Guidelines for Student-proposed Project

1) Students should fill in **all the sections** in detail in the project proposal form. Submission of an incomplete form may lead to **rejection** of the proposal.

   a) Students must write down clearly resources required to carry out the project in the section “**Resources Required**”. These resources may be in the form of equipment, special environments, materials etc. This information is important for assessing the practicability in implementing the proposed project in our Department.

   b) The main objective of the proposed project must be stated clearly in the section “**Objective**”.

   c) Students must provide sufficient information under the section “**Background of Project**” in order to justify himself/herself having the required knowledge or experience to carry out the proposed project.

   d) A tentative schedule with the breakdown of sub-objectives should be mentioned in the section “**Planning & Methodology**”.

2) Please return the completed project proposal form to Mrs Sandy Cheung at P1624 on or before the **DEADLINE**. Any late submission of proposal will normally not be considered. You are advised to browse through the FYP Notice Board for any updated information or change of deadline.

3) After the initial screening stage, all the approved proposals will be open to EE academic staff for selection and sign-up. You are also reminded not to write down anything like “proposed supervisor” in the application form.

4) Once a student-proposed project is chosen by a staff, the **title or content** of the project **should not be changed** without the approval of the corresponding Major Programme Leader or the Project Coordinator.

5) Students whose projects are selected by academic staff are **not** required to participate any further in the project allocation process.