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 [ ]  OctReport #2 [ ]  NovReport #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’sOverall Evaluation:FDC-CC+B-BB+A-AA+ | (please circle) | (letter grade) |
| Meeting Date & Time: |  |
| Group Representative’sSignature: |  | Supervisor’sSignature: |  |

(Version 2018-11-29)