

IN6299/IS6799/KM6399 Critical Inquiry

Semester 1 Academic Year 2025/2026

(Updated on 23 June 2025)

COURSE ADMINISTRATION

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COURSE DESCRIPTION

This course provides students with an overview of how to design and conduct a simple research project on a selected topic in the areas of information services, systems, and knowledge management. In this respect, a group of 3 students (**No less or no more than 3 students per group**) are mentored by a supervisor in a research project leading to a critical inquiry report and research outputs. Students can form groups from their own programmes or among MSc in Information Systems, MSc Information Studies and MSc in Knowledge Management programmes.

COURSE OBJECTIVES

At the end of the course, students are expected to:

- Understand how to design and conduct a research project in the area of information study, information system, or knowledge management, and
 - Acquire in-depth knowledge in a selected research topic area.
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PREREQUISITES

- **Full-time** students should take this course in the second semester,
 - **Part-time** students should take this course in the second year (starting from the third semester), and
 - Students must have completed at least 4 courses before registering for critical inquiry
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COURSE WEBSITE

- <https://www.ntu.edu.sg/wkwsci/admissions/useful-links/graduate/critical-inquiry>
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COURSE MATERIAL

Materials for the course will be accessible from the following URLs:

- <https://ntulearn.ntu.edu.sg/>
(Students will only have access to the NTULearn course folder after registering for IN6299/IS6799/KM6399 during the active course registration period)

If you are looking for teammates, please use the Discussion Board in the course website (NTULearn) to post your interest and contact information. Note that you need to register for the course (IN6299/IS6799/KM6399) during the course registration period in order to use the Discussion Board.

ASSESSMENT

Proposal and final report constitute 20% and 80% of the overall grade respectively.

There is **NO** final exam and/or presentation involved for CI. For a full explanation of the assignments, refer to the course website. Proposal will be marked by your supervisor, while final report will be marked by your supervisor and an independent marker. The proposal and final report submitted after the deadline will be marked down by 10% per day.

Applicable for all student research projects (i.e. Critical Inquiry Projects) involving studies with human subjects:

The University has set up the Institutional Review Board (IRB) to promote ethical research to protect human subjects involved in research projects as well as to support researchers. **All student research projects (i.e. Critical Inquiry Projects) involving studies with human subjects should apply for clearance on ethical issues by the School-IRB or the NTU-IRB before conducting the studies.**

Research Integrity and Ethics Office (RIEO) has made it mandatory for supervisors of student teams supervising research projects with human subjects' research to have a valid CITI certificate as supervisors are responsible for the ethical and legal conduct of student research. Thus, the CI group members as well as the supervisor must have completed the CITI training when submitting the IRB application for approval. Each CITI certificate is valid for three years.

The review and approval process will take around **2 weeks to 2 months**.

If you conduct a survey in the classes, you should obtain permission from the instructors of the classes in which you carry out your data collection. You should also document your sources of data clearly in the final report.

There will be a briefing on 'Ethics Review of Student Research Involving Human Subjects' on 14th August 2025.

POLICIES

Academic Honesty & Plagiarism

The assignments that you submit for assessment in this course must be your own work. The University's policies on academic honesty and plagiarism apply to this course. It is your responsibility to familiarise yourself with these principles and policies.

Plagiarism is a serious form of academic dishonesty involving:

- Paying someone else to do the work but submit the work in your name
- Copying someone else's work and passing it off as yours (even if you do it with the other person's knowledge and permission)
- Turning in a paper that you have submitted or are submitting for another course without the approval from the professors
- Using or creating fabricated or fictitious data
- Making use of other people's ideas without proper attribution and citation
- Direct quoting without quotation marks, even though the source is cited (You must provide proper citation of articles, according to APA standards, in your assignments)
- Excessive use of other people's work/ideas
- For more information on NTU Academic Integrity policy, please refer to this website: <https://www.ntu.edu.sg/wkwsci/admissions/useful-links/undergraduate/academic-integrity>
- For more information on plagiarism, self-plagiarism and exceptions, please refer to this website: <https://apastyle.apa.org/style-grammar-guidelines/citations/plagiarism>

Disciplinary actions against academic dishonesty range from failing a course to expulsion. If you are not sure what constitutes academic dishonesty, please consult your respective Programme Directors.

