

LSM4199 HONOURS PROJECT IN LIFE SCIENCES (16 MCs)

Standard Guidelines for Honours Supervisors (dated 25th February 2008)

The following set of guidelines states the criteria and responsibilities governing the supervision of Life Sciences (LS) Honours Project LSM4199.

Please note that the term 'Life Sciences' (LS) here also refers to the following 6 departments and their academic staffs specifically:

- 1) [Department of Anatomy, Yong Loo Lin School of Medicine](#)
- 2) [Department of Biochemistry, Yong Loo Lin School of Medicine](#)
- 3) [Department of Biological Sciences, Faculty of Science](#)
- 4) [Department of Microbiology, Yong Loo Lin School of Medicine](#)
- 5) [Department of Pharmacology, Yong Loo Lin School of Medicine](#)
- 6) [Department of Physiology, Yong Loo Lin School of Medicine](#)

Please refer to the [Life Sciences Honours Project website](#) for the Honours Coordinators in the respective LS departments.

Guidelines

1. Eligibility of LS Honours Project Supervisor

- a. To be an eligible project main supervisor, he/she has to be an academic staff, full-time or adjunct, to the LS departments.
- b. For co-supervision, both LS and non-LS staff are eligible for the appointment.
- c. Post-doctoral fellow is strictly not allowed to act as main supervisor.
- d. Exception may be made with respect to Section 1a for a non-LS staff to be a main supervisor if he/she apply for and obtain the eligibility from Life Sciences Undergraduate Programme Committee (LS-UPC) via the HoD and Honours Coordinator of the LS Department he/she choose to offer project under. Upon approval, this LS department automatically becomes responsible for the supervisory role of this non-LS staff.
- e. The application in Section 1d is necessary to ensure that the project and student concerned will be properly administered by one of the LS departments.
- f. The administrations of LS departments can withdraw the eligibility for offering project supervision from any of their academic staff (full-time, adjunct or non-LS staff applied to be listed with the department) in situation when they deem necessary. This will be on a case-by-case decision including consultation with the Overall Honours administration and LS-UPC.

2. Project Duration and Commitment

- a. The duration of one project supervision appointment is officially one complete academic year, or specifically two complete semesters.

- b. The contract of the main supervisor with the relevant LS department has to cover the entire duration of the project concerned to ensure the completion of all required tasks to be performed by the main supervisor (please refer to Section 4b).
 - c. Exception to Section 2b may be made with approval from the administration of the LS department concerned, and the department involved would assume full responsibility of this approval. (Note: This is to allow project supervision for full-time staff whose contract is being renewed within the academic year and adjunct staff whose contract renewal is beyond any doubt.)
3. Honours Cohort Naming
 - a. Each Honours cohort will be named after the academic year and semester that the project officially begins. For instance, the Honours cohort which officially registers for project in Academic Year 2009/2010 Semester 1 will be termed LS Honours Cohort AY09/10 S1.
 - b. The Honours cohort starting projects in Semester 1 will end in Semester 2 of the same academic year. The Honours cohort starting projects in Semester 2 will end in the Semester 1 of the following academic year.
4. Honours Student Quota per Main Supervisor
 - a. Each eligible LS academic staff can be the main supervisor to a maximum of 3 Honours students (1 project per student).
 - b. Co-supervision is counted as half student per case.
 - c. This student quota is applicable to the Semester 1 Honours cohort. The Semester 2 Honours cohort is not be affected by this quota.
5. Project Nature and Details
 - a. Eligible supervisor should check with the department Honours Coordinator if in doubt on whether a potential project is appropriate to be offered to student. The appropriateness depends several such as safety issue, the type and amount of technical skills required, and whether it serve sufficiently as an Honours thesis.
 - b. One critical project detail to be clearly indicated is which area of study in the Life Sciences Major the project to belong to. Projects are grouped under different areas of concentration: Biomedical Science (BMS), Molecular and Cell Biology (MCB), Biology (BIO) or a combination of two or all three.
6. Project Registration
 - a. LS academic staffs eligible as main supervisors are invited to mount projects to the project listing in the Science Intranet from around April to August and November to January for Semester 1 and Semester 2 project registrations respectively. The link is <https://neon.science.nus.edu.sg/intranet/staff/undergraduate/lspa/staff/index.html>.

