Final Year Project Briefing for EEE Final Year Students (S1 Batch)
presented by
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EEE FYP Committee Chairman
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Agenda

- Aims of FYP
- Project Assessment
  - Interim
  - Main
- Final Year Project Report Writing
- FYP Time and Project Management
- Submission Details for Semester 1 FYP
- Upcoming Events for Final Year Students
- General Contact Information
Aims of the FYP

- The FYP gives students the opportunity to conduct an in-depth study in any of the areas of specialised courses offered in a final year option group.

- Achieved through literature review, understanding and analyzing the problem, proposing solutions, and carrying out experiments (this involves the design and implementing the experimental setup or developing software).

- Gives students exposure to research and the opportunity to apply what they have learned.

- In the process, students will acquire skills for problem solving and lifelong learning.
Project Assessment

- Interim
  Done by supervisor(s) and examiner

- Main
  Done by supervisor(s) and examiner

Note: A minimum CGPA of 4.50 plus at least an 'A-' grade for the FYP are required for the award of a First Class Honours degree.
Project Assessment

All FYP reports (including the interim report) must be submitted to *Turnitin* service to check for plagiarism, where the service produces a similarity score and originality report.

A master course site will be created for students to submit the FYP report for *Turnitin* checking.

Students are to submit the FYP reports with the similarity score and originality report to the email addresses of the supervisor and examiner.

**Important:** Students are to request for acknowledgement of receipt of the reports submitted to supervisor and examiner to confirm that they have received the reports.
Interim Assessment

1. Project Plan/Strategy

- Student’s progress will be closely monitored
- A short project plan/strategy report (2-3 pages)
- To be submitted at the beginning of Week 6
- No need to submit to Turnitin system for checking
- Assessed by supervisor(s)
Interim Assessment

2. Interim Report

- Submit at the end of the first semester
- Highlight progress, achievement, effort put in, contribution
- Meet the objectives laid out in the project plan/strategy
- Limited to 4-5 (A4) pages
- Submit to Turnitin system for checking
- Assessed by both supervisor(s) and examiner
Main Assessment

- Done at the end of the second semester

- It has two components (for both the main supervisor and the examiner):
  - Project Final Report
  - Oral Presentation

- It has one additional component (for the examiner only):
  - Project Demonstration

- It has another additional component (for the main supervisor only):
  - Final Assessment
Main Assessment

Project Final Report

The main supervisor and the examiner will grade the student based on:

- Presentation of the report, proper acknowledgement of other people’s works
- Theory, design and implementation
- Introduction, review of and comparison with relevant work, discussion and conclusion
- Results, quality of work and level of complexity
- Submit to Turnitin system for checking

Important:
Take into consideration the societal needs and the sustainability issues when carrying out your project and include a discussion section on this in your report.
Main Assessment

Project Demonstration

- Make arrangement with the examiner to view a demonstration of your project after submission of FYP report to supervisor and examiner.

Note: Examiner will interview the student to access how well he or she understands his or her project. The examiner will grade the student based on the demonstration and interview.
Main Assessment

Final Assessment

The main supervisor only will grade the student based on:

- Initiative and responsibility
- Ability and independence
- Updating supervisor of progress regularly
- Effort, contribution to project, planning, execution of plans
- Outcome and overall level of achievement
Main Assessment

Oral Presentation

The main supervisor and the examiner will grade the student after oral presentation.

Things assessed: Contents, organization, presentation

- Fixed at the period right after the final examination paper
- Attended by both supervisor(s) and the examiner
- Oral presentation: 25 minutes (15 mins presentation and 10 mins Q & A)
- Assessed by supervisor and examiner

Note: Student who has valid reasons or official leave during the oral presentation period, must contact their supervisors and examiner well before the oral presentation to make necessary arrangement.
Summary of Assessment Criteria

• 1. Interim Assessment (by supervisor(s) and examiner)
  1.1 Planning/Strategy
  1.2 Interim Report, Results, Achievement

