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1. **Mission / objectives of Capstone**

The Yale-NUS curriculum culminates in a capstone project which all students undertake with the guidance of Yale-NUS faculty and other subject matter experts. It allows students the opportunity to pursue, in depth, an advanced, original, independent project while working closely with a faculty supervisor. Students hone the disciplinary and general intellectual skills necessary to conceive, design and execute a two semester, self-directed project within their major. The program requires every student to engage with research in their discipline, to produce scholarship across appropriate formats, and to communicate their results to a variety of audiences. By completing their capstone work, students can demonstrate mastery of their major’s learning objectives.

2. **Selection and scope of project**

The most appropriate means for determining topics will vary from major to major. But, all students should choose a topic which they find compelling and for which they have developed sufficient competence through prior academic work or experience. Faculty may make suggestions based on identified student interest, or circulate a list of available topics, or students may suggest their own topics. The Capstone project may take a wide variety of forms. It may be an independent part of a larger effort undertaken by the faculty supervisor and others, take the form of an internship, or, where appropriate, a creative work. This list does not preclude additional formats, with approval from the Division Director, Curriculum Committee, and Academic Committee. Depending on the design of the project, students will submit a formal thesis or some other piece(s) of work in the second semester. Some majors will also require a graded presentation.

The capstone is a two-semester module over the last year of the 4- or (for DDP Law) 5- year course. As the Capstone Project is equivalent to 10 MC, students should plan and supervisors should expect the student to spend at least as much time and energy on the Capstone Project as would be devoted to one 5 MC module per semester, i.e., an average of 12.5 hours of work per week over the course of the year. While workloads may vary between projects and within a project as it develops, projects that require either substantially more or substantially less effort should be restructured. Both students and supervisors are responsible for keeping the Capstone project to an appropriate scope.
3. Definitions and responsibilities

3.1 Head of Studies/Designate/Capstone Coordinator
Any reference to “Head of Studies” will mean the Head of Studies OR a designee identified as the Capstone Coordinator for that major. The Head of Studies will submit a list of the capstone project titles and supervisors in accordance with the timeline in Appendix A. He/She is responsible for approving external supervisors and appointing co-supervisors; resolving any dispute or problems related to the capstone project; submitting the interim grade (indicating IP/Unsatisfactory) report form to Registry at the end of Semester 1; maintaining the assessment rubric for the major; collating all the students’ final grades to be submitted to Registry; and mediating any other issues as outlined in this document. Heads of Studies are responsible for the timely submission of materials to Registry, as stipulated in Appendix A timeline.

3.2 Supervisors and co-supervisors
Every capstone project must have a supervisor who is typically a faculty member in Yale-NUS College. Where a student wishes to work with an external supervisor, they may do so subject to approval. Where the proposed external supervisor is a member of a university or college faculty, the Head of Studies may provide the approval. When the proposed external supervisor is not a member of a university or college faculty, Heads of Studies should seek the Division Director’s approval unless prior Division Director approval had been granted for the person in question, either as a capstone supervisor or module instructor at Yale-NUS. The Division Director may request evidence of pertinent credentials (e.g., an internet bio, a CV, etc). External supervisors will be provided with a copy of the capstone guidelines and the grading scheme. In this case, the student will be assigned a separate faculty member from Yale-NUS to serve as co-supervisor.

DDP Law and Liberal Arts students will have Co-Supervisors from the Faculty of Law and Yale-NUS College.

3.3 Responsibilities of the supervisor
The supervisor will work with the student throughout the project, in accordance with the Activities specified in Appendix A Timeline. He/she will help the student refine the project goals and objectives, devise a methodology, consider the ethical design of the project, as well as set up a timeline to help the student stay on track. The supervisor should guide the student through the project by answering questions, suggesting avenues to investigate, commenting
3.4 Responsibilities of the co-supervisor

If the supervisor is not a Yale-NUS faculty member, then the internal Yale-NUS co-supervisor will keep in contact with the external supervisor and the student on a periodic basis to ensure that the external supervisor is meeting his/her responsibilities toward the student and that the student is making satisfactory progress on the project.

3.5 Responsibilities of the student

Students have the following responsibilities with respect to their capstone project. They must communicate regularly with their supervisor and share any problems encountered as early as possible. They must respect deadlines. They must complete the reflective self-evaluation at the end of Semester 1. They must at all times, treat ethics guidelines and scholarly integrity with the utmost seriousness. They must provide a clear justification for any funds requested, and use these funds ethically.

If the capstone project involves human subjects research, the student must complete online training on international ethical research standards, work with their supervisor to design a project that meets these ethical standards, submit the necessary ethics application documents to the College Ethics Review Committee for approval before data collection commences. The student is also responsible for notifying their supervisor and the committee of any adverse event or if an amendment to the approved project design is required.

