

School of Computing and Informatics
Capstone Project, January-June 2024

| Weeks | Date | Activity | Description |
|---------|----------------------------|----------------------------------|---|
| 1 | 02 January 2024 | Industrial Attachment | The student will be given a briefing in the morning in UTB. Students officially report to the host organisation (first working day of January). Marking Sheets will be given and explained by UTB supervisor. |
| 2 - 4 | 08 January 2024 | Project Proposal | Each student submits the preliminary project proposal (PDF) based on the agreed discussion between the host organisation and UTB supervisors. The proposal is emailed to both supervisors and sci.capstone@utb.edu.bn. Marks are awarded, and feedback is provided by the respective supervisors. |
| | 27 January 2024 | Proposal submission | A meeting schedule is prepared. |
| 5 - 10 | 29 January - 10 March 2024 | Project Supervision | |
| 11 | 11 March - 16 March 2024 | Mid-term report and presentation | This report is submitted to both supervisors and sci.capstone@utb.edu.bn. This report consists of the draft chapters for Chapter 1 -Chapter 3. The mid-term presentation consists of the objectives and the current progress of the project, any deviation from the proposal and the plan for the remaining tasks. Both supervisors will give feedback. The presentation time will be agreed upon by both supervisors. Other lecturers, students and host organisation staff may be invited. The respective coordinators will remind this task. |
| 12 - 18 | 18 March - 4 May 2024 | Project Supervision | |
| 19 | 6-12 May 2024 | Writing up report | |
| 20 | 13 May 2024 | Final report submission | The final report is submitted to both supervisors and sci.capstone@utb.edu.bn. Each Student prepares an A2 size poster summarising the final project, prints and email a PDF to sci.capstone@utb.edu.bn. The respective project coordinators will remind this task. |
| | 14 May - 19 May 2024 | Preparation of Presentation | |
| 21 | 20 - 25 May 2024 | Presentation | Each student presents the final project to include the results/outcomes of the project. The respective project coordinators prepare the presentation schedule. Other lecturers, students and host organisation staff may be invited. The Industrial assessment form, via email from the host organisation supervisor, logbook (a preferred platform) and industrial attachment report (a preferred platform) are submitted to the ExperiencePLUS coordinator. |
| 22 - 26 | 13 May - 29 June 2024 | Internship continues | |