

Public Policy and Global Affairs (PPGA) – Graduation Project (GP) Guidelines

****Please note that these guidelines also apply to ECPP Majors doing GPs with PPGA faculty****

Overview

The aim of the GP is to provide guided training in independent scholarly work. Working with a PPGA faculty, you will choose a research topic, formulate research questions, apply theories or concepts to structure analyses or develop hypotheses, select appropriate methodology to address the research question(s). After completing the GP, you would have acquired basic experience in analytical reasoning, empirical research (especially the collection, organisation, interpretation, and analyses of data), and the written and verbal presentation of your research findings. Please note that only individual GPs are allowed and that there is only one intake in August each year. The GP, by default, will be completed over two semesters. However, students who wish to graduate in 3.5 years must commence and complete their GP within that semester and indicate this in their GP application form. Please also pay attention to the key dates below on pages 2-4.

PPGA Majors must successfully complete a Graduation Project (HA4099 – 8 AUs) as part of the requirements for the Bachelor of Social Sciences (Honours) in PPGA. Please take note of the following:

- If you have a CPGA of 3.90 and above, you **must do** a GP to obtain Honours (Highest Distinction and Distinction).
- If you have a CPGA between 3.75 and 3.89, you **may apply** to do a GP. PPGA will decide whether to accept your application. PPGA's decision is final.
- If you have a CPGA below 3.75, you are **not eligible apply** to do a GP and must complete 4000-level courses to fulfil the 8AUs requirement.

You are eligible to work on the GP starting **August** if you have fulfilled these three criteria:

- You have completed **91** Academic Units (AUs)
- You have completed **all** core courses at NTU
- You have completed the **7** required PPGA Prescribed Electives (PEs)

Please note that you **may not start** the GP if you are on exchange unless you have received permission from the School to do so.

With effect from AY2021-22, all students who have opted in to complete their GP must complete the following:

1. To attend the [CITI Online Course](#) and obtain the CITI Certificate

Appointment and role of GP supervisor

The GP is an independent undertaking but a PPGA faculty member will be assigned to oversee your research progress. Working with your supervisor, you will design and carry out your research. Allocation of your GP supervisor is dependent on multiple factors, including the availability and the research interests of the faculty members. While you may approach faculty members in advance, **this does not guarantee final allocation** even if the faculty has previously agreed to supervision. The exception to this rule is if you are doing GP through the URECA programme; all URECA-FYPs must have an assigned supervisor at the outset.

Duration, schedule, and key dates for GP projects across two semesters

The PPGA/ECPP GP runs for two consecutive semesters at NTU. The following are key dates and relevant actions you must carry out. Please note that any late submissions will incur a deduction of 2 percentage point of the final grade per day. If you fail to submit your application to do the GP in good time, you may have to wait for the next GP cycle to complete your GP.

Dates	Actions
Mid June	Access link to GP application opened . Please look through the application and understand what information you need to provide
Early July	Access link to GP application closed . This is the deadline for submitting your application
By end of teaching week 1	Announcement of your PPGA faculty supervisor.
By end of teaching week 3	Send your revised proposal (around 300 words) to your designated PPGA supervisor
By end of teaching week 6	<p>Please submit your ethics application to the PPGA Undergraduate Administrator, collating on behalf of the Ethics Committee.</p> <p>All students must submit the application. For students, whose research will not involve human subjects, you do not need to complete pages 4 - 9. For students, whose research will involve human subjects, you must complete pages 4 - 9, which detail the various steps you will take to safeguard your research.</p>
By end of teaching week 11	Please submit a research progress report to your supervisor. You will discuss and agree on the report format with your supervisor.

	At the end of the first semester, you will receive an ‘In Progress’ (IP) grade for your GP. Your supervisor will also have to sign off on a progress report.
31 March the following year Time: before 15:00	<p>Upload your GP to the NTULearn course site ‘HA4099 – Graduation Project’</p> <p>Submit an Assignment Submission Declaration form along with your GP submission. Your GP will not be marked until this is received (see deadline penalty above). The Assignment Submission Declaration form is available for download on PPGA’s GP website.</p> <p>To facilitate blind marking, your submission must not have any identifying information. For instance, remove you and your supervisor’s name. Please include a standard cover page, which is available for download on PPGA’s GP website.</p>
TBA (Before the end of the exam period)	You will receive an email instructing you how to submit and upload your GP to the NTU library. Follow the instructions.

Duration, schedule, and key dates for GP projects across one semester (only for eligible students)

The following timeline is for eligible students who are slated to graduate in 3.5 years. Please pay careful attention to the dates.