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SCHEDULE

Week	Action
Before semester starts	<ul style="list-style-type: none"> • Form a group of <u>3 students</u>. (<i>Note: No less or no more than 3 students</i>) • Define a topic or select a project from the list of CI project titles. • Obtain approval from your supervisor to start a project. • Start to work on your project. • Register for IN6299/IS6799/KM6399 via the GS Link during the Course Registration period. <ul style="list-style-type: none"> ○ You must select the Option of Study as “Coursework Only” in order to register for CI. ○ Please note that by default the Option of Study is set to “Coursework and Dissertation”.
Throughout the semester	<ul style="list-style-type: none"> • Communicate with your supervisor regularly throughout the semester and ensure that your group meets or gets feedback from your supervisor at least 4 times during the entire “Critical Inquiry” process. • The ‘CI Supervisor-Students Meeting Form’ has to be submitted together with the final report. The form will have to be signed by your Supervisor and to cc your supervisor when you email to wkwsci_coursework@ntu.edu.sg <ul style="list-style-type: none"> ○ Marks will be deducted from the total score if no valid reason is given for insufficient attempts to get your supervisor’s feedback. ○ Feedback can either be done face-to-face, online or via email. • Check NTULearn course website regularly for updates • For groups who have successfully obtained the IRB approval and plans to offer incentives to boost response rate in CI study, please refer to the ‘Guideline and Procedures for CI reimbursement’ and ‘Incentive Payment Form’. For queries on CI incentives please email to wkwsci_coursework@ntu.edu.sg
2	<ul style="list-style-type: none"> • Ensure that you are formally registered for IN6299/IS6799/KM6399 and the course is reflected in your list of courses registered. • Submission of CI Project Title and Supervisor Form by 20 August 2025 (Wednesday): <ul style="list-style-type: none"> ○ You can email the completed softcopy form to wkwsci_coursework@ntu.edu.sg ○ Students who are unable to form a team or find a supervisor will fail the course; their proposal and final report will not be marked.

Week	Action
3	<ul style="list-style-type: none"> Consult with your supervisor on whether your team are required to submit the Checklist for 'Review Not Required Category' (Deadline for submission: 28 August 2025, Thursday) or IRB application (Deadline for submission: 18 September 2025, Thursday) For teams that are submitting an IRB application: <ul style="list-style-type: none"> Please ensure that you have completed the CITI Certification Training and submit the certificate. For the checklist or IRB application documents submission, please email Graduate Team via email at kwsci_coursework@ntu.edu.sg and cc Research office at kwsci-irb@ntu.edu.sg
4	<ul style="list-style-type: none"> Submit the softcopy of your proposal by 4 September 2025 (Thursday): <ul style="list-style-type: none"> (up to 6 pages excluding cover page, content appendices, annexes and references) through the Turnitin Assignment and email it to your supervisor for grading. Use your Group ID as the file name. For example, it should look like this: Proposal_LCK-01.doc or Proposal_DG-01-01.doc. Wrongly named files will be removed from the Turnitin Assignment. The proposal submitted after the deadline will be marked down by 10% per day.
5	Work on your project.
6	Refer to week 3
7	Work on your project.
Recess Week	
8	Work on your project.
9	Work on your project.
10	Work on your project.
11	Work on your project.
12	Work on your project.

Week	Action
13	<ul style="list-style-type: none"> Softcopy submission of CI incentive reimbursement documents by 13 November 2025 (Thursday) to Graduate Team via email at wkwsci_coursework@ntu.edu.sg for verification before submission via GSLink for approval. <ul style="list-style-type: none"> Submission of CI incentive reimbursement via GSLink > Financial > Integrated Claims System (ICS).
14	Work on your project.
15	<p>Upload your revised Final Report by 25 November 2025 (Tuesday):</p> <ul style="list-style-type: none"> (up to 20 pages; pages excluding cover pages, appendices, annexes, references; use the report template in the course website) through the Turnitin Assignment in NTULearn once your supervisor agrees with your submission. Note: If you submit your report to Turnitin twice, it will take you more than 48 hours to see the report. Turnitin similarity should not exceed 11%. Students must email to wkwsci_coursework@ntu.edu.sg to inform that the final report has been uploaded to NTULearn and submit soft copy of your CI Supervisor-Students Meeting Form and Declaration of Authorship Form via email <ul style="list-style-type: none"> Please note that each individual member in the CI group must complete the Declaration of Authorship Form separately. All the group members' forms can be included in this email. The Graduate Office will download the final report from NTULearn and then submit to your supervisor and independent marker for grading. Make sure you follow the file-naming convention: Report_GroupID, SupervisorMeeting_GroupID. <ul style="list-style-type: none"> For example, they may look like: Report_TYL-05-01.doc , SupervisorMeeting_TYL-05-01.doc and Declaration_TYL-05-01. Wrongly named files will be removed from the Turnitin Assignment. <p>The final report submitted after the deadline will be marked down by 10% per day.</p>

Note: The schedule may be subjected to changes.