Things to know regarding your semester project

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January 14, 2018

Abstract
This document serves as a FAQ for MS/BS semester projects.

1 Requirements
A total of 312/228 hours of work are required from students for the 12/8 ECTS credits projects (II and I respectively). IC specifications and deadlines.

- Before: 30 hours to prepare the background before the beginning of the semester (reading papers, familiarizing with programming languages, learning about given topics etc.).
- During: 18 hours per week during the semester (12h for 8 credits).
- After: 30 hours to complete your report and final presentation.

What you should present:

- By the end of the 3\textsuperscript{rd} week: project plan approved by your supervisor(s). The plan is the project synopsis and a list of tasks distributed over 14 weeks, you will be given a template.
- Around weeks 6-8: a midterm presentation.
- By the IC deadline: final report and all files used in the project must be submitted to your supervisor(s) for grading.
- After the semester’s end: a final presentation focusing more on the post-midterm progress.

IC Faculty Semester Project Regulations:
"When the deadlines are not met by the student, it shall be considered as a failure (NA in the transcript)."
2  How you are graded

You are continuously assessed throughout the entire project. (the different criteria below have different weights on your final grade)

By the time you have your midterm presentation, you will be graded on:

- **Understanding**: how well do you understand the topic at hand, related work, and your own project?
- **Work management**: how well is your time being managed and workload handled?
- **Quality of work**: how meticulous are you, how professional is your work (e.g. do your codes have bugs, do you have solid proofs/arguments for your decisions)?
- **Midterm presentation**: how good is your presentation from the point of view of other field experts (aside from your supervisor(s))?

By the time you have your final presentation, you will be graded on:

- **Work management**: relative to the pre-midterm period.
- **Quality of work**: relative to the pre-midterm period.
- **Written report**: discuss with your supervisor(s) what is expected in your report based on your project.
- **Deliverables**: what did you manage to accomplish by the end of the project, are all tasks completed, are your codes operational?
- **Final presentation**: same as for the midterm presentation.
3 A few very important recommendations

1. Do not come to a meeting unprepared, it shows right away and wastes everyone’s time including yours. If, for any reason, you do not manage to progress during a given week ask your supervisor(s) to cancel/reschedule.

2. Be ready to brief your supervisor(s) on: what you had reached in the last meeting, what you did in the past week (whether with or without results), how you plan to tackle the following week’s tasks.

3. Try to have short presentations for your meetings. This will simplify the communication with your supervisor(s) and when you reach the midterm/final presentations, you will already have most slides ready.

4. Never simply ask how to do a given task. When you are stuck, you should instead explain what you have researched/tried, where and why you have failed, and ask for advice/guidance. Do not wait a whole week to do so, ask for an earlier meeting when in trouble.

Semester projects are meant to be anything but homework. They are an opportunity to: make use of what you have studied in practical research/application scenarios, learn explore and develop new technical skills and autonomy, work on your communication and presentation skills and maybe most importantly gain experience in a field of your choice. So make the best out of them as they can be very rewarding!