

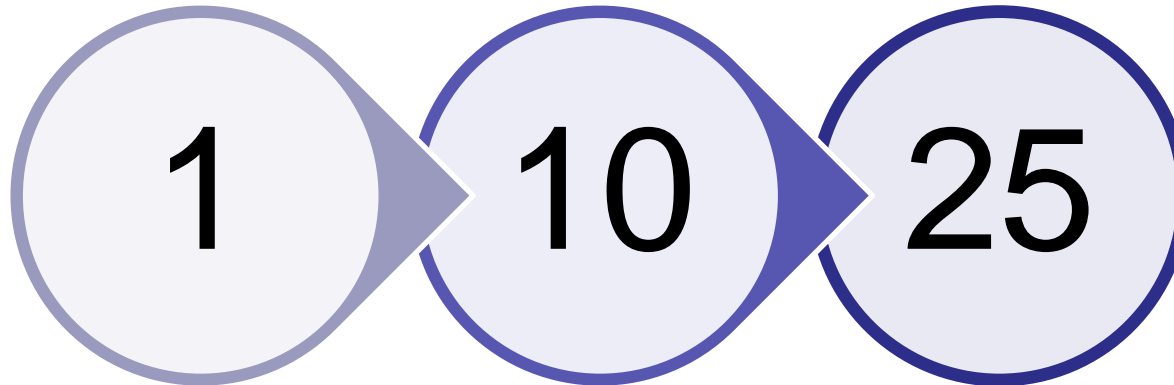


# SAT301 - Final Year Project at SAT of XJTLU

Pengfei Song

2022/09/07

- **Introduction to FYP**
- Project Selection and Allocation Procedure – Fair Allocation Model
- Assessments and how to approach your FYP?
- Health and Safety Policy
- Regular Meeting Attendance Policy
- Plagiarism policy
- Contact points for FYP Helpers
- Matter arising

