

CITY UNIVERSITY OF HONG KONG
SCHOOL OF ENERGY AND ENVIRONMENT

Guidelines on Taking Guided Study and Special Project

(A) Overview

1. These Guidelines are applicable to the following courses.
 - (a) *SEE4994 Guided Study in Energy and Environment* (3 credit units)
 - (b) *SEE4995 Guided Study in Energy and Environment* (6 credit units)
 - (c) *SEE4998 Special Project in Energy and Environment* (3 credit units)
 - (d) *SEE4999 Special Project in Energy and Environment* (6 credit units)
2. Supervisor
 - (a) Supervisor of the Guided Study / Special Project must be chosen among the SEE faculty members (<https://www.cityu.edu.hk/see/people#Faculty>).
 - (b) Students are required to:
 - identify the supervisor themselves and get the faculty member's consent of being the supervisor via email (two weeks in advance of the start of the semester preferably);
 - work out the details of the Guided Study / Special Project such as the topic/title, scope, outcomes, etc., with the supervisor; and
 - report the following issues to both the course coordinator and SEE General Office via an online form at <https://forms.office.com/r/dE5QMYwzHL> by **the end of Teaching Week 1 of the corresponding semester / term.**
 - Name of the supervisor
 - Title of the Guided Study / Special Project
3. Students are expected to spend approximately 9 hours per week (for a 13-week regular semester) OR 18 hours per week (for a 7-week summer term) on each Guided Study / Special Project.

(B) SEE4994 / SEE4995 Guided Study in Energy and Environment

1. By taking SEE4994, students will conduct ONE semester-long guided study.
2. By taking SEE4995, students can select either **Plan A** or **Plan B**.
 - (a) **Plan A** : conducting ONE year-long guided study
 - (b) **Plan B** : conducting TWO different semester-long guided studies, namely Guided Study I and Guided Study II
3. Assessment Components

Items	Weighting				
	SEE4994	SEE4995			
		Plan A		Plan B	
				(<i>Guided Study I</i>)	(<i>Guided Study II</i>)
Final Assessment (100%)	Interim Assessment (30%)	Final Assessment (70%)	Final Assessment (50%)	Final Assessment (50%)	
<u>Report Writing</u>					
- Writing Skill	15	15	15	15	15
- Literature Review	10	20	10	10	10
- Study Plan	10	20	10	10	10
- Methodology/Approach	25	30	25	25	25
- Data and Information Analysis and Integration	15	15	15	15	15
- Accomplishment	25	--	25	25	25
i. Attitude and Initiative					
ii. Extent of Study Plan Completed					
<u>Oral Presentation</u>					
- Presentation/Communication Skills	10	10	10	10	10
- Q&A Skill	5	5	5	5	5
- Literature Review	10	20	10	10	10
- Study Plan	10	20	10	10	10
- Methodology/Approach	25	30	25	25	25
- Data and Information Analysis and Integration	15	15	15	15	15
- Accomplishment	25	--	25	25	25
i. Attitude and Initiative					
ii. Extent of Study Plan Completed					
Total:	200	200	200	200	200

4. Assessment Tasks

(a) Written Report

	SEE4994	SEE4995	
		Plan A	Plan B
Page Limit - Interim Report - Final Report	-- 25 to 35 pages	15 to 25 pages 30 to 50 pages	-- 25 to 35 pages (each)
Lines Spacing	1.5		
Font Type and Size	Times New Roman; 12		
Margins	1 inch for each side (top, bottom, left and right)		
Report Cover Template	Please refer to page 6 of these Guidelines.		
Submission	Submit the proposal or report to both the supervisor and course coordinator via email.		
Submission Deadline	<u>Semester A or Semester B</u> 6:00 pm (GMT+8), Friday of Teaching Week 12 of the semester <u>Summer Term</u> 6:00 pm (GMT+8), Friday of Teaching Week 6 of the term		
Late Submission Penalty	10 marks per calendar day will be deducted for late submission.		

(b) Oral Presentation

- The oral presentation will be conducted in Teaching Week 13 (for Semester A or Semester B) OR Teaching Week 7 (for Summer Term), and be arranged by supervisors and students themselves.
- Duration of the oral presentation:

Items	SEE4994	SEE4995			
		Plan A		Plan B	
				<i>(Guided Study I)</i>	<i>(Guided Study II)</i>
	Final Assessment	Interim Assessment	Final Assessment	Final Assessment	Final Assessment
Presentation	20	10	20	20	20
Q&A	10	5	10	10	10
Total (minutes)	30	15	30	30	30