- b. Project mounting can be done before students approach to seek for project (as a channel to offer potential project) or after an agreement has been made with a student to offer a project specifically for he/her.
- c. After both main supervisor and student have agreed on an Honours project, the student should provide the main supervisor with the following information:
 - i. Matriculation Number
 - ii. Contact Number (preferably Mobile Number)
- d. The main supervisor will register on behalf of the student with the information provided via the Science Intranet. Student will receive an auto-generated email stating that he/she has been successfully registered for the specific project. Note that this registration is only possible if the student has cleared the File For Project (FFG) check. For unofficial Honours case, please refer to Section 9.
- e. The main supervisor and student will mutually agree on the exact date to commence work for the project.

7. Responsibility of Main Supervisor

- a. **Each main supervisor is directly responsible for the supervision of the project and this responsibility cannot be transferred to postdoctoral or postgraduate members of the research group.** Nonetheless the help of lab staff and senior students may be recruited as mentors for the Honours student.
- b. Each main supervisor is responsible for:
 - i. The supervision of his/her Honours student and the project progress;
 - ii. The assurance that his/her Honours student has read and understood the Standard Guidelines for LS Honours students;
 - iii. The registration and approval of student to a project at its official beginning via the Science Intranet;
 - iv. The nomination/appointment of examiners for his/her student if requested;
 - v. The participation as examiner for Honours projects assigned by the department Honours Coordinator which includes poster presentation and thesis assessment;
 - vi. The assessment of the performance of his/her Honours student; and
 - vii. The submission of all the marks by the stipulated deadlines.
- c. When encountering any difficulty with regards to Honours administration, the main supervisor should seek the assistance of the department Honours Coordinator.
- d. In case of unresolved conflict between the main supervisor and his/her Honours student, the main supervisor should present the case to the department Honours Coordinator who will decide on the appropriate actions to resolve the conflict.

8. Assessment and Examination

- a. Honours students will be assessed on their general work performance during the term of the Honours project by their main supervisors. Each student will also be examined by 2 examiners via a one-time poster presentation and the submitted Honours thesis.
- b. The poster presentation will take place on a stipulated date early April and a stipulated week late October for Semester 1 and Semester 2 Honours cohorts respectively.
- c. Main supervisor should ensure his/her availability during the stipulated timings for poster presentation and after the stipulated deadline for thesis submission to complete all the required assessments.

9. Unofficial Honours Status

- a. Students who have been granted Unofficial Honours Status by the Science Dean's Office will be allowed to begin working on their project in the semester stipulated in approval document/email. However such cases will not be able to be registered for projects before the unofficial Honours status is converted to official.
- b. The main supervisor agreeing to supervise a student of Unofficial Honours Status will register the student by sending an email to Mr. Lim Miah Kyan, Overall Administrator for Life Sciences Honours Project, at dbslmk@nus.edu.sg, cc. to the department Honours Coordinator

10. Non-Compliance

- a. Any main supervisor who fails to perform any of the stated responsibilities or found not abiding any of the stated guidelines will be taken note by the administration of the department concerned and will be reported to the Life Sciences Undergraduate Programme Committee (LS-UPC).
- b. The LS-UPC and the department concerned would decide on the appropriate actions against non-compliance such as withdrawing the eligibility of LS Honours supervision in subsequent years.

11. Official Communication and Enquiries

- a. All official administrative matters pertaining to LSM4199 will be communicated to main supervisors via their official NUS Emails. Supervisors should check their emails regularly for such communication especially during the project registration and project completion periods, read and, if necessary, response accordingly.
- b. For enquiries on LSM4199, please contact Mr. Lim Miah Kyan, Overall Administrator for Life Sciences Honours Project, at dbslmk@nus.edu.sg.

- End of Guidelines for LS Honours Supervisors -