

Graduation Project Execution Presentation

- **Audience:**
Students participating in the graduation project of this academic year
- **Topic :**
Explanation of Mid-term and Final Presentation Execution Procedure
- **Date : 2023/09/13 (Wed) 13:10**
- **Location : 2623R, 6th floor, building 2**
- **Teaching Assistant : Zi-Yi Wu (吳姿儀)**
E-mail : s1105404@mail.yzu.edu.tw, Office location: 2622R

P.S. This presentation will also cover course selection, graduate school admissions, and graduation qualification review procedures (including IEM required programs)

Graduation Project Execution Guidelines

@ Dates :

『 Mid-term presentation 』 : **October 26, 2023 (Thursday)**

『 Final presentation 』 : **December 28, 2023 (Thursday)**

- **Qualification:** Whether students can attend the Mid-term or Final presentation will be assessed by the advisor in the weekly report form. Failure to attend will result in the inability to obtain course grades.
- **Attire:** Please dress formally when attending the Mid-term/Final presentation.

@ Evaluation Criteria: Advisor + Final presentation reviewers

➤ Final presentation reviewers :

External scholars/industry representatives + department faculty + graduate teaching assistants

The above information is for reference only and may be subjected to change according to departmental course development.

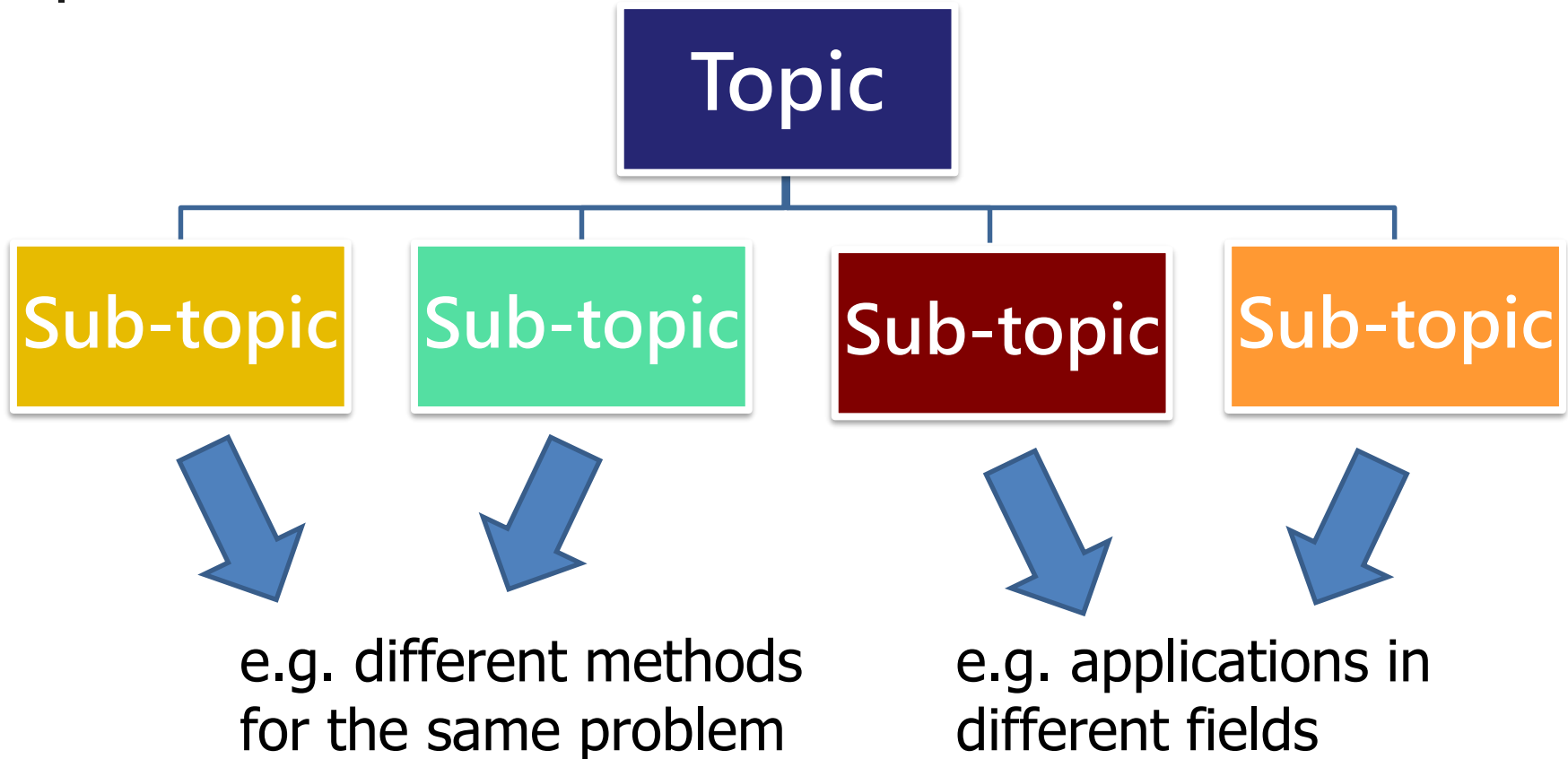
Graduation Project Execution Guidelines

Mid-term presentation related schedule

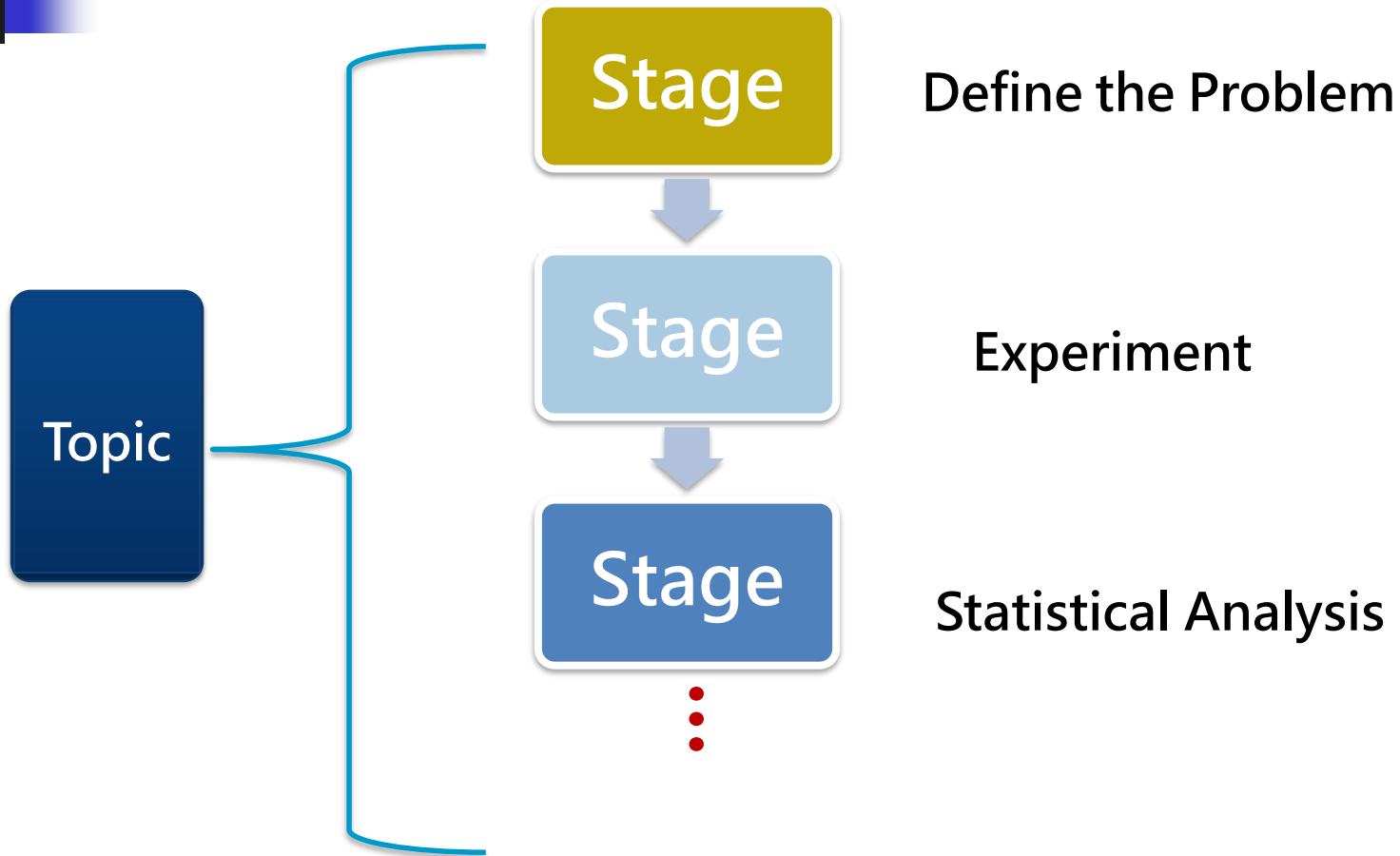
- ④ The announcement of presentation order and venue allocation for graduation project will be on **October 12 (Thu)**. Adjustment of presentation order will not be accepted except for special reasons.
- ④ If you need to make any changes, please notify us before **12:00 PM on October 18 (Wed)**. Requests received after the deadline will not be processed.
- ④ On **October 19 (Thu)**, please check the confirmation list in the announcement, and submit the electronic files of the Mid-term report (Word) and presentation slides (PPT), along with two hard copies, to the teaching assistant. This submission should also include the weekly report form and teamwork diagram.

