

INDEPENDENT STUDY PROJECT (ISP): UNDERGRADUATE

Introduction

1. An Independent Study Project (ISP) is an individual research, laboratory, or creative arts project, taken under the direct supervision of a permanent faculty member.

General Principles

2. ISPs are set at FHEQ Levels 5 or 6 to fulfil credit shortfalls for degree-seeking students or Study Abroad students.
3. An ISP may not duplicate the curriculum of another course at the University.
4. An ISP requires in-depth academic work on a specialised topic; and involves research, reading, writing, and where appropriate, experimentation.
5. Students wishing to pursue an ISP must normally have a minimum of 56 US/224 UK credits, a GPA of at least 3.0, and a clean disciplinary record.
6. To arrange for an ISP, students must:
 - a. receive authorisation of need for ISP from Registry who will provide an authorisation form detailing the credit requirement
 - b. contact Academic Advisor and Head of Department to identify a suitable supervisor;
 - c. define the project and obtain the faculty supervisor's approval of the topic before the end of the preceding semester
 - d. send completed authorisation form to Registry.
7. The course is graded and carries 1-2 US/ 4-8 UK credits based primarily upon formal instructional time, for example: 1 credit: 1000 words, 2 credits: 2000 words. The determination of credit should not be decided by the faculty supervisor, this should entirely depend on credit need and decided by registry.
8. Supervision hours are detailed in the relevant syllabus for the course, in line with standard contact hours per credit as defined by the University.
9. Faculty supervisors accrue either workload points or are compensated on a per credit basis.

10. **Special note:** An ISP from another institution will not be accepted by the University as transfer credit. (See Undergraduate Transfer Credit Policy).

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
002	Removed top-up reference, updated credit range	August 2022	Sept 2022
003	Updated credit and GPA requirements. Removed Study Abroad student ineligibility. Reduced credit range to 1-2 US credits. Simplified language on supervision and transfer credits.	June 2025	01 Sept 2025
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	