

## Capstone Timeline of Activities AY2019/2020

*These are deadlines. All forms/reports can be submitted earlier.*

### Semester 1 AY2019/2020

| Deadline   | Activity   |
|--|--|
| Week 3<br>26 <sup>th</sup> – 30 <sup>th</sup><br>Aug 2019                            | <p>HoS will receive the updated “Student Registration List” from the Registry which indicates the students who are registered in Capstone module for the AY.</p> <p>Based on this list, HoS will request students to complete the <a href="#">Capstone Proposal Form</a> and ensure that a supervisor is assigned to each student. A Yale-NUS co-supervisor is required if the primary supervisor is not a Yale-NUS faculty member.</p>  |
| Week 6<br>20 <sup>th</sup> Sep<br>2019   | <p>Students to submit the completed Capstone Proposal Form to HoS who will retain it for record purpose.</p> <p>HoS to submit the “Student Registration List” with assigned supervisors to the Registry.</p>   |
| Week 5<br>9 <sup>th</sup> Sep 2019<br>to<br>Week 6<br>20 <sup>th</sup> Sep<br>2019   | <p>Students will receive an e-notification to complete an online Capstone Funding Application Form for submission by 20<sup>th</sup> Sep 2019. The form will be routed to the supervisor and HoS for approval.</p> <p>Note:</p> <ul style="list-style-type: none"><li>• Each student can apply for a budget of up to S\$100 for approval by the supervisor and HoS</li><li>• Budget application of above S\$100 and requests for overseas travel will need approval by the HoS and Division Director</li><li>• Refer to Instructions for <a href="#">Capstone Fund Application and Claim Guidelines</a> for details</li></ul>  |
| Week 13<br>11 <sup>th</sup> – 15 <sup>th</sup><br>Nov 2019                           | <p>Students to complete the online Capstone Evaluation for semester 1.</p> <p>ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback.</p>  |
| Week 12<br>4 <sup>th</sup> Nov 2019<br>To<br>Week 14<br>22 <sup>nd</sup> Nov<br>2019 | <p>Students to complete Capstone Progress Form (Part 1) for semester 1 via Canvas</p>  |
| Deadline to<br>be<br>determined<br>by each HoS                                       | <p>Supervisors to provide the grade (S-Satisfactory or U – Unsatisfactory) via Canvas for each student.</p>  |
| Week 17<br>9 <sup>th</sup> Dec 2019  | <p>HoS will review the grades submitted by the supervisors on Canvas. The HoS is to approve the grades if there is no objection.</p> <p>Note:</p> <p>All students will receive an “In Progress” grade at the end of Semester 1. However, the supervisor must work with the student who has obtained an “Unsatisfactory” grade on an agreed plan and a second review date. The second review must be completed before instructional week 2 of the following semester (semester 2). If the student still obtains an “Unsatisfactory” grade at the end of the second review, the student is not permitted to continue with semester 2 of the module. The IP grade will be converted to “Incomplete” grade by instructional week two of the second</p> |

*Last Updated 13<sup>th</sup> June 2019*

|  |   |
|--|---|
|  | semester. The student will not be awarded any modular credits (MC) and will be required to re-register for the Capstone module and complete it over the next two semesters. |
|--|---|

## Semester 2 AY2019/2020

|  |  |
|--|--|
| Week 4<br>3 <sup>rd</sup> Feb 2020<br>To<br>Week 6<br>21 <sup>st</sup> Feb<br>2020 | <p>The Registry will provide HoS with the updated '<i>Student Registration List</i>' reflecting the names of the students, their indicative capstone thesis title and their supervisor (1<sup>st</sup> examiner).</p> <p>HoS :</p> <ol style="list-style-type: none"> <li>To assign a 2<sup>nd</sup> Examiner for each student.</li> <li>Fill up the name of the 2<sup>nd</sup> examiner in the excel file.</li> <li>Changes to capstone supervisor (1<sup>st</sup> examiner), if any, should also be updated to the excel file.</li> <li>If you are aware of the updated Capstone title, please also update the excel file.</li> <li>Submit the updated excel file to Registry by <u>Friday, 21<sup>st</sup> February 2020</u></li> </ol>   |
| Week 8<br>9 <sup>th</sup> – 13 <sup>th</sup> Mar<br>2020                           | The Registry will disseminate information on Grade Submission to all faculty and supervisors for all modules including Capstone.   |
| Week 11<br>3 <sup>rd</sup> Apr 2020<br>5pm   | <p>Student submits capstone thesis by <b>5pm of Friday, 3<sup>rd</sup> April 2020</b></p> <p><b>Important:</b> Grade penalty will apply for late submission. Please refer to <a href="#">Submission of Capstone Thesis Format Guidelines</a>.</p> <p>A softcopy of the thesis, in pdf format only, is to be:</p> <ol style="list-style-type: none"> <li>uploaded on to Canvas: once for your graders and on a second page in high resolution, for the library's Capstone Repository. You will find detailed instructions for completing this task on the Canvas page</li> <li>emailed to assigned printer (to be appointed in January 2020)</li> </ol> <p>Note:</p> <ul style="list-style-type: none"> <li><a href="#">Student's Declaration of Personal Work form</a> should be included in the Capstone thesis.</li> </ul> |
| Week 12<br>6 <sup>th</sup> Apr 2020<br>to<br>10 <sup>th</sup> Apr 2020             | Student submits hardcopy of the <a href="#">Request for Payment Form (RFP)</a> for capstone claims to their supervisors / co-supervisors for certification by Friday, 10 <sup>th</sup> Apr '20   |
| Week 12<br>6 <sup>th</sup> Apr '20 to<br>10 <sup>th</sup> Apr '20                  | <p>Student completes the online End of Sem 2 – Capstone Evaluation.</p> <p>ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback.</p>   |
| Week 13<br>13 <sup>th</sup> Apr 2020   | Students to submit signed RFP form and supporting documents to the Division Manager for compilation for onward submission to the Finance Department for processing.  |