

## Guidelines for M.Sc. Coursework Project Module

### Objectives of Project Module

This project module offers an opportunity to our M.Sc. (by coursework) students who are interested in carrying out a substantial and relatively independent research project under the supervision of a supervisor. It also serves to help a student who plans to pursue a Ph.D degree or a research career to gain necessary research experience.

### Project Module Description

There are two project modules in the Department of Physics. They are PC5288 and PC5289.

**PC5288:** A project module in the M.Sc. by coursework in Physics. It carries **12 Modular Credits (MCs)** which is equivalent to **three regular NUS modules**.

**PC5289:** A project module in the M.Sc. by coursework in Applied Physics. It carries **16 Modular Credits (MCs)** which is equivalent to **four regular NUS modules**.

**Duration:** To complete project module within a **minimum of 2 semesters**. Interested students must register for the project module at the beginning of the semester during the online module registration and complete the project module by the end of the next semester.

### Getting Started

#### **1. Submission of Project Application**

Any student who intends to do a project module must first find a suitable supervisor. The student is required to consult and discuss with the potential supervisor on the proposed project and submit an application to take on the project. The application is to be approved by department Graduate Co-Ordinator.

Once approved, the Department Admin will update the approved project module in the online system. The application form is available from Physics department general office.

Please note that **potential supervisor(s)** refer to Academic Staff.

#### **2. Submission of Interim Progress Report**

At the end of week 12 of the 1<sup>st</sup> semester, student is to submit an interim progress report on the project module to Department. The interim progress report (*no more than two A4-size pages*) should contain a brief summary of the objective and scope of the project as well as the project work done during the 1<sup>st</sup> semester. Future project work to be done in the 2<sup>nd</sup> semester must be stated briefly also.

The project supervisor is required to grade the interim progress report and submit to Department.

#### **3. Nomination of Examiners**

Supervisor to submit proposed examiners for the project to Department in week 5 of the 2<sup>nd</sup> Semester. The assessment panel consists of the supervisor(s) and two other internal examiners. The proposed internal examiners must be an Academic Staff.

#### **4. Min/Max of Pages of Project Dissertation and Format of Project Thesis Dissertation**

As the MSc coursework project module must be higher than the honours year project, hence, it requires a **minimum of 60 pages** and a **maximum of 80 pages** including text and figures. Other extended data sheets and programs can be placed under Appendix.

#### General Formatting on Thesis Dissertation:

- **Page Size:** A4 size page (8.27" x 11.69") paper with white background and black colour font for the text
- **Margins:** The left and right margins should be 1½ inches. The top & bottom margins should not be less than 1 inch each

- **Font:** The font size for the main text should be 11 to 12 points. The same font type and size should be used for the entire thesis
- **Line Spacing:** The text should be in double-spacing
- **Page Numbering:** All pages except the title page must be paginated. The page numbers should appear at the bottom center of the page
- **Printing:** The dissertation should be printed in double-sided format
- **Title Page:** The title page should contain i) M.Sc. coursework project title; ii) Student Name & Student ID; iii) Supervisor(s) Name
- **Type of Cover/Binding:** Ring back binding and or perfect binding is acceptable for MSc coursework project thesis dissertation

#### 5. Submission of Final Project Module Dissertation

Student is to submit the final project module dissertation/report to the Department Office by the end of week 12 of the 2<sup>nd</sup> Semester.

Wef Term 1720, students should submit both the **soft** and **hard** copy of the dissertation. The soft copy of dissertation is preferable in PDF format for Department's record. The hard copy of dissertation will be forwarded to the supervisor(s) and two internal examiners for assessments.

#### 6. Extension of Project Duration

Student must inform Department **at the end of week 12 or earlier** of the 2<sup>nd</sup> semester if the project module cannot be completed by the end of the 2<sup>nd</sup> Semester. Student will have to file an appeal with strong reasons to justify an extension of project to the 3<sup>rd</sup> semester. A detailed work plan with timeline for completion of the remaining project work during the period of extension requested until the submission of the final project module dissertation by the end of week 12 of the 3<sup>rd</sup> semester must be submitted together with the appeal.

The appeal for an extension of the project is to be supported by the project supervisor and must be endorsed by the Graduate Co-Ordinator.

There is no application form for such extension requests. Student is required to write to department (Attention to Graduate Co-Ordinator) to make a case.

#### 7. Assessment of Final Project Module Dissertation

There are two components for the assessment on the project module. They are

- i) Evaluation of Project Thesis (50%)
- ii) Evaluation of Oral Presentation & Viva (50%)

In week 13, the final project module dissertation/report will be forwarded to the supervisor and the two internal examiners for assessment. The Oral Presentation & Viva will be arranged in the reading week.

The oral presentation should last within 30 minutes and 30 minutes for the viva (*question and answer session*) immediately after the presentation.

#### 8. Grading for the Project Module

Supervisor and the internal examiners are requested to submit the evaluation forms to the department general office immediately after the oral presentation. Department Admin will compile and finalize the marks.

The above items are summarized in the project module schedule table below.

## Project Module Schedule

PC5288/PC5289		Action by			
Proposed Dates	Description	Student	Supervisor	Examiner	Dept Office
<b>Project Module in the First Semester</b>					
Orientation Week or Week 1	Student to consult and discuss with potential supervisor and submit module application for approval. Start the project module.  <i>(Get the application form from the Department Office.)</i>	√	√		√
At the end of week 12	Submission of Interim Progress Report to the Dept Office.  <i>(The interim progress report, no more than two A4-size pages, should contain a brief summary of the objective and scope of the project as well as the project work done during the 1<sup>st</sup> semester. Future project work to be done in the 2<sup>nd</sup> semester must be stated briefly also.)</i>	√			√
In week 13 & Reading Week	Interim Progress Report to be examined by the supervisor(s)  <i>(Supervisor to complete and submit the interim progress report to the Dept Office.)</i>		√		√
<b>Project Module in the Second Semester</b>					
In week 5	Nomination of Examiners  <i>(Supervisor to submit proposed examiners to the Department Office)</i>		√		√
At end of week 12**	Submission of Final Project Module dissertation to the Dept Office.	√			√
In week 13	Final Project Module thesis/dissertation to be examined by the supervisor(s) and examiners		√	√	
Reading week <i>(Date &amp; Time to be confirmed)</i>	Final Oral Presentation  <i>(The oral presentation should last within 30 minutes, followed by 30 minutes for the Q &amp; A session)</i>	√	√	√	
By end of examination weeks	To finalize the marks and key into IMMS system				√

Note:

**\*\*Student must inform the Department Office at the end of week 12 of Second Semester or earlier if the project module will not be completed by the end of 2<sup>nd</sup> semester. Student will have to file an appeal with strong reasons to justify extension of his/her project to the next semester, supervisor to recommend whether the case is to be supported. The application for an extension is to be endorsed by Graduate Co-Ordinator.**