



Policies for Module Project (CS6P05)

Prepared By: Project Module Management team (FYP Department)

*For future reference, please review this document and follow the procedures accordingly.
Failure to adhere to this policy will result in failing the Project Module, and the student will
need to appear for a re-sit.*



Policies for Students in FYP for Documentation Submission

Students are required to thoroughly review this document before initiating their FYP project.

Supervisor Allocation Form

1. Students are required to complete the **Google form** provided by the FYP & DMP Department within **one week** after the announcement during summer classes.
2. Students must regularly check their **emails** for **supervisor allocation** updates and attend their respective classes, either online or in person, according to their schedule.

Proposal Submission

Draft Proposal

1. Students are required to submit a draft proposal to their allocated internal supervisor via email or MST before the regular FYP session begins.
2. The Draft proposal should contain the following topics thoroughly:
 - a. Introduction to your Interest Domain
 - b. Background to your Project
 - c. Expected Outcome and Deliverables
 - d. Project Risks, Threat and Contingency Plan
 - e. Aim and Objectives of Your Project
 - f. Methodologies for Project Development
 - g. Selected methodology
 - h. Gantt Chart of your Timeline
 - i. Work Breakdown Structure
 - j. Milestones
 - k. Conclusion

Academic Final Proposal

1. The proposal accounts for **5%** of the overall FYP module grade.
2. A complete proposal structure guideline for your regular FYP class will be provided by the supervisor during the class.
3. **Failure to meet** the proposal **deadline** for your regular FYP classes will be considered a **serious offense**, resulting in a **grade of 0 (zero)** for your proposal.

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4. In the event of a missed proposal deadline, students are required to fill out a **Google form** with their project **topics and objectives**. However, their grade will still be marked as 0 (zero).

Interim Submission

1. The Interim Report accounts for **25%** of the overall FYP Module grade.
2. A complete Interim structure guideline for your regular FYP class will be provided by the supervisor during the class
3. A complete Interim Report Should be submitted by students to MST showcasing their progress in development process as well as their problems.
4. **Failure to meet** the Interim **deadline** for your regular FYP classes will be considered a **serious offense**, resulting in a **grade of 0 (zero)** for your Interim Report.
5. **Failure to pass** this specific component (less than 40 marks) results student **failing** in the **whole FYP Module** and should appear for the re-sit.

Artefact

1. The Artefact accounts for **10%** of the overall FYP Module grade.
2. Students should maintain an artifact folder for their project to showcase evidence of their development process.
3. In the event of **no artefact submission**, the student will receive a **grade of 0 (zero)** for this component.

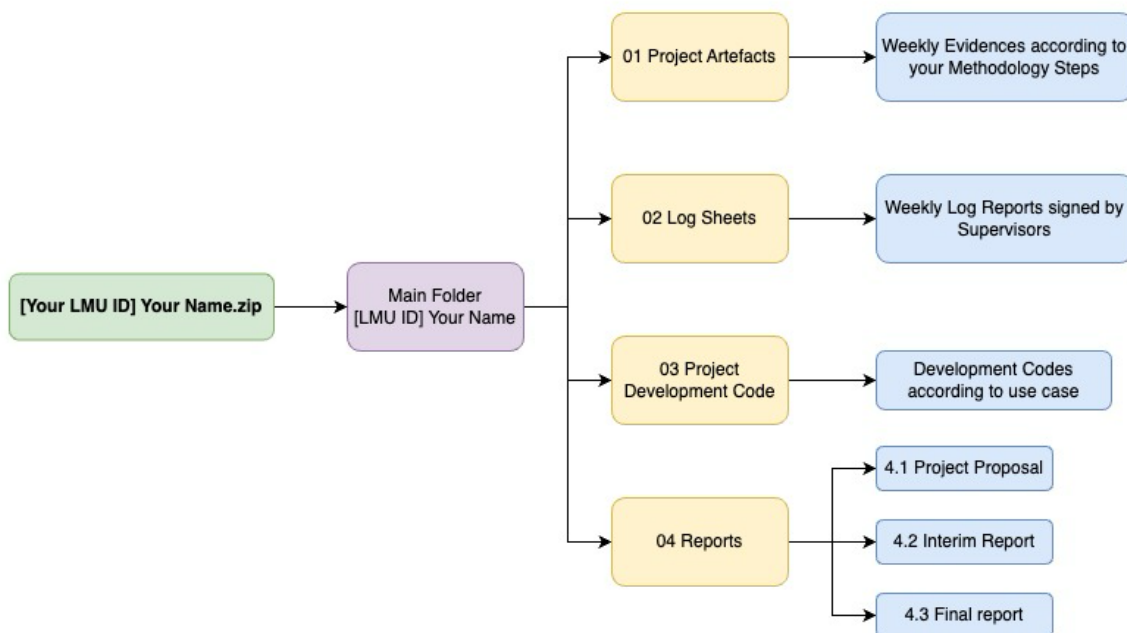
Logs

1. The Logs accounts for **10%** of the overall FYP Module grade.
2. A Weekly Meeting log template will be share to you by the Supervisors in your regular FYP class.
3. Students should maintain the **Weekly Logs** from the first either **online or offline** academic FYP Class and the required **minimum** Log count should be **16**.
4. Students who **fail to attend** the physical FYP class but wish to meet the supervisor informally in person may do so; however, their meeting log will **not be counted** for such meetings and his/her attendance will still be marked as **Absent**.
5. Students are **eligible** to make log for the class only if they **attend** the FYP **meeting**, emphasizing the importance of **attendance**.
6. All meetings with internal and external supervisors must be thoroughly **documented** in the Weekly Log file, which will later be **verified** by the supervisors.

