

**From:** Winnie Chua

**Sent:** Tuesday, 10 October, 2017 10:51 AM

**Cc:** Chan Mun Choon <chanmc@comp.nus.edu.sg>; Hari Krishna Garg <eleghk@nus.edu.sg>

**Subject:** RE: CG4001 BEng Dissertation <January Batch> - Final Assessment (FA)

**This email is intended for CEG4 students who are completing and presenting their CG4001 BEng Dissertation in semester 1, AY2017/18.**

Dear CEG4 Students

Please note:

1. The presentation venue and time-slot for the Final Assessment (FA) of your CG4001 B.Eng. Dissertation (or 'FYP') is now available for view via the Project Administration System (MySoC <https://mysoc.nus.edu.sg/~projadm/>) -> Presentation Schedule.

For this semester, the presentations will be held on **15, 20 & 27 Nov 2017**. Each student will be given around 25 minutes for presentation and 15 minutes for questions and answers (Q&A) session. A presentation including Q&A should NOT exceed 40 minutes. Please be at the presentation venue *15 minutes before your session* to do the necessary set up e.g. if your allocated time-slot is between 9 am - 12 pm, you should report by 8.45 am. You are required to remain at the presentation venue throughout the whole session.

2. A reminder to submit ring-bound hardcopies of your final report by **8 Nov 2017 (Wed), 5pm**.

a) Please refer to the format for CG4001 Cover and Title Page

via <http://www.ceg.nus.edu.sg/CG4001/forms/> OR [http://www.ceg.nus.edu.sg/CG4001/forms/documents/CoverNTitlePage\\_CG4001\\_000.pdf](http://www.ceg.nus.edu.sg/CG4001/forms/documents/CoverNTitlePage_CG4001_000.pdf).

DO NOT use CP4101 or EE4001 version, for the cover and title page.

b) Please submit a copy of the ring-bound report DIRECTLY to your respective Supervisor, Main Evaluator and Moderator (total: 3 copies).

If you are working on a 'confidential' project, please ensure that you display the word "CONFIDENTIAL" prominently on the cover and back pages of your FYP report.

3. As the Main Evaluator and Moderator may still recommend changes (to be made after the presentation), the electronic copy (i.e. pdf format) of your final report (revised copy, where applicable) AND presentation slides should be uploaded by **11 Dec 2017**. Please also help to complete the FYP and exit surveys by the same date. More instructions will be available in due course.

Last but not least, CEG students from all years will be encouraged to attend their Seniors' FYP presentations. There may be an audience, so please do your very best!

Regards

Winnie

**Important:** This email is confidential and may be privileged. If you are not the intended recipient, please delete it and notify us immediately; you should not copy or use it for any purpose, nor disclose its contents to any other person. Thank you.

**From:** Winnie Chua  
**Sent:** Friday, 8 September, 2017 9:51 AM  
**Cc:** Chan Mun Choon <[chanmc@comp.nus.edu.sg](mailto:chanmc@comp.nus.edu.sg)>; Hari Krishna Garg <[eleghk@nus.edu.sg](mailto:eleghk@nus.edu.sg)>  
**Subject:** CG4001 B.Eng. Dissertation <January Batch> - Final Assessment (FA)

**This email is intended for CEG4 students who are completing their CG4001 B.Eng. Dissertation in semester 1, AY2017/18.**

Dear CEG4 Students

1. Your FYP presentation in this semester will be scheduled in the Reading Week (20 - 24 Nov 2017). More details will be released at a later date.

2. Please refer to <http://www.ceg.nus.edu.sg/CG4001/assessment/> and be reminded of the upcoming important dates:

- Hard copies report submission: **By 5pm, 8 Nov 2017**

- Revised soft copy upload and (online) surveys submission: By 5pm, 11 Dec 2017

The marks entry has to be completed within a week, after the FA presentations. Most, if not all, supervisors and examiners (i.e. Main Evaluator and Moderator) will grade based on the hard copies submission (which is due by 8 Nov). Some supervisors and examiners may recommend (minor) revisions thereafter. The revised soft copy upload (due by 11 Dec) is mainly intended for record purpose. Even if your supervisor and examiners did not recommend any revision, an electronic copy will still have to be uploaded.

3. Please refer to <http://www.ceg.nus.edu.sg/CG4001/forms/> for CG4001 FA rubrics, and the format of the final report/thesis. For the latter, a reminder to use the (common) CG4001 cover and title page.

Do NOT confuse CG4001 BEng Dissertation with CP4101 (BComp Dissertation for SoC students) or EE4001 (FYP for EE students).

As noted from <http://www.ceg.nus.edu.sg/CG4001/forms/>, under 'Guidelines',

... CEG students should use the common CG4001 Cover and Title Page (i.e. as First and Second Page).

For subsequent pages (i.e. page 3 and onwards), please follow the guidelines as recommended by the home department of your project supervisor ....

