

Guidelines to Organisations for Joint Industry FYP (JIP)

In proposing JIP, the following must be stated clearly to the organisation:

- a. Students shall perform the work in NTU. Where absolutely necessary, students may visit the organisation to report progress. Such visits should be kept to a minimum as students are taking courses full-time in SCE.

Students must keep their NTU FYP supervisors fully informed and updated of such progress reporting visits. Where possible, the NTU FYP supervisors shall join the students in such visits so that they are fully aware of the scope of work and accomplishments made by the students.

- b. Work is to be performed on a part-time basis which is approximately equivalent to:
 - 2.5 courses (i.e. 10 AUs) for students admitted before Aug 2011
 - 2.7 courses (i.e. 8 AUs) for students admitted from Aug 2011
- c. The project is of two-semester duration which spans approximately 7 to 8 months.
- d. Any intellectual property arising out of or in connection with the project shall be subjected to NTU's guidelines. Refer to URL: <http://www.ntu.edu.sg/itto/pages/ntu-ip-policy.aspx>
- e. Projects will be evaluated for suitability as FYP.
- f. Only SCE academic staff can assess the student.
- g. Project supervisor does not automatically assume the role of a consultant to the organisation.
- h. Organisations can identify the students to perform the project the students have been their IA students. In cases where no specific student has been identified, the School will make the allocation.
- i. The use of company trade secrets and company proprietary information must be worked out in the form of a Non-Disclosure Agreement. The Agreement can stipulate that the student and the supervisor shall not make use of such information for any other purpose (other than for reporting the work done in the project) without the consent of the organisation.
- j. The organisation is required to pay the School a nominal sum of S\$1070 (GST inclusive) per student at the commencement of the project. This money is to cover administrative costs and use of resources. Companies should pay the School BEFORE the project starts. Cheque, made payable to "Nanyang Technological University", should be sent to the project supervisor who will forward it to the Chair's office. It should be stated clearly that the money is from the organisation proposing a JIP.
- k. The final year project, being performed on a part-time basis over a stipulated time frame, is thus being worked to the best-effort of the student and the student will be duly

assessed for the effort. As such, there may be cases where student may not be able to accomplish all the objectives and deliverables of the project.

l. Evaluation of JIP

All proposed JIP will be evaluated by the faculty based on the following set of criteria:

- i. Project must be of FYP standard.
- ii. Project can be a continuation of the student's IA project.
- iii. The nature of the project is such that student can do it in NTU.
- iv. Where shared project is concerned, the scope of work for the student must be clearly defined.
- v. The amount of sponsorship either in terms of resources and/or cash (excluding the mandatory administrative charge of S\$ 1070 inclusive of GST) to be provided by the organization and the purposes and recipients of such sponsorships must be clearly stated.
- vi. Where there is no staff member to evaluate and supervise the project, the project is deemed not to be approved and will not be open for students' selection.

m. Project Selection by Students

JIP will be open to all students for selection if the Organisation does not identify any students in particular. (Ref. Item h above)

Note: The Request for Invoice is attached herein for reference.

NANYANG TECHNOLOGICAL UNIVERSITY
OFFICE OF FINANCE

Request for Invoice

Customer No. : _____
 Customer Name : Societe Generale
 Address : xx, Robinson Road #xx-xx
Singapore xxxxxx
 E-mail : xxxxx@xxx.com
 Attn person: Mr xxxx
 Telephone : 65-xxxxxxx
 Fax : 65-xxxxxxx

Requesting Dept :	Computer Communications Division, SCE
Date of Request :	27 Sep 2010
Requested by :	Ast/Prof xxx
Authorised by :	Your HOD name here
Name :	
Contact person :	Ast/Prof xxx
Contact no. :	6790-xxxx

Invoice Details

	Description	Cost Centre / WBS Element	GL Code	Tax Code	Amount (before GST)	GST	Total (incl GST)
1	Administrative fee for extension of IA project as a Final Year Project.	M20020100 Division dependent; ask your HOD please	703030 Division dependent; ask your HOD please	blank	S\$1000	7%	S\$1070
	Total				S\$1000	5%	S\$1070

Expected mode of payment (Tick as necessary):

- ☒ Cheque
☐ Bank Transfer

Please indicate forwarding address if duplicate invoice needed by dept :

Please cc a copy of this request to your respective HOD.