

The University of Hong Kong

Department of Electrical & Electronic Engineering

To: Students taking Senior Design Project

Date: Oct 2, 2017

From: Prof. P.T. Lai (Senior Design Project Coordinator)

Senior Design Project (SDP)

A. Mid-Term Review (20% of total SDP mark)

For assessing the progress of your project, you are required to submit TWO hard copies of your midterm report (maximum 20 pages) to the Departmental Office, and upload the PDF copy of your report to the Departmental Website (see **Format** below) by or before [Jan 15, 2018 \(Monday\)](#) and arrange an oral presentation with your supervisor and second examiner (to be announced) by or before [Jan 22, 2018 \(Monday\)](#). Penalty for late submission of report is – 2 marks (for a total mark of 100) per day.

B. Deadline for Submission of Final Report, Technical Paper and Poster

You are required to submit TWO hard copies for EACH of your final report and technical paper to the Departmental Office, and upload ONE PDF copy for EACH of your final report, technical paper and poster to the Departmental Website (see **Format** below), by or before [April 9, 2018 \(Monday\)](#). Penalty for late submission is – 2 marks (out of 100) per day.

The Project Presentation Week (from Apr 16 to Apr 20, 2018 (Mon-Fri)) and its schedule will be announced in due course. Each student will be required to give a 20-minute oral presentation as well as an one-page poster presentation. The project will be assessed by your supervisor and second examiner. The poster presentation will also be assessed by project moderators. Excellent projects will be considered for best project awards, while excellent posters will be considered for poster prizes.

Note that you can retain the hardcopy poster after presentation.

C. Final Report, Technical Paper and Poster (80% of total SDP mark)

The project report should be definitive in stating the student's own contribution, and completely written in one's own words.

Note that you are required to run your Project Report through "Turnitin" to check plagiarism. If the similarity score exceeds 1%, zero mark will be given to the report, which contributes to about 19% of the total project mark.

(N.B. Students of group projects have to submit their own individual report/technical paper/poster detailing their own work and contributions, as they are assessed/marked individually.) The Department has imposed that the report should be printed double-sided and limited to a maximum of 100 pages (50 sheets) excluding the Appendix. Large bulk of program listings, printouts, tables, diagrams etc. of secondary importance to the understanding of the main text should always be relegated to appendices or if appropriate, be separated from the main report. On the other hand, diagrams, graphs, tables etc. to which the text makes significant references should be placed as close as possible to the relevant text. The report should include an account of the project planning, an assessment of the cost-effectiveness of the design and/or implementation, and an evaluation of the practicality of the project. As a rule, all copied materials must be properly acknowledged.

The technical paper is intended to serve as an exercise to train students in formal paper writing. It should be about 10 pages (5 sheets) in length and should describe contributions of the project work in the particular field.

The project poster concerns about the design & organization skill to explain your entire project in one page.

D. Format

1. The reports must be printed on printed single line-spaced, with a font size of 11 and a margin of 3 cm on the left-hand side, on both sides of A4-sized paper. The pages should be numbered consecutively. A title page, a contents list, a list of illustrations and a brief summary (not exceeding 200 words) should precede the report. A standard front cover (with the departmental title) and a matching back page can be obtained from the Departmental Office, where binding tools will be also available.

2. The technical paper should be printed single line-spaced, with a font size of 11, on both sides of A4-sized paper. A short abstract not exceeding 200 words should precede the main text. The main text should preferably be sectionalized and numbered, using the decimal system. Diagrams and tables should be numbered and captioned and equations should be numbered in sequence.

3. The project poster should be printed on one-page **pull-up banner (size: 800 mm x 2000 mm) (portrait)** and single-sided. Please refer to the sample posters and the formatting of the posters posted at Moodle's student information.

4. Each student **MUST** submit **ONE** PDF file **EACH** for (a) the entire project report, (b) the entire technical paper and (c) the entire project Poster. (Please refer to http://www.eee.hku.hk/InternalInformation/faq/computing_guide/faq_computing_guide.html#F13 for the details of PDF creation). Please upload the **3 PDF files** to our intranet server (<http://intrasvr.eee.hku.hk/fyp/>) through web and follow the procedures as instructed on web. For inquiry, please contact Mr. Benson Chu (benson@eee.hku.hk).

E. Project Title

You are requested to fill in the following slip to confirm the title of your project and the name of your supervisor.

Senior Design Project Title (2017-2018)

To: Miss Jenny Wong (EEE)

Name of Student: _____

University No.: _____

Project Supervisor: _____

Project Title (**ONLY if different** from the original): _____

Date: _____

Signature: _____

*Please return this slip to the EEE Departmental Office before **Jan 23, 2018**. (Attn. Miss Jenny Wong, email: jenny@eee.hku.hk)*



F. Organization of Report

The organization and the contents of the report will depend on the nature and the areas of the project work. Some general items are suggested below for inclusion in the report.

- List of symbols
- Introduction
- Analysis of problem
- Theoretical principles
- Method of investigation
- Design and construction of hardware/software system
- Theoretical/Algorithmic/Experimental results
- Discussion/Analysis of approach/results
- Conclusions
- Appendices - SOFTWARE, program listing, operation manual, data sheets, etc.
- References

A list of symbols with definitions will often add to the clarity of the report. Symbols and units used should conform to the recommendations of the International System of Units (SI) and the British Standards Institution (BS). The principal functions of the Introduction are to introduce (i) the subject matter and the scope of the investigation, (ii) the purpose of the project, and (iii) the organization of the report. If applicable, a brief survey of previously published work and current trends may be included in this section. The main body of the report should be divided logically into sections and subsections. There should be a steady unfolding of the argument as the report progresses. Theoretical background of information on the design of the apparatus should ordinarily precede presentation of data and results that stemmed from that theory, or were obtained with that apparatus. Emphasis should be placed on work that the student has accomplished. In the Discussion and Conclusions sections, critical evaluation of the techniques employed and results obtained should be carried out. Observations derived from the results should be compared with theoretical predictions. The conclusions should follow logically from the argument and results presented in the report. Recommendations for further investigations may also be included. Supplementary information not essential to the report's main thesis is best included under the heading of Appendices. References should be numbered and referred to in the text by placing a number after the word or the sentence where the reference is cited. Some acceptable patterns of citation are as follows:

(a) Sequence for book or monograph:

Author, Title, Publisher, Publisher Location, Edition, Year published, Page no.

e.g., Harvey A.F., "Microwave Engineering", Academic Press, New York, 2/e, 1965, p. 21.

(b) Sequence for periodical papers:

Author, Title of article, Journal, Volume, Issue No., Year published, Page nos.

e.g., Fall J.V. and W.C. Lee, "Computer Control of Space Vehicles", Proc. I.E.E., Vol. 26, No. 2, 1976, pp. 415-420.

The technical paper is intended to be a technical documentation of the contributions of the project written in a style suitable for submission to a journal or a magazine (and possibly to project competitions organized by external bodies). A good technical report should be well organized and written in clear, concise language. It should conform to the truth, with regard both to the accuracy of data and the relationship of the conclusion to the results.