

INDEPENDENT STUDY PROJECT (ISP): UNDERGRADUATE

1. This policy does not apply to UK-only top-up degrees.
2. An Independent Study Project (ISP) is an individual research, laboratory, or creative arts project, taken under the direct supervision of a full-time faculty member.
3. An ISP may not duplicate the curriculum of another course at the University.
4. An ISP cannot be included on a student record as transfer credit.
5. An ISP requires in-depth academic work on a specialised topic; and involves research, reading, writing, and where appropriate, experimentation.
6. Students wishing to pursue an ISP must have a minimum of 60 US/240 UK credits, a GPA of at least 3.0, and a clean disciplinary record.
7. ISPs are set at FHEQ Levels 5 or 6 as options to the major or electives.
8. The ISP is not available to Study Abroad/Visiting students.
9. To arrange for an ISP, the student must:
 - a. find a full-time faculty member willing to supervise the work;
 - b. define the project and obtain the faculty supervisor's approval of the topic before the end of the preceding semester;
 - c. provide evidence of the academic merit of the study, the availability of resource material and the student's own capacity to undertake the work.
10. The course is graded and carries one to three US/ 4 to 12 UK credits based primarily upon formal instructional time, but also taking into consideration the nature and quantity of student work assessed. The determination of credits is decided, in advance, by the faculty supervisor in consultation with Registry Services.
11. ISPs are approved firstly by the School and then Curriculum Development Committee and Academic Board, up to a semester before commencing.
12. The student will seek approval based on a written application using forms available online from Registry Services.
13. Supervision arrangements:
 - a. Once approved, a student normally meets with her or his supervisor once each week for a minimum of two hours, although in some cases the nature of the subject matter may dictate less frequent meetings of longer duration.

- b. The minimum number of tutorial hours in any given semester must be 15, and attendance at meetings must be recorded in the PowerCAMPUS record.

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	