CSE/CPEG Final Year Project/Thesis  
  
Monthly-Report Submission Guideline

**Objective:** To track the progress of the Final Year Project/Thesis (FYP/FYT).

* There are 3 monthly reports which account for **5%** of the final grade.
* There are 3 monthly reports due in the Fall, i.e. Oct, Nov and Dec/Jan. Please refer to <https://cse.hkust.edu.hk/ug/fyp/> for the submission deadline for each individual report.
* We recommend the meetings with project advisor(s) to take place in the middle of the month in Oct, Nov and Dec.
* It is the responsibility of the student to submit the completed report to the FYPMS.

**Monthly Report for CSE FYP/FYT**

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| --- | --- | --- | --- | --- | --- | --- |
| Project Code: |  | Supervisor(s): | |  | | |
| Project Title: |  | | | | | |
| Group Member(s) and Student ID(s): |  | | | | | |
| Reporting Period:   * Scan report and submit via the FYPMS | Report #1  Oct  Report #2  Nov  Report #3  Dec/Jan | | | | | |
| Progress:   * List the work completed in this reporting period. * Identify the major difficulties encountered. * Comment on the overall progress. |  | | | | | |
| Future Plan:   * Write down the working plan |  | | | | | |
| Supervisor’s  Comments: |  | | | | | |
| Supervisor’s Overall Evaluation:  F  D  C-  C  C+  B-  B  B+  A-  A  A+ | (please circle) | | | | | (letter grade) |
| Meeting  Date & Time: |  | | | | | |
| Group Representative’s Signature: |  | | Supervisor’s Signature: | |  | |

(Version 2018-11-29)