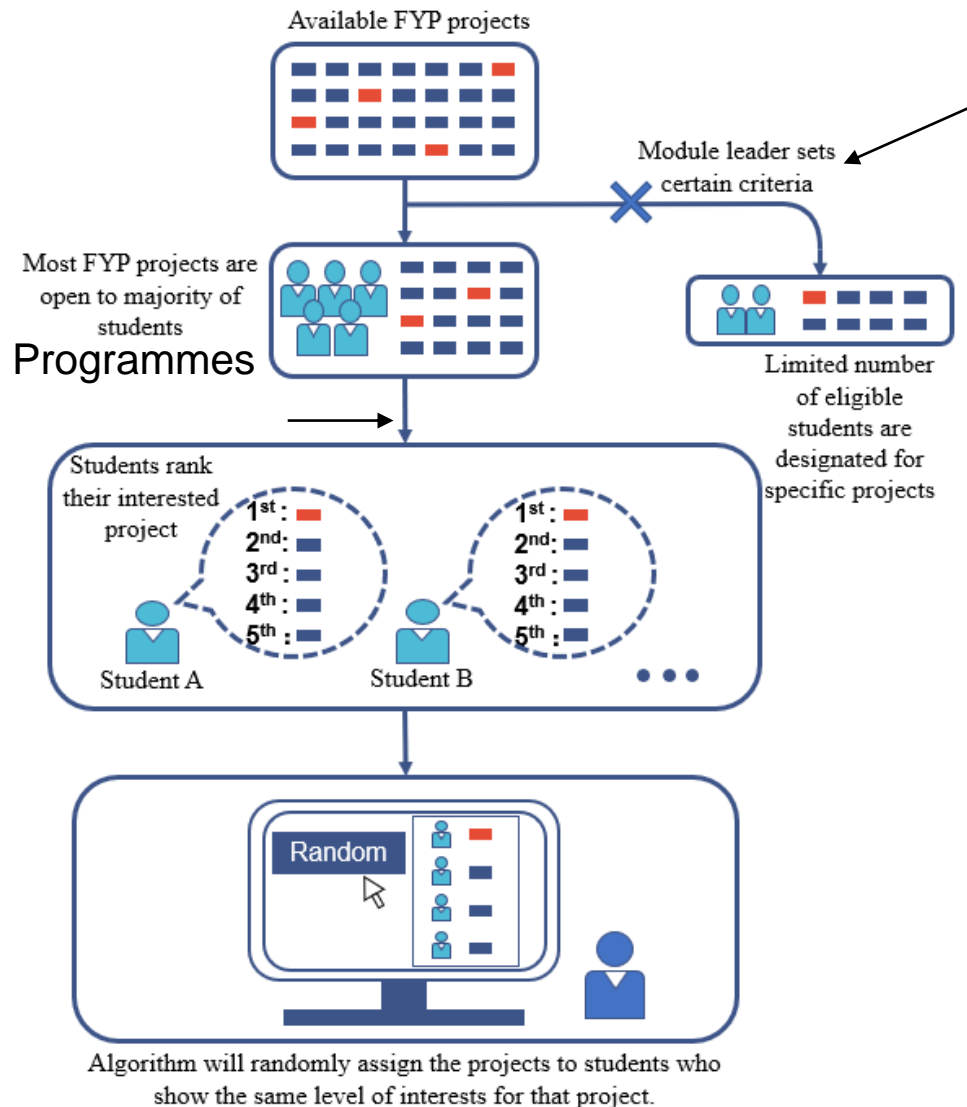


- One Year-long Module: longest single module
- 10 Credits: largest single module that contributes to degree awarding
- 25% of the total credits for Year 4

Final year project (FYP) is vital for shaping students' learning experiences and outcomes.

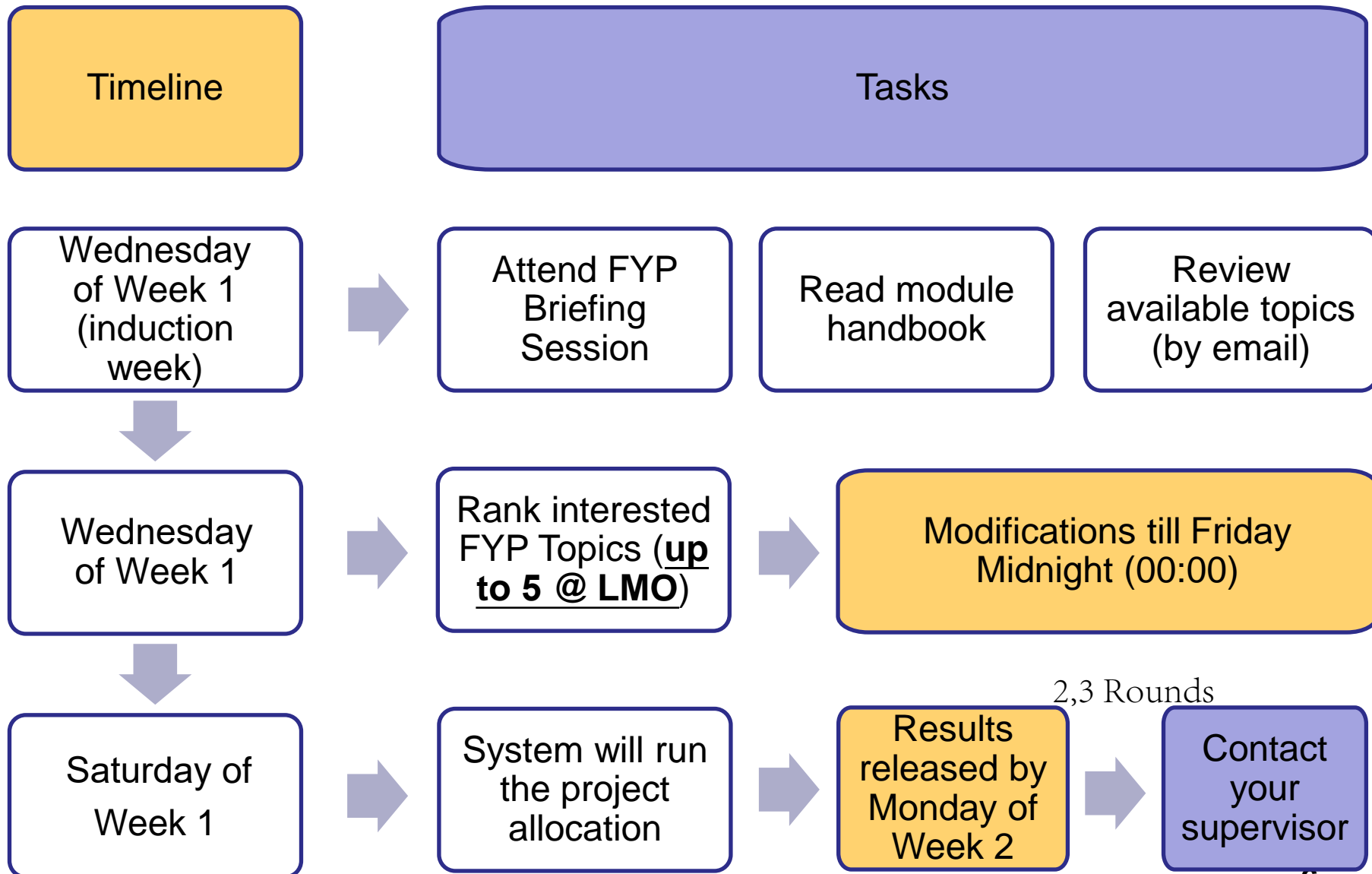
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# Fair allocation model - flow



