

## **CSIT6910 Independent Project Guidelines**

### **General Information**

- CSIT 6910 allows students to choose from general projects and industry-related projects. For the latter, students will have the opportunity work with industry professionals under the supervision of their chosen project supervisor.
- This course may be repeated for twice only. Course codes are CSIT 6910A (1<sup>st</sup> project) or CSIT 6910D (2<sup>nd</sup> project).
- Each project is equivalent to a 3-credit course and shall last for NOT more than one semester.
- Eligibility: Students must have a CGA of B (3.00) or above in order to register for CSIT 6910 projects. Students in their first semester of study will be approved by the Program Director on a case-by-case basis to do projects, based on their academic transcripts and performance prior to the program.

### **Registration Procedure**

#### 1. Identify a supervisor and project title

Go through the list of supervisors and project titles available on the [MSc Project Enrollment Request System](#) to identify a potential supervisor and project title. Each supervisor is limited to supervise **five** students at the same time.

#### 2. Prepare a proposal

Prepare a one-page proposal of the independent project for consideration by the supervisor and Program Director. The proposal should cover but not limited to the following:

- a. The title and brief description of the project,
- b. The scope and the workload (in terms of number of credits), and
- c. The grading criteria (e.g. a project proposal, a final report, a presentation, and/or demonstration and weightage to each activity).

#### 3. Complete the request for approval online

Complete the request for approval and upload the project proposal via the [MSc Project Enrollment Request System](#) **at least 5 working days prior to the add/drop deadline**. Please read *Procedure for Online Application of MSc Independent Project (Procedure for OAPS)* on Canvas for details.

#### 4. Submit a request for “Instructor’s Consent”

Upon approval from the MSc Project Enrollment Request System, submit a request for “Instructor’s Consent” via Class Enrollment Request on Student Intranet.

#### 5. Enroll in the course

When the request is approved, you will receive an email notification. As the last step, click on “Enroll” in the email to register for the course.

## **Project Conduct**

- Students are expected to meet their supervisor **at least FOUR times** during the semester to discuss the project, report on the progress and discuss the future direction of the project.
- Students should prepare minutes of each meeting and include them in the final report submitted upon completion of the project. A sample minutes is attached as Appendix A.
- **Failure to comply with the above requirements will result in an automatic F grade in the course.**

## **Report Completion**

- Upon completion of the course, submit 1) a written report describing the work carried out for the independent project, and 2) the minutes of each meeting with the supervisor together with the report.
- The report should be submitted to the supervisor by a date set by the supervisor.
- The report will be read and approved by the supervisor.
- Once the supervisor approves the report, they should submit to the Program Director and copy the Program Office an electronic version of the report together with the proposed grade to supervised student(s). **It is the supervisor's responsibility to ensure that students comply with the grading criteria agreed upon in the project proposal. The final grade assigned to the project should be justified with suitable reference to the grading criteria as set out in the proposal.**
- The course grade will be endorsed by the Program Director only when all the above requirements are satisfied.

*(Last updated on August 01, 2025)*

## **Appendix A**

### Sample of Minutes

#### **Minutes of the 1<sup>st</sup> Project Meeting**

**Date** Monday, September 22, 2025

**Time** 10:00 am

**Place** Room 1234

**Present** Andrew Ng

Prof Michael Jordan

**Apology** None

**Note-taker** Andrew Ng

#### **1. Approval of minutes**

This is the first group meeting, so there were no minutes to approve.

#### **2. Discussion items**

Things to do

#### **3. Meeting adjournment and next meeting**

The meeting adjourned at 10:45 AM. The next meeting will be held in October.