

ELEC/CPEG Final Year Project/Thesis (2025-26)

Project Presentation Guidelines

Purpose

The Project Presentation part of the Final Year Project has two purposes:

- It gives you experience in giving a formal technical presentation. This is an important part of an engineer's work, necessary for functioning effectively in a design team and a company.
- The faculty can evaluate the results of the project.

Schedule

All project presentations **take place in 2 days on 13-14 May 2026 (Wed and Thur)**. No further changes can be made to the presentation sessions assigned by the Department.

Presentation schedule with date, time & venue of each presentation session can be found on the FYP web page a week before the presentation period.

Format

The presentation is evaluated by the panel consisting of two faculty judges. The presentation is open to all interested students and faculty. Supervisors are welcome to attend the presentation as part of the audience.

Before the presentation, students are encouraged to conduct rehearsals with their supervisors.

Students are required to upload a PowerPoint file with max. 20 presentation slides (one pptx file only, any other files will be removed) to FYPMS. Please be reminded to bring the USB with the most updated presentation deck to the classroom during the oral presentation day.

10 minutes before the assigned session, students are required to arrive at the venue and report to the timekeeper with two survey forms.

Timing: Each group has 20 minutes (15-min presentation + 5-min Q & A). Allocation of time is flexible if the overall time is not exceeded:

Max. 15 minutes	Introduction, Project Details and Results of Individual's Work <i>Student should check Assessment Rubrics beforehand</i>
Max. 5 minutes	Closed-door Q & A Session <i>(depends on the preferences of the judges)</i> Panel members will ask questions first. The audience may ask questions afterwards. Short clarifying questions may be asked during the presentation. <i>Student submits his/her self-evaluation form to panel members (it's optional)</i>

No specific dress code.

Students in 2-member/3-member groups are required to present consecutively in the same session.

**** Please TIME YOUR PRESENTATION beforehand ****

**** Please be PUNCTUAL!! ****

**** Please DO NOT OVERRUN!! ****