3.6 Role of the Residential Colleges

Within each residential college, Rectors or their designates can provide opportunities over the course of the academic year for students to present their capstone work to their peers in an informal setting. These events may take the form of, for example, a poster show, or short verbal presentations. These activities should be neither compulsory nor subject to grading. Their aim is to provide opportunities for feedback, for practicing communication skills to a non-specialist audience, and to promote cohort bonding.
4. Process for Resolution of disputes/problems

If any dispute or problem arises, the Head of Studies should be informed as soon as possible. In the event the Head of Studies cannot resolve the dispute, then she / he may seek the assistance of the Divisional Directors with input from the Associate Dean of Faculty (Curriculum). In all such circumstances, the resolution should take into account the best interests of the student and should be resolved speedily.

5. Funding/resources

Students can make use of all the resources available from ERT and elsewhere within Yale-NUS College. Each student can apply for up to S$100 of funding to support their Capstone project with receipts to be submitted after the submission of the Capstone thesis. Students may apply for additional funds from the HoS, with Division Director approval, based on the specific needs of the Capstone project (e.g. for field work, lab supplies, or artist materials). External support or funding must be declared to the Heads of Studies and is subject to further approval.

6. Grading

a) At the end of Semester 1, a grade of IP will be recorded based on the supervisor’s endorsement and an assessment determined by the Head of Studies which will then be submitted to Registry. Students who have not made satisfactory progress should be advised by the supervisor and Head of Studies on steps to take in Semester 2 to fulfil the requirements of the project.

b) Depending on the design of the project, students will submit a formal thesis or other written work at the end of Semester 2 and will generally make a presentation or exhibit of some kind, the nature of which will be determined by the individual major.

c) Grading of the final project will be done by the supervisor and another examiner independently and the final grade will be the average of the two grades or as mutually determined by the supervisor and examiner. If the two grades differ by more than two grade steps or a mutually satisfactory grade cannot be determined, a third examiner will be appointed by the Head of Studies (or the Divisional Director, if the HOS is the original supervisor/examiner) to assess the project and determine the final grade in consultation with the Divisional Director or HOS.
d) The overall grading scheme for the capstone project will be designed by each major but should be recorded on forms submitted to the Head of Studies who will be responsible for collating all the grades and determining all the students’ final grades to be submitted to Registry in accordance with the timeline in Appendix A.

7. Late Submission Policy

Any final thesis/report that is submitted after the end of Week 11 of Semester 2 will be subject to the penalties described below. However, students with Assistant Dean of Students’ note, or a Medical Certificate will not receive any grade penalty for the prescribed period. Where there are other extenuating circumstances as recognized by the Head of Studies, the penalties will not apply until the agreed period of extension has been exceeded. Head of Studies approved extensions must be requested in advance of the capstone deadline, and must still allow sufficient time for faculty to grade the capstone and Head of Study or Capstone Coordinator to moderate the grades, prior to the grade submission deadline.

Any late submission without Head of Studies’ prior approval, a valid medical certificate, or an Assistant Dean of Students Note will be subjected to the following penalties to be deducted from the final grade of the Capstone Thesis. The Capstone Thesis due date for students is by 5:00 pm (1700hrs) on **Friday, 2nd April 2021**

- Deduct one third of a letter grade (for example, A to A-, B+ to B) if submitted between 5:01 pm (1701hrs) to 11:59 pm (2359hrs) on Saturday, 3rd April 2021;
- Deduct another one third of a letter grade (e.g. A to B+, B+ to B-) if submitted over the following two days (between 12 midnight (0000hrs) of Sunday, 4th April 2021 to 11:59 pm (2359hrs) of Monday, 5th April 2021;
- Deduct one full letter grade (e.g. A to B, B+ to C+) if submitted between 12 midnight (0000hrs) of Tuesday, 6th April 2021 and 11:59 pm (2359hrs) of Friday, 9th April 2021;
- If the submission time is late by more than a week (from 12 midnight (0000hrs) of Saturday, 10th April 2021 onwards, the thesis will receive a failing grade of F.

8. Student Feedback and Evaluation

At the end of Semester 1, students will submit a self-assessment via Canvas for supervisor and HoS endorsement. Each major can decide on the format of this Semester 1 report although a suggested format is also available.
At the end of Semester 2, students will perform a self-evaluation, and will be asked to share feedback on their Capstone experience, including interaction and mentorship from their Supervisors. Heads of Studies may also wish to discuss the capstone projects with major affiliated faculty to identify and share innovative and effective practices and address difficulties/challenges. Additionally, post-graduation, students will be requested to give feedback on the impact of their capstone project experience on their career or further studies.