- Official Records/Documents (e.g., T/RDF, RA contract, published papers, SURF students (include univ. and school volunteers)).
- Supervisor and students' mutual agreement.
- For RA, minimum 2 months
- For student competition, must submit before Aug 15.

# Fair allocation model - timeline



# Student view of fair allocation @ LMO



## Fair Allocation

### Status

Rating ends at Sunday, 29 August 2021, 22:30

Time remaining 222 days 6 hours

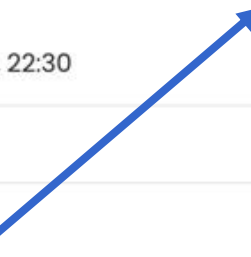
### Rateable Choices

- project 1
- project 2
- project 3
- project 5

### Your Rating

- project 1 (Unrated)
- project 2 (Unrated)
- project 3 (Unrated)
- project 5 (Unrated)

More than 600 topics available



Edit Rating

Delete Rating



Click here to view all the topics and rank your topics

# Student view of fair allocation @ LMO



## Your Rating

Strategy is "Rank Choices"

Select one choice in each select-box. The first choice receives the highest priority, and so on.

1. Choice 

Please select a choice ↕

2. Choice 

Please select a choice ↕

Rank your choices here

See all the choices/topics here

Available Choices

Showing:  
10 ↕

[Project 1 \(Mark Leach\)](#)

[Project 2 \(Mark Leach\)](#)