(C) SEE4998 / SEE4999 Special Project in Energy and Environment

1. By taking SEE4998, students will conduct ONE semester-long special project.
2. By taking SEE4999, students can select either **Plan A** or **Plan B**.
 - (a) **Plan A** : conducting ONE year-long special project
 - (b) **Plan B** : conducting TWO different semester-long special projects, namely Special Project I and Special Project II
3. Assessment Components

Items	Weighting				
	SEE4998	SEE4999			
		Plan A		Plan B	
				<i>(Special Project I)</i>	<i>(Special Project II)</i>
Final Assessment (100%)	Interim Assessment (30%)	Final Assessment (70%)	Final Assessment (50%)	Final Assessment (50%)	
<u>Proposal Writing</u>					
- Writing Skill	--	10	--	--	--
- Literature Review	10	25	--	10	10
- Project Plan	10	25	--	10	10
<u>Report Writing</u>					
- Writing Skill	15	10	15	15	15
- Literature Review	5	10	5	5	5
- Project Plan	5	10	5	5	5
- Methodology/Approach	25	20	25	25	25
- Data Analysis and Interpretation	15	10	15	15	15
- Accomplishment	25	--	35	25	25
i. Attitude and Initiative					
ii. Extent of Project Plan Completed					
<u>Oral Presentation</u>					
- Presentation/Communication Skills	10	5	10	10	10
- Q&A Skill	5	5	5	5	5
- Literature Review	5	10	5	5	5
- Project Plan	5	10	5	5	5
- Methodology/Approach	25	20	25	25	25
- Data Analysis and Interpretation	15	10	15	15	15
- Accomplishment	25	--	35	25	25
i. Attitude and Initiative					
ii. Extent of Project Plan Completed					
Total:	200	180	200	200	200

4. Assessment Tasks

(a) Proposal and Written Report

	SEE4998	SEE4999	
		Plan A	Plan B
Page Limit			
- Proposal	2 to 5 pages	4 to 8 pages	2 to 5 pages (each)
- Interim Report	--	15 to 25 pages	--
- Final Report	25 to 35 pages	30 to 50 pages	25 to 35 pages (each)
Lines Spacing	1.5		
Font Type and Size	Times New Roman; 12		
Margins	1 inch for each side (top, bottom, left and right)		
Report Cover Template	Please refer to page 6 of these Guidelines.		
Submission	Submit the proposal or report to both the supervisor and course coordinator via email.		
Submission Deadline	<p><u>Proposal</u> 6:00 pm (GMT+8), Friday of Teaching Week 3 (for Sem A or B) <u>OR</u> Teaching Week 2 (for Summer Term)</p> <p><u>Report</u> 6:00 pm (GMT+8), Friday of Teaching Week 12 (for Sem A or B) <u>OR</u> Teaching Week 6 (for Summer Term)</p>	<p><u>Proposal</u> 6:00 pm (GMT+8), Friday of Teaching Week 5 (for Sem A or B) <u>OR</u> Teaching Week 3 (for Summer Term) of the 1st semester</p> <p><u>Reports</u> 6:00 pm (GMT+8), Friday of Teaching Week 12 (for Sem A or B) <u>OR</u> Teaching Week 6 (for Summer Term) of the 1st and the 2nd semesters</p>	<p><u>Proposals</u> 6:00 pm (GMT+8), Friday of Teaching Week 3 (for Sem A or B) <u>OR</u> Teaching Week 2 (for Summer Term) of the 1st and the 2nd semesters</p> <p><u>Reports</u> 6:00 pm (GMT+8), Friday of Teaching Week 12 (for Sem A or B) <u>OR</u> Teaching Week 6 (for Summer Term) of the 1st and the 2nd semesters</p>
Late Submission Penalty	10 marks per calendar day will be deducted for late submission.		

(b) Oral Presentation

- The oral presentation will be conducted in Teaching Week 13 (for Semester A or Semester B) OR Teaching Week 7 (for Summer Term), and be arranged by supervisors and students themselves.
- Duration of the oral presentation:

Items	SEE4998	SEE4999			
		Plan A		Plan B	
	Final Assessment	Interim Assessment	Final Assessment	<i>(Special Project I)</i>	<i>(Special Project II)</i>
Presentation	20	10	20	20	20
Q&A	10	5	10	10	10
Total (minutes)	30	15	30	30	30

(D) Report Cover Template

CITY UNIVERSITY OF HONG KONG

Font: Times New Roman
Size: 18

Title of Guided Study / Special Project

Submitted to
School of Energy and Environment
in Partial Fulfillment of the Requirements
for the eSTAR stream of
the Degree of Bachelor of Engineering in
Energy/Environmental Science and Engineering

by

Font: Times New Roman
Size: 12
*Name should be identical
to the one printed on the
student ID card*

Name of Student

Year and Month of Submission