

Timeline for EEE UROP, Semester 1, AY2008/9

1. Registration (23 Jun 2008 - week 2 of semester)

Registration is based on the principle of "willing supervisor and willing student". A list of projects will be published on the UROP website (<http://www.ntu.edu.sg/eee/urop>). Students will approach respective supervisors to register for the projects of their choice. Once registered, the project is considered taken and the student is registered for UROP in EEE (**subject code: EE0098**). If there are more students interested in the project, supervisors may create new projects to accommodate the demand. However, supervisors should ensure that each student has his/her own project.

The normal subject registration period usually takes place two weeks before the semester begins. We ask students to register for UROP earlier so that they can plan ahead for the coming semester. It also allows student/staff to get warmed up for UROP (e.g. do the necessary logistic planning, preparation, etc), so that UROP would be executed successfully in the coming Semester, in parallel with other academic demands.

2. Add/Drop period (Week 2)

Deadline for add/drop is week 2 of Semester (**15 Aug 2008**).

3. Execution of UROP (Week 1 to 16)

Most likely, students would work from week 1 - week 14 (or have a head start as early as from 23 Jun 2008), since examination for the usual academic subjects begins in week 15. The spirit here is to run UROP with a flexi-time and in sync with the timing of the main semester examination. We try to give students the maximum time allowable in our Semester calendar. For this to work, good **time management**, especially on the part of students, is crucial. As the last week of examination period is week 17, UROP students must submit their reports/papers for grading by week 17 (**28 Nov 2008**). Here, we seek the cooperation of supervisors and students to respect the deadline as any delay would render the examination marks not submitted in time to the Office of Academic Services. This in turn would delay the release of examination results. Hence **28 Nov 2008** is the absolute deadline for UROP submission.

4. UROP Report/Paper Submission (Week 17)

The UROP submission requirement is **one UROP report (20 page report) and one conference style paper (4-6 pages)**. Supervisor and moderator will assess students' UROP achievements and submit the marks to the coordinator by week 18 (see next point).

5. Assessment (Week 18)

Supervisors and moderators grade the students' work and submit marks on a prescribed form online at the UROP website (<http://www.ntu.edu.sg/eee/urop>). Student must arrange for an interview with the moderator. **The interview is compulsory and forms part of the assessment**. Coordinator will finalise all UROP marks by week 18 (**3 Dec 2008**).

6. End of UROP (Week 18)

Coordinator submits UROP marks to Dean, EEE (in sync with all other EEE subjects).