



## **GINS 4908 (1.0 Credit) Honours Research Project Guidelines and Forms – For Students**

### **Overview**

The Honours Research Project (herein referred to as HRP) is an opportunity for students in the Bachelor of Global and International Studies Program to engage in independent research under the supervision of a faculty member. It is expected that the topic of the HRP will be connected to the student’s specialization as well as have a global and/or international context, utilizing knowledge and skills from the student’s area of study. Students must be enrolled in one of the available specializations within the BGInS Program, must have a minimum 9.0 major CGPA, and must have secured a faculty supervisor in order to be eligible for GINS 4908. The pool from which BGInS students may seek out a faculty supervisor is the list of BGInS Core and Affiliated Faculty (<https://carleton.ca/bgins/faculty-and-staff/>) across both the Faculty of Public Affairs (FPA) and the Faculty of Arts and Social Sciences (FASS).

A key aspect of the HRP is that it is intended to present and defend a particular thesis statement, rather than simply describe and define the subject matter at hand. Students will be given the opportunity to develop research skills and will be encouraged to do original research for their HRP. The research component may include primary source research and methods, depending on the project and disciplinary expectations. Students will follow a basic but flexible research process including developing a proposal, writing chapter drafts and locating their work in relevant existing academic literature. The finished HRP paper should be in the range of 10,000-15,000 words. This approximate length is based on written content, excluding figures, tables, charts, etc.

### **Registration and Submission Deadlines**

In each Fall, Winter and Summer term, three sections of GINS 4908 with the consecutive single-letter designations A, B, and C will be offered by the University. Registration options are mapped out in the table below. As indicated in the table, students normally register the first time in GINS 4908 starting in the Fall term. First registration in the Winter or Summer term will be considered only under exceptional circumstances. The expectation is that students should normally be able to complete their HRP in one registration (section A). The other registration options are available as a contingency, should it prove impossible for a student to complete their HRP in one registration. Students are governed by and are responsible for adhering to any registration dates as outlined in the annual University Calendar.

<b>GINS 4908 Registration Options</b>			
<b>Option 1</b>		<b>Option 2</b>	
Fall/Winter	GINS 4908 A	Fall/Winter	GINS 4908 A
		Summer	GINS 4908 B
<b>Option 3</b>		<b>Option 4</b>	
Fall/Winter	GINS 4908 A	Fall/Winter	GINS 4908 A
Summer	No registration	Summer	GINS 4908 B
Fall/Winter	GINS 4908 C	Fall/Winter	GINS 4908 C

Students should give consideration to logistics regarding securing a supervisor and the term(s) in which they register in GINS 4908. Registration in GINS 4908 will be dependent on the availability of a supervisor, so students should take into account a supervisor's teaching, research and any entitlements to holidays or sabbatical leave within any given term.

In order to request permission to register in GINS 4908 for the first time, students are required to submit the completed GINS 4908 Application Form, which can be found on page 5 of this document. It is expected that a topic has been selected and that a supervisor has been secured. Once this is confirmed, please complete the GINS 4908 Application Form, sign it, and arrange to have it returned to the BGIInS Program Administrator. The completed, signed form may be scanned and submitted by email to [bgins@carleton.ca](mailto:bgins@carleton.ca) or a complete hard copy may be left in person with the BGIInS Program Administrator in 2404R Richcraft Hall.

Registration into GINS 4908 will not be facilitated without full completion and signed approval of the form by the BGIInS Program Director.

### **Selection of Topic**

Students may approach the HRP with a particular topic in mind but are encouraged to consult faculty members to help refine their topic and thesis. The topic should be connected to a global and/or international context. Ideas may be informed by subjects studied or researched in other courses, or potentially by what students encountered while completing their International Experience Requirement.

### **Selection of Supervisor**

Students are responsible for identifying and approaching available faculty to act as HRP supervisor. Students may approach faculty members who are core faculty within the BGIInS program, as well as other faculty members who are on the BGIInS Affiliated Faculty (lists by specialization can be found here: <https://carleton.ca/bgins/faculty-and-staff/>). Students should consult faculty members to determine how much preparatory work they may need to do before meeting to discuss supervision of their HRP. Some guiding ideas that students may want to have mind when they meet with faculty are as follows:

- A topic, or a few possibilities for a topic;
- Issues within said topic area that you wish to address;
- A preliminary argument which you propose to address these issues;
- A potential theoretical framework and/or research methods that you may anticipate using;
- A preliminary bibliography of research you have consulted or plan to consult;
- Note that a potential supervisor may request or require additional information

### **Research Proposal**

Students will be required to prepare and submit a research proposal to their supervisor no later than the two month point of the first term in which they are registered in GINS 4908 (normally the beginning of November). The supervisor will determine the exact requirements of the research proposal, depending on the project and disciplinary expectations. Typically, components of the research proposal may include:

- An introduction (describing the topic area and why research is necessary in this area);
- Thesis (present the position being taken and questions being considered);
- Theoretical framework and literature review (specifying assumptions and concepts in prior work and existing literature, drawing on theoretical perspectives, arguments, treatment of issues, limitations and so forth);
- Methodological frameworks or processes relevant to the discipline(s) and project;
- Sources (specifying the types of evidence that will be consulted to build and defend thesis);
- Bibliography (cite primary and secondary sources that have been consulted and those you expect to consult);
- A work schedule for the HRP (to be drafted in consultation with supervisor).

Completion and approval of the research proposal is a mandatory component of GINS 4908. Students should not continue with their research project until the proposal is approved. Upon approval, the student and the faculty supervisor will both sign the GINS 4908 Research Proposal Form, which can be found on page 6 of this document. They should then arrange to have it returned to the BGIInS Program Administrator. The completed, signed form may be scanned and submitted by email to [bgins@carleton.ca](mailto:bgins@carleton.ca) or a complete hard copy may be left in person with the BGIInS Program Administrator in 2404R Richcraft Hall.

