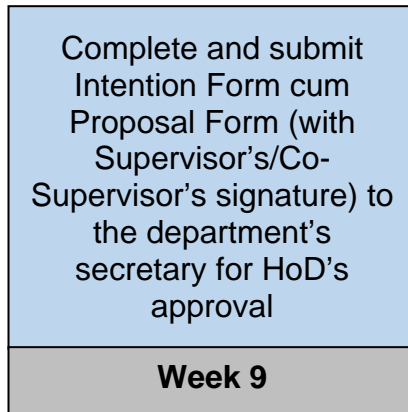


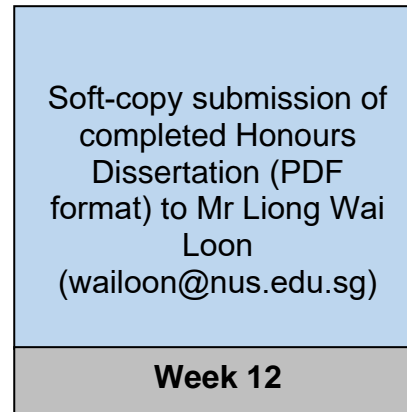
# HD Process Flowchart

For students intending to complete their Honours Dissertation over ONE semester

## One semester preceding



## HD Submission Semester



**HONOURS DISSERTATION INTENTION CUM PROPOSAL FORM**  
FOR STUDENTS WHO INTEND TO COMPLETE THEIR DISSERTATION OVER 1 SEMESTER

Student Name & Signature : \_\_\_\_\_

Student ID : \_\_\_\_\_

Mobile No : \_\_\_\_\_

NUS Email : \_\_\_\_\_

Specialisation(s) : \_\_\_\_\_

Dissertation Submission Semester : Monday of Week 12 of Semester \_\_\_ AY \_\_\_ / \_\_\_  
(For dissertation submission in the Regular Semester)

Monday of Week 2 of Semester 4 AY \_\_\_ / \_\_\_  
(For dissertation submission in the Special Term)

Dissertation Title : \_\_\_\_\_

***Please note the important information on the last page of the document before submitting the form.***

**List of specialisation(s) courses read in the past semesters and intend to take in the future semesters:**

Specialisation(s)	Course Code and Title	
	Completed	Intend to read
1 <sup>st</sup> Specialisation		
2 <sup>nd</sup> Specialisation		

**BRIEF SUMMARY OF DISSERTATION**

*(Please attach a separate sheet if you require additional writing space)*

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## ACKNOWLEDGEMENT OF PLAGIARISM WARNING

1. Academic integrity and honesty is essential for the pursuit and acquisition of knowledge. The University and School expect every student to uphold academic integrity & honesty at all times. Academic dishonesty is any misrepresentation with the intent to deceive, or failure to acknowledge the source, or falsification of information, or inaccuracy of statements, or cheating at examinations/tests, or inappropriate use of resources.
2. Plagiarism is 'the practice of taking someone else's work or ideas and passing them off as one's own' (The New Oxford Dictionary of English). The University and School will not condone plagiarism. Students should adopt this rule - You have the obligation to make clear to the assessor which is your own work, and which is the work of others. Otherwise, your assessor is entitled to assume that everything being presented for assessment is being presented as entirely your own work. This is a minimum standard. **In case of any doubts, you should consult your instructor.**
3. Any student found to have committed or aided and abetted the offence of plagiarism may be subject to the following penalties depending on the severity of his/her involvement in the offence.
  - a) The student shall receive no mark for the relevant academic assignment, dissertation or project;
  - b) The student shall fail the subject, course or programme of study, with or without a mark given for that subject, course or programme of study; and
  - c) The student shall be treated as having committed a disciplinary offence under University's [Statutes](#) and [Regulations](#).
4. Additional guidance is available at:  
<https://studentconduct.nus.edu.sg/wp-content/uploads/2023/03/NUS-Code-of-Student-Conduct.pdf>

I have read and understood the content of the above **Warning**.

Name : \_\_\_\_\_ Student ID : \_\_\_\_\_  
Course:  
(BBAH or : \_\_\_\_\_  
BACH)  
Signature : \_\_\_\_\_ Date : \_\_\_\_\_

## **Important Information:**

1. Extension of HD submission deadline is rarely given. It is only allowed for very exceptional reasons and only with the approval from Dr Lee Hon Sing ([honsing@nus.edu.sg](mailto:honsing@nus.edu.sg)). Below are some common examples (not exhaustive) of reasons for extension that is not valid:
  - The research process (including data collection) taking longer than expected.
  - New angle to the research question which will significantly improve the quality of the research.
  - Unexpected commitments or activities (within and/or outside of the program) besides the dissertation.
  - Compassionate grounds involving personnel who fall outside NUS definition of “immediate family members”.
2. HD is not compulsory for Honours students. To fulfill the Honours requirements, students from 2017/2018 cohort onwards may opt to complete the dissertation in their area of specialisation(s). (BAC Honours students with or without a specialisation in Finance may to do an HD in Accounting or Finance area.)
3. If students have changed their specialisation(s), they must declare the new specialisation(s) and remove the old specialisation(s) during Academic Plan Declaration exercise. Students must also inform Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)) of the change.
4. Students must submit a new proposal form if there is a change in one or more of the following:
  - a. The specialisation of the student.
  - b. The area (of specialisation) of the HD.
  - c. The dissertation topic and/or title.
  - d. The supervisor or co-supervisor or both.
5. Students who submit an HD that is not approved by the Head of the Department of his/her area of specialisation(s) may have to do another HD in his/her area of specialisation and delay graduation. (Alternatively, BBA Honours students have the option to graduate without a specialisation. This option is however, not applicable to BAC Honours students.)
6. **Final HD Submission Guidelines**

Please submit the following:

  - A. One soft-cover bound copy (PDF format) to Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)). Please indicate the dissertation title, name and student id on the cover of the dissertation. Submission of a hardcopy of the HD/IHD to the BBA Office is no longer required.
  - B. The HD cannot have more than 80 pages, including appendices, tables and figures but excluding title page, contents, acknowledgments, references, questionnaires and computer listings. It must be typewritten with reasonable font size (12-point), double-spacing, and adequate margins (1 inch top, bottom, right and left).
  - C. Marks may be deducted for non-compliance of the page limit.

If you have any doubt, please contact Mr Liong Wai Loon ([wailoon@nus.edu.sg](mailto:wailoon@nus.edu.sg)) for further clarification.