• 2. Main Assessment
  2.1 Project Final Report (by supervisor(s) and examiner)
    2.1.1 presentation of the report, proper acknowledgement of other people’s works
    2.1.2 theory, design and implementation
    2.1.3 Introduction, Indication of research through relevant literature review, Comparison with relevant work, Detailed discussion and substantiated conclusions
    2.1.4 results, quality of work and level of complexity

  2.2 Project Demonstration/ Interview (by examiner only)
Summary of Assessment Criteria

2.3 Final Assessment (by supervisor(s) only)
   2.3.1 Initiative and Responsibility
   2.3.2 Ability and Independence
   2.3.3 Updating supervisor regularly,
   2.3.4 Effort, Contribution to project, Planning, Execution of plans
   2.3.5 Outcome and Overall level of achievement

2.4 Oral Presentation (by supervisor(s) and examiner)
   2.4.1 Contents and Organization
   2.4.2 Effective Presentation
   2.4.3 Accurate rebuttals to questions
General Expectations in EEE FYP

- Understanding of the given problem
- Pertinent literature review (background information)
- Planning, execution of plans
- Outcome, achievements, contribution to the project
- Initiative, effort, updating supervisor of progress regularly
- Consistency in work (Interim report is as important as final report)
- Ability to write and speak effectively
- The FYP is your project, you are responsible for your project
FYP Report Writing, Submission Schedules and Final Year Events
Final Year Project Report Writing

Project Final Report

- A formal, type-written final report
- Main body: normally 40 - 60 pages
- 1.5 spacing is required
- Times New Roman, font size 12
- Margin: 35mm on the left hand side, 30mm for top, bottom and right hand sides of each page
Final Year Project Report Writing

Project Final Report

Contents of the report should be in this order:

(a) Cover Page
(b) Table of Contents
(c) Abstract (not more than one page)
(d) Acknowledgements to give recognition of any advisory or financial assistance received in the course of the work on which the report is based (optional)
(e) Acronyms (optional)
(f) Symbols (optional)
(g) List of Figures
(h) List of Tables
(i) Main chapters (Chapter 1, Chapter 2………)
(j) References
(k) Appendix (optional)
Final Year Project Report Writing

Template for Project Final Report

FYP Time & Project Management

- FYP carries 10 AUs
- Spread over 2 semesters
- Keep to the schedule and do FYP consistently
- Spend 10 hours /week on FYP. Students might spend time on the FYP during the recess week and vacation if needed.
- Check your NTU emails regularly, particularly those starting with FYP
FYP Time & Project Management

- Contact your supervisor(s)/RI-Co-supervisors/industrial sponsors regularly, particularly the main/sole EEE supervisor

- All information FYP can be found at this website (check regularly):
  
  http://www3.ntu.edu.sg/eee/fyp/default.asp

- Guide on time management can be found at this website:
  
  http://www.eee.ntu.edu.sg/CurrentStudents/StudentWelfareandSupport/LearningProficiency/Pages/TimeManagement.aspx
Submission Details for FYP

- Project Plan/Strategy submission: 17 September 2013
- Interim report submission: 12 November 2013
- Draft report submission to sup: 28 March 2014
- Final report submission to sup and examiner: 11 April 2014
- Demo: 14 – 17 April 2014
- Oral presentation: 12-14 May 2014 (after the last exam paper)
B-type projects

These include RI, ISP, SCP and SMP FYP.

- Involve co-supervision by RI co-supervisors or ISP company sponsors or professors from other schools in NTU. Regular contact with them is very important! You need to arrange regular meetings with them.

- FYP Assessment is still done by EEE main supervisors, in consultation with them.

- More challenging but more demanding in general.

- Main responsibility is still with EEE main supervisors.
Add/drop period: first two weeks (till 25 August 2013, Sunday)

- To select a new FYP or drop an allocated FYP, you must follow the same practice for adding/dropping a course, i.e., within the first two weeks (till 25 August 2013, Sunday). Just email the FYP Committee Chairman.

- To select a new FYP, you also need to attach your degree audit (in pdf file) for verification of eligibility. We will provide you the list of available projects for selection.

- NO add/drop is allowed after 25 August 2013, Sunday.

IMPORTANT!!!

