

Frequently Asked Questions

Is the PAE an individual or group project?

It is a group project.

What happens after I submit my topic?

Firstly, the topic will be reviewed by the PAE convenor, who will be a LKYSPP faculty. If the topic is approved, it will be presented to students along with other proposed topics from other clients.

Each student group would then select the topics that are of interest to them. If more than one team requests the same topic, a matching process will be done by LKYSPP.

If your topic is selected, we will introduce you to the student group via email in August. A Faculty Advisor will be assigned to each student group who will ensure that academic rigour is applied to the chosen topic. You can discuss and further refine the scope and focus of the project with the student group.

Work on the PAE will begin in earnest in January.

What are the expectations from a PAE client?

A PAE client should co-own the supervision including helping students work on the project, aiding data collection efforts [such as setting up interviews with key informants], and engaging with students regularly for discussions. You will be required to assign a dedicated nodal point of contact for the students and stay committed and engaged throughout the PAE journey. For specific expectations, please see [The Role of PAE Clients](#).

How long will the students take to complete the project?

The whole PAE journey takes about 8 months from the selection of topics to submission of the final report. However, most of the work will be done between January and March. For a detailed timeline, see [PAE Timeline \(for clients\)](#).

How much time should I expect to spend with the students?

Clients should be prepared to meet with students (online or in-person) at least once every two weeks, from January to March.

Are clients expected to provide any payment to take part in the PAE?

No, clients are not required to provide remuneration for the work done by students. The student groups have a budget at their disposal (funded by LKYSPP) to cover the costs of field research and travel.

Is there a need for any signed agreement between the clients and students, or the clients and LKYSPP? Can clients ask LKYSPP or students to sign Non-Disclosure Agreements or MOUs?

LKYSPP will not sign any Memoranda of Agreement, Non-Disclosure Agreements, or any formal agreements for the purposes of the Policy Analysis Exercise, which is meant to be an academic exercise as part of fulfillment of the MPP programme. If necessary, students are free to enter into an agreement in their personal capacities, but this is not encouraged.

Can I ask that the PAE findings, presentation, and report be kept confidential?

The students will present their findings at a PAE Conference and poster session in April, and a brief synopsis of the PAE project may be published on the LKYSPP website and shared with future PAE clients. Therefore, topics that are confidential or that require students to access data that may be sensitive or confidential to the client, would not be suitable for the PAE. We also discourage topics that may require collecting information from vulnerable populations. These could include children, prisoners, pregnant women, mentally disabled persons, and economically or educationally disadvantaged persons. If there are any concerns that the project may involve a sensitive topic or vulnerable population, please reach out to the Faculty Advisers.

Can clients make use of, cite or publish the findings arising from the PAE?

The client is permitted to use, reference, cite and/or publish the findings of the PAE project, including the PAE report and presentation/slide deck as long as the student group is informed in advance and proper acknowledgment is given to the authors of the project. Furthermore, sensitive information, if any, should be redacted. The findings should be attributed to the students and not LKYSPP or NUS.

Upon receipt of the Final Report, LKYSPP will contact the client for the survey feedback. The criteria for the assessment are based on 1) Quality of the Deliverables; 2) Usefulness; and 3) Client Relations.

Who is accountable for the PAE report?

While clients and faculty advisors are there to guide the students and evaluate the quality of the PAE, students alone are responsible for the contents and findings of the PAE report.