PS. **Weekly report form:** After your advisor signs and approves, please attach the scanned file at the end of the Mid-term report (Word) and bind it within the report.
Teamwork diagram: Place it on the page before the table of contents in the report (Word)

Teamwork Diagram (I) : In Parallel



Teamwork Diagram (II) : In Sequential



- * The same professor can guide several students
- * Multiple professors can guide different students together⁴

Graduation Project Execution Guidelines

Mid-term presentation related schedule

@ Expected schedule for the Full-Day Event

It' s divided into morning and afternoon sessions, with 3 or 4 classrooms running simultaneously during each time slot.

When submitting hard copy reports, please label your group code in the top-right corner of both the Word and PPT files, such as A11 or D34.

second/first code	(A)2501A	(B)2501B	(C)2623	(D)unconfirmed
(1)9:00~10:20	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs
(2)10:30~11:50	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs
(3)13:00~14:20	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs
(4)14:30~15:50	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs
(5)16:00~17:20	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs	Review Committee : Professors + TAs

Graduation Project Execution Guidelines

Mid-term presentation related schedule

- Each group should prepare in advance :
2 hard copies of the Word report and 2 hard copies of the presentation slides in PPT. Simple stapling will suffice, hardcover is not necessary.
Please submit the hard copy files and electronic files to the teaching assistant one week before the presentation.
- Each group has a 15-minute presentation, including 10-minute presentation and 5-minute Q&A.

Note: All classrooms are equipped with electronic equipment (computer, projector, microphone).

P.S. On the presentation day, please ensure that each group saves the Word and PPT file to the computer 10 minutes before the sessions start.





Graduation Project Execution Guidelines

Final presentation related schedule

- ③ Graduation Project implementation final report with presentation: Review Committee members, including industry representatives, invited scholars, department professors, or graduate students, will assess the results through presentations and poster displays.
- ③ The list of group students and titles will be announced on the department's website on **Thursday, December 14th**. If adjustment is needed, please notify us by **Wednesday, December 20th, before 12:00 PM**. Late requests will not be accepted.
- ③ The presentation order and venue allocation will be based on the latest announcement on the department's website on **Thursday, December 21st**. Unless the exceptional reasons, presentation order changes will not be accepted. Additionally, please submit the relevant files for the final presentation to teaching assistant.

Graduation Project Execution Guidelines

Final presentation files preparation

- ② Each group's final presentation files, including hard copies and electronic files of **Word, PPT, and poster**, should be submitted to the teaching assistant **one week in advance**.
- ② Hard copy files for final report and presentation include:
 - **3 copies of the report in Word format**, (bound with staples), containing
 - (1) Scanned copy of Teamwork diagram (placed before the table of contents)
 - (2) Explanation of revisions based on the review comments from the