Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Associate responsible unit: FST

1. Purpose

The purpose of the guidelines is to normalize the operation on the options "Project Report" and "Internship and Report". The target people of the guidelines are FST postgraduate students, academic staff and administrative staff related to the aforementioned report options.

2. Scope

The guidelines about "Project Report" and "Internship and Report" are applicable to Master of Science Programmes of FST.

3. Definitions

In these Guidelines:

1) *Academic supervisor means the academic staff member delegated to supervise a student taking either "Project Report" or "Internship and Report". For "Project Report", co-supervisor is allowed, while co-supervisor is not allowed for "Internship and Report", except a special approval is obtained from the department head.*

2) *Departmental internship committee means a departmental committee for making decision on the student-initiated intern. The department head has the right to design the committee structure and appoint the committee members.*

3) *Examination committee means a committee approved by the Dean of FST or his/her delegate with the composition of the academic supervisor and one academic staff as examiner.*

4) *Site supervisor means a staff member of the company/organization in which the student conducts his/her internship. The site supervisor is responsible for supervising the student throughout the internship.*

5) *Self-initiated intern means an intern position arranged by a student.*

4. Eligibility and Obligation

1) The student should complete the course work with a cumulative GPA of 2.7 or above before the formation of the exam committee of "Project Report" or "Internship and Report".

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Approval date:	26/1/2022
Effective date:	26/1/2022
Supersedes:	As per content

Page **2** of **8**

2) Students in the old programmes who wish to change the mode of study to "Project Report" or "Internship and Report" shall get the endorsement from the supervisor(s) (if any), and then submit the application for department head's endorsement and the Dean's approval for the transfer of Programme. Meanwhile, the students should also fulfill the course requirement in the study plan of the transferred programme and obtain the minimum overall result in the course work with a cumulative GPA of 2.7, except students from old MSc. programme in Mathematics who wish to change from "Applied thesis" to "Project Report". The students in this special category should fulfill 27 credits of course work in the original study plan and obtain the minimum overall result in the course work with a cumulative GPA of 2.7.

3) The student is eligible to be awarded 6 credits and 3 credits respectively by completing "Project Report" and "Internship and Report".

4) The student, who is eligible to enroll "Project Report", could select the topic from either the list of topics offered by the department or the topic discussed with the academic supervisor.

5) The student, who is eligible to enroll "Internship and Report", should take self-initiated intern.

6) The student is eligible to negotiate with the internship company/organization to decide the internship details, but the internship hour must be ranged between 600 and 720 hours for awarding 3 credits.

7) Students have the right to receive salary/stipend for undertaking the internship according to the offer of the company/organization.

8) The student taking "Project Report" should complete a project report, pass the assessment of the academic supervisor(s) and examiner, and make an oral presentation within two semesters.

9) The student taking "Internship and Report" should complete the internship approved by the corresponding departmental internship committee, submit a report to the academic supervisor, and make an oral presentation within the enrolled semester.

10) The academic supervisor(s) of "Project Report " and/or "Internship and Report" should review his/her student's report before the formation of the examination committee.

11) The academic supervisor of "Internship and Report" should have regular site visits and/or communicate with the site supervisor during the internship period in order to monitor the quality of the intern and collect the feedback from the internship partner.

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Approval date:	26/1/2022
Effective date:	26/1/2022
Supersedes:	As per content

Page **3** of **8**

5. Procedure of Project Report

1) The topics for "Project Report" could include design, case study, analytical study, experimental study or computational project. The selection of topics is called by the department in due course. Each student selects one of the available topics and submits to the corresponding department for unified allocation. The selection of the projects is based on the discretion of the academic supervisor(s). If the department does not organize any Call-for-Projects, the student could propose a project topic and discuss with his/her academic supervisor(s).

2) To enroll in "Project Report", the student is required to complete at least 12 credits of course work and submit a course add/drop form signed by the academic supervisor(s) to the department office according to the announced deadline of each semester. After the department approves the enrollment, the department shall inform the student and FST general office for data entry.

3) The student should submit a project report (See Appendix 1) in double spacing to the department or academic supervisor on or before a prescribed deadline. The duration of "Project Report" is two semesters. If the student cannot complete the project within two semesters, tuition fees will be charged for continuing project report within maximum study period.

4) The academic supervisor(s) assesses the submitted project report and proposes the examination committee members.

5) The department endorses and submits the proposed examination committee to the Dean of FST or his/her delegate for approval. After the examination committee is approved, the department could arrange the oral presentation in batch or allow the supervisor(s) to hold the oral presentation individually.

6) Both the academic supervisor(s) and examiner assess the report and oral presentation. The oral presentation by each student is limited to 20~30 minutes, followed by 10-20 minute questioning time.

7) The examination committee grades the student with either Pass "P" or Fail "NP" for the report.

8) If the student is granted a Pass, the examination committee should also decide the degree classification (Please refer to Section 7).

9) If the examination committee cannot decide the final grade of the report and/or degree classification unanimously, the department head or his/her delegate could review the

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Approval date:	26/1/2022
Effective date:	26/1/2022
Supersedes:	As per content

Page **4** of **8**

case and solve the issue.