description for choice 1

Maximum number of students: 1

description for choice 2

Maximum number of students: 2

Maximum number of students: 5

Save changes

Cancel

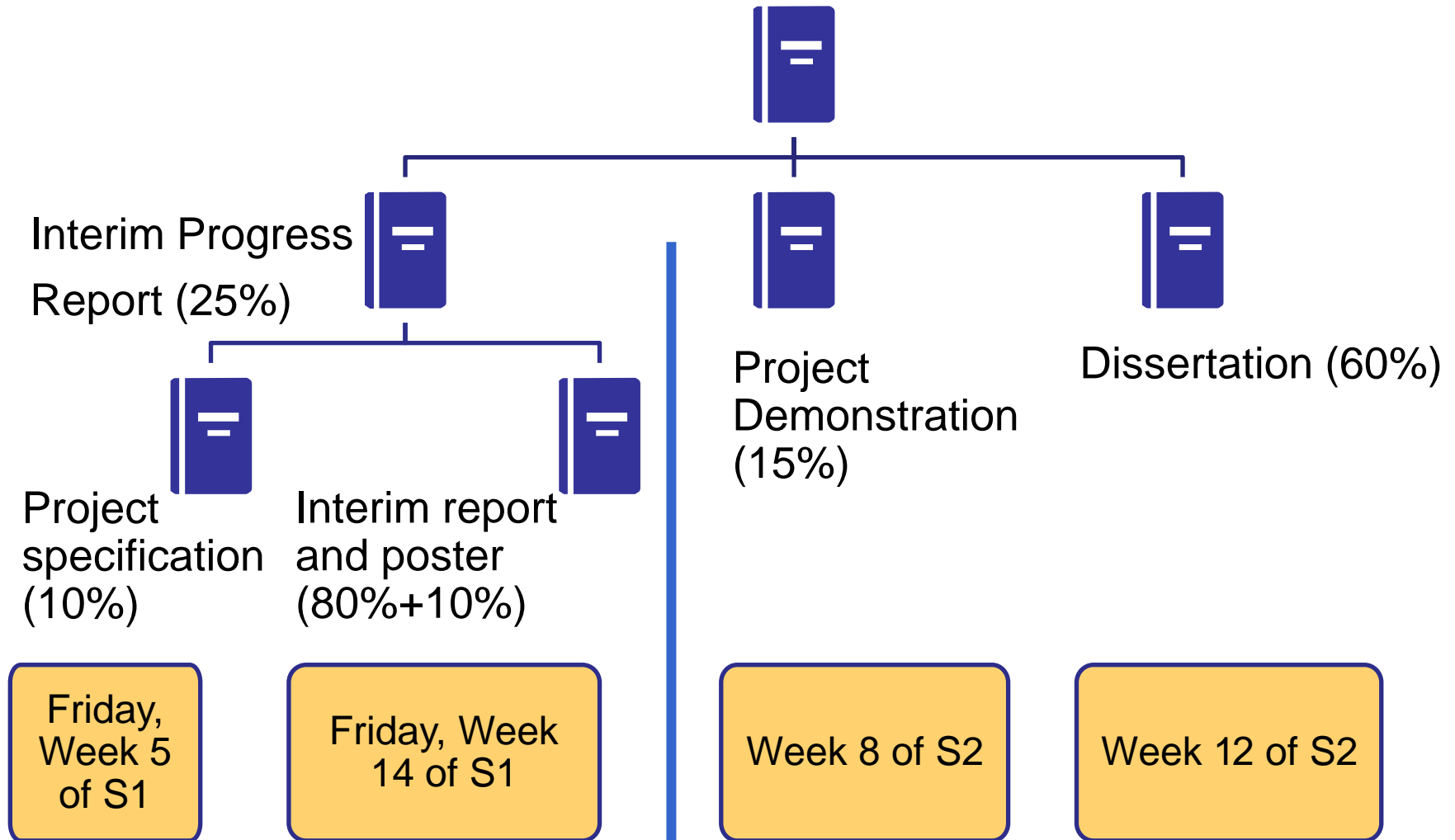


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# Overall structure of assessments



## Your FYP Assessments



## 2 sub-items within 'interim report'

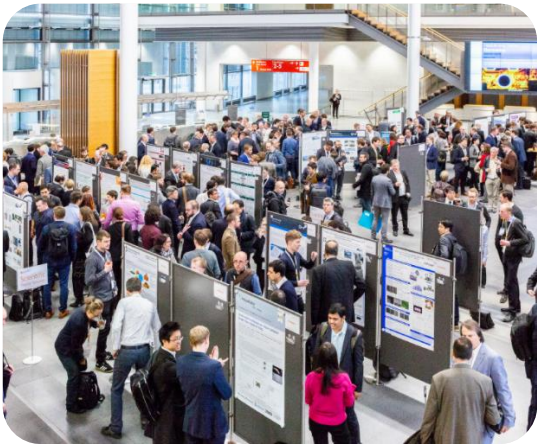
Assessment Item↵	Sub-items↵	Weight↵	Due date↵
Interim Report Assessment↵	a. Project specification↵	10%↵	Friday, W5 of S1↵
	b. Interim report (along with poster)↵	80%+10%	Friday, W14 of S1↵

**The Interim Progress Report should normally not be more than 20 pages. It is a formal report that concludes the achievement during the first semester.**

