Public Policy and Global Affairs (PPGA) – Final Year Project (FYP) Guidelines

(For August 2020 intake)

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

Overview

The aim of the FYP is to provide guided training in independent scholarly work and only individual FYPs are allowed. 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 FYP, 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 also pay attention to the key dates below on pages 2-3.

PPGA Majors must successfully complete a Final Year Project (HA4099 – 8 AUs) as part of the requirements for the BA (Honours) in PPGA. Please take note of the following:

- If you have a CPGA of 3.90 and above, you **must do** a FYP in order to obtain Honours (Highest Distinction and Distinction).
- If you have a CPGA between 3.75 and 3.89, you **may apply** to do a FYP. PPGA will decide whether or not to accept your application.
- If you have a CPGA below 3.75, you **may not apply** to do a FYP and must complete 4000-level courses to fulfil the 8AUs requirement.

You are eligible to work on the FYP starting **August 2020** 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) for a grade.

Please note that you **may not start** the FYP if you are on exchange.

Appointment and role of PPGA FYP supervisor

The FYP 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 FYP supervisor is dependent on multiple factors, including, for instance, availability, the research interests of the faculty members, and the number of students undertaking FYPs. While you may approach faculty members in advance, this does
not guarantee final allocation even if the faculty has previously agreed to supervise your FYP. The exception to this rule is if you are doing FYP through the URECA programme; all URECA-FYPs must have an assigned supervisor at the outset.

Prior to indicating your preference (if any), please look through PPGA faculty members’ research profile, at NTU’s respective sites, faculty’s personal webpages, their Google Scholar profiles, or their Academia and ResearchGate pages. This will give you a good understanding of their research interests, as well as areas in which they have published.

Since the FYP is an independent undertaking, you may decide to research a topic on which no PPGA faculty members are currently working. Collectively, the faculty will decide which faculty member is best suited to supervise your chosen topic.

Duration, schedule, and key dates for FYP

The PPGA/ECPP FYP 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 FYP in good time, you may have to wait for the next FYP cycle to complete your FYP.

<table>
<thead>
<tr>
<th>Dates (and times)</th>
<th>Actions</th>
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<tbody>
<tr>
<td>7 August 2020</td>
<td>Access link to FYP application opened. Please look through the application and understand what information you need to provide.</td>
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<tr>
<td>21 August 2020</td>
<td>Access link to FYP application closed. This is the deadline for submitting your application.</td>
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<td>28 August 2020</td>
<td>Announcement of your PPGA faculty supervisor.</td>
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<td>By 7 September 2020</td>
<td>Send your revised proposal (around 300 words) to your designated PPGA supervisor</td>
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<tr>
<td>5 October 2020</td>
<td>Please submit your ethics application to the PPGA Undergraduate Administrator, collating on behalf of the Ethics Committee. All students must submit the application.</td>
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<tr>
<td>27 October 2020</td>
<td>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 FYP. Your supervisor will also have to sign off on a progress report.</td>
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<td>31 March 2021</td>
<td>By this date and time, you should have completed the following:</td>
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<td>Time: before 15:00</td>
<td>• Submit 2 ring-bound copies of your FYP to the PPGA Undergraduate Administrator. To facilitate blind marking, all hard copies 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 FYP website.</td>
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<td>• Submit an Assignment Submission Declaration form</td>
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along with your 2 ring-bound FYP copies. Your FYP will not be marked until this is received (see deadline penalty above). The Assignment Submission Declaration form is available for download on PPGA’s FYP website.

- **Upload** your FYP to the NTULearn course site ‘HA4099 – Graduation Project’.

| TBA (Before the end of the exam period) | You will receive an email instructing you how to submit and upload your FYP to the NTU library. Follow the instructions. |

**Academic integrity and honesty**

The FYP 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.

All members of the NTU community are responsible for upholding the values of academic integrity in all academic undertakings. You should not cheat, plagiarise, or attempt to pass off another’s work as your own. This includes, but is not limited to, the writing or ideas of another person, without acknowledging or appropriately crediting the source from which the writing or ideas are taken.

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 FYP and expulsion from NTU.

You are solely responsible for your FYP 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 discuss and consult with your PPGA faculty supervisor.
FYP structure, formatting guidelines, and reference style

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

- 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 FYP 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 FYP:

- **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 FYP in the title page.
- **General order of the FYP**: 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.