Final Report

1. The Final Report accounts for **40%** of the overall FYP Module grade.
2. This is the final report that you must submit at the end of the FYP session, along with artifacts and logs.
3. This report should demonstrate your ability to thoroughly develop the overall project. Failure to present this in the report will result in failure of the FYP module.
4. When submitting the final report, you are required to provide a zip file containing your logs, artifacts, development code, and reports [proposal, interim, and final report].
5. The final report structure and submission guidelines will be provided by the supervisor during your FYP session.

FYP Submission Folder Structure



1. Attached above is the **folder structure** that must be followed for submitting your Final Year Project folder.
2. The final project folder should be a zip file, named according to the convention:
[Your LMU ID] Your Name.zip

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VIVA

People Involved

- External Supervisor
- Internal Supervisor
- Guest Supervisor
- Student

General guidelines

The general guidelines included in the process are as follows:

1. The VIVA accounts for **10%** of the overall FYP Module grade.
2. **Failure to pass** this specific module will result in **failing** the entire FYP module.
3. The VIVA is compulsory and must be given to your respective supervisors in the allotted time which is seen in the schedule. Be very punctual.
4. It is a required component, thus for the students who have submitted their project folder and report you will have to appear for VIVA to pass the module.
5. The attendance is mandatory and failure to attend the viva will automatically result in Resit.
6. Project Backup should be maintained accordingly.
7. Only 4 people will be present in the viva session. The student, internal supervisor, external supervisor, and guest supervisor.
8. The viva will be of duration of 15 minutes. 10 minutes is for demonstration, 5 minutes is for Q&A from supervisors.
9. The Viva session will be taken physically so the student must be present in **Formal Attire**. Failure to wear formal attire will result in mark deduction.
10. **Video demonstration/recording** of the project is strictly **prohibited**. The demonstration of the project should be done during the viva session.
11. If the student is **not able to demonstrate** or run the project in the viva session, he/she will directly **appear for Resit**.
12. The judgement criteria of the viva session will be based on the capability while demonstrating the project, understanding about the technology used in the project and ability to answer the questions asked by the supervisors.

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Mitigating Circumstances from PAT Department

The College recognizes that sometimes events happen suddenly and unexpectedly to students over which they have no control, and which can have a serious effect on their capacity to complete assessment items to published due dates. These procedures set out the processes through which student can bring to the attention of the College significant changes in their circumstances in order that such events can be considered.

Mitigating Circumstances: where an unexpected exceptional event has a significant impact on a student's ability to attend, undertake or submit assessment(s) during or shortly before the assessment in question.

The College defines mitigating circumstances as circumstances which are:

- Beyond the control of the student.
- Could not be reasonably accommodated by the student and
- Had a significant impact on their performance immediately before or during an assessment.

Eligibility for Claims

A claim for exceptional mitigating circumstances may be submitted in relation to:

- Significant illness during an assessment, such as an exam or presentation.
- Significant illness lasting several days, preventing the student from making progress with or submitting an assessment.
- Serious illness of a close family member requiring the student to provide significant, unplanned caregiving support.
- Death of a very close family member or friend.
- The student being a victim of a crime.

Grounds for Claims of Exceptional Mitigating Circumstances

Many mild illnesses and routinely difficult or upsetting events do occur in life. It is a normal part of life to have to manage these and continue with work or study. Therefore, many such difficulties are not normally approved as representing grounds for the submission for claims of exceptional mitigating circumstances.

It is the responsibility of any students with a long-term condition or problem which may affect their study and assessment to seek advice as early as possible and use the support services available through the College to ensure that they can study and undergo formal assessment in the way which meets their special needs but still allows them to demonstrate their real academic ability.

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The following represent grounds which will **not** normally be **approved**:

- Illnesses of a mild or short-term nature such as colds, headaches, stomach upsets.
- The usual professional commitments or employment demands do not constitute mitigating circumstances unless there is evidence from an employer that commitments and demands have been exceptionally substantial and temporary.
- The loss of material due to failure or theft of a computer or associated device (e.g. USB memory pen or printer) does not constitute mitigating circumstances as students are required to ensure that their work is adequately backed up.
- In case of disabled MST, students must carry out submissions via alternative approach mentioned by **module leader** else the submission will be considered invalid.
- Submitting **an incorrect file in the MST portal** will lead to **rejection**, as only accurate and appropriate files are accepted.
- Clicking the **submit button without attaching any file** is deemed **invalid**, emphasizing the necessity of providing necessary attachments for a submission to be considered complete.
- Claims arising from poor time management or personal organization (e.g. failure to plan for foreseeable events such as travel problems resulting in late submission of coursework; misreading the examination timetable; failure to follow the instructions regarding the submission of assessment items).
- Claims relating to circumstances within a student's control (e.g. family wedding or holiday; paid employment; booking an alternative flight; choosing to miss an assessment or coursework due date for something considered more important).
- Claims relating to 'assessment stresses. Experiencing an increase in anxiety leading up to and during an assessment(s) is a common experience for many students.
- Claims where the problem is caused by English being an additional language, being subject to Procedures such as Academic Misconduct, Disciplinary or Fitness to Practice.

The following represent grounds which will normally be **approved**:

- The student has successfully sent the file to the relevant recipient (IT PAT, module leader, or tutor) before the deadline, indicating timely submission.
- The proper file has been submitted but encounters error while extracting the file (corrupt file only).

For any Query with PAT Dept.: it.pat@islingtoncollege.edu.np

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Note: While the correct file was submitted, it encountered an error during extraction due to corruption. This suggests that despite the proper submission, unforeseen technical issues arose during the processing of the file, potentially impacting its accessibility or usability. Clarification or assistance may be needed to address the corrupt file and ensure that the intended content is properly accessible for evaluation or review.