**The electronic version of poster will be submitted along with the interim report.**

# Interim report and tips

Make sure your submitted report has all the necessary items listed in the marking details. **(DRAFT VERSION)**



Attend poster design workshop

Week 8 @ LMO

### 1.2 Marking Details

Marking Criteria↵		Item↵	Comments and Marks Awarded by Marker 1↵
Specification (10)↵		Problem statement↵	↵
		Aims and objectives↵	
		Project plan ↵	
Interim Report (80)↵	Introduction (30)↵	Background and motivation↵	↵
		Aims and objectives↵	
		Literature review↵	
		Risk assessment↵	
	Design (20)↵	Project methodology↵	↵
		Technical design↵	
		Experimental design/implementation↵	
		Analysis↵	
	Conclusions (10)↵	Discussion↵	↵
		Conclusions↵	
		Outcomes↵	
		Understanding of scope↵	
	Quality of Report (20)↵	Project plan with dates/milestones ↵	↵
		Bibliography and citation ↵	
		Coverage / Level of detail ↵	
		Layout / Language / Organisation↵	
Poster (10)↵		Appearance: Layout / Language / Graphics↵	↵
		Content: Clear / Detailed / Conclusions↵	
Total↵			↵

Format template is available. The template is not for pre-determining the content. Choose your own Head titles

# Project demonstration and tips



10 + 5 minutes for presentation and Q&A, respectively.

Week 8 (Wednesday to Friday) of S2

Follow your supervisor's advices and practice !!

(DRAFT VERSION)

## 1.2 Marking Details

Marking Criteria	Item	Marker 1	Marker 2	Marker 3
Understanding (15)	Understanding of the topic area			
Organisation (30)	Structure			
	Coverage			
	Level of detail			
Quality of project (35)	Content			
	Originality			
	Test cases			
Quality of presentation (20)	Fluency			
	Succinctness			
	Questions and answers			
Total (Individual)				
Total (Average)				

Format template is available. The template is not for pre-determining the content. Choose your own Head titles

# Dissertation and tips

The marking will be based on the submission only



Normally not more than  
40 pages excluding  
appendices.

Sunday Midnight,  
Week 12 of S2

## (DRAFT VERSION)

### 1.2 Marking Details

Marking Criteria	Item	Marks Awarded by Marker 1
Specification and design (10)	Understanding of the project	
	Aims and objectives	
	Background and related work	
	Project design	
Implementation (65)	Realisation	
	Testing	
	Evaluation	
	Quality of implementation	
Quality of report (25)	Bibliography and citation	
	Originality of project	
	Structure	
	Coverage / Level of detail	
	Fluency / Succinctness	
	Coherence	
	Learning points and professional issues	
Total		

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# Health and Safety

Health and Safety are always the first priority.  
If your FYP project requires lab work, please pay special attention !!!





Read the Health and Safety Handbook (available via LMO) first !

Students are reminded to follow the School Health and Safety policies at all times. When conducting practical work, it is always a good idea to carry out a risk assessment and provide details of any measures taken in regard to risk. For full details, please refer to the “Health and Safety Handbook, SAT”.



## Health and Safety Handbook

School of Advanced Technology (SAT)

### Preface

This handbook is intended to help you work safely and avoid accidents. As a new member in the School of Advanced Technology (SAT), you are required to read the information carefully, make clear your responsibilities with respect to health and safety, and wisely follow any health and safety instructions and procedures stated in the health and safety handbook.

All persons present within the School have a legal responsibility to ensure the safety of themselves and of others who may be affected by their actions. In doing so, all persons must exercise self-discipline, comply with all School and departmental codes of practices and policies, look out for potential hazards and seek to ensure that they are appropriately addressed.

Please ask for advice whenever you are in doubt with any health and safety issues. Health and safety concerns and suggestions for inclusion, corrections and revisions for future editions of this handbook should be sent to the Health and Safety Working Group (H&S officer and experimental officers).

**Professor Eng Gee Lim**  
Dean, School of Advanced Technology, XJTLU

# Health and Safety

Get training with your FYP/lab supervisor!



