

THE UNIVERSITY OF HONG KONG
Department of Computer Science

Guidelines for MSc(CompSc) Project (COMP7705)

1 Introduction

To fulfill the requirements of the MSc(CompSc) degree, students must obtain 72 credits, of which 48 or 60 credits are from courses (equivalent to eight or ten 6-credit courses) and 24 or 12 credits from a capstone project which should be either:

- a dissertation (COMP7704 - equivalent to four 6-credit courses) or
- a project (COMP7705 - equivalent to two 6-credit courses).

This document provides a general guidelines of the project (COMP7705). This project provides an opportunity for students to study and work independently on a substantial computing related project under the supervision of academics in the Department of Computer Science. This guideline is subject to change or amendments.

1.1 Weighting

The weighting of COMP7705 Project is equivalent to two 6-credit courses (or 12 credits).

1.2 Group Project

Students taking project should form their own project team among their fellow students. They may form a group of 1-5 partners. All members in the same group need to be all full-time or all part-time students. Students are reminded that they will be assessed individually.

1.3 Enrolment Period and Duration

All projects should commence in the second semester of an academic year. Full-time students are expected to enroll in their first year of study while part-time students are expected to enroll in their second year of study. Students can submit their enrolment application in a period specified by the Programme Office, at the end of the first or the beginning of the second semester. Enrolment at other times will not be accepted.

Please note that a project represents a significant amount of work (at least 300 learning hours per student). Project must be completed by summer semester of the same academic year. No extension will be granted and internship is not allowed.

2 Project Option and Project Enrolment Process

Student should decide on the choice of Project or Dissertation option in the Second Semester of their study in Year 1 for full-time students. For part-time students, they may delay this choice until the second year of study.

2.1 List of Teachers

A list of teachers with their expertise will be posted on the Moodle / MSc(CompSc) Intranet. Students may approach them to seek advice for project topics. Students are welcome to make appointments with the teachers via email or through the Programme Office. The email addresses of the teachers are also listed on the Moodle / MSc(CompSc) Intranet.

2.2 Stream of Project

Each project will be associated with one or more streams from “General Stream”, “Financial Computing Stream”, “Multimedia Computing Stream” and “Cyber Security Stream”. Students who selected non-general specialized streams must complete the project under the same stream.

2.3 Enrolment Process

Each group may find its supervisor (with agreement of the supervisor) from the list provided by the Programme Office, or a supervisor will be assigned by the Programme Director if the group fails to find a supervisor on their own. Besides, each group is required to submit a short proposal on the proposed topic together with the enrolment application to show their interest and understanding on the proposed topic. Each group can choose to tag the project to one or more streams by having the approval of stream associate directors.

2.4 Project Allocation

The project allocation will be done by the Programme Director / Programme Office right after the end of the enrolment period. The final result will be announced on the Moodle / MSc(CompSc) Intranet.

2.5 Change Enrolled Project / Group Members

After enrolling in the project, students are allowed to:

- change the enrolled project to another project with agreement of all concerned parties.
- change the group members with agreement of all concerned parties

To apply for changing enrolled projects, students have to submit the Change Enrolled Project Form, provided by the Programme Office, **within two weeks after the project is allocated**. Change project after the above period is allowed in exceptional circumstances with approval of the Programme Director, otherwise it will be considered a failure and the failed student has to re-enroll and re-do another project, subject to the same regulations.

Students may change the group members by the end of Second Semester. Change of supervisor is generally not encouraged and can only be done with the agreements of the exiting supervisor, the new supervisor and approval by the Programme Director.

3 Assessment

Each project will be assessed by a panel of examiners consisting of the supervisor, a second examiner, a judge panel, a moderator, and peers. The second examiner, the judge panel and the moderator will be assigned by the Programme Director / Project Coordinator. The role of the moderator is to scale the grade distribution of all students in the programme if necessary to ensure quality and standard.

The assessment is based on the project proposal, webpage, interim report, project status presentations, oral examination, as well as the project report. Students are advised to establish a close working relationship with their supervisors. They should maintain regular contact with the supervisors so that the progress of the project is well monitored, and ensure that they have put in a substantial amount of work worthy of the 12-credit project. Students will be expected to take a proactive approach to the meetings. It is the student's responsibility to inform their supervisor of progress and to lead the development of the project.

3.1 Detailed Project Proposal

After the project allocation process has been completed, each group has to submit a more detailed proposal to their supervisor within 1 month of the allocation. The proposal includes the objectives and scope of the project and the schedule for the implementation. Students should consult their supervisors about the feasibility of their proposals. They should also state the estimated number of learning hours for each milestone of the project in the proposal.