9. Publication and Copyright of Capstone Work

The College acknowledges the Student’s ownership of copyright to theses and / or dissertations. However, where the Student’s thesis and / or dissertation was submitted to the College to meet course requirements, as is the case with the Capstone, the following provisions apply:

   i. If the Student’s capstone contains patentable ideas or other intellectual property the College deems useful, then the College shall be the owner of such ideas or Intellectual property.

   ii. The student’s holds the copyright only to the form of expression of data contained in a thesis. The College holds the copyright to any research data or database. This is pursuant to Policy E of the Yale-NUS College Intellectual Property Policy document.

All capstones are printed and kept in the Residential colleges, and an electronic copy is archived in the College Library and made available to the public either immediately, or after a period of two years has elapsed, with the latter at the student’s discretion. Students who wish to publish their capstone work in a journal or other venue, and who may do so in accordance with the copyright stipulations above, must acknowledge financial and other support of the College. A student is advised to incorporate the following when publishing from capstone work:

“Part of the work published here is derived from a capstone project submitted towards a BA/BSc from, and financially supported by, Yale-NUS College, and it is published here with prior approval from the College.”

10. Prizes for completed projects

Where there is an outstanding capstone project in a major, a prize will be awarded. The Head of Studies will engage faculty affiliated with the major in considering which capstone should receive the nomination, using a decision procedure agreed upon in advance. Only one Capstone project can be nominated by each major, chosen based on scholarly merit,
originality and contribution to the field of study. In years where no capstone within a major is truly outstanding, no prize should be awarded. In order for a capstone prize to be conferred, the major must submit their nominee to the secretariat of the Committee on Awards, Medals, and Prizes by 23rd April 2021.

11. Special Situations

11.1 Out of Synch Capstones

The Capstone begins in Semester 1 of each Academic Year for all majors. In order not to be out of sequence for the capstone module, it is highly recommended that all capstone projects should be completed within Semesters 1 and 2 of a single academic year. In the event that a student has taken a leave of absence in a previous semester and will be scheduled to graduate one semester later than the students of the admitted cohort (at the end of Semester 1 of the following AY instead of Semester 2 of the current AY), the student will still register for the capstone project in August (Semester 1) of his/her penultimate year so that the project can be completed the following April/May (Semester 2). After which, the student will continue for one more semester in the following August (Semester 1) in order to take additional modules required to graduate. Students in such circumstance will be pre-allocated the capstone module to start Capstone in Semester 1 and must inform Registry if they have not been pre-allocated the module. However, if for some extenuating reasons, a student is unable to register for the capstone project in Semester 1 and wishes to begin registration for the capstone project in Semester 2, the student must submit an academic plan with substantive reasons explaining this change. The academic plan must be submitted to the HOS with support from the supervisor and will be adjudicated by an ad hoc Committee at the beginning of Semester 1 or at any other relevant time. The decision made by the Capstone Committee will be final. The Capstone Committee will be chaired by the Associate Dean of Faculty (Curriculum) with the Head of Studies and relevant Divisional Director as members.

11.2 Failure of Capstone Module

Any student who receives a final grade of D in the Capstone project will have to satisfactorily complete a remediation process to be confirmed by the supervisor and Head of Studies before the student is allowed to graduate. Upon successful remediation, the grade will be changed to a C. Remediation will be undertaken during the long vacation under the supervision of the supervisor and the final remediation report/thesis submitted by the end of the third week of June so that the decision on the remediation is available by mid-July. Any student who
receives a final grade of F or fails the remediation will have to re-do the whole capstone project before being allowed to graduate. Such students will re-enrol for one more semester at the College and register for the Repeat Capstone module by Week 2 of Semester 1 or Semester 2 if the student decides to take a leave of absence for one semester before re-enrolling. The Repeat Capstone module will also carry 10MC’s but has to be completed within the one semester and the student must be working on the project full-time. The deadline for submission of the final report/thesis will be Week 11 of the Semester and grading procedures will be the same as for the normal Capstone project.

