HE4099 GRADUATION PROJECT
GUIDELINES FOR STUDENTS

1. **Summary of Important Dates for students admitted in AY2016**

| Dates |
|----------------------------------|------------------|
| **GP commencing in Semester 2**  |                  |
| Pre-registration of GP group     | 30 Sep – 30 Nov 2019 |
| Notification on the confirmation of GP group and supervisor | By 31 Dec 2019 (notification will be sent via email) |
| Registration of HE4099 by the UG office | After the add/drop period of S2 |
| Deadline for submission of the executive summary and final report to Economics Undergraduate Office. 2 ring-bound copies and 1 softcopy of Main Report & Executive Summary | 23 Oct 2020 (Wk10) (STRICTLY) |
| i. One ring-bound to your supervisor; and ii. Another ring-bound & softcopies to UG Office | |
| Deadline for submission of e-copy to Library | 20 Nov 2020 (Wk14) |

2. **Coordinator for HE4099**

Associate Professor Christos Sakellariou ([ACSAKE@ntu.edu.sg](mailto:ACSAKE@ntu.edu.sg))

Any queries on GP should be sent to [UG-Economics@ntu.edu.sg](mailto:UG-Economics@ntu.edu.sg).

3. **Eligibility to Register for Graduation Project**

The Graduation Project (GP) is a major project to be undertaken in either the third or fourth year of study. Under normal circumstances, students will register for HE4099 in Year 4 Semester 1 and must submit their GP by the end of semester 2 to graduate. Graduation Project must be completed in two consecutive semesters in NTU.

However, students who satisfy the prerequisites may seek permission to undertake the GP earlier. This could apply, for example, to those aiming for early graduation or those who have been accepted into overseas studies programs. In these cases, permission would be
granted to those who satisfy the prerequisites and who have made satisfactory arrangements in forming a project group and seeking appropriate supervision.

Students who plan to graduate in less than 4 years have the option to register HE4099 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.

3.1 Opt out of GP

For students admitted from AY2015 onwards, GP is compulsory for those with CGPA of 3.90 and above. Eligible students who do not wish to do GP are to submit an opt out form as an undertaking and are required to read two 4000-level courses to fulfill the 8 AUs requirement. **ECON students who opt out from GP will not be eligible for First or Second Upper Honours. This rule does not apply to MAEC students.**

3.2 Opt in of GP

Students with CGPA within the holding band of 3.75 to 3.89 will be allowed to opt in to do GP at the discretion of the Economics Programme. Students are to gain conditional approval by writing in a request to do GP before submitting the pre-registration form.

3.3 Qualifying Criteria

To be registered for GP, students of the respective programme must meet the following conditions:

<table>
<thead>
<tr>
<th>Economics</th>
<th>Double Major</th>
<th>MAEC</th>
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<tbody>
<tr>
<td>a. Completed sufficient AUs to be classified as a Year 4 student. (i.e. 91AUs) (assuming that you pass all current courses).</td>
<td>b. Completed sufficient AUs to be classified as a Year 4 student. (i.e. 91AUs) (assuming that you pass all current courses).</td>
<td>a. Completed the FIVE (5) core Economic courses in Year 1 and Year 2 (HE1001, HE1002, HE2001, HE2002, HE2005)</td>
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<tr>
<td>c. Completed SIX (6) core Economics subjects (exclude HE4010) and at least Eight (8) Economics prescribed electives.</td>
<td></td>
<td>b. Completed at least TWO (2) elective economic courses.</td>
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**ECON Students** who do not satisfy the above conditions and CGPA is not within the **ALLOWED** range, are required to read two 4000-level courses to fulfill the 8 AUs requirement.

**Double Major Students** may select one or two GP/FYP during a student's final year for over two semesters. If you select just one, you have to read two 4000-level courses to fulfill the 8AUs requirement of the other discipline.
MAEC students can choose to do the GP/FYP either in Mathematics or in Economics. Students who decide to do the FYP in Mathematics should check the requirements set by MAS.

4. **Preparations for Registration of GP**

Prior to registration, students must undertake the following: (1) forming a group; (2) seeking out a supervisor; and (3) identifying a topic.

4.1 **Forming Groups**

Students should form groups of three only.

4.2 **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.

4.3 **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) title of the project,
2) main objective of the study or research,
3) methodology,
4) planned schedule for project completion.

*The proposal must be approved by the supervisor.*

5. **Procedure and deadlines for Registration**

**Pre-registration of GP:** Prior to official registration, students will pre-register themselves by submitting the following to the Undergraduate Economics Office:

- Names of group members
- Name of supervisor
- Topic

Groups who are unable to find supervisors will have one assigned to them.
Approval of GP group: Students will receive confirmation of acceptance of their GP group before the end of the add-drop period.

Official registration of GP: Economics Undergraduate Office will register approved GP groups after add-drop period.

6. 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 Economics Undergraduate Office for approval. Upon approval, the students and supervisor involved will be notified via email.
## 7. GP Assessment Criteria

### Research Question
Students should discuss the research question(s) in detail. The discussion should highlight the significance of the research and clearly set out the research question(s).

Good empirical research questions should be theoretically grounded. They should be built on previous research and have the potential to result in some further research. They should have some prospect in making an original contribution to knowledge.

### Literature Review
Students should provide a critical review of the existing literature. The review should not only survey the results and research issues of the existing literature, it should also identify gaps in the literature or unresolved issues in the area of research which this GP attempts to address.

### Methodology
A detailed discussion of the research methodology. It is required that a rigorous methodology has been adopted that gives credibility to the results obtained. Most GPs carry out an applied research project, in which case a rigorous methodology typically involves considerations to
- how and what data are obtained
- any limitation in the data that may somewhat qualify the results
- the models formulated to shed light on the research question(s)
- credibility of the results should be demonstrated by performing some robustness checks where appropriate
- estimation procedures

### Results
Present results clearly and concisely. A detailed discussion of the results highlighting the significance of the findings, such as their implications for policy, additional insights into a particular problem, etc. Wherever relevant, students should also discuss any qualification of the results arising from, for example, unobserved data, confounding factors, possible alternative explanations of observed relationships, etc.