Sign the declaration form

## Appendix-I Health and Safety Agreement Form of SAT

It is the policy of the School of Advanced Technology to take all reasonably practical steps to ensure the safety, health and welfare of all employees and students in SAT. To achieve this, everyone has a duty to co-operate by following the *Standard Operating Procedures* and *Health & Safety Rules* laid down by the University and this School as set out in the *School Health and Safety Manual*.

Suggestions regarding the improvement of health and safety practices within the school are welcome and should be submitted to Health & Safety Officer in writing. If any unanticipated hazard is identified, the Safety Officer **MUST** be consulted prior to commencing an activity. All accidents and incidents **MUST** be reported to the School Health and Safety Officer and recorded in the Accident and Incident book.

Students involved in experimental classes in the laboratories of the School of Advanced Technology **MUST** attend a *Health and Safety Induction* **BEFORE** starting any laboratory work.

### Part 1: Student information

Student name (English)		Student ID No.	
Student name (Chinese)		Gender (F/M)	

### Part 2: Medical information

Do you have any known medical condition which might affect your participation in the laboratory work? Yes/No, If yes, please indicate:

- eczema
- epilepsy
- antibiotic sensitivity
- hyperallergic reactions
- others: \_\_\_\_\_ (Please indicate)

### Part 3: Declaration

I, ..... (PRINT ENGLISH NAME) with ID number .....  
(PRINT STUDENT ID NUMBER), have attended the Health and Safety Induction conducted by the School of Advanced Technology, have read the School Health and Safety Manual, understand my obligations, agree to carry out my work in accordance with them and agree to keep up to date regarding safe operating procedures.

I declare that the information given within this Health and Safety Agreement Form is true and complete to the best of my knowledge.

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# Regular Meeting Attendance Policy

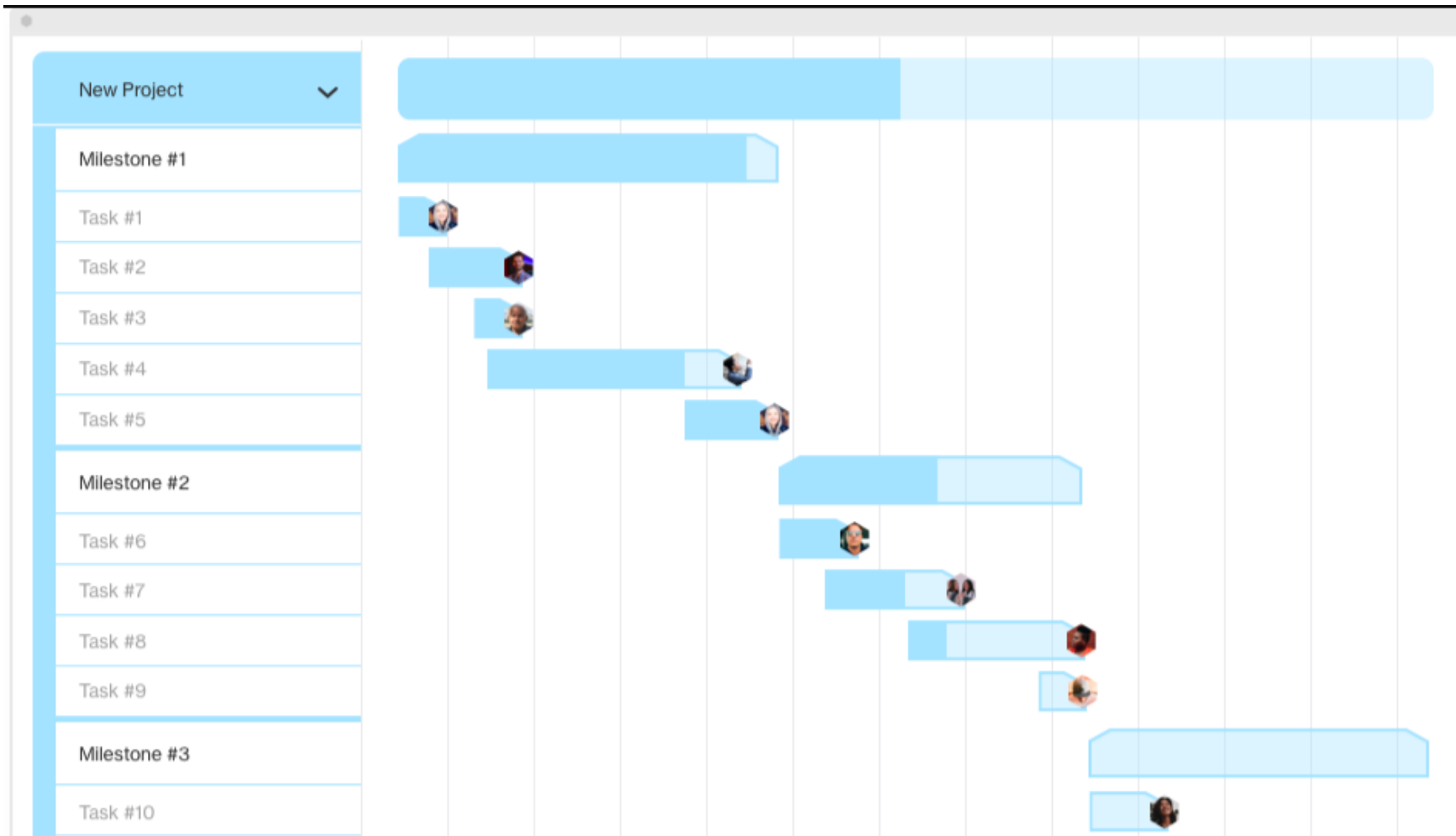
The FYP students are required to attend the regular meetings (group meetings) with their supervisors (e.g., weekly/bi-weekly basis).

