

HE499 GRADUATION PROJECT

GUIDELINES FOR STUDENTS

(revised 29 December 2006)

Summary of Important Dates for students admitted in 2004

	Dates	
	Early registration	Normal registration
Pre-registration of GP group	December 2006	2 – 6 April 2007
Notification of confirmation of GP group and supervisor	8 – 19 January 2007	25 – 29 June 2007
Deadline for submission of 2 ring-bound copies to the supervisor	12 October 2007	14 March 2008
Deadline for submission of e-copy to Library	December 2007 (date to be announced)	April 2008 (date to be announced)

Coordinators for HE499

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1. Eligibility to Register for Graduation Project

The Graduation Project is to be undertaken in Year 4. Students will register for HE499 in Year 4 Semester 1 and must submit their GP by the end of semester 2 to graduate.

Students who plan to graduate in less than 4 years have the option to register HE499 in Year 3 Semester 2. Students who opt for early registration are reminded that once registered, the GP must be completed in 2 semesters, i.e. they must submit by the end of Year 4 semester 1.

At the time of registration for the GP students must meet the following conditions:

- a. Completed sufficient AUs to be classified as a year 4 student.
- b. Completed all core Economics subjects and at least 8 Economics Prescribed electives.

Students who do not satisfy these conditions may not be allowed to register.

2. Preparations for Registration of GP

Prior to registration, students must undertake the following: (1) form groups; (2) seek out a supervisor (3) identify a topic.

2.1.1 Forming Groups

- a) Students should form groups of three
- b) 2-member groups are permitted but students should be aware of the following possible consequences:
 - A third member may be added into the group at the discretion of the Head of Division (HOD)
 - Should one of the members leave the group later on, the other member will not be permitted to continue with the GP alone without approval from the Division. He/she may voluntarily seek an existing 2-member group to join, failing which, he/she will be re-assigned by the Division.
- c) Single-member GPs will be permitted only subject to approval by the HOD. The student must write to the HOD stating the reasons for undertaking the GP alone and permission will be granted on a case-by-case basis.

2.1.2 Selection of Supervisor

Students will approach a full-time academic staff in the Division of Economics to act as GP supervisor. Students may visit the Division website to check out the research interests of faculty members. Students should have done some preliminary reading before approaching supervisors.

2.1.3 Approved projects

The aim of the GP is to train students to carry out independent research in economics. The project can be theoretical or empirical in nature. Students will select a topic, and with the guidance of a supervisor, develop a proposal.

The project proposal will serve as a blueprint for the group and helps to ensure that the proposed research topic is adequately defined and feasible. The proposal is a one-page write-up, including the following contents:

- (1) the title of the project,
- (2) the main objective of the study or research,
- (3) the methodology, and
- (4) the planned schedule for project completion.

The proposal must be approved by the supervisor.

3. Procedure and deadlines for Registration

Pre-registration of GP: In the 14th week of the semester prior to official registration, students will pre-register themselves by submitting the following to the HSS Undergraduate Office:

- Names of group members
- Name of supervisor
- Topic

Groups who are unable to find supervisors will have one assigned to them. They must be prepared to work on a topic proposed by the supervisor.

Approval of GP group: Students will be receive confirmation of acceptance of their GP group before the end of the drop-add period.

Official registration of GP: HSS Undergraduate Office will register approved GP groups.

3.1 Deadlines

	Pre-registration	Notification of approval of GP group and assignment of supervisor	Submission of 2 ring-bound copies to supervisor	Submission of e-copy to Library.
Early registration	Week 14 of Year 3 Sem 1	Week 1-2 of Year 4 Sem 1	Week 10 of Year 4 Semester 1	Week 14 of Year 4 Sem 1
Normal registration	Week 14 of Year 3 sem 2	2 weeks before commencement of Year 4 Sem 1	Week 10 of Year 4 Semester 2	Week 14 of Year 4 Sem 2

Notes:

(i) Year refers to the academic year; for example for Econ AY2004 students, Year 3 semester 2 refers to 2006/7 Sem 2; for Econ AY2005, Year 4 Semester 2 refers to 2008/9 Semester 2.

(ii) Week number includes the one-week mid-semester break.

(iii) Projects will be graded on the hard copy. If there are amendments after moderation, these will have to be incorporated into the soft copy that is submitted to the library.

3.2 Change of Group Membership and/or Supervisor

Changes to GP group membership and/or supervisor at any time, except those changes as instructed by the Division, must have the consent of all the students in the group and the supervisor(s).

All requests to change group membership and/or supervisor must be submitted to the Coordinator for Graduation Project for approval. Upon approval, the students and supervisor involved will be notified through email.

4. Format of the Final Report

The report should be presented in a format similar to that of a paper submitted to an academic journal.

