



## HONR2004 Project on Social Awareness Guidelines for Supervisors and Consultants

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### General Information

- Each Year 2 Honours College (HC) students should complete the HONR2004 Project on Social Awareness, which is a creative group project in the form of research papers,
  - completed by a group of 2 to 4 HC students from at least two different Faculties.
  - under the supervision of an academic member, fellow, or affiliate of a Residential College in which one or more of the HC student(s) belong.
- The aim is to bring students of different majors together to conduct small group research and discussions on current issues of local and global communities, and everyday social issues and problems.
- Students are responsible for forming their own groups.
- The group member structure cannot be changed under any circumstances once formed.
- **All students in the same group** should participate in discussions and participations throughout the research process.
- Students are motivated to develop their skills on critical thinking, multidisciplinary approach to problem solving, and teamwork.
- Although formal enrollment is for one semester, students should start to find supervisors, discuss on the potential research topics and perform preliminary preparation in the semester prior to the official enrollment of the course.
- For any interdisciplinary research topic, a consultant can be invited whenever deemed appropriate during the research process, and in which case the HC Office should be notified.
- Students must take initiatives to consult the supervisors, and consultants if applicable, regularly.
- Appointments between the students and supervisors/consultants should be formally initiated by the students through emails. Other **informal channels are not be allowed for the first meeting**. Other communication channels are optional upon the consent of the supervisors/consultants.
- If quantitative research methods are applied, the students should have already had basic knowledge of such methods rather than expecting extensive and thorough instructions from the supervisors.
- The deliverables are (1) a Project Proposal and (2) a Project Report, to be submitted near the end of the enrolled semester.

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### For Project Supervisors

- The topics should be determined after discussions between the student groups and the supervisors.
- If the research topic is interdisciplinary, upon the agreement of the supervisor, a consultant from another area of discipline can be invited where appropriate.
- The role of the supervisors is to discuss and help the group members to decide suitable project titles, research methods and expected findings and outcomes.
- As the year-two students would normally have only minimal or no knowledge of statistical and research methodology, the research results are usually obtained via questionnaires or interviews.
- Regarding **research ethics**, the course outline has stipulated that the student should comply with the **UM Research Ethics Principles** (<https://rskto.um.edu.mo/funding/ethics/>). Furthermore, the student is required to submit his/her research design, including questionnaires and methodologies, to the supervisors for review. The supervisors' consent has to be sought before any data collection begins to ensure ethical standards are met. The supervisors should monitor the project and ensure continued compliance with ethical standards throughout the project.
- The **use of GenAI tools** must align with UM's core values and code of ethics. In order to enhance transparency between the student and the supervisors related to issues of academic integrity, the supervisors should indicate the permission level of the use of GenAI in conducting the Honours Project to the student during the first meeting as follows (in accordance to the **UM Guidelines on the Use of Generative Artificial Intelligence Tools**, <https://genai.um.edu.mo/>):
  1. Use of GenAI is permitted within the course policy;
  2. Use of GenAI is permitted in certain circumstances or with explicit permission;
  3. Use of GenAI is prohibited.
- A funding is available for each group, the amount of which is subject to the approval of the University each year. The coverage of claimable items is listed in "Guidelines on Reimbursement Application (For Honours Courses/Projects)".
- Both supervisors and students should discuss and agree on how to utilize the funding. Students have to inform the supervisors before each purchase and submit a reimbursement application for the supervisors' endorsement afterwards. Supervisors have the right to determine if such reimbursement application is deemed necessary.



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- Due to different schedules of both supervisors and students, meeting time for discussion of the project does not need to be limited to Faculty office hours. Both parties can set and agree on their own meeting times, at the supervisors' offices, Residential College facilities, or anywhere deemed suitable.
- The format of the report is only a guideline. Supervisors have the right to guide the student groups to write the reports in the format deemed suitable for the topics of study.
- Grading is determined by the supervisors according to the overall performance throughout the research and discussion process and the Final Report.
- The RC Masters and Faculty Deans have already had the understanding that the contributions as supervisors to the Honours College projects will be considered as RC services as well as services on student activities as far as Faculty services are concerned. The Honours College will formally notify the corresponding Residential Colleges/Faculties of such service recognition at the end of the enrolled semester.

### **For Project Consultants**

- The role of consultants is to provide academic and professional suggestions of their field and/or research relevant comments. They do not have to participate in regular group meetings and discussions with students and their supervisors. Consultants do not need to be involved in the decision of students' final grades of the project.
- Due to different schedules of consultants, supervisors and students, meeting time for discussion of the project does not need to be limited to Faculty office hours. All parties can set and agree on their own meeting times, at the consultants/supervisors' offices, Residential College facilities, or anywhere deemed suitable.
- Appointments between the students and supervisors/consultants should be formally initiated by the students through emails. Other **informal channels are not be allowed for the first meeting**. Other communication channels are optional upon the consent of the supervisors/consultants.
- The RC Masters and Faculty Deans have already had the understanding that the contributions as supervisors to the Honours College projects will be considered as RC services as well as services on student activities as far as Faculty services are concerned. The Honours College will formally notify the corresponding Residential Colleges/Faculties of such service recognition at the end of the enrolled semester.

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### **Project Proposal and Final Report**

- a. The Project Proposal to be submitted in the second month of the enrolled semester should consist of the following parts:
  - Purpose of Study: explain the research purpose, issue, problem and/or argument
  - Framework: describe the theoretical principles, if any, and framework that would support this project
  - Questions of Study: formulate questions of study that can help achieve the objectives
  - Methods: describe how the research problems and questions would be investigated.
  
- b. The Project Report to be submitted towards the end of the enrolled semester should consist of the following parts:
  - Extension of all the parts in the Project Proposal.
  - What the student group found after completion of the study
  - Conclusion and Discussion: what important or new information or implications is/are revealed and concluded; what recommendations and/or questions can be raised for future discussion.