

From: Winnie Chua
Sent: Monday, 6 March 2023 10:08 AM
Cc: Tan Keng Yan, Colin; Hari Krishna Garg
Subject: RE: CG4003 FYP <January Batch> - Continual Assessment (CA)

This email is meant for CEG student who started CG4003 in January 2023.

Dear <CEG4 student>

Your FYP CA report is due in less than a month's time. There isn't a stipulated format for the CA report per se. If you are unsure, please check with your supervisor directly.

1. You can now view your assigned 'Main Evaluator' by logging on to Project Administration System (mySoC <https://mysoc.nus.edu.sg/~projadm/>), and lookup via 'FYP Proposals (**Presentation Sem**)', click on '**2023/2024 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 ID.]

2. Please note the important dates for Continual Assessment (CA),

- CA report submission by 5pm, 5 Apr 2023
- CA presentation between 17 - 21 Apr 2023

AND refer to the [Guidelines for CA Presentation](#):

- i. It could be an informal presentation held in the staff office (supervisor or main evaluator), or in discussion/meeting rooms. If the latter is necessary, for FoE venues, please drop by Technical Services @ E1-04-01, while for SoC venues, the respective CS supervisors could help to book.
[\[Alternatively, you may want to conduct your CA presentation virtually via Zoom web conferencing or Microsoft Teams. It is the student's responsibility to host and share the link to your video conferencing with your respective Supervisor and Main Evaluator.\]](#)
- ii. Based on the report submitted by students, the supervisors and main evaluators can have informal discussion about the student's understanding of the project, progress, what he would be doing in the next semester, and expected outcome at the end of the project.
- iii. Students may use their laptop to show a few slides.
- iv. Students are allowed to do separate presentations, provided both supervisor and main evaluator are agreeable with the arrangement.

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 and report your progress to both the Supervisor and the Main Evaluator during the reading week.

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: Monday, 13 February 2023 4:25 PM
Cc: Tan Keng Yan, Colin; Hari Krishna Garg
Subject: CG4003 FYP <January Batch> - Continual Assessment (CA)

This email is meant for CEG student who started CG4003 in January 2023.

Dear <CEG4 student>

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.

For this semester, the deadline for you to submit your CA report will be by 5pm on 5 Apr 2023 (Wed). Please take note 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 2023), so that you could report on your progress to them. More information of your assigned main evaluator will be provided in due course.

Please refer to [FYP Assessment page](#) for more information.

Regards
Winnie

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From: Winnie Chua
Sent: Thursday, 12 January 2023 10:51 AM
Cc: Tan Keng Yan, Colin; Hari Krishna Garg
Subject: CG4001/CG4003 FYP - Sem 2, AY22/23 <January Batch>

This email is meant for CEG students starting CG4001/CG4003 in Sem 2, AY22/23.

Dear CEG4 Students

You should have reported to your FYP supervisor(s). If you still haven't, please do so ASAP, latest by tomorrow (13 Jan).

1. Information literacy – which may be defined as the ability to find credible information effectively and efficiently, make sense of the information, and identify research/market gaps that may lead to opportunities for innovation and creating of new knowledge – is a critical skill that you should have as you work on your FYP. To help you better prepare for your FYP, NUS Libraries is offering the following e-Module:

CDELIB003 Design & Engineering Projects: Find Credible Information

- a self-paced, online learning module in Canvas
- be equipped with skills to question your research intelligently, search effectively and find credible information from various databases, and cite references properly
 - Examples of information sources covered include peer-reviewed journal articles, conference papers, patents, standards, market reports and statistics
- includes many bite-sized videos and instructional help as well as short activities/quizzes to help you reinforce your learning from the e-module
- the module takes about 5.5 hours to complete, which is feasible, as it is available in Canvas for at least 3 months **(9 Jan 2023 - 23 April 2023)**

While it is not compulsory to complete the module, you are **highly recommended** to do as it will guide you to do a good literature review for your projects. Refer to the following for your action:

Link to self-enrol in CDELIB003	https://canvas.nus.edu.sg/enroll/X4W6CX
CDELIB003 self-enrolment guide	http://bit.ly/cdelib003selfenrolguide
CDELIB003 e-module trailer	http://bit.ly/cdelib003trailer

If you have any questions regarding CDELIB003, please contact Ms Patsy Chia (Senior Librarian, NUS Libraries) at patsychia@nus.edu.sg directly.

2. Continual Assessment (CA) - Your FYP will be continually assessed throughout the academic year and the (first) report for CA is due by 5 Apr 2023. For more information on other important dates and the assessment criteria, please refer to [FYP Assessment page](#).

3. Submission of [Project Update Form](#) - Where applicable, students are required to submit the project update form by Friday, Week 3 of the first semester of your FYP. For students who are starting CG4001/3 this semester, please submit by 5pm, 27 Jan.

- a) It is imperative for your project details (e.g. project title, keywords, nature) to be updated so as to facilitate the assignment of the 'Main Evaluator'.
- b) If your project is still titled as "Open-ended project", it is compulsory that your project details be updated preferably by your supervisor, or by submitting the form to me, by the same deadline.

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

4. Where applicable, please note the withdrawal policy for CG4001 (over two semesters):

FYP for CEG AY17 intake (& after)	Withdrawal request submitted ...					
	Before/by Friday of Week 13 (in the 1st sem)		After Friday of week 13 (in the 1st sem) AND before F grade takes effect in the 2nd sem (i.e. Monday of Week 7)		After F grade has taken effect (in the 2nd sem)	
Specific date(s)*	14 Apr 2023		15 Apr – 1 Oct 2023		2 Oct 2023	
Grade	Grade in 1st sem	Grade in 2nd sem	Grade in 1st sem	Grade in 2nd sem	Grade in 1st sem	Grade in 2nd sem
	W	N.A.	IP	W	IP	F

*Above dates supersede [the withdrawal policy for regular modules \(that run for 13 weeks\)](#).

You will not be able to drop "CG4001" yourself via ModReg. As such, If ever you intend to withdraw from CG4001, please obtain your supervisor's approval and let me know.

We wish you every success in your FYP!

Regards

Winnie

on behalf of CEG FYP coordinators

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