

2002/2003 Project Guideline

Introduction

It is the objective of the department to ensure the quality of Final Year Projects. For this purpose, measures for more stringent control on the project quality are introduced. The measures include intermediate assessment of the students at various stages throughout the whole year and feedback are given to the students on their progress. This document is to provide students requirements and guidelines on the schemes.

Project Schedules

At the beginning of the first semester, supervisors will nominate a second examiner for each project. The second examiner will be involved in the assessment of the projects. Project will be assessed at four main checkpoints: middle of first semester, end of first semester, middle of second semester and end of second semester. The supervisor and project students should ensure that satisfactory progress is achieved at various checkpoints. Guidelines are provided as the minimum quality and progress.

<i>Time</i>	<i>Target</i>
First semester, week 6	Detailed Project Plan Webpage for project
End of first semester	Preliminary Implementation, Detailed Report and First Presentation
Second semester, week 6	Final implementation and beginning of testing phase, verbal report
End of second semester	Project Exhibition, Final Report and Final Presentation

Each stage will be described in more detailed in the following sections. Written feedback will be given to students at each stage.

Detailed Project Plan

At the middle of the first semester, the students should have finished the detailed design of the project plan, and a detailed project proposal should be submitted to the supervisor. The proposal should include a schedule of what will be achieved in the project, and the corresponding time frame. **For group projects, each student must work on a part that is well-defined and substantial and independent enough that it can be given a separate title.** The individual project title should be submitted together with the project plan, after consultation with supervisors. The final product will be compared with the content of the proposal to judge the achievement of the student. The supervisor should ensure that the proposal is feasible, can be achieved in the limited time of the project duration and an even share of workload among all members for group projects.

Students are also required to maintain a project webpage for each project. The webpage should be ready by week 6 of first semester, and updated weekly.

Note that this is the minimum requirement at the end of week 6. You may start implementation once the project plan is fixed and agreed by the supervisor.

Preliminary Implementation

Implementation can be started once the project plan is finalized. At the end of the first semester, the students should have at least some achievements. An intermediate detailed project report is to be submitted and a presentation is required to summarize the jobs accomplished in the first semester. The detailed project report will form part of the final report, for example, the first few chapters of the final report, so this should not be viewed as extra workload.

At this time, a project review should be undertaken, and modification of the project plan may be required.

Final Implementation

The implementation is expected to finish by the middle of the second semester, and the remaining time is for project testing and report writing. At the end of week 6 of second semester, the students are required to report verbally to his/her supervisor to summarize what he has achieved so far and the remaining work required.

Project Exhibition and Competition

Near the end of second semester, there will be a project exhibition. Students are required to prepare posters for the exhibition. They are also required to stand by their posters to demonstrate and answer questions to their projects at a specified time where the judge panel will come and view all posters.

The best projects will enter into the final of the project competition. A special project presentation session will be scheduled for the competition.

The detail of project exhibition and competition will be announced later.

Final Report and Presentation

At the end of the second semester, the students are required to submit a final project report and give a presentation. **Students should submit individual project reports describing their work.**

The final report may have a layout like this:

- Introduction (including background of the project)
- Theory
- Implementation
- Result (if any) and Discussion (and future works)
- References

This is only a rough guideline, and by no mean should be interpreted as a standard layout of the project report.

Project Assessment

The project will be assessed by both the supervisor and the second examiner. The weighting of the assessment is given in the following table:

<i>Stages</i>	<i>Supervisor</i>	<i>2nd Examiner</i>	<i>Total</i>
Assessment at 1 st semester	15%	6%	22%
First presentation	3%	3%	6%
Project Exhibition	10% by judge panel		10%
Final Assessment	40%	13%	53%
Final presentation	5%	5%	10%
Total	63%	27%	100%

The assessments will be based on

- The quality of the report
- The work achieved, and also how it compared with the project plan
- originality
- usability

Deadlines for each stages

The following tables summarizes the deadlines of each stage, and their corresponding requirements.

<i>Deadlines</i>	<i>Requirements</i>
Oct 21, 2002	Submission of detailed project plan, together with individual project title, and project webpage ready (Monday of Week 7)
Jan 13-17, 2003	First Presentation (Two Week after Examination and just before second semester)
Jan 20, 2003	Submission of detailed intermediate project report (First day of 2nd semester)
April 14, 2003	Submission of Final Report (One week before final presentation)
April 16, 2003	Project Exhibition
April 21-25, 2003	Final Presentation (second last Week of 2nd semester)