Online Capstone Proposal - Guide for Students

1. Visit this link https://my.yale-nus.edu.sg/student/caseview which is also available on the Student Portal -> Academic Policies -> Capstone page. Please log in with your NUSNET ID “nusstu\exxxxxxx” and password.

2. On the case view page, click on “Create Capstone request” to proceed to the capstone proposal page.

3. Click on the “Create Capstone Proposal Request” button to start.

4. The capstone proposal form dialog will pop-up.

   a. In the Supervisor section, please select Yes or No to the question on whether your primary supervisor is from another institution or organization.

   b. Your capstone proposal applications can only be routed to Yale-NUS faculty members for approval. After you have selected Yes or No, please search and select your Yale-NUS supervisor name from the drop-down list so that your application can be routed to him / her.

   Please fill in both the “Main Supervisor” and “Co-Supervisor” fields if you have 2 supervisors.

   c. In the capstone budget section, fill in the item description / justification and their corresponding costs. You can only enter numbers in the “Cost (SGD)” fields.

   If your primary supervisor is from an external institution, please acquire approval via email from your primary supervisor before submission.
5. Click “Submit” when you have completed the form.

6. To check on the approval status of your proposal, return to this URL [https://my.yale-nus.edu.sg/student/caseview](https://my.yale-nus.edu.sg/student/caseview) and then navigate to the “Create Capstone request” link to view the status of your submission.

7. If your proposal has been rejected by your supervisor, HoS or the Division Director (if applicable), please re-submit your proposal by clicking on the edit icon.

   Note: The edit icon will only appear after your proposal has been rejected by your supervisor, HoS or the Division Director.

   To facilitate your revision, there is an option to populate the new form with your previous submission. Click on the “Load Old Form” button to do so.

   Complete the form and click “Submit” when you are ready to resubmit.

   For technical assistance, please contact [yncit@yale-nus.edu.sg](mailto:yncit@yale-nus.edu.sg)

   Please consult your supervisor or Head of Studies (Hos) if you need academic or procedural advices. Detailed Capstone guidelines and resources are available on the Student Portal.