- FYP is for two semesters and **NO extension is allowed** except for approved MC/LOA for at least one semester. **Everything must be done by 14 May 2014**, including oral presentation.
Change of supervisor/project

- **Change of supervisors** – difficult and discouraged. For special cases, must provide good reasons and obtain the agreement from the existing and new supervisors. For B-type projects, agreement from co-supervision by RI co-supervisors or ISP company sponsors or professors from other schools in NTU is also required. **Must be done by the end of the add/drop period!**

- **Change of projects (with the same supervisors)** – easy! Agreement by both students and supervisors. Additional agreement is required for B-type projects. **Can be done by main supervisors any time from week 3 to week 8 of the semester.**
Upcoming Events for Final Year Students

- EEE Day – 28 January 2014
- EEE Week and Night – February 2014
- EEE Excellence Award – March 2014
  - 2nd Upper and above
  - Good CCAs
- Voting of EEE Valedictorians – March 2014
- EEE Yearbook
  - Feedback survey on EEE Yearbook 2013 and suggestions on EEE Yearbook 2013 – October 2013
  - Upload individual /group photos, personal data, etc. – Dec 2013
  - Collection of EEE Yearbook 2013 – End July 2014
- EEE Convocation – End July 2014
- EEE Graduates’ Evening – August 2014
General Information

- **Associate Chair (Academic), A/Prof. Tan Yap Peng**
  Email: eyptan@ntu.edu.sg

- **FYP Committee Chairman, A/Prof John Chan**
  Email: ecychan@ntu.edu.sg

- **Student Welfare and Support Unit, Manager, Ms Joanne Quek:**
  Tel: 6592 1802
  Email: eeesws@ntu.edu.sg

- Visit FYP Website regularly for updates, FAQ, guidelines and others:
  http://www3.ntu.edu.sg/eee/fyp/default.asp
Administration and Technical Support

- Ms Grace Ong, Assistant Manager
  Email: ELWWU@ntu.edu.sg

- Ms Hau Wai Ping, Webmaster, Admin and Technical Support
  Email: ewphau@ntu.edu.sg
Where to seek help?

Take ownership of your project and let your supervisor know asap if you encounter any difficulties or problems with your project. If necessary, contact undergraduate programme office, FYP Chairman or Associate Chair (Academic) asap.

- Technical problems related to FYP, seek supervisor/examiner
- All FYP related queries, seek FYP Committee Chairman, A/Prof. John Chan
- Problems that supervisor cannot help, contact FYP Committee Chairman or Associate Chair (Academic), A/Prof. Tan Yap Peng
- Other issues, seek Student Welfare Manager (Student Welfare & Support Unit), Ms Joanne Quek
Library Workshop for EEE FYP students

The library will be conducting 3 sessions of workshops for EEE students to introduce the library resources that can be useful for your FYP.

The workshops will be conducted on 10 Sep 2013 - Morning (9.30am - 11.30am), 13 Sep 2013 - Afternoon (2.30pm – 4.30pm) and 18 Sep 2013 - Evening (6.30pm – 8.30pm).

You can attend any of the three workshops according to your convenience. The venue is the Library Seminar Room at Level 4, Lee Wee Nam Library.
Those who wish to attend can register at any of the following links:

11 Sep 2013 - Morning (9.30am - 11.30am):
https://wis.ntu.edu.sg/pls/webexe/REGISTER_NTU.REGISTER?EVENT_ID=OA13080116201853

13 Sep 2013 - Afternoon (2.30pm – 4.30pm):
https://wis.ntu.edu.sg/pls/webexe/REGISTER_NTU.REGISTER?EVENT_ID=OA13080116353468

18 Sep 2013 - Evening (6.30pm – 8.30pm):
https://wis.ntu.edu.sg/pls/webexe/REGISTER_NTU.REGISTER?EVENT_ID=OA13080116385920
Advertisement

Online course on innovation by MIT Professor, Eugene Fitzgerald

Course code: 3.086x, Classes start: 16 Sep 2013, Course length: 13 weeks, and it’s open to everyone for free. Simply register online.

https://www.edx.org/course/mit/3-086x/innovation-and-commercialization/880

FYP students are invited to meet up with Professor Fitzgerald in person when he is in town in December.
Q & A