12. Academic integrity

Students should conduct all work on the capstone project according to the policy on academic integrity that is part of the academic regulations of the College. Should a Faculty Member discover a suspected case of plagiarism or other violation of Academic Integrity, the case should be immediately referred to the Committee on Integrity and Discipline. Any violation of the academic integrity policy will be subject to the disciplinary policies and procedures of the College.
## Timeline for Capstone Activities AY2020/2021

*These are deadlines. All forms/reports can be submitted earlier.*

### Semester 1 AY2020/2021

<table>
<thead>
<tr>
<th>Deadline</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 5 7th Sep 2020 to Week 6 18th Sep 2020</td>
<td>Students will receive an e-notification to complete an online <a href="#">Capstone Proposal and Funding Application Form</a> for submission by 18th Sep 2020. The form will be routed to the supervisor and HoS for approval.</td>
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**Note:**
- Each student can apply for a budget of up to S$100 for approval by the supervisor and HoS
- Budget application of above S$100 and requests for overseas travel will need approval by the HoS and Division Director
- Refer to Instructions for [Capstone Funding and Claims](#) for details

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<tr>
<th>Deadline</th>
<th>Activity</th>
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<tr>
<td>Week 13 9th – 13th Nov 2020</td>
<td>Students to complete the online Capstone Evaluation for semester 1. ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback.</td>
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<tr>
<th>Deadline</th>
<th>Activity</th>
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<tbody>
<tr>
<td>Week 12 2nd Nov 2020 to Week 14 20th Nov 2020</td>
<td>Students to complete <a href="#">Capstone Progress Form (Part 1)</a> for semester 1 via Canvas</td>
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### Semester 2 AY2020/2021

<table>
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<th>Deadline</th>
<th>Activity</th>
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| Week 11 2nd Apr 2021, 5pm | Student submits capstone thesis by **5pm of Friday, 2nd April 2021**. **Important:** Grade penalty will apply for late submission. Please refer to [Submission of Capstone Thesis Format Guidelines](#). A softcopy of the thesis, in pdf format only, is to be:  
  a) uploaded on to Canvas: once for your graders and on a second page in high resolution, for the library’s Capstone Repository. You will find detailed instructions for completing this task on the Canvas page  
  b) emailed to assigned printer that will be confirmed in January 2021 |

**Note:**
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<tr>
<th>Week 12 5&lt;sup&gt;th&lt;/sup&gt; Apr 2021 to 9&lt;sup&gt;th&lt;/sup&gt; Apr 2021</th>
<th>• <em>Student’s Declaration of Personal Work</em> form should be included in the Capstone thesis.</th>
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<td>Students are to submit <strong>softcopy</strong> of the following supporting documents to their Capstone supervisor / co-supervisor for verification and <strong>e-signature</strong> within one week after submission of the Capstone thesis, i.e. by 9&lt;sup&gt;th&lt;/sup&gt; April 2021</td>
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<tr>
<td></td>
<td>a) <strong>Request for Payment</strong> (RFP)</td>
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<td></td>
<td>b) Copy of Capstone proposal and budget form approved by the supervisor and HoS at the beginning of the Capstone project (can be downloaded from the <a href="#">Capstone Portal</a>);</td>
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<td></td>
<td>c) Scanned copy of receipts. Note that NETS receipts and invoices without proof of payment are not acceptable; and</td>
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<td></td>
<td>d) Capstone Expenditure Summary Report (Appendix A)</td>
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<td>Note: For more information, refer to <a href="#">Guidelines for Submitting Capstone Funding Claims</a>.</td>
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<tr>
<th>Week 13 12&lt;sup&gt;th&lt;/sup&gt; Apr 2021 to 16&lt;sup&gt;th&lt;/sup&gt; Apr 2021</th>
<th>Student completes the online End of Sem 2 – Capstone Evaluation.</th>
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<td>ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback.</td>
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<tr>
<th>Week 13 14&lt;sup&gt;th&lt;/sup&gt; Apr 2021</th>
<th>Students to submit softcopy of the signed RFP form and supporting documents to <a href="https://tinyurl.com/capstoneclaim2020">https://tinyurl.com/capstoneclaim2020</a> for verification by the Division Managers. It will be forwarded to the Finance Department once verified.</th>
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<td>Note: Please retain the original receipts and supporting documents until the claim has been reimbursed.</td>
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<tr>
<th>Week 12 5&lt;sup&gt;th&lt;/sup&gt; Apr 2021 to Week 13 16&lt;sup&gt;th&lt;/sup&gt; Apr 2021</th>
<th>Completion of oral presentations (if any).</th>
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<td>Supervisor (1&lt;sup&gt;st&lt;/sup&gt; examiner) and 2&lt;sup&gt;nd&lt;/sup&gt; examiner to use SpeedGrader on Canvas to grade the student’s Capstone thesis. Examiners are to ensure they <strong>complete the grading by Friday, 16&lt;sup&gt;th&lt;/sup&gt; April 2021</strong>.</td>
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<td>Ensure you download the <em>Capstone Thesis Assessment Form</em> from Canvas, complete your comments and award nominations (if applicable) and upload to Canvas as part of the marking process in Canvas.</td>
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