

## GENERAL GUIDELINES FOR FINAL YEAR PROJECT (Starting from Sem 1 or Sem 2 of an Academic Year)

### INTRODUCTION

This set of general guidelines provides the relevant information for Final Year Project (FYP) implementation and report preparation. It applies whether your FYP starts from Semester 1 or 2 of an academic year.

### PROJECT IMPLEMENTATION

1. You should have discussed the scope and methodology of the project with your supervisor(s). Based on the discussion, you should prepare a plan to carry out the project over 2 semesters. The plan may be modified subjected to the approval of your supervisor(s).
2. You should note it is **your responsibility to do the FYP works, with guidance from your supervisor(s)**.
3. You should think through the project strategy, plan and arrange for the necessary set up of equipment and test apparatus, analyze the relevant factors, identify outside organizations which you want to contact for case studies or other general information, summarize the results obtained, and deduce conclusions. You should consult your supervisor(s) regularly, especially during the initial period and critical moments of your project.
4. You should exhibit initiative, develop an ability to extend ideas and expand on suggestions, and show a sense of responsibility when carrying out your FYP.
5. You are expected to allocate 10 hours per week for FYP over two semesters. However, you may spend additional time on the project if your timetable allows it.

### PROGRESS REPORT, FINAL REPORT AND PROJECT PRESENTATION

1. **Progress Report:** Your progress will be monitored by your supervisor(s), through meetings and the submission of a progress report. This report must be submitted by the 3rd week after the first semester break. The report should consist of objective of the study, scope of work, some literature review, methodology, and tentative plan. Preferably, some preliminary results of investigation and future plan should also be included. The progress report should be concise and not too long.
2. **Final Report:** A final report is required from each student. The guidelines are given in Appendix A. Each student is required to submit two ring-bound copies of the report for examination by the supervisor(s) and a moderator (to be appointed later). You need to run your report through the text matching software **TURNITIN** before submission to your supervisor(s).

3. **Project Presentation:** Each student is required to do a 30 minutes oral presentation (inclusive of questions and answers) of the FYP work. Both the supervisor(s) and the moderator will attend and assess the oral presentation. Other faculty members and students may also attend the presentation if they choose to do so.

## FINAL SUBMISSIONS

After the oral presentation, students are required to make amendments (if any) to the report and to submit a ring-bound copy to the supervisor within two weeks after your oral presentation. All students are required to submit a full text report of the project in one PDF file via the Digital-Repository (DR)-NTU system.

For outstanding reports and certain selected projects, such as the Industrial Sponsored Projects, the student may need to submit a hard bound copy of the report to the School of CEE. Students of these selected projects will be notified by the School.

## PROJECT EXECUTION DATES

The following table lists the dates (in terms of the Week number of a semester) of 6 important FYP tasks:

Description:	FYP starting from Sem 1:	FYP starting from Sem 2:
1. Project Plan/Strategy	<i>end of Week 5 in Sem 1</i>	<i>end of Week 5 in Sem 2</i>
2. Progress Report	<i>end of Week 10 in Sem 1</i>	<i>end of Week 10 in Sem 2</i>
3. Draft of Final Report	<i>end of Week 10 in Sem 2</i>	<i>end of Week 10 in Sem 1</i>
4. Final Report	<i>end of Week 13 in Sem 2</i>	<i>end of Week 13 in Sem 1</i>
5. Oral Presentation	<i>during the next working week after the NTU Exam Period</i>	<i>during the next working week after the NTU Exam Period</i>
6. Amended Final Report (in pdf) to be submitted to DR-NTU and supervisor	<i>2 weeks after your oral presentation</i>	<i>2 weeks after your oral presentation</i>

## ASSESSMENT

The FYP will be assessed continuously. How you plan and execute your project will form part of this assessment. This includes your initiative and attitude, your ability to extend ideas and expand on suggestions, and your sense of responsibility in making decisions during the implementation stage. Your ability to analyze, to relate previous works to the project and make use of references, and to make relevant discussions on the findings of your project will also contribute to the assessment. These elements should be reflected in your progress report, your draft of the final report and the final report.

**All 3 reports (progress, draft of final and final reports) will be assessed and will contribute towards your FYP mark.** It is important not to neglect your progress report and the draft of the final report. In the preparation of these reports, you should pay attention to the layout, technical writing, neatness of the reports and the correct way of quoting references.

The oral presentation will also contribute towards the final assessment. *The oral presentation will be conducted during the next working week after NTU Examination Period.* The schedule will be announced 3 weeks before the start of oral presentation. Unless a special approval has been obtained from the Office of Academic Services by the student or a rescheduling is necessary as required by the School, no request for rescheduling outside the presentation period will be entertained.

## CONTACT WITH OUTSIDE ORGANIZATIONS

Any written requests for information from outside organizations must be approved by the supervisor(s). If the request is required to be channeled through the Chair's office, a short handwritten note of approval from the supervisor, enclosed with the letter, will suffice. An example of the cover letter from the Chair's office is attached in Appendix B.

## **FYP EXPENSES**

### *Consumable Materials*

Each solo FYP has been allocated a fund of \$500 towards the purchase of *consumables (if necessary)* for the project. For dual and triple FYP, the allocated fund is \$1,000 for each project. No request for additional budget will be entertained. As a general rule, all purchases should be processed through the relevant laboratory and approved by the supervisor, by filling out a FYP purchase requisition form.

### *Others*

Some examples of consumables are cement, reinforcing bars, and strain gauges, postage for mailing of questionnaires for transportation or survey-type FYPs. Expenses for photocopying of journal or technical papers, typing, drafting and printing of FYP reports will not be reimbursed. You should check with your supervisor first before you do any purchase for FYP-related works.

