

CHU HAI COLLEGE OF HIGHER EDUCATION
DEPARTMENT OF CIVIL ENGINEERING
Guidelines for CIV 400A/B Final Year Project I/II

1. General Information

Type:	Credits:	Level:
Department Required	Term A: 3 credits; Term B: 6 credits	III

2. Aims and Objectives

An objective of the final year project is to develop the independent ability and the organization of thought of the student. It will test his/her ability to solve and analyse theoretical and practical engineering problems. In particular, the project aims to achieve the followings:

- Development of critical and logical thinking
- Actual application of the theory consolidated from core subjects
- Practice in using the latest engineering methods and technology
- Insights gained from the supervision of internal advisors and external professionals
- Development of a spirit of teamwork and proactive communication skills.

3. Work Flow of the Project

Students are required to work on a year-long project individually. Each student will be under close supervision of a teaching staff to achieve the agreed project objectives within the time allowed. The following stages should be included in the project:

- To identify the problems or needs
- A literature review of technical publications using internal search, library facilities, newspaper, government reports, previous dissertations, etc.
- Establishment of research objectives and define clearly the extent of work required
- Preparation of a research plan which contains a detailed work to be completed and a working schedule is essential
- Search past information and collect previous data related to the study
- Conduct the research exercise by using the correct approach and research methodology (including theoretial analysis, statistical analysis, computer modelling, laboratory experiments, field testings, questionnaires, surveys, etc.) Different methods will be used according to the nature of the problem , the effectiveness of the methodology to generate useful results, the accuracy of the results, safety and the available resources.
- Documentation of information and data in a systematic manner
- Analyse the results obtained by making comparisons to findings from

literature and/or from theoretical considerations.

- Review the problem, develop solutions and conclusions
- To identify further work that worth of investigation
- Final write-up and prepare for presentation

4. Project Topics and Proposals

Project topics are proposed by the academic staff or jointly by student and academic staff. All project topics will be reviewed by a project committee, which is chaired by a senior staff member in the Department, and is composed of other academic members from other areas of expertise. The project topics will be accepted or modified based on the consideration of the followings:

- Suitability of the proposal
- Intellectual level and appropriateness
- Relevance to the aims and objectives of the Programme

After the project topic selection phase and the announcement of project topics allocation, the students are required to complete the project under the supervision of the project supervisor within the academic year.

5. Presentation and Progress Report

In Term A, project students are required to present their planning in Sept or Oct and make presentation on their work progress and findings at the end of the Term A. Students are required to submit an interim report to their project supervisor before the presentation. This report should cover the project title, objectives, scope of study, literature review, methodology, laboratory and modelling software requirements if applicable, and initial findings, etc.

In Term B, students are required to present their progress in April and do the final presentation at the end of June. The details of final report are mentioned in the section 9.

The planned schedule is as follows:

Target Time	Submission/Presentation
September / October	Present study plan including title, objectives, scope of study and methodology, etc.
November	Submit preliminary version of interim report in softcopy
January	Present and submit final version of interim report
April	Submit progress report in softcopy
May (middle)	Submit preliminary version of final report in softcopy
June (end)	Present and submit final year project

In order to enhance the technical writing and presentation skills, students are required to consult the English Lecturer offered by the English Department regularly. The evaluation results provided by the English Lecturer will be considered in the judgment of students' marks.

6. Presentation and Final Project Report

Presentation is an important component of the overall project assessment. In the second term, students are required to present and demonstrate the achievement of their projects before the end of Term B. The project committee and the project supervisor will listen to the students' presentation; orally examine the students and examine the outcomes of the study. In assessing the project, the project committee and the project supervisor will consider:

- The intellectual achievement of the project
- The understanding of the underlying theory, the practical engineering techniques and the relevant topics of the project
- The quality of the project outcomes including new ideas or findings of the engineering problems
- The seminar presentation skills and their responses to questions from the project committee.

Apart from presentations, report writing is also an important component of the overall project assessment. Before the end of the final examination in Term B, students have to submit their final reports. In the final project report, the students are required to present their design, methodology, results and achievement in a professional manner. If the study involves the use of modelling software, the student should present details of the model input and output data in the report. For the case of using laboratory equipment, details of the laboratory set-up and experimental results should be included in the report. The final project report is assessed based on the followings:

- The ability to arrange appropriate material and contents in the report
- The understanding of the theoretical and practical engineering problems
- The presentation of achievement and outcomes of the overall project
- The professional formatting and presentation skills.

After the submission of final report and the final project presentation, the final project report will be marked by at least two academic members, one being the supervisor.

7. Teaching Methods & Materials

There is no fixed lectures for this course. Students should keep a close contact with their supervising lecturers on the selected topics. Regular meetings and presentations of the progress of the study are required.

Students are required to contact their supervising lecturers to discuss the project titles and to define the scope of work of their projects. There is no fixed course material for this course. The supervising lecturer will advise relevant reference materials to students.

8. Assessments

The assessment of the project is based on the students' application of their civil engineering knowledge acquired from previous coursework. Assessment is made by the project committee, which consists of the student's supervisors and other academic members. The assessment criteria are briefly summarised as below.