Let me know if you have further queries.

Regards

Winnie

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**From:** Winnie Chua  
**Sent:** Tuesday, 28 March, 2017 9:40 AM  
**Subject:** RE: CG4001 B.Eng. Dissertation <January Batch> - Continual Assessment (CA)  
**Importance:** High

**This email is intended for CEG4 students who started CG4001 in semester 2, AY2016/17.**

Dear CEG4 Students

You can now view your assigned 'Main Evaluator' by logging in to Project Administration System (mySoC <https://mysoc.nus.edu.sg/~projadm/>), and lookup via 'FYP Proposals (Presentation Sem)', click on '2017/2018 Sem 1'.

[To email a CS acad staff, add '@comp.nus.edu.sg' after their (unix) ID. For ECE acad staff, add '@nus.edu.sg' after their NUSNET/elexxx ID.]

Please note the important dates for Continual Assessment (CA):

- CA report submission by 5pm, 5 April 2017
- CA presentation between 17 - 21 April 2017

As noted earlier, please submit your CA report directly to your Supervisor and Main Evaluator on time. You are also required to make the necessary arrangements to meet up with both the Supervisor and the Main Evaluator during reading week, so that you can report on your progress to them.

For more information on CG4001 assessment and guidelines on CA presentation, please refer to <http://www.ceg.nus.edu.sg/CG4001/assessment/>.

PS: There isn't a 'stipulated' format for CG4001 CA/interim report. If you are unsure, please check with your supervisor directly.

Regards  
Winnie

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**From:** Winnie Chua  
**Sent:** Wednesday, 1 March, 2017 12:12 PM  
**Cc:** Chan Mun Choon <chanmc@comp.nus.edu.sg>; Hari Krishna Garg <eleghk@nus.edu.sg>  
**Subject:** CG4001 B.Eng. Dissertation <January Batch> - Continual Assessment (CA)

**This email is intended for CEG4 students who started CG4001 in semester 2, AY2016/17.**

Dear CEG4 Students

As part of the FYP requirements for Continual Assessment (CA) in Week 12, students have to submit an interim project report which is to be evaluated by their respective supervisors and main evaluators. The report will account for 30% of the final grade; CA given by supervisor will be 20%, while the main evaluator would assess the progress for 10%.

For this semester, the deadline for you to submit your CA report will be by 5pm on 5 Apr 2017 (Wed). Please take note of this and submit your report directly to your supervisor and main evaluator on time. You are also required to make the necessary arrangements to meet up with both the supervisor and the main evaluator during Reading Week (17 – 21 Apr 2017), so that you could report on your progress to them. More information of your assigned main evaluator will be provided in due course.

For more information on CG4001 assessment, please refer to <http://www.ceg.nus.edu.sg/CG4001/assessment/>.

All the best to you in advance.

Regards  
Winnie

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**From:** Winnie Chua

**Sent:** Wednesday, 11 January, 2017 3:25 PM

**Cc:** Chan Mun Choon <chanmc@comp.nus.edu.sg>; Hari Krishna Garg <elegkh@nus.edu.sg>

**Subject:** Final Year Project, CG4001 B.Eng. Dissertation - Semester 2, AY2016/17 <January Batch>

**This email is intended for CEG4 students starting CG4001 in semester 2, AY2016/17.**

Dear CEG4 Students

Regardless whether you are working on a FYP supervised by a CS or ECE Academic Staff, you should have reported to your supervisor(s). If you still haven't, please do so ASAP (latest by this Friday, 13 Jan).

Please note:

1. Continual Assessment (CA) - Your FYP will be continually assessed throughout the academic year and the (first) report for CA is due by 5 April 2017. For more information on other important dates and the assessment criteria, please refer to <http://www.ceg.nus.edu.sg/CG4001/assessment/>.
2. Submission of [Project Update Form](#) - If applicable, students are required to submit the project update form by Friday, Week 3 of the first semester of your FYP i.e. for students who are starting CG4001 this semester, please submit by 5pm, 27 Jan.
  - It is imperative for your project details (e.g. project title, keywords, nature) to be updated so as to facilitate the assignment of staff as the Main Evaluator.
  - If your project is still titled as "Open-ended project", it is compulsory that your project details be updated, either through your supervisor (PS: preferred), or via the submission of the form to me, by the same deadline.

PS: If not applicable (i.e. there's no change, no update), no submission is required.

3. You may also want to refer to [http://www.ceg.nus.edu.sg/students/final\\_year.html](http://www.ceg.nus.edu.sg/students/final_year.html) for:
  - the slides of Prof Chan's presentation in August 2016, and/or
  - the slides (tutorial) and webcast of 'Engineering FYP Information Literacy 2016', presented by NUS Libraries.

We wish you every success in your FYP!

Regards

Winnie

on behalf of A/Prof Chan and A/Prof Garg, CG4001 Coordinators

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