The length of the main body of the report (i.e. excluding charts, diagrams, appendices, tables and references) must not exceed **7,000 words**. It should be typed, double-spaced on one side of A4 bond (white) paper, with equal left and right margins of 3 cm. A Times New Roman (font size 12) is required and the print should be at least near letter-quality.

The report will typically comprise the following sections:

1. **Preliminaries**
 - a. **title page**
 - b. **summary/abstract**
- 2 **Body**
 - a. **Introduction**
 - b. **main text**
 - c. **conclusion**
 - d. **footnotes (if any)**
- 3 **References**
 - a. **Bibliography**
 - b. **Appendix (if any)**

1. Preliminaries

Each element of this section should start on a new page and the pages should be numbered in small Roman numerals (e.g. i, ii, iii,... etc). The title page should give all particulars of the graduation project as illustrated in Appendix I below. The summary or abstract is a highly condensed version of the graduation project and serves to highlight the main points in a concise manner. These include the objective and motivation of the study, data (if applicable) and methodology, the results, and conclusion.

2. Body

The body of the text is the most important part of the report. This part should be organized into sections and should have appropriate headings and sub-headings. The Introduction should present a preview of the organization of the final report..

The main text discusses the data/information obtained in the study and the analysis of the data/information. If it is an empirical piece of work, it presents the methodology, sample and data, results, interpretation, analysis and implications of the results and limitations of the study. In other words, the main text documents the

actions and outcomes of the graduation project.

The conclusion should be derived directly from the results. It summarizes the findings in light of the objective of the graduation project. It should also comment on the possibility of future work in the area. Footnotes may be used to explain or amplify materials in the main body, acknowledge quotations or sources, and provide cross-references to other sections of the body. Footnotes should not distract the reader and should be used only when necessary and infrequently. They should be serially numbered throughout the text, using superscript Arabic numerals. They should then appear in an appendix at the end of the text (after the bibliography), or at the bottom of the relevant pages.

The bibliography lists all references (e.g., articles, reports and books) referred to in the text in a systematic manner (i.e., alphabetically). Appendices, if any, should be placed at the end of the report. They usually provide information and data relating to the project that may not be of immediate interest to a normal reader, but may be useful for documentation and reference (e.g., computer printouts, survey questionnaire, newspaper cuttings, photographs, ... etc.).

5. Format Details

Pagination, Headings, Tables

Starting from the first page of the main text, pagination should be made serially, using centred, Arabic numerals at the bottom of each page. This consecutive numbering also applies to tables, figures, list of references (footnotes) and appendices (if any).

All headings and sub-headings should be in bold characters. The (first-level) headings should be in caps and centred. The second-level headings should be flushed with the left margin and have the initial letters of key words in caps. The third-level and lower-level headings need not be bold-faced, but they must be underscored.

An example of the format for headings is given in Appendix II below.

All tables and figures should be numbered serially, using Arabic numerals, with each category being numbered separately. Headings of tables and figures, which should be concise and sufficiently clear, must be in caps, bold-faced, centred, and placed at the top of the table or figure. All tables and figures should, as far as possible, appear in appropriate places within the body of the text (and on separate pages). A reference to each table and figure must appear in the text.

Citations

Reference to specific works should be cited, at an appropriate point in the text, by the author's last (family) name, year of publication and relevant pages where appropriate, using square brackets, e.g.,

[Lim, 1997]; [Foster and Rosenzweig, 1994, p. 225].

Reference to institutional works should, where possible, use acronyms or short titles, e.g.

[MAS 1995/6];

Where there are three authors or more, only the name of the first author and "*et al.*" should be given in the citation, e.g.,

[Dreze et al, 1995].

But in the bibliography, the names of all authors should appear. Where there are more than one work published by an author in the same year, they should be distinguished by use of letters (*a, b, c, ... etc.*) attached to the year, both in the citation and in the bibliography, e.g.,

[Hanushek 1996a, 1996b].

Bibliography

The bibliography lists all references cited in the text in alphabetical order according to the last (family/surname) name of the first author. All details necessary to identify the particular work unambiguously must be provided, such as the name(s) of the author(s), title of the work, title of the journal (if applicable), place of publication and publisher (for books), date of publication, and relevant pages (where appropriate). Institutional works must be listed by the full name (not merely acronyms) of the institution. For joint authorship, the second and subsequent authors should have their last (family) name preceded by their initials. Multiple works by the same author(s) should be listed in chronological order of publication.

All references should be typed single-spaced, with double spaces between individual works. Titles of journals, books, monographs, proceedings, etc., must be in italics (or underlined). Journal titles must not be abbreviated. Title of journal articles and those of contributions to edited collection of works or in conference proceedings should be given between double quotations.

