**The following are the information and regulations for the final FYP Seminar.**

**Instruction/information:**

* Sunday (2/7/2023), every student is required to be present at F2 Hall at 8.00am. A short briefing will be given by the PSM Coordinator at 8.15 am.
* **The Examiners do not have a fixed assessment time**. This means that the panel will evaluate FYP2 students anytime according to their availability throughout the seminar period.
* If a student has classes on any day during the seminar dates, students can provide a “Lecture Exemption Letter” issued by the faculty to the lecturers.
* Throughout the seminar, students are fully responsible for their belongings. Do not leave your belongings unattended. The faculty will not be held responsible for any loss of your belongings.
* **Each student must prepare 1 copy of the proceedings & 2 copies of the panel assessment form, which should be placed on their table.**
* No poster stands are provided.
* One student is provided with only one electrical socket. Students may bring their own plug extension if needed.
* It is necessary for every student to check the layout/ floor plan attached below to determine their assigned table position and program location. The allocation of tables for each student corresponds to the table numbers specified in the "FYP Final Presentation schedule.

**Regulations:**

1. Every student **MUST** attend the seminar **EVERYDAY** starting from 2 - 4 July 2023, from 8.30am - 4.30 pm. Students **MUST** scan their attendance, **in and out**. QR codes will be displayed each day, anytime throughout the seminar.
2. Failure of students to attend (both, in and out) on all three days will result in failure of PSM2.
3. If students have been assessed by both panels on the first day of the seminar, they still need to attend on the following days.
4. On 4th July, the seminar will end at 12 noon. Each student is required to rearrange the exhibition tables used to their original arrangement in F2 hall. **5 marks will be deducted if students fail to rearrange their tables as instructed by FYP committee.**