
LSM4199 HONOURS PROJECT IN LIFE SCIENCES (16 MCs)

Guidelines for LSM4199 Honours Project Supervisor (dated 16th June 2017)

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

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. Eligibility of LSM4199 Honours Project Supervisor
 - a. 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.
 - b. The administrations of LS Departments can withdraw the eligibility for offering project supervision from any of their academic staff members in situation when they deem necessary, on a case-by-case decision.
2. Project Duration and Commitment

- a. The duration of one project supervision appointment is officially one complete academic year, or specifically two regular semesters.
- b. The appointment 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 7).
- c. Exception to Para 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 appointment is being renewed within the academic year and adjunct staff whose appointment renewal is beyond any doubt.)

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. 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.

5. Project Nature and Details

- a. Eligible supervisors should check with the Department LSM4199 coordinator when in doubt on whether a potential project is appropriate to be offered to a student. The appropriateness depends on several criteria such as safety issues, the type and amount of technical skills required, whether it serves sufficiently as an Honours thesis, and the availability of relevant examiners.
- b. Projects are to be grouped under one of the three Life Sciences Major specialisations: Biomedical Science (BMS), Molecular and Cell Biology (MCB), or Environmental Biology (EVB).

6. Project Registration

- a. LS academic staff members eligible as main supervisors are invited to mount projects to the project listing in the Science Intranet from around February to

August and November to January for Semester 1 and Semester 2 project registration cycles 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 projects (as a channel to offer potential projects) or after an agreement has been made with a student to offer a project specifically for him/her.
- c. 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.

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

7. Responsibility of Main Supervisor

- 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. 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 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 when requested;
 - v. The participation as examiner for LSM4199 projects assigned by the Department LSM4199 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 issues with regards to LSM4199, the main supervisor should seek the assistance of the Department LSM4199 coordinator.
- d. 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.

8. 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. 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

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.

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 and addressed by the administration of the Department concerned.
- b. Appropriate actions would be decided 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 E-mail addresses. 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 Miss Yvonne Fong, LSM4199 Overall Administrator, at dbsyfcy@nus.edu.sg.

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