6. Procedure of Internship and Report

1) To enroll in "Internship and Report", the student is required to complete at least 12 credits of course work and submit the course add/drop form signed by the academic supervisor and the information of the self-initiated intern to the corresponding department office according to the announced deadline of each semester. The department then seeks for the approval from the departmental internship committee. The information should include information of internship company/organization and site supervisor, job nature, training scheme/work plan and training period. Upon completion of the approval, the department shall inform the student and FST general office for data entry.

2) The student submits an internship report (See Appendix 1) in double spacing and the appraisal form to the academic supervisor within the enrolled semester. If the student cannot complete "Internship and Report" within the enrolled semester, tuition fees will be charged for continuing "Internship and Report" within maximum study period.

3) The academic supervisor assesses the submitted report and appraisal form, and proposes the examination committee members.

4) The department endorses and submits the proposed examination committee to the Dean of FST or his/her delegate for approval. After the examination committee is approved, the department could arrange the oral presentation in batch or allow the supervisor to hold the oral presentation individually.

5) Both the academic supervisor and examiner assess the report and oral presentation. The oral presentation by each student is limited to 20~30 minutes, followed by 10-20 minute questioning time.

6) The examination committee grades the student with either Pass "P" or Fail "NP" for the report.

7) If the student is granted a Pass, the examination committee should also decide the degree classification (Please refer to Section 7).

8) If the examination committee cannot decide the final grade of the report and/or degree classification unanimously, the department head or his/her delegate could review the case and solve the issue.

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Approval date:	26/1/2022
Effective date:	26/1/2022
Supersedes:	As per content

Page **5** of **8**

7. Classification of Degree of Master of Science

The University awards Master's degree with three levels of classification, they are

- Excellent
- Very Good
- Good

The classification of the earned degree should reflect the achievement on both course work and report. The following is provided as a reference.

1) **Excellent:** A minimum cumulative GPA of 3.5 on the course work is required for consideration of this classification.

2) **Very Good:** A minimum cumulative GPA of 3.0 on the course work is required for consideration of this classification.

3) **Good:** Meeting the graduation requirement of "Project Report" or "Internship and Report".

8.   Overall remark

The Dean of FST or his/her delegate(s) can approve any special arrangement. The departments could also propose their own supplementary guidelines for "Project Report" and "Internship and Report".

APPENDIX 1- GUIDELINES FOR CONTENTS OF PROJECT REPORT / INTERNSHIP REPORT

1. Project Report

The project report should contain the items as outlined below.

1.1 Title Page

The title page should contain the following information: Project title, Student's full name, Statement of award for "Project Report", Year of submission, Names of Faculty and University.

1.2 Declaration

The student should declare the originality of the project report. This declaration page must be signed by the student.

1.3 Approval for Submission

The student has to complete the details of this section and get it signed by the supervisor(s) upon completion of the project report.

1.4 Acknowledgments

1.5 Abstract

1.6 Table of Contents

1.7 List of Tables / Figures

1.8 List of Symbols / Notations / Terminology / Abbreviations / Acronyms (if applicable)

1.9 Body of Project Report

A project report should be divided into chapters. New chapter must begin on a new page. A chapter must be further divided into different sections with appropriate titles and section numbers. The body of the project report is recommended to contain the following elements:

    I.   Introduction
   II.   Literature Review
  III.   Design or Methodology
  IV.   Results and Discussion
   V.   Conclusion and Recommendations

1.10 References

1.11 Appendices (if applicable)

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

2. Internship Report

The internship report should contain the items as outlined below.

2.1 Cover Page

The cover page should contain the following information: Cover titled "Internship Report", Student's full name, Statement of award for "Internship and Report", Year of submission, Names of Faculty and University.

2.2 Declaration

The student should declare the integrity of the internship report. This declaration page must be signed by the student.

2.3 Approval for Submission

The student has to complete the details of this section and get it signed by the supervisor upon completion of the internship report.

2.4 Acknowledgments

2.5 Table of Contents

2.6 List of Tables / Figures

2.7 List of Symbols / Notations / Terminology / Abbreviations / Acronyms (if applicable)

2.8 Body of Internship Report

An internship report should be divided into chapters. New chapter must begin on a new page. A chapter must be further divided into different sections with appropriate titles and section numbers. The body of the internship report should contain the following elements:
  I.   Introduction to company/organization
  II. Job with dates
  III. Job description and responsibility
  IV. Problems encountered and proposed solutions
  V.   Conclusion and Recommendations.
       The conclusion should contain self-evaluation to demonstrate the student's abilities in the internship training. The following abilities are reference samples.
       - Being able to apply the academic knowledge to practical work
       - Being able to communicate with team members and seniors
       - Being able to manage the assigned tasks
       - Being able to understand the importance of health and/or safety
       - Being able to gain practical experience

2.9 References (if applicable)

2.10 Appendices (if applicable)

Faculty of Science and Technology
Guidelines on "Project Report" & "Internship and Report" for Master of Science Programmes

Approval date:	26/1/2022
Effective date:	26/1/2022
Supersedes:	As per content

Page **8** of **8**

3. Final submission

Final submission of the project report / internship report must be in hardcover binding with the signature of student and supervisor(s). One copy of the bound project report or internship report should be submitted to the FST general office for checking. Then, the student could submit one hard copy and one electronic copy of the final report to the respective department for record.