The following are examples of the format of references in the bibliography for different categories of citations.

Journal articles

Foster, Andrew and M.R. Rosenzweig, 1994, "A Test for Moral Hazard in the Labor Market: Contractual Arrangements, Effort, and Health," *Review of Economics and Statistics* 76(2), pp. 213-227.

Lim, Chong Yah, 1997, "NWC: The Politics of Consensus", *Accounting and Business Review*, 4(2), pp. 187-199.

References with same author, same year

Hanushek, Eric A., 1996a, "Assessing the Effects of School Resources on Student Performances: An Update," Rochester, NY: Rochester University, mimeo.

Hanushek, Eric A., 1996b, "Measuring Investments in Education," *Journal of Economics Perspectives* 10:4 (Fall), pp. 9-30.

Books

Dreze, Jacques, A.K. Sen, and A. Hussain, 1995, *The Political Economy of Hunger: Selected Essays*. London: Oxford University Press.

Articles in Books

Deaton, Angus, 1995, "Data and Econometric Tools for Development Analysis," in Jere R. Behrman and T. N. Srinivasan, eds., *Handbook of Development Economics*, Vol. 3A. Amsterdam: North-Holland Publishing Co., pp. 1785-1882.

Reports

Monetary Authority of Singapore. Annual Report 1995/6 (Singapore: MAS)

6. Submission of Two Ring-Bound Copies to the Supervisor and Electronic Copy to the Library

1. See the [Illustration in Appendix 1](#) for the format of the Title Page.
2. The document to be submitted electronically to the Library must be in ONE document file, with pictures, graphics, bar charts, etc. imported into the document.
3. Procedures for electronic submission to the Library can be found in <http://www.ntu.edu.sg/lib/services/edocs/edocs.htm>

7. Other Information

Plagiarism

The School takes a serious view of students who plagiarize any previous work e.g. previous GP Reports, journal articles and books. All direct quotes and references to published literature must be appropriately acknowledged. Heavy penalties are imposed for plagiarism.

Free-rider Problem

Students are expected to organize their GP tasks so as to ensure an equitable distribution of workload among the group members, otherwise differential marks may be awarded to the students in a group by the Supervisor.

Information Privacy

All data collected for the GP should be used only for the intended project. Disclosure of collected information to other parties is prohibited and will result in heavy penalty.

Surveys

All surveys questionnaires must be approved by the supervisor before sending out. All online surveys must be hosted at HSS site. [WebDirection](#) is one online

survey solution available to HSS students for their GP project. To apply for an account to use *WebDirection*, the students can download the [application form](#) (terms & conditions apply). For assistance and more information on the resources available, your supervisor may contact the HSS IT Support Group at HSSITSG@ntu.edu.sg or 6790-4267. You may also refer to the [user manual](#).

Use of Libraries Outside of NTU

Students must first refer to the librarian at the Information Desk (email: resource1@ntu.edu.sg; tel: 6790-6312) in Lee Wee Nam Library to ascertain if the materials are actually not available. Only then the librarian (not the supervisor) will issue a letter seeking permission for students to use other libraries. Please note that such a letter will only be issued at the Information Desk.

Use of School Letterhead

Students should not use the School's letterhead to send letters to outside organizations e.g. for conducting surveys for the GPs. Supervisors should ensure that, if the School's letterhead is used, the GP Group's supervisor should sign the letter and request that replies be returned to the supervisor's own mail box.

Group Number

Students are reminded to take note of their Group Number at the time of registration. The Group Number must be quoted in all correspondence with the administration office.

Penalties

Appropriate penalties, including failing the subject, will be imposed for any non-compliance with the Student Guidelines, particularly the following:

- Failing to register for GP or registering for GP without meeting eligibility requirements
- Failing to notify School concerning change of supervisor/GP group membership
- Failing to submit GP report for grading by the deadline except under extenuating circumstances
- Failing to comply with the 7000 word limit for the GP report.

APPENDIX I - Format of the Title Page

Group No: _____
TITLE OF GRADUATION PROJECT
Names and Matric Numbers of Group members
Name of Supervisor
Graduation Project submitted to the School of Humanities and Social Sciences, Nanyang Technological University in partial fulfilment for the degree of Bachelor Arts in Economics.
Academic Year xxxx

APPENDIX II – Format of Headings

Example of first-level heading – it should be in bold caps and centred:

FIRST-LEVEL HEADINGS

Example of second-level heading – it should be flushed with the left margin and in bold with the initial letters of key words in caps:

Second-Level Headings

Example of third- and lower-level heading – it should be flushed with the left margin and underlined. The initial letters of key words must be in caps:

Third-Level Headings