3.2 Project Webpage

Each project group has to design a project webpage and place it into a project account allocated by the Technical Office of the Department of Computer Science. The webpage should contain details of the project in an easy-to-understand manner. Students should design the webpage at the beginning of the project and keep the webpage updated so that their supervisors can closely monitor the progress of the project.

3.3 Project Status Presentations

Each project group has to attend regular project status presentations showing the details of work to judge panel and peers. The status presentations showing the work that has been done and the schedule for the rest of the project. All group members should attend and participate in the status presentations.

3.4 Interim Report

Project groups should submit an interim report by June 1. The report should obtain some preliminary results. The schedule for the rest of the project should also be included in the report, which allows supervisors to monitor the progress of the project even more closely.

3.5 Poster Exhibition

Each student has to attend a 3-hour poster exhibition before completing the project. Each project group is required to prepare a poster for the captioned exhibition. The group members need to stand by the poster to answer questions about the project when the judge panel comes and views the poster.

3.6 Oral Examination

Each student has to attend an oral examination for the project in which each student in the group presents their contribution to the project. The presentation is followed by a demonstration and then question-and-answer sessions.

The duration of the oral examination (including demonstration and Q&A session) is shown as below:

No. of members	Duration (minutes)
1	15
2	20
3	25
4	30
5	35

The oral examinations will be scheduled in the first 2 weeks of August. The exact arrangement will be announced by the Programme Office.

3.7 Project Report Submission

Each project group has to submit one electronic copy of the project report by 1 August. The electronic copy of the report should be submitted on Moodle in one single file in PDF format. The report should be a complete report without any unfinished sections. It is ready to be assessed before the oral examination.

Students may have to revise their reports according to the comments of the examiners after the oral examination.

The revised report has to be submitted to the Programme Office before 15 August. Failure in submission may lead to a failure in the project study as a whole.

3.8 Grading of Project

The grading of a project includes the assessment of the above mentioned requirements. It also depends on the originality, creativeness, and achievement of the project. The following table gives a reference for marks allocation. The exact mark allocation is subject to individual examiners.

Category	Supervisor	2nd Examiner	Judge Panel	Combined
Proposal	5%			5%
Webpage	5%			5%
Interim Report	5%			5%
Project Status Presentations			5%	5%
Poster Exhibition			5%	5%
Oral Examination	5%	5%		10%
Project Report	45%	20%		65%
Total	65%	25%	10%	100%

3.9 Peer Review

Students are required to submit a peer review on Moodle individually by August 15. The peer review is to evaluate the contribution of each member throughout the project. Supervisors and second examiners will look at the peer review and then make the judgement accordingly.

4 Supplementary Workshops

4.1 Language workshops

Students are required to complete the following 2 compulsory workshops offered by Centre for Applied English Studies (CAES):

Full-attendance is required

- a. Writing workshop (17.5hrs)
- b. Presentation Skills workshop (7.5hrs)

4.2 Other supplementary workshops

Students are required to complete at least one supplementary workshop (Research methodology, Python, System administration) to enhance their knowledge and skills.

5 Fee Payment

The fee of the 12-credit project should be paid in two installments (Enrolment semester and the following semester). All paid fees are not refundable.

5.1 Installments

Installments will be included in the debit note issued by the Finance Office each semester before the balance is settled. The project fee could be added to other course fee or in a separate debit note. Students failed to pay the installments on time may be de-registered according to University regulations.

	1st Installment	2nd Installment
Cohort 2018	\$11,000	\$11,000
Cohort 2019	\$13,000	\$13,000

6 Financial Support

Each project group may receive financial support. The details of support amount are listed as below:

No. of members	Amount (HKD)
1	Not more than \$2,000
2	Not more than \$4,000
3	Not more than \$6,000
4	Not more than \$8,000
5	Not more than \$10,000

The support may be used for purchasing reference book and equipment, etc. Students should check with the CS Technical Office and see whether they have the equipment before purchasing. The items to be purchased should be endorsed by the supervisor. All purchased materials remain the property of the university and must be returned after use.

6.1 Procedure for the Claim

Students are required to provide the original copy of the receipt (showing the names and the chops of the shop) when making the claim. The receipt should be signed by the supervisor and sent to the Programme Office not later than one month before submitting the Project. Please contact the Programme Office for the arrangement of the claim. Any late claim will not be entertained.

7 Failure of Project

Students who fail to satisfy the examiners in their project may be required to redo a new project with a new group.

Students who fail to satisfy the examiners at a second attempt in their projects shall be recommended for discontinuation of studies in accordance with General Regulation G12 & MSc9.

8 Enquiry

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