
LSM4199 HONOURS PROJECT IN LIFE SCIENCES (16 MCs)

Guidelines for Life Sciences Major Students (dated 16th June 2017)

Life Sciences Major (LS) students embarking on the module LSM4199 Honours Project in Life Sciences are to read and understand the following set of guidelines governing the administration of the project.

Please note that the term 'Life Sciences' (LS) here also refers to the following six departments teaching the Life Sciences Major and their academic staff members 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 and Immunology, 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

LSM4199 Committee of Coordinators and Administrators

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Guidelines

1. Pre-requisites

- a. Fulfillment of the major requirements of Life Sciences at BSc standard (i.e. Levels 1000, 2000 and 3000 Major Requirements); and
- b. Obtained a minimum overall CAP of 3.20 (for Matriculation Cohorts AY2012/2013 onwards) on completion of 100MCs (Modular Credits) or more.

2. Workload

a. Two regular semesters.

A LS student will select a project and work under the guidance of a LS academic staff as the main supervisor. Projects are listed with one of the three Life Sciences Major specialisations: Biomedical Science (BMS), Molecular and Cell Biology (MCB), Environmental Biology (EVB), clearly reflected in the project description. A student completing the requirements for a particular Life Sciences Major specialisation is required to choose a project for that specialisation. The experimental work, poster presentation and thesis write-up must be completed across and within two regular semesters.

b. The total 16MCs of LSM4199 will be equally distributed between the two regular semesters. Therefore in each semester, LSM4199 will take up 8MCs of workload. The total 16MCs will be credited to the academic record when a grade is received for LSM4199.

3. LSM4199 Cohort Naming

a. Each LSM4199 cohort will be named after the academic year and semester that the project officially begins. For instance, the LSM4199 cohort which officially registers for project in Academic Year 2017/2018 Semester 1 will be termed Honours Project Cohort AY17/18 S1.

b. The LSM4199 cohort starting projects in Semester 1 will end in Semester 2 of the same academic year. The LSM4199 cohort starting projects in Semester 2 will end in the Semester 1 of the following academic year.

4. Project Choice, Supervisor Eligibility and Registration Procedure

a. To secure a LSM4199 Honours research project, students can view the project listing in the Science Intranet – Honours Project in Life Sciences <https://neon.science.nus.edu.sg/intranet/student/undergraduate/lspa/>. LS academic staff eligible as main supervisors will be mounting projects to the listing from February to August and November to January for Semester 1 and Semester 2 project registration cycles respectively. Students should check the listing frequently during this period as new projects will be uploaded from time to time.

b. Students may also proactively approach LS academic staff eligible as main supervisors to seek project opportunities. There is no window when students may do so. More information about individual LS academic staff member is available at the websites of the six LS departments. Students are to check that the staff they have interest to work with are in the list of eligible supervisors. Visit Life Sciences Undergraduate Programme website for the list of eligible supervisors. http://www.lifesciences.nus.edu.sg/modules/lsm4199/LSM4199_List_of_eligible_supervisors.xls

- c. To be eligible as a project main supervisor, he/she has to be an academic staff member, full-time, joint or adjunct, to the LS departments. Please visit Life Sciences Undergraduate Programme website for the list of eligible supervisors. [http://www.lifesciences.nus.edu.sg/modules/lsm4199/LSM4199 List of eligible supervisors.xls](http://www.lifesciences.nus.edu.sg/modules/lsm4199/LSM4199_List_of_eligible_supervisors.xls)
- d. Either via as described in Para 4a or 4b, students are to contact potential supervisors to discuss the project opportunities. Students should declare their specialisations during the discussion to give academic staff a better picture on whether their projects would be appropriate for the students' study tracks.
- e. After both main supervisor and student have agreed on an Honours research project, the student should provide the main supervisor with the following information:
 - i. Matriculation Number
 - ii. Mobile Contact Number

The main supervisor will register on behalf of the student with the information provided via the Science Intranet.

- f. The main supervisor and student will mutually agree on the exact date to commence the project work.

Note: The project registration should be completed by the first week of the semester in which they begin their project. The actual commencement of the project work can begin any time before the official registration deadline.

5. Student Quota for LSM4199 per Main Supervisor

- a. Each eligible LS academic staff can be the main supervisor of LSM4199 Honours Projects to a maximum of 5 students (1 project per student) at default.
- b. This student quota is applicable to one LSM4199 cohort each time.

6. Responsibility of Main Supervisor and Problem Resolution

- a. **Every main supervisor is directly responsible for the supervision of the project offered by him/her and the student registered under his/her account, and this responsibility cannot be transferred to postdoctoral or postgraduate members of the research group.** Nonetheless the help of laboratory staff and senior students may be recruited as mentors. The final responsibility still lies with the main supervisor.
- b. When encountering issues during the course of the project, students should first approach the main supervisor.

- c. In case of unresolved conflict between the main supervisor and student, it should then be presented to the Department LSM4199 coordinator who will decide on the appropriate actions to resolve the conflict.

7. Assessment and Examination

- a. Students will be assessed on their general work performance during the term of the project by their main supervisors. Each student will also be examined by two examiners via a one-time poster presentation and the submitted Honours thesis.
- b. The poster presentation will take place on a stipulated date mid-March (typically Week 10 of Semester 2) and a stipulated window late October (typically Weeks 9-11 of Semester 1) for Semester 1 and Semester 2 LSM4199 cohorts respectively.
- c. The deadline for thesis submission will be after poster presentation, on a stipulated date early April (typically Week 12 of Semester 2) and early November (typically Week 12 of Semester 1) for Semester 1 and Semester 2 LSM4199 cohorts respectively. A penalty of 2-mark deduction to the final score per day (inclusive of non-working days) after thesis submission deadline will be imposed for every late submission.
- d. In any case of a student being unable to meet the stipulated date for poster presentation or thesis submission, the student and his/her main supervisor will have to inform the Department LSM4199 coordinator and the Overall LSM4199 administration. The administration will review on a case-by case basis and decide on the appropriate action and/or penalty.

8. Unofficial Honours Status

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 the approval document/email. Such cases may be registered for projects but will not be pre-allocated with LSM4199 before the unofficial Honours status is converted to official.

9. Official Communication and Enquiries

- a. All official administrative matters pertaining to LSM4199 will be communicated to students via their official NUS E-mail addresses and via IVLE. Students should check their email accounts and IVLE regularly for such communication, read and, if necessary, respond accordingly. When necessary, students will be reached via the contact numbers submitted during project registration.
- b. For enquiries on LSM4199, please contact Miss Yvonne Fong, LSM4199 Overall Administrator, at dbsyfcy@nus.edu.sg.

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