UTC3401 Undergraduate Research Opportunity

Course Information

Information for supervisors and students

A. Course introduction

The Undergraduate Research Opportunity (UROP) provides an opportunity for senior undergraduates from the College of Alice & Peter Tan (CAPT) to be part of an existing research project. The aim of the UROP is to support a student's academic and professional development through meaningful research apprenticeship.

A UROP involves the student working with a CAPT fellow on an existing research project led by the fellow or other academics. The student can be working with fellow only or as a member of a larger team that the fellow is also part of. Through this process, it gives the student exposure to varied forms of expertise that go beyond any particular discipline.

B. Learning outcomes

By the end of the course, the student should have learnt to:

1. Identify interesting questions to be answered within the context of the research project
2. Formulate strategies to gather relevant information
3. Analyse the patterns in the information to arrive at conclusions
4. Justify the credibility of the conclusions
5. Critically evaluating the nature of the inquiry undertaken and its strengths and weaknesses

C. Key features

The UROP is a 4 units graded undergraduate course that provides **current or past** CAPT students the opportunity to undertake research within an existing research project. The authenticity of the research allows students to apply their research skills and exposes them to the wider research community.

D. Eligibility

Students who intend to read UROP should ideally be a third- or fourth-year student with a CAP of 3.50 or above. At the minimum, the student must have completed **at least one** Senior Seminar at CAPT. In addition, the student must have completed or

be on track to complete the UTCP and must be a current CAPTain or a CAPT alumnus. Exceptional cases can be considered, with the approval of the Director of Studies, and the supervising fellow.

E. General timeline

Week of Semester	Key Tasks	Remarks
1 to 2 months before the semester	Supervising fellow with an available research project will publicise the UROP. Together with the students identified, supervising fellow will discuss the timeline, methodology, expectations and fill up the UROP Registration Form **(Appendix 1)**	The research topic will be proposed by the fellow, and the scope and deliverables agreed by the student. Director of Studies can be consulted if needed.
Week -2 to Week -1	UROP Registration Form to be submitted to the College curriculum manager. Student to prepare and submit IRB application to Department Ethics Review Committee (DERC), if applicable.	.
Ongoing throughout the semester	Regular meetings between fellow, student and research team (if applicable)	Frequency depends on the nature of the UROP. Weekly or biweekly meetings to be mutually agreed between Fellow and student, to check on and provide guidance to the progress of the research.
By Reading Week	Submission of assessment items listed in the UROP Registration	The assessments and submission deadlines should be listed in the UROP

	Form.	Registration Form.

F. Workload

Students are expected to spend at least 10 hours per week on their UROP, adding up to a total of 130 hours a semester. However, the hours may exceed this number depending on the nature of the research, the schedule of the meetings and activities.

This course is an Unrestricted Elective (UE) and it **cannot be used** to replace any Junior or Senior Seminars in CAPT, and so, **cannot be used** to fulfill their UTCP. Students will need to ensure that they have sufficient modular credits for this UE and they will need to seek approval from their home faculties, if necessary.

G. Assessment

As the scope of UROP varies, there are no fixed assessments but typically have a combination of these assessments:

Assessment mode	Typical weightage
(i) Contribution to research	Up to 40%
(ii) Reflection journal	Up to 30%
(iii) Presentation	Up to 40%
(iv) Final essay or report	Up to 40%

The assessments, weightages and submission deadlines should be discussed between the fellow and the student, and clearly listed in the UROP Registration Form. In addition to the formal assessment, students are expected to maintain satisfactory attendance for the meetings with their supervising fellow.

UTC3401 Undergraduate Research Opportunity

Application Form

This form is for students applying to do the course UTC3401 Undergraduate Research Opportunity (4 units) with a Fellow of the College.

ELIGIBILITY & WORKLOAD:

1. Students must have:
    a. A minimum CAP of 3.50 and above.
    b. Completed at least one Senior Seminar and Ideas & Exposition 1
2. A student can only take UTC3401 once (i.e. do one CAPT UROP) during their undergraduate candidature.
3. Please complete and submit this form to the College Office by week 2 of the semester.
4. All completed assignments should be submitted to the supervisors by **Week 13** of the semester.
5. The expected workload is 10 hours a week, with regular meetings by arrangement with your supervisor.

PART 1: APPLICATION BY STUDENT

Name: _____	Matric No.: _____
Year of Study: 1 / 2 / 3 / 4 and above	
Email Address: _____	Contact No.: _____
Major(s): (1) _____	(2) _____
Minor(s): (1) _____	(2) _____

I wish to apply for the following UROP topic in:

Semester & Acad Year _____

UROP Title: _____

Supervisor(s): _____

☐   My informal transcript is attached showing a minimum CAP of 3.50.

☐   I understand that I can only do one UROP with CAPT.

☐   I have understood the eligibility and workload requirements above and have noted the relevant deadlines.

☐   I have attached a copy of the supervisor's UROP research proposal with my signature.

☐   I agree to the following assessment structure:

Assessment	Length/Details	Grade Percentage	Deadline

_____   _____
Signature   Date

PART 2: FOR SUPERVISOR'S APPROVAL

☐   Approved

☐   Not Approved   (please give reasons if not approved:)

Supervisor: Please sign the attached copy of the UROP proposal.

Name of supervisor   Signature & Date

PART 3: FOR DIRECTOR OF STUDIES' APPROVAL

Comments (Director of Studies)
Approved By   Signature & Date

PART 4: COLLEGE OFFICE UPDATE

To add the course UTC3401 for the student via CORS before tutorial commences in the semester that student completes the UROP. 1) Deduct 1 bid point from the Programme account with the course type code 'UTC3401'.
Updated By   Signature & Date

Updated as of January 2024