

The Engineering Council Graduate Diploma examination

Assessment of unit 232 - project proposal

To be completed by candidates who have been registered for entry to the Graduate Diploma examination and wish to make a submission for project unit.

Please write in **block capitals** using **black** ink in the spaces provided.

Enrolment number

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Name

Address

If your address has recently changed please place a cross in the box

Title of project:

Field applicable (Please tick the appropriate box)

<input type="checkbox"/>	Civil and structural engineering
<input type="checkbox"/>	Electrical and electronic engineering
<input type="checkbox"/>	Mechanical and production engineering
<input type="checkbox"/>	Process engineering
<input type="checkbox"/>	Transport engineering
<input type="checkbox"/>	Information systems engineering

Name of establishment at which the project will be undertaken:

Name and designation of project supervisor:

Signature of supervisor:

Date:

Notes

1. Candidates are advised to read carefully the examination rules appropriate to the project and the attached 'Notes for the guidance of candidates' before completing and submitting this form.
2. Submission of this form is an acknowledgement that the applicant has read and understood the examination rules and agrees to abide by them.

Give below an outline description of the objective of the project and the work to be undertaken.

This outline must **not** exceed **200** words. This section should be **typewritten**.

Signature: _____

Date: _____

Office use only

Date received:

Amount:

Ref. no:

Graduate Diploma project unit 232

List of entry fees

Candidates are required to remit the following fees:

Between 1 October 2006 and 30 September 2007:

With each submission of the project proposal form HK\$3760

Notes

Proposal:

1. If the proposal is rejected, a resubmission can be submitted within 12 months of your first proposal submission free of charge. Outside of the 12 months a new proposal must be submitted with the fee above.
2. If you wish to submit a new proposal within the 12 months the above fee must be submitted.

Report:

3. If the report is rejected, a resubmission can be submitted within 12 months of your first report submission free of charge, provided it does not exceed the 2 year rule – see Submission of the report on the information attached. Outside of this a new proposal must be submitted with the fee above.

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1 Rules for the Graduate Diploma individual project unit 232

The project on which a report is to be submitted should be experimental or investigatory in nature with associated theoretical treatment.

1.1 Approval for entry

A candidate must be registered as a Graduate Diploma candidate following submission of the registration form.

Entry must be made on the project proposal form, which may be obtained from the Engineering Council examinations department. The applicant must complete this form with an outline description of the objective of the project and the work to be undertaken. This outline must not exceed 200 words.

The completed project proposal form must reach the above department at least 8 months before the intended date of submission of the full report. Engineering Council examinations department will notify candidates of the acceptance or otherwise of the proposal within three months of receipt of the outline description. If the proposal is rejected, a short summary of the reasons will be given and a candidate will have the opportunity to submit a revised proposal.

The submission of a completed project proposal form is the candidate's acknowledgement that the examination rules have been read and understood.

1.2 The report

The report on the project must be submitted in the English language. It must be typewritten on A4 size white paper and securely bound in a folder. The report must not exceed 25 pages including drawings, tables, computer output and appendices. Each and every page of the submission must be signed by the candidate as certification that it is his/her own work. No computer discs etc should be submitted with the report.

Engineering Council examinations department will refuse to consider reports, which exceed the specified length or reports, which are considered to be illegible or ineligible for any other reason.

The candidate must ensure that he/she has the permission of his/her employer to submit the report where this is appropriate. Engineering Council examinations department will not consider reports, which are marked confidential and cannot undertake to maintain confidentiality of the report.

All material on submission becomes and will remain the property of the Engineering Council examinations department. No arrangements can be made for the return of any material submitted.

1.3 Submission of the report

The final report on the project must be submitted to Engineering Council examinations department within two years of the candidate's proposal being approved.

The report must be accompanied by the completed official certifying form which confirms that the work has been undertaken solely by the candidate and that he/she alone is responsible for the report. The Supervisor of the project must countersign this form. This can be the Head of Department of the educational establishment which the candidate has attended or, if the candidate is working in industry and the report is on an industry-based project, by a Chartered Engineer of a UK Institution, or a corporate member of the professional engineering institution of the country of residence.

The candidate must accept responsibility for the submission of the report to the Engineering Council examinations department. Candidates must therefore use appropriate security transport at their own expense.

1.4 Assessment of the report

Engineering Council examinations department reserves the right to require a candidate to attend an oral examination.

The department will notify candidates of the acceptance or otherwise of the project report within four months of receipt of the document.

Unsuccessful candidates will be given brief reasons for the failure.

The decisions of the Engineering Council examinations Committee are final. No correspondence will be entered into regarding the results of the assessment.

1.5 Resubmission

Candidates will be permitted to make a resubmission of their project proposal within twelve months of their previous project proposal not being accepted.

Candidates will be permitted to make a resubmission of their project report within twelve months of their previous project report not being accepted.

