## Final Year Project (Semester 2) AY2016/17

### PLEASE TAKE NOTE OF THE FOLLOWING DATES AND DELIVERABLES:

<table>
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<th>Due Date</th>
<th>Deliverables</th>
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| 01 February 2017   | **Project Plan/Schedule**  
                      Students are required to consult their supervisor(s) on the workout of their FYP and submit their project plans/schedules to their supervisor and co-supervisor (if any). |
| 12 April 2017      | **Interim Report**  
                      Students are required to submit interim report to their FYP supervisor to state the progress of their FYP and extend a copy to co-supervisor (if any). |
| 19 October 2017    | **Draft of Final Report**  
                      Students are required to submit a copy of the FYP Draft Report to their supervisor and extend a copy to co-supervisor (if any).  
                      **Note:** PLAGIARISM CHECKER - access to Turnitin via NTULearn - limit 15% or lower. Printout the check results report and attached it together with the final report (draft) when submitting to supervisor. |
| 15 November 2017   | **Final Report**  
                      Students are required to submit two copies of the FYP reports to their main supervisor and extend a copy to co-supervisor (if any).  
                      **Note:** Main supervisors are to hand a copy of this final report to the moderator.  
                      **(The report can be ring-bounded or hardbounded)** |
| December 2017      | **Oral Presentation**  
                      (students will be informed nearer the date) |
|                    | **Things you must do after the fyp oral presentation.**  
                      a) **Submission of Final Report** to the supervisor & co-supervisor (if any)  
                      After the oral presentation, students are required to submit a copy of their Final Report to their main supervisor and extend a copy to co-supervisor (if any). **(Check with supervisor if he/she require the report to be bounded or ring bound or in copy of CD)**  
                      b) **Submission of FYP final report to the library**  
                      Submit a full final version of the FYP report in electronic format to the library Digital Repository-NTU (DR-NTU). Submission procedure can be found at [http://Repository.ntu.edu.sg/drntu/procedure.htm](http://Repository.ntu.edu.sg/drntu/procedure.htm)  
                      If you encounter any problems or require clarification, please email ltd@ntu.edu.sg |

### FYP Financial Guidelines for Students

- **FYP claims** should be submitted within 3 months from the date of receipt and before the closing of the financial year (financial year for NTU is from April to March of the following year). You cannot accumulate the claims even if it is within the financial year. Please submit your claims promptly.
  - a) For claims with receipts dated 01 April to 08 December, you should claim within 3 months from date of receipts.  
  - b) For claims with receipts dated 09 December to 07 March, you should claim by 8 March.  
  - c) For claims with receipts dated 08 March to 31 March, you should submit the claims as and when incurred.
**Instructions on how to claim FYP reimbursements**

1. Per FYP is entitled to S$500 excluding GST. FYP fund is only for consumable items, it should not be used for purchasing of any equipment, computer peripherals and storage, telecommunication products, IT products and software, etc.

2. Complete the Reimbursement Claim Form. If you have numerous receipts to be collated, please use the Summary of Receipts form and fill up accordingly.

3. Original invoices or receipts is required by NSS Finance for the reimbursement claim. It does not matter whether the invoice or receipt is in English or Chinese. For any **overseas or online purchase**, FYP student will need to provide the invoice/receipt of the item, payment transaction of the purchase item, and bank statement for proof of purchase if the payment is made by using credit card or paypal or etc. For overseas purchase, GST is not an issue.

4. Write your name, fyp number on every receipts and supporting documents, then bring it to your fyp supervisor for his endorsement on every receipts, supporting documents and also the reimbursement forms. Please check and ensure all receipts & forms are being endorsed by the fyp supervisor before submission.

5. Lastly, submit personally the signed claim forms & receipts together back to the MAE Undergraduate Office for processing. Staple all the receipts and forms, then deposit them into the Deposit Box at the MAE Undergraduate Office.