### **Content and Format**

Students will need to consult their supervisor for the preferred format for the citation structure. Students should be prepared to carefully proofread their work, and both grammar and style will be taken into account in the evaluation of the HRP.

The essay must be typed and double-spaced using size 12 font. Margins should not be less than 3cm. The finished HRP paper should be in the range of 10,000-15,000 words. This approximate length is based on written content, as HRPs should not be padded with images, figures and tables to meet the length threshold. A title page and Table of Contents should be included, and all pages with the exception of the title page should be numbered. The format for the title page is as follows:

TITLE
By
AUTHOR
A research submitted in fulfillment of the requirements for GINS 4908 toward the degree of Bachelor of Global and International Studies
Global and International Studies Arthur Kroeger College of Public Affairs Carleton University Ottawa, Ontario
DATE

### **Submission Guidelines**

Students are required to submit their completed HRP by the last day for submitting term assignments in the term in which they intend to complete their HRP. Students should consult the University Calendar for this date for any given term, as well as their supervisor so there is full clarity on expectations regarding final submission. A student's supervisor may request final submission earlier than this date.

For students registered in Sections A or B or GINS 4908, if submission deadlines are not met a grade of IP (in progress) will be entered and students will be required to re-register in the next term(s) in order to proceed with their HRP. Students registered in Section C of GINS 4908 who fail to meet the submission deadline will receive a grade of F.

It is the student's responsibility to submit two copies of their HRP. One electronic copy must be submitted to [bgins@carleton.ca](mailto:bgins@carleton.ca) and the other must be submitted to their supervisor. The student must consult their supervisor to

determine if they prefer an electronic or paper copy. The electronic copy submitted to BGIInS may be in PDF or MS Word format as an attachment in an e-mail with the subject line "GINS 4908 HRP Final". This e-mail must be sent from the student's Carleton e-mail address and the e-mail needs to also include the student's full name and student ID number.

### **Evaluation of the HRP**

The evaluation of the HRP is to be confirmed by the supervisor, who will have general guiding principles provided by BGIInS that they may use in grading a student's HRP. A second reader will be chosen by the supervisor, and the HRP will receive a grade that is agreed upon by the supervisor and the second reader. A final grade report is provided to record evaluation details in this document below.

### **Consent**

The Global and International Studies Program will keep electronic copies of HRPs on file. These documents may be shared with future students as a reference or teaching aid to guide them as they prepare for their HRP. If you do not consent to having your HRP shared with future students, please send an e-mail to [bgins@carleton.ca](mailto:bgins@carleton.ca) with the following completed statement.

I, \_\_\_\_\_ do not consent to the use of my Honours Research Essay as a teaching aid or reference for future students in the Bachelor of Global and International Studies Program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**GINS 4908 APPLICATION FORM**

To be registered in GINS 4908, students must:

- Complete this form and submit it to the BGIoS Program Director for review
- If approved, formally register in the course on Carleton Central

*Both steps above must be completed by the last day of registration and course changes in the respective term as indicated in the University Calendar.*

**NAME:** \_\_\_\_\_ **STUDENT NUMBER:** \_\_\_\_\_

**CARLETON E-MAIL:** \_\_\_\_\_ **PHONE NUMBER:** \_\_\_\_\_

**SPECIALIZATION:** \_\_\_\_\_

**I AM SEEKING TO REGISTER FOR GINS 4908 IN THE FOLLOWING TERM:**

**TERM** \_\_\_\_\_ **YEAR** \_\_\_\_\_

**PROPOSED TOPIC OF HONOURS RESEARCH PROJECT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NAME OF FACULTY SUPERVISOR:** \_\_\_\_\_

**SIGNATURES:**

**FACULTY SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PROGRAM DIRECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NOTE: CARLETON UNIVERSITY INSTRUCTIONAL OFFENCES REGULATIONS AND DEPARTMENTAL POLICIES APPLY.**

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the *Freedom of Information and Protection of Privacy Act* (FIPPA), R.S.O. 1990, c.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless you provide your consent. Should you have any questions concerning your personal information please contact the Global and International Studies Program, 2404R Richcraft Hall, 1125 Colonel By Drive, Ottawa, ON K1S5B6. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.



**GINS 4908, Honours Research Project, Research Proposal Form**

<b>Student</b>	
Name:	Student number:
E-mail address:	
<b>Supervisor</b>	
Name:	E-mail address:
<b>Confirmation of submission and acceptance of research proposal</b>	
_____	_____
Supervisor Signature	Date

Please complete this form and return it to the BGInS Program main office (2404R Richcraft Hall) by November 5<sup>th</sup>. If you are unable to submit the form in person, it can be scanned and e-mailed to [bgins@carleton.ca](mailto:bgins@carleton.ca). If submitting electronically, please include student name and number in the subject line.



### GINS 4908 Honours Research Project Grade Report

<b>Student</b>	
Name:	Student Number:
<b>Supervisor</b>	
Name:	Date:
Signature:	
E-mail address:	
<b>Second Faculty Reader</b>	
Name:	Date:
Signature:	
E-mail address:	
<b>Title of Project</b>	
<b>Grade of Honours Research Project</b>	

Please complete this form and return it to the BGInS Program main office (2404R Richcraft Hall). E-grades entry will be completed by the BGInS Program Director. If you are unable to submit the form in person, it can be scanned and e-mailed to [bgins@carleton.ca](mailto:bgins@carleton.ca) (please mark as confidential and indicate the student name and number in the subject line).