

**From:** Winnie Chua  
**Sent:** Monday, 3 September, 2018 4:50 PM  
**Cc:** Chan Mun Choon; Hari Krishna Garg  
**Subject:** CG4001 BEng Dissertation <January Batch> - Final Assessment (FA)

**This email is intended for CEG4 students who are completing their CG4001 BEng Dissertation in semester 1, AY2018/19.**

Dear CEG4 Students

1. Your FYP presentation in this semester will be scheduled in the Reading Week (19 – 23 Nov 2018). 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, 7 Nov 2018**
  - Revised soft copy upload and (online) surveys submission: By 5pm, 10 Dec 2018

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 7 Nov). Some supervisors and examiners may recommend (minor) revisions thereafter. The revised soft copy upload (due by 10 Dec) via [DSpace](#), 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

**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:** Tuesday, 3 April, 2018 9:08 AM  
**Cc:** Chan Mun Choon; Hari Krishna Garg  
**Subject:** RE: CG4001 BEng Dissertation <January Batch> - Continual Assessment (CA)

**This email is intended for CEG4 students who started CG4001 in semester 2, AY2017/18.**

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 '2018/2019 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, 11 Apr 2018
- CA presentation between 23 – 27 Apr 2018

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 the CA/interim report. If you are unsure, please check with your supervisor directly.

Regards  
Winnie

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**From:** Winnie Chua  
**Sent:** Monday, 5 March, 2018 11:10 AM  
**Cc:** Chan Mun Choon; Hari Krishna Garg  
**Subject:** CG4001 BEng Dissertation <January Batch> - Continual Assessment (CA)

**This email is intended for CEG4 students who started CG4001 in semester 2, AY2017/18.**

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 11 Apr 2018 (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 (23 - 27 Apr 2018), 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:** Friday, 19 January, 2018 12:35 PM  
**Cc:** Chan Mun Choon; Hari Krishna Garg  
**Subject:** Final Year Project, CG4001 BEng Dissertation - Semester 2, AY2017/18 <January Batch>  
**Importance:** High

**This email is intended for CEG4 students starting CG4001 in semester 2, AY2017/18.**

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 by today (19 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 11 April 2018. For more information on other important dates and the assessment criteria, please refer to <http://www.ceb.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, 2 Feb.
  - 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.ceb.nus.edu.sg/students/final\\_year.html](http://www.ceb.nus.edu.sg/students/final_year.html) for:
  - the slides of Prof Chan's presentation in August 2017, and/or
  - the slides and webcast of 'Engineering FYP Information Literacy 2017', 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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