Candidates will not be permitted any extension of this time.

Candidates who wish to submit a new report on a different topic must complete and submit a fresh project proposal.

Details of the entry fee will be sent with the appropriate entry form.

If a candidate's initial project proposal is rejected, part of the fee less an administrative charge will be refunded if the candidate decides not to continue with the project report unit.

1.6 Guidance

This document assumes that the rules have been read and understood.

The following paragraphs give useful guidance to candidates in their application, preparation and submission for Graduate Diploma individual project unit. In all instances the published rules take precedence over any statement in this section.

All the information required by the project proposal form must be given but within the limitations imposed by the rules.

The scope of the engineering disciplines is extremely wide. For the purpose of assessing projects, the scope has been divided into six broad groups:

- A. Civil and Structural Engineering
- B. Electrical and Electronic Engineering
- C. Mechanical and Production Engineering
- D. Process Engineering
- E. Transport Engineering
- F. Information Systems Engineering

An applicant must indicate clearly on the proposal form the particular group in which the proposed project should be assessed.

In formulating a project proposal, an applicant may wish to select some of the following headings. The list is not exhaustive nor necessarily in any meaningful order.

- Objectives
- Method or Approach
- Outcome
- Validation
- Problems
- Safety
- Environmental Aspects
- Economic Aspects.

When the examiner approval of the outline description of the objective of the project and the work to be undertaken, it is done only in the sense that it is agreeing that the work proposed, when undertaken under competent supervision, may provide suitable material for the submission of a project report.

No responsibility can be accepted for supervision of the work to be undertaken.

The rules state:

The project on which a report is to be submitted should be experimental or investigatory in nature with associated theoretical treatment.

The purpose of the project is to demonstrate experience in

- a the design and planning of experiments and similar investigations **and/or**
- b the design, construction and operation of equipment and/or numerical models **and in**
- c the critical interpretation of results
- d the use of technical and scientific literature
- e report writing.

The standard of the project report is expected to be similar to that of a project undertaken during the final year of a BEng course leading to a UK degree in an engineering discipline.

Evidence of experimental and/or theoretical ability is sought from the conduct of the work and credit will be given for industry and enterprise as well as for actual achievements. Close attention will be paid to presentation and to clarity and style of the written work. Unless the project is one of exceptional novelty, a survey of the relevant literature should form an important part of the report.

The examiner will expect the project report to take account of any comments made at the time of approving the project proposal.

If the project is not the work of a single applicant, the candidate must indicate clearly in the report those parts of the project for which he/she is solely responsible.

It is expected that the majority of projects will be undertaken in the educational establishment which the candidate attends and will be complementary to the units taken in the Graduate Diploma examination, in many cases being undertaken simultaneously with preparation of the dated units. However, it may be appropriate in some cases for the candidate to submit a report on work undertaken whilst in employment. In such cases, the candidate must ensure that he has the permission of his employer to submit the report where this is appropriate. Reports marked confidential will not be accepted. Engineering Council examinations department cannot undertake to maintain confidentiality of the project report.

It is essential in all cases for candidates to seek the guidance and supervision of a competent person.

It is essential that any experimental work is undertaken in a safe manner, and at all times must follow the precepts of any Health and Safety policy statement of the establishment or organisation in which the candidate is working.

The Report should not exceed a total of 25 pages including drawings, tables, computer output and appendices. This restriction on length should not be thought to minimise the importance of this project unit of the Graduate Diploma examination; rather it is to encourage conciseness of expression and selective presentation of results.

The arrangement and style of papers published in the technical and scientific literature should be studied. Comparing them with one another will help in deciding both what to avoid and what constitutes a suitable type of presentation, viz. one which adequately and concisely describes the work done and at the same time maintains the interest of the report.

In addition to the requirements for the presentation of the project report, it is suggested that the following recommendations are taken into account:

- a The full name of the candidate, the candidate's enrolment number, the place where the project was undertaken, the date of submission and the title of the project should appear on the outside of the folder as well as on the title page.
- b A short abstract including a summary of the purpose and results of the work should be submitted on a separate sheet (included in the report but not bound to it).
- c A page listing the contents, with page numbers, should be included and the text should be sectionalised and sub divided wherever this is helpful.
- d A list of the symbols used should be included on page at the end. It is convenient if this is made to fold outwards.
- e All quotations, facts and opinions from published work should be identified by the name of the author and the date of publication. The collected references should be given in alphabetical order of the first named author.
- f In the case of a Report including computing, flow charts and programme listings are expected and it should be shown clearly how the programmes were tested to ensure that they worked correctly.
- g All diagrams must either be A4 size or less or else folded and bound to fit within the limits of the A4 size
- h The Report should conclude with a short summary including conclusions.

Candidates will be informed as soon as is practicable, after submission whether their report is satisfactory. Normally the Engineering Council examinations department will expect to the assessment of the report to be completed within four months of its receipt.