**Guidelines and Procedures**

**Policies**

* The faculty supervising student’s independent study is called the “instructor” which distinguishes from “supervisor” as supervision of student’s thesis.
* Student can only take one Independent Study course throughout their candidature.
* Student to look for their own instructor to supervise their Independent Study project.
* Both instructor and student must agree to take on a particular project.
* Student must obtain their supervisor’s approval to take the Independent Study course. The supervisor will ensure that the student’s learning/research needs are met.
* The Independent Study project should **not** be the same as the student’s thesis topic.
* The instructor should not be the same faculty member as the supervisor.
* No panel is required for assessment of the course. The instructor will decide on the assessment criteria and grades for the student. No moderation will be made during BOE.
* Instructor should adopt the weightage as approved in the Independent Study course proposal by Board of Graduate Studies.
* Supervision of the Independent Study is not considered as direct contact hours.
* The instructor must have PhD qualifications to supervise the Independent Study course.
* If a student is unable to secure an instructor, he/she should not proceed to register for this course.

**Procedures**

* Prior to the first day of add/drop in each semester, the student should identify a suitable instructor for the Independent Study project and obtain both instructor’s & supervisor’s approval.
* The student should submit the signed Independent Study registration form, and an initial proposal that outlines the following:
  + Motivation of the study
  + Problem statement and objectives
  + Procedure to achieve the objectives
  + Relevant citations to support the study
  + Deliverables and deadlines. Minimally, this describes the contents of the:
* Proposal (Final Version)/Mid-term report
* Final Report
* Other deliverables that are mutually agreed upon between student and instructor
* **The completed form and initial proposal should be submitted 5 days before the Registration Period 1 to the Student Services Centre (Level 4, WKWSCI Building) for final approval by the Assoc Chair (Academic).**
* Once the Assistant Chair (Graduate and Continuing Education) has given approval, the programme administrator will inform student by email to add the course on their own via the GSLink.
* The instructor must agree to be available for consultation throughout the semester in which the Independent Study course is implemented. Consultation schedules will be worked out by mutual agreement between student and instructor.
* Once all approvals are obtained, the student should work towards completion of the Independent Study according to the proposal. Any deviations will require approval from the instructor.

**Assessment and Deadlines**

* Assessment will be made by the instructor on how well the student fulfils the objectives of the Independent Study.
* Marks and grades will be given based on 100% CA. Assessment components and their weightage are to be specified by the instructor, but at the minimum must include a proposal and a final report.

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| **Milestones** | **Submit to** | **Deadlines** |
| Registration Form + Initial proposal | Student Services Centre | Latest 5 days before the Course Registration Period 1 |
| Register course online | Graduate Course Registration System | Before end of the second course registration period |
| Final Proposal | Instructor & Graduate Studies Office | By Week 3 |
| Final Report | Instructor & Graduate Studies Office | By Week 13 |

* Instructor to finalise exact submission dates within the above stipulated deadlines.
* The content of each of the above components will be determined by the instructor.

**Format**

* All reports are to be submitted in single-column, single-space, 12-point Times New Roman font with 1-inch margins on A4-sized paper.
* Page counts for specific reports are:
  + Initial proposal (together with registration form): 1000-2000 words
  + Final proposal: 2000-3000 words
  + Final report: 5000-7000 words
  + All of the above excludes citations, appendices, tables and figures.

***To Student: This form must be submitted to Student Services Centre by the 5th day of add/drop for the Assistant Chair (Graduate and Continuing Education)’s approval.***

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| Student Information (to be completed by student) | | | |
| Name |  | Matriculation No. |  |
| Higher Degree |  | Supervisor(s) |  |
| Semester & AY for Registration of Independent Study |  | | |
| Research Topic for Higher Degree of Study |  | | |
| Courses which you have taken and currently taking (Please indicate) |  | | |
| Proposed Independent Study Course & Topic (to be completed by student) | | | |
| Proposed Independent Study Course Code & Topic (attach the initial proposal together with this registration form):  A9016 Independent Study In Communication / A9017 Independent Study In Information (please circle)  Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  I have read the guidelines and procedures for the Independent Study course as stated in Page 1 & 2. I have consulted my supervisor and instructor on the above topic and confirm that I am interested to undertake this course and project as part of my coursework requirements for my higher degree of study.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Name of Student Signature Date | | | |
| To be Completed by Student’s Supervisor | | | |
| I have read the guidelines and procedures the for Independent Study course as stated in Page 1 & 2, and have no objections to my supervisee taking this course. I also confirm that the proposed independent study topic is not the same topic as my supervisee’s research thesis.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Name of Supervisor Signature Date | | | |
| To be Completed by Independent Study’s Supervisor | | | |
| I agree to supervise the above-named student for the above-mentioned Independent Study topic throughout the semester, and will work out a suitable consultation schedule with the student.    \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_  Name of Course Instructor Signature Date | | | |
| To be Completed by Programme Director (Research) | | | |
| I recommend / do not recommend the above topic proposed by the student and instructor for the Independent Study course which the student is taking as part of the coursework requirement for his/her higher degree.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Name of Programme Director (Research) Signature Date | | | |
| To be Completed by Assistant Chair (Graduate and Continuing Education) | | | |
| I approve / do not approve the above topic proposed by the student and instructor for the Independent Study course which the student is taking as part of the coursework requirement for his/her higher degree.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_  Name of Assistant Chair Signature Date  (Graduate and Continuing Education) | | | |