Dates	Actions
22 June	Access link to GP application opened . Please look through the application and understand what information you need to provide
6 July	Access link to GP application closed . This is the deadline for submitting your application
By end of teaching week 1	Announcement of your PPGA faculty supervisor.
By end of teaching week 3	<p>Send your revised proposal (around 300 words) to your designated PPGA supervisor.</p> <p>Please also submit your ethics application to the PPGA Undergraduate Administrator, collating on behalf of the Ethics Committee.</p> <p>All students must submit the application. For students, whose research will not involve human subjects, you do not need to</p>

	complete pages 4 - 9. For students, whose research will involve human subjects, you must complete pages 4 - 9, which detail the various steps you will take to safeguard your research.
November 30 Time: before 15:00	<p>Upload your GP to the NTULearn course site ‘HA4099 – Graduation Project’</p> <p>Submit an Assignment Submission Declaration form along with your GP submission. Your GP will not be marked until this is received (see deadline penalty above). The Assignment Submission Declaration form is available for download on PPGA’s GP website.</p> <p>To facilitate blind marking, your submission must not have any identifying information. For instance, remove you and your supervisor’s name. Please include a standard cover page, which is available for download on PPGA’s GP website.</p>
TBA (Before the end of the exam period)	You will receive an email instructing you how to submit and upload your GP to the NTU library.

Academic integrity and honesty

The GP is an independent undertaking and demonstrates your analytical thinking, as well as your integrity as a researcher. You must abide by NTU’s Academic Integrity Policy, as well as NTU’s Honour Code and Pledge. **It is crucial that you read this:**

<https://www.ntu.edu.sg/wkwsci/admissions/useful-links/undergraduate/academic-integrity>

NTU takes a serious view of any form of academic dishonesty. Plagiarism, cheating, and any other forms of academic dishonesty are considered serious offences for which penalties will be imposed, including failure of GP and expulsion from NTU. You are solely responsible for your GP research and work. Please ensure that it is carried out according to NTU’s Academic Integrity Policy. If you have any questions, concerns, or doubts about what constitutes academic dishonesty, please consult your PPGA supervisor.

On the use of **AI tools**, the GP will adopt NTU’s policy on the use of AI tools for coursework:

1. **Give proper citations if you use any AI tool.** Extending the practice of correctly citing references in your work under NTU’s policies on citation and plagiarism, the University requires students to (i) **identify any generative AI tools used** and (ii) **declare how the tools are used in submitted work**. Please note that even with acknowledgement, copying of output generated by AI tools (in part or whole) may still be regarded as plagiarism.

Here are some examples of proper citation (for illustration only; not comprehensive):

- a. If use of generative AI is allowed in your course, any direct quotation of the output of an AI must appear in quotation marks. Similarly, any use of an image must be acknowledged.
 - b. Likewise, if you paraphrase text from a generative AI rather than using it verbatim, you must cite it using the conventions of your field of study.
 - c. The use of generative AI to generate ideas or an outline for an assignment must be acknowledged.
2. **Ask your supervisor.** Before using AI tools in your project, please check on the requirements and ground rules with your supervisor, who will be able to advise you on how these AI tools can be applied to help you in your learning.
3. **Check your facts.** AI tools may produce inaccuracies and introduce biases. Always check your facts from independent sources, and critically evaluate any AI-generated output.
4. **Nothing beats your own ideas.** AI tools may be good at producing summaries and grammatical sentences, but they cannot replace your original ideas and creativity. A rigorous education will equip you with the ability to express your ideas, process ideas for problem solving and make sound judgements. These capabilities and your unique human experiences are still your most valuable assets.
5. **Uphold your pledge to integrity in learning.** NTU expects students to uphold the [Student Code of Conduct](#) at all times. The act of taking words or ideas from other sources, including ChatGPT and other AI technologies, and present them as your own without proper citation of the source(s), will be treated as misconduct.

GP structure, formatting guidelines, and reference style

Beyond the formatting requirements (see below), the GP is to be structured according to how you believe would best present your research. In the main, these elements are generally found in the GP:

- A description of your research question and its significance;
- A review of the relevant literature, touching on both theoretical/analytical discussions, as well as empirical coverage and findings;
- A discussion of the relevant theories and concepts, and how they address the research question you selected;
- A discussion of the research methodology used (including a short description of case studies or databases, as well as justifications of your selection);
- An analysis of the findings;
- A conclusion, including a summary of the findings and a discussion of the significance and limitations of the research.

Throughout your GP research, you should discuss these issues with your appointed PPGA faculty supervisor and seek his/her recommendation on how to best organise your research presentation.

Here are the formatting requirements for a PPGA GP:

- **Total word count:** no more than 10,000 words. This word count applies to the entire manuscript, including title page, abstract, acknowledgement, table of contents, footnotes, tables, figures, references, and appendices. Appendices may include interview questions, survey questions, or other relevant research design documents. Please **do not** include interview transcripts or any raw data. Please **include the total word count** of your GP in the title page.
- **General order of the GP:** title page, abstract (~100-150 words), acknowledgement (only in the copy for NTU library), table of contents, your research, references, and appendices (if any).
- **Font:** 12, Times New Roman.
- **Margins:** 1.25 inches.
- **Spacing:** 1.5 lines.
- **Page numbering:** lower right-hand corner. Please do not number the title page.
- **Printing:** double sided.
- **Footnotes vs. endnotes:** please use footnotes.

Reference style: there is no preferred style beyond citing page numbers for direct quotes and the access date for online materials. Aim for consistency, replicability, and readability (i.e. the reader can easily find your references). Common citation formats for the social sciences include the *APA* (American Psychological Association) style, the *MLA* (Modern Language Association) style and the *Chicago style*. Please discuss with your PPGA faculty supervisor regarding the organization of your references.

Document updated in June 2023