Before the final examination in the first term, each project student is required to make a 20-minute presentation including a Q/A session on their progress of work (20%) and an interim report (80%) will be submitted. The 80% marks from the interim report will be allocated according to the the following items:

- problem identification (10%)
- review of literature (10%)
- research methodology (30%)
- planning and execution of work (20%)
- initial findings/results (10%)

The assessment form for Term A is given in Appendix A.

In the second term, students are also required to make another presentation (20%) and to submit a final project report (80%) in more or less the same schedule as the first term. The final presentation will be a 30-minute presentation including a Q/A session. The 80% marks from the final report will be given according to the following items:

- organisation of material (10%)
- interpretation and analysis (20%)
- creativity, innovation and critical thinking (20%)
- significance of the results and discussion (20%)
- summary of the outcomes and recommendations for improvement of work (10%)

The assessment form for Term B is given in Appendix B.

9. Format of The Report

The interim report should be written in English and not less than 4,000 words. The final report should be written in English not less than 10,000 words (excluding References and Appendices). The reports should be neatly typed and printed on A4 size paper. A top and left hand margins of 25 mm should be provided. Standard 1.5 line spacing should be followed and paragraph should be justified. A font of “Times New Roman” with size 12 is recommended.

The interim report should include the following items:

- Cover - Title of the report, name of student, year of study, submission date (1 page, please see Appendix C)
- Table of Contents
- Introduction, Background and Literature Review
- Problems
- Approach of Work
- Results – (if any)
- References & Bibliography
- Appendices

For the final report, it should contain basic items such as:

- Cover - Title of the report, name of student, year of study, submission date (1 page, please see Appendix C)

- Abstract – limited to 300 words (1 page)
- Declaration – (1 page)
- Acknowledgements – (1 page)
- Table of Contents
- Introduction & Background
- Literature Review
- Problems
- Approach of Work
- Results
- Discussion
- Conclusions
- Recommendations
- References & Bibliography
- Appendices

Two copies of the interim report and the final report should reach the Department of Civil Engineering before the end of Term A and Term B respectively. Students will be informed of the exact deadline for submission in due course. Late submission will result in reduction of marks and no submission will lead to retake of the same course in next year.

10. Plagiarism

Plagiarism is the act of taking and using writings, designs, ideas or works of other person without acknowledgements and references. Plagiarism is academically and morally indefensible and is the worst of intellectual dishonesty. If plagiarism is found, you will be required to re-do the project and start a new project in next year.

11. Referencing

In order to avoid plagiarism, proper referencing is essential. Several standard methods are available for referencing. Among them, the Harvard system is widely adopted.

Example of Harvard system of referencing:

In the text of the report/dissertation for Journals, periodicals, books etc.

Lees (2000) reported that ...

The use of FRP materials offers an increase in strength and ductility compared to traditional concrete structures (Brooks, 2000).

In the references section of the report/dissertation,

For articles from journals, periodicals, etc

Author(s) with initials, year, title of article, name of the journal, volume, number/part,

page numbers.

e.g. Chew, M.Y.L. and De Silva, N. (2003), "Benchmarks to minimize water leakages in basements", *Structural Survey*, Vol. 21, No.4, pp. 119-130.

For Books

Authors' surname and initials, or organisations, institution etc., year, title of the book, editor (and/or translator), edition, publisher, place of publication.

e.g. Kong, A.B. and Evans, C.D. (2000), *Reinforced Concrete*, 4th edition, Pitman Publishers, London, U.K

Two authors for a single work should both be named, e.g., (Leet and Uang, 2002). If there are three or more authors, use the short form "et al." which means 'and others', e.g., (Lee et al., 2002)

- The End -

APPENDIX A

**CHU HAI COLLEGE OF HIGHER EDUCATION
DEPARTMENT OF CIVIL ENGINEERING**

Mark Sheet for CIV 400A Final Year Project I

Name of Student: _____

Project Title: _____

Name of Supervisor: _____

Name of 2nd Marker: _____

Assessment Items	Remarks / Comments	Supervisor	2 nd Marker
1st term Project Presentation (20%) <ul style="list-style-type: none">• Presentation skill• Presentation materials• Questions Answering			
Progress Report			
Problem Identification (10%)			
Review of Literature (10%)			
Research Methodology (30%)			
Planning and Execution of Work (20%)			
Initial Findings/Results (10%)			
Total Mark (100%)			
Average Mark (100%)			

APPENDIX B

**CHU HAI COLLEGE OF HIGHER EDUCATION
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Mark Sheet for CIV 400B Final Year Project II

Name of Student: _____

Project Title: _____

Name of Supervisor: _____

Name of 2nd Marker: _____

Assessment Items	Remarks / Comments	Supervisor	2 nd Marker
Final Project Presentation (20%) <ul style="list-style-type: none">• Presentation skill• Presentation materials• Questions Answering			
Final Project Report			
Organisation of Material (10%)			
Interpretation and Analysis (20%)			
Creativity, Innovation and Critical Thinking (20%)			
Significance of the Results and Discussion (20%)			
Summary of the outcomes and recommendations for improvement of work (10%)			
Total Mark (100%)			
Average Mark (100%)			



Department of Civil Engineering

CIV 400 Final Year Project

Project Title

Name of student (student number)

Chu Hai College of Higher Education

Submission date