## **TRANSPORTATION**

In general, transportation costs to places outside the campus for the project work will not be reimbursed. You are expected to use public transport for these purposes. The University vehicles may be used to move equipment, to collect samples, or trips to remote sites, provided your requests are made by your supervisor(s) and endorsed by the Chair at least 5 days in advance.

## **Digital Repository (DR-NTU) SUBMISSION**

Please follow the guidelines for DR-NTU submission in the following website

<https://libguides.ntu.edu.sg/c.php?g=926884&p=6695137>

## GUIDELINES FOR WRITING THE FINAL YEAR PROJECT REPORT

1. The report should be type-written in English using **Times New Roman Font 11**. It should be on A-4 size paper and using **one-and-a-half-line spacing** for the text of the report. The expected length of the main body (items h, i and j) of the report should be around **6,000 words**, and **no more than 40 pages**. However, for reports which do not meet these guidelines, the supervisors will determine whether they should be accepted on a case-by-case basis. The Standard International System of Units (SI) should be used.
  
2. The contents of the report should include the following and be presented in the order indicated:
  - (a) a title page on white paper (see the attached example)
  - (b) a summary of not more than one page
  - (c) an acknowledgement page to give recognition of any advisory or financial assistance received in the course of the work on which the report is based.
  - (d) a table of contents (see the attached example)
  - (e) a list of tables (if any)
  - (f) a list of figures (if any)
  - (g) a list of symbols (if any)
  - (h) an introductory chapter
  - (i) the text chapters
  - (j) references
  - (k) appendices (if any)
  
3. Each reference, be it from a journal, text book or conference proceedings, should be in a certain format and listed alphabetically. Some examples are listed as follows:

Appan, A., Alsagoff, F. and Tan, K.W., 1988. A Feasibility Study on the Utilisation of Surface Runoff from a Small Paved Catchment as a Supplementary Source for Non-portable Use. *Proceedings of the 6th World Water Congress*, Ottawa, Vol. 1, pp 172A7.

Broms, B.B., 1984. Expander Bodies as Ground Anchors. *Ground Engineering*. Vol. 18, No 7, pp. 19-23.

Chen, C.N. and Wong, T.S.W., 1987. Comparison of Kinematic Wave and Rational Methods for Site Drainage Design. *Proceedings of Technical Session D. XXII IAHR Congress and the 4th International Conference in Urban Storm Drainage*, Lausanne, Switzerland, pp. 264-269.

Choa, V., 1987. Instrumentation and In-situ Testing in Hydraulic Fill Projects. *Proceedings of the 8th Asian Regional Conference on Soil Mechanics and Foundation Engineering*. Kyoto, Vol. 1, pp. 15-26.

Fan, H.S.L., 1988. Microwave Landing System Impact on Runway Capacity. *Journal of Transportation Engineering*, American Society of Civil Engineers, Vol. 114, No 5, Sept, pp. 607-621.

Koo, T.K., 1988. Graphic Database Exchange: Direct Translator vs Universal Translators. *The Cartographic Journal. British Society of Cartography*, Vol. 25, No. 4, pp. 104-108.

Low, B.K., 1985. Analysis of the Behaviour of Reinforced Embankments on Weak Foundations. *PhD Thesis*, University of California, Berkeley.

MacGinley, T.J. and Ang, T.C., 1987. *Structural Steelwork: Design to Limit State Theory*. Butterworth.

Peck, R.B., Hanson, W.E. and Thornburn, T.H., 1974. *Foundation Engineering*. 2<sup>nd</sup> Ed, Wiley, New York.

Tay, J.H., 1987. Bricks Manufactured from Sludge. *Journal of Environmental Engineering*. American Society of Civil Engineers, Vol. 113, No 2, pp. 278-283.

4. The margin on the left hand side must be about 3.5 cm while the right hand margins should be around 2.5 cm. On the top and bottom sides, a margin of 3 cm is recommended.
5. Students should prepare both hard copy and soft copy of the project report. This depends on the supervisor and moderator. 2 hard copy (could be ring-bound or hard-bound) of the report should be submitted to your supervisor. The soft copy may be submitted to your project supervisor if so required.
6. For selected reports, a dark blue hard cover may be required by the School. Samples of the cover, inside front page and the spine are attached.

**YOUR FINAL YEAR PROJECT TITLE**



**STUDENT'S NAME**

**SCHOOL OF CIVIL AND ENVIRONMENTAL ENGINEERING  
COLLEGE OF ENGINEERING  
NANYANG TECHNOLOGICAL UNIVERSITY**

**2016/17**

**YOUR FINAL YEAR PROJECT TITLE**



**Submitted by  
Student's Name**

**School of Civil and Environmental Engineering  
College of Engineering  
Nanyang Technological university**

A Final Year Project presented to the Nanyang Technological University  
in partial fulfillment of the requirements for the  
Degree of Bachelor of Engineering

2016/17

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School of Civil and Environmental Engineering

Reg. No. 200604393R

Date

Ref : CEE/C6.43

Organization Address

Dear Sir

This is to confirm that the following is a final year student of the **<Civil / Environmental Engineering / Maritime Studies>** program of the School of Civil and Environmental Engineering, Nanyang Technological University, undertaking a project on "FYP title .....".

**Name of Student**

**NRIC No.**

The faculty supervising this project is .....

This project is part of the final year curriculum leading to the **e.g. Bachelor of Engineering in Civil Engineering**. In order to carry out the project, certain information/data are required from your organization, as indicated in the attached request from the student. Any assistance rendered by your organization would be greatly appreciated.

Yours sincerely

Assoc Prof Wong Yiik Diew  
Associate Chair (Academic)