that DR/module.
   (d) Students will be not be allowed to do a DR in an area which they have read as a module at NUS or another tertiary institution, whether they have obtained a pass or fail grade in the module.
   (e) In case of doubt, students should consult the Vice-Dean, Academic Affairs at lawundergrad@nus.edu.sg (UG) or lawgrad@nus.edu.sg (GD).

2. **Supervisors**
   (a) All students wishing to undertake such DR must obtain the approval of a supervisor(s).
   (b) Supervisors should not be adjunct/visiting faculty unless approved by Vice-Dean, Academic Affairs.
   (c) For information on research interests of each academic staff member, please refer to the Faculty of Law's website at: https://law.nus.edu.sg/about_us/faculty/staff/staffdiv.asp
   (d) Students must first discuss their proposed topic and the time frame within which the DR is to be carried out with their supervisor and obtain the supervisor’s approval.
   (e) 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.
   (f) Students must complete the UROP Application Form, have it approved and signed by the supervisor and return it to the Office of Academic Affairs by the application deadline.
   (g) If a student wishes to change the topic after it has been approved, a new approval is required from their supervisor. A new form will also have to be signed by their supervisor and submitted to the Office of Academic Affairs.

3. **Independent Examiner**
   Students are not permitted to communicate with the Independent Examiner on matters relating to the DR.

4. **Word Limit**
   The word limit shall not exceed 8,000 words (excluding footnotes, appendices, bibliography, maps, charts, statistical tables, graphs and illustrations). This is a strict word limit.

5. **Contact Hours with Supervisor(s)**
   Once the supervisor(s) has formally approved the topic for the DR proposed by the student, the student should see the supervisor(s) to arrange for weekly meetings.

6. **Period of DR & Deadline for Submission of DR**
   (a) DR will normally coincide with the semester which the student is registered. The DR is due on the Friday of Week 12.
   (b) In case of late submission, the supervisor(s) and independent examiner shall have the discretion to impose a reasonable 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. All requests for extensions must have the written approval of Vice Dean, Academic Affairs.

7. **Format of Directed Research**
   (a) Each student is to hand in an electronic copy and 2 hardcopies (ring-bound) of the DR to the Office of Academic Affairs.
   
   (b) The cover of the ring-bound copy shall contain the following information:
   - Title of DR
   - Name of Student
   - The words “Faculty of Law, National University of Singapore”
   - “University Research Opportunities Programme in part fulfilment of the requirements for the [Name of Acad Program Enrolled In]

   DRs 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.

   (c) In addition to the text, the DR should contain the following:
   - Table of Contents
   - Appendices
   - Bibliography

   (d) In addition to the printed copies, the student should also submit an electronic copy (MS Word) via IVLE folder, UROP-DR Electronic Copy (MS Word), in the following format - `<ModuleCode>_UROP_<MatriculationNo>_FINAL`.

   (e) Please note that graded copies of DRs will not be returned to students.

8. **Marking/Grading Criteria**
   While supervisors may have specific criteria, the following factors will generally be taken into account in the assessment:

<table>
<thead>
<tr>
<th>(a) Research</th>
<th>Quantity of Research</th>
<th>Quality (Depth and Breadth) of Research</th>
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<tr>
<td>(b) Writing and Communication</td>
<td>Grammar</td>
<td>Sentence Structure</td>
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<td>(c) Thesis and Argument</td>
<td>Definition</td>
<td>Development</td>
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9. **Plagiarism**
   (a) Students have been given notice to read and understand the Ethical Conduct Guidelines [http://law.nus.edu.sg/student_matters/ethical_conduct.html] and to sign a declaration.
   
   (b) The University takes a very serious view of students who have been found to have committed plagiarism. Where plagiarism is established, the student will face disciplinary consequences and the DR may be given a “FAIL” grade.

   - END -