

**Department of Electrical Engineering**  
**Application for Completion of Final Year Project in Summer Term**

**Notes for applicants:**

- This application form is only applicable to students having participated in exchange but with intention to graduate on time in their final year.
- Approval of this application must be sought before the start of student project. (Exception: Students who are confirmed student exchange places in second round are required to submit application once their exchange places in Semester B are confirmed. Approval process of those cases has to be completed by the Semester A before they depart for exchange.)
- Students are required to provide supporting documents including 1/ admission letter of the host institution for exchange, 2/ online grade display, and 3/ a study plan of the remaining semesters.
- Only students who can demonstrate a study plan showing his/her possible graduation in summer term if second part of FYP is allowed to be carried out are eligible to apply.
- Approval procedures

Student is required to submit duly completed form with supporting documents to Sandy Cheung at P1624. Endorsements by supervisor and major programme leader or delegate and final approval by Associate Head are required for all cases.

<b>Part 1: Student Particular (to be completed by the applicant)</b>												
Student Name:		Student ID:										
Programme-Major:		FYP supervisor:										
Project Code:												
Project Title:												
Email:		Mobile number:										
Period of FYP: <i>(Delete as appropriate)</i> Semester B + Summer Semester A + Summer <small>Note 1</small>		Other information(if any):										
<i>Note 1: Student exchange in Semester B of final year is NOT recommended due to possible late issuance of academic transcript by host institution leading to delay in graduation.</i>												
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;"><b>CHECK BOX</b></td> <td style="width: 5%; text-align: center;"><input type="checkbox"/></td> <td style="width: 60%;">Admission letter of the host institution for exchange</td> </tr> <tr> <td>Have you attached the required documents?</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Online grade display</td> </tr> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>A study plan of the remaining semesters</td> </tr> </table>				<b>CHECK BOX</b>	<input type="checkbox"/>	Admission letter of the host institution for exchange	Have you attached the required documents?	<input type="checkbox"/>	Online grade display		<input type="checkbox"/>	A study plan of the remaining semesters
<b>CHECK BOX</b>	<input type="checkbox"/>	Admission letter of the host institution for exchange										
Have you attached the required documents?	<input type="checkbox"/>	Online grade display										
	<input type="checkbox"/>	A study plan of the remaining semesters										
<p><u>Signed by applicant:</u></p> <p><i>I acknowledge the possibility of final year students' risking the chance of delay in graduation if going on exchange in Semester B due to possible late receipt of academic transcript for credit transfer application.</i></p> <p style="text-align: center;">Signature : _____ Date : _____</p>												
<b>Part 2: Endorsement/ Approval</b>												
Name and Capacity	Signature	Date	Comments, if any									
FYP Supervisor												
Major Leader												
Associate Head												