INTERNAL MEMORANDUM

From: A/Prof John Chan, Chairman (FYP Committee)
To: Students who may take FYP (2012/13 2nd Semester) from Jan 2013 to Dec 2013

10 Dec 2012

Final Year Project Selection for FYP (2012/13 - 2nd Semester)

PRE-REQUISITES (after the examination results are out for this semester)

Students Admitted to Engineering Year 1 (A-level)

1. Year 4 standing.
2. Students attempting IA/EIA/IRA: Earned at least 86 AUs in Core and Major Prescribed Elective (MPE) courses only.
3. Students attempting IO: Earned a minimum of 80 AUs in Core and Major Prescribed Elective courses, plus 6 AUs of any courses including Unrestricted Electives.
4. ABP students are allowed to attempt FYP concurrently with IA/IO/EIA/IRA at any given time.
5. Non-ABP students are not allowed to attempt FYP if they are attempting IA/IO/EIA/IRA at any given time, except for IO during the May - July period.

Students Admitted Directly to Year 2 (Poly Direct-Entry)

1. Year 4 standing.
2. Students attempting IA/EIA/IRA: Earned at least 59 AUs in Core and Major Prescribed Elective (MPE) courses only.
3. Students attempting IO: Earned a minimum of 53 AUs in Core and Major Prescribed Elective courses, plus 6 AUs of any courses including Unrestricted Electives.
4. Students are not allowed to attempt FYP if they are attempting IA/IO/EIA/IRA at any given time, except for IO during the May - July period.

(Please see the following webpage.
http://www.eee.ntu.edu.sg/CurrentStudents/Undergraduate/BEngFullTime/Pages/FYP.aspx)

Students who, by the beginning of next semester, meet the above pre-requisites are invited to select a final year project (FYP) which will start officially from the beginning of next semester till the end Semester 1, Academic year 2013/14, i.e., around early Dec 2013, for two semesters. Please contact your FYP supervisor once the project is allocated to you. For those who are doing IA currently you can add 10 AU to your current total core and MPE AU to check your eligibility. If you are taking courses this semester, you may also add the AU of the courses you are taking into account. However, if you still do not qualify by the beginning of next semester we will de-register you. Please assess your own chance of qualifying before selecting any project. If the chance is not good please do not choose any project as you may be depriving another student of a project and a staff who would be left without a student for the project.

Please take note that except for ABP students, final year projects cannot be carried out concurrently with IA/IO/EIA/IRA during the whole duration of FYP (two semesters) except for IO during the May – July period.

You can go to Student Link via the URL: http://www.ntu.edu.sg/Services/StudentServices/Pages/default.aspx. The selection menu can be reached via StudentLink >> Academic Matters >> Survey/Subject Option >> EEE Final Year Project Selection.
The details of the proposed final year project proposals are listed under the “View projects and allocated students” option. Each project is given a prefix alphabet (A,B) followed by a unique 7-digit project number with the first digit indicating the Division of the first supervisor, the last three digits indicating the academic year and the semester when the project starts. Please quote the whole project number in all correspondence.

The prefix A or B refers to the classification as given below:

- **Type A**: Internally generated projects - Staff Individual Project/Applied Research/A*STAR Projects
- **Type B**: Externally generated projects - Normal Industry Sponsored Projects (ISP)/Projects proposed for Special Manpower Program (SMP) for IC design/Projects proposed by Research Institutions (RI)

For example, A1010-081 means the project is internally generated, the first supervisor is from Division One and the project starts in academic year 2008/09 Semester 1.

Please take note that for type B projects, you may be required to do part of your FYP projects outside NTU regularly, such as one or half a day per week during the semesters and more often during the vacation, as agreed by the project NTU supervisors, the external co-supervisors/ISP sponsors and the students. Please check with the project NTU supervisors and the external co-supervisors/ISP sponsors before you take such projects.

**Project Selection and Allocation**

There are two main phases of project selection and allocation.

1) The first phase is from 10 Dec 2012 to 21 Dec 2012 when the projects are allocated by the main supervisors.

2) The second phase is from 26 Dec 2012 to 31 Dec 2012 and is for students who have not been allocated any project in the first phase. They will put in their 10 choices of the remaining projects. The computer will randomly allocate them projects based on their choices.

**First phase - Selection-by-supervisor**

The selection-by-supervisor period is from 10 Dec 2012 to 21 Dec 2012. This period, after the release of the projects, should be used to discuss the projects with the relevant supervisors before making your selection. Within this project allocation period, if you have decided to select a particular project and if the main/first supervisor of that particular project has agreed to take you, the supervisor will go to our stafflink website to allocate the project to you. Please note that the allocation is based solely on the discretion of the supervisor and is not on a first-come-first-served basis. Please approach the supervisors of the projects you are interested in as soon as possible since some external projects such as RI or ISP projects may require an interview before the project is allocated to you. If the supervisor decides to choose you, you will be allocated to that particular project and no other students can select the project. An automatic email will be sent to you by the system for your information. **In case that the project allocated to you is not what you have agreed with your supervisor indicated in the email, please contact your supervisor directly within the next day to clarify.** If you agree to the allocated project, you do not need to do anything and can ignore the second phase described below. Please also take note that some RI-FYP projects are only available for selection by supervisors during Phase 1.

This allocation information will be automatically updated on the FYP website as well as at:

Please note that some projects may have already been allocated. Projects under the SMP and URECA schemes have designated students and are therefore not open to other students.
Second phase – Allocation by Computer

The project selection period for the second phase is from 26 Dec 2012 to 31 Dec 2012. You may indicate up to 10 preferred projects from the remaining list through the Student Link by the deadline given above. The more choices you make the higher your chances of being given a project in the first round.

To access the FYP system, go to StudentLink >> Academic Matters >> Survey/Subject Option >> EEE Final Year Project Selection. Alternatively, you may use this link: https://sso.wis.ntu.edu.sg/webexe88/owa/sso_redirect.asp?t=1&app=https://wis.ntu.edu.sg/webexe/owa/fyp_eee_student.main

Within the selection duration, you may change your selection as you wish, and the minute-by-minute real time student selection statistics can be viewed from the FYP website or you may click: https://wis.ntu.edu.sg/webexe/owa/fyp_eee_student_list_projects?p1=xxx&p2=xxx&p_with_stats=Y

You are recommended to discuss your interested projects with the relevant supervisors before making your selection. However, please note that you will not be promised any particular project. All students will be treated equally in the allocation process regardless of whether you have discussed with the project supervisor during the second phase.

The details of the project selection and the allocation algorithm can be viewed at http://www3.ntu.edu.sg/eee/fyp/student_guideline/FT_student.pdf

In the case where it is not possible to allocate any of your choices, we will ask you to choose again among the remaining projects in a second round of selection. In any case we will allocate projects in an absolutely fair manner to minimize the number of students in the second-round selection. Project allocation will be announced around middle of Jan 2013 at our FYP website http://www.ntu.edu.sg/eee/fyp -> Full-time -> FYP (2012/13-2nd Semester) -> Project Listing.

For technical matters related to student link, please contact Mr. Loh Koah Fong directly, at kfloh@pmail.ntu.edu.sg

For other questions regarding project allocation, please kindly email Prof. Tang Xiaohong at exhtang@ntu.edu.sg (cc to Ms Ong Leh Woo, Grace ELWWU@ntu.edu.sg and Ms Hau Wai Ping).