

## INDEPENDENT STUDY COURSE (ISC) APPLICATION FORM

- |                          |                         |                        |
|--------------------------|-------------------------|------------------------|
| <input type="checkbox"/> | SEMESTER 1, 2024 - 2025 | Deadline: 22 July 2024 |
| <input type="checkbox"/> | SEMESTER 2, 2024 – 2025 | Deadline: 30 Dec 2024  |

### IMPORTANT NOTES

- (1) This form is to be completed by students applying to read ISCs *after* detailed discussion with their supervisors.
- (2) The completed form has to be submitted via email to [nusc.isc@nus.edu.sg](mailto:nusc.isc@nus.edu.sg) (Attn: Ms Rohayu) by the deadline.
- (3) Upon approval by the NUSC Academic Office, you will be informed via email about the outcome of your application, and the Course will be allocated to you via CourseReg system at Round 3.
- (4) You are required to upload your final report, synopsis in pdf format and Turnit-In via Canvas for plagiarism check purpose.
- (5) All ISCs involving humans as research subjects (interview, surveys, etc) are subjected to ethics review by NUSC Department Ethics Review Committee (DERC). Application forms are available at the [USP/NUSC DERC website](#). please email your application directly to NUSC Ethics Review @ [nusc.ethics@nus.edu.sg](mailto:nusc.ethics@nus.edu.sg) for approval. Please note that application should be received at least two weeks before the deadline of ISC application and the process will take about two weeks.

### FOR STUDENTS TO COMPLETE

Name:	Student ID:
Home Faculty:	Major / Area of Concentration:
NUS E-mail Address:	Home / Mobile Contact Number:
Title of ISC (do not exceed 100 characters):	

### PUBLICATION

Is the research intended for publication?  YES  NO

### FOR SUPERVISOR TO COMPLETE

Name:	Department:
Contact No.:	Email address:

**IRB Compliance**

*I have ensured that the student's project complies with the existing guidelines laid down by the research ethics committee. For the purposes of this study, no article, to the best of my knowledge, in the IRB guidelines was understood to have been infringed.*

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**JOINT PROJECT (Max of 3 students in a project)**

Please indicate if this ISC is to be part of a joint project/group study with other Students: Yes / No \*  
(\*delete where appropriate)

Name of Project Mates:

Name:	Student ID:
Name:	Student ID:

Please elaborate (Using Appendix A, under **Student Obligations** section) on the portion of the project that you will claim **responsibility** for and on which you will be assessed. Please note that students must submit individual application forms for a joint project. The group is required to submit one joint final report and the word count would be higher at 1.5 times of the individual report of 4000-5000 words.

**DECLARATION & SUBMISSION**

ISC will be used to fulfil:

- NUSC Requirements **only**
  - Humanities & Social Sciences
  - Sciences & Technologies (STEM)

- **Academic Integrity and Plagiarism**

I have read the Faculty guidelines and warning on plagiarism and agree that it is unethical to submit a thesis which contains plagiarized materials. The ISC is expected to reflect my true competence in every way and that the duties of the supervisor do not extend to the rewriting (for style, language or otherwise) of my ISC. (Where applicable) I have also read the department's ethical guidelines for research involving human subjects.

- I declare that I have read and understood the requirements pertaining to writing an ISC and will submit the ISC report of 4,000 to 5,000 words and synopsis (100 words) to my supervisor. For joint final report the word count would be higher at 1.5 times that of the individual report.
- All final reports must have the following declarations; and duly signed.

***"I acknowledge that this ISC is the product of my own work. All materials consulted have been duly cited and credited."***

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

Name (Deputy Director)	
Signature and Date	
Decision	APPROVED / NOT APPROVED <span style="float: right;"><i>[delete as appropriate]</i></span>
Course Code	

## INDEPENDENT STUDY COURSE (ISC) NUSC ISC APPLICATION FORM

### APPENDIX A

**Information on Proposed Independent Study Course**

- 1) Title of ISC (do not exceed 100 characters)
- 2) Proposed outline of the ISC (minimum 400 words)
  - Introduction (including the objective to undertake the research project)
  - Method
  - Discussion
- 3) Reading list (minimum 5)
- 4) Schedule/Plan of Work
- 5) Contact Hours (between supervisor and student)
- 6) Mode of assessment. Please elaborate in about 100 words how student will be assessed.

A suggested guide:

- Consultation with Supervisor : \_\_\_\_\_%
- Draft Essay : \_\_\_\_\_%
- Final Essay : \_\_\_\_\_%
- Presentation : \_\_\_\_\_%
- Other \_\_\_\_\_ : \_\_\_\_\_%  
*(please state)*
  
- Total : 100 %

- 7) Student Obligations. Please note for joint project, group members have to indicate clearly the portion of project each member is responsible for. (Minimum 100 words)

**Guide to the preparation/submission of NUSC ISC:**

1. Complete NUSC ISC application form
2. Complete Appendix A.
3. DERC Application (if applicable)

**With effect from Sem 1 AY2022/2023, students applying for the Department Ethic Review Committee (DERC), please email your application directly to NUSC Ethics Review @ [nusc.ethics@nus.edu.sg](mailto:nusc.ethics@nus.edu.sg) for approval.**

All student research involving humans as research participants must be subject to ethics review by either the NUS Institutional Review Board (NUS-IRB) or the Department (DERC). Students are not required to apply for DERC review if their research is low-risk, involve non-vulnerable populations, and they have no intention to publish (even in future). If there are any risk to subjects, or vulnerable populations are involved, or the student might want to publish, DERC approval is required.

Download application form available at USP website

- NUSC DERC Application Forms
- Application Form Participant Information Sheet (PIS) and Consent Form (CF)

(Both documents to be submitted to Ms Rohayu by email at [nusc.isc@nus.edu.sg](mailto:nusc.isc@nus.edu.sg) together with supporting documents such as survey questionnaire, interview/focus group questions guide and any other relevant information)

4. Assessment Breakdown  
Example of an agreed breakdown of assessment

S/N.	Assessment	Assessment Weightage
1.	Consultation with Supervisor	20
2.	Draft Essay	20
3.	Final Essay	40
4.	Presentation	15
5.	Others (eg; data collection, etc)	5

5. Signatories of both student and supervisor of the application form.