**Early intervention : we will inform your DA if you don't show up in the meeting without notifying the supervisor in advance for 2 times in a row.**

Students are encouraged to maintain regular meeting records via a Logbook



## Gantt Chart



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Students may be given a mark of 0 for the assessment concerned with, a written warning or, in the most serious cases, be determined as have failed to satisfy the requirements for the programme.

# Definition of Plagiarism, Collusion and Fabrication of Data

**Plagiarism** occurs when a student misrepresents, as his/her own work, the work, written or otherwise, of any other person (including another student or one's own previous published or submitted independent work) or of any institution.

**Collusion** occurs when two or more students consciously collaborate in the preparation and production of work which is ultimately submitted by each in a substantially similar form and/or is represented by each to be the product of his or her individual efforts.

**Fabrication of Data** falls into two categories depending on the degree of the offence as per academic judgment: Embellishment of data – this occurs when a small amount of data is enhanced or exaggerated in order to emphasise data which has been obtained by legitimate means. Fabrication of data – this occurs when a student creates and presents an extensive amount or significant piece of data in order to conceal a paucity of legitimate data; or wholly fabricates a set of data in the absence of legitimate data.



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# Contact points

Roles	Responsibilities	Contact
Supervisor	Any academic content related with your FYP	N/A
FYP Coordinator	Any FYP organization matter	Pengfei.Song@xjtlu.edu.cn
Academic Advisor	General academic study related matter	N/A

While we hope that you are able to work on your project well, there are times where unexpected things may occur.

In such cases, you can come to me in person:

- Dr. Pengfei Song
  - Room: EE318
  - Phone: 8818 9039
  - E-mail: PENGFEI.SONG@XJTLU.EDU.CN
- 
- To avoid disappointment, make an appointment via email before dropping in.
- 
- I would prefer to discuss the matter in person, if possible, discuss the matters with me before putting it down in writing.

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- Students should try to maintain good working relationship with their supervisors, and when differences arise these should in the first instance be discussed with the supervisor directly.
- For a complaint which is of a general rather than specific nature, it may be more appropriate to ask the relevant student representative to raise it at the Staff/Student Liaison Committee.
- In the rare case what the relationship with the supervisor is irrevocably broken, students can contact the **Deputy Dean of SAT** for further help and advice.

# The end

Wish all of you a happy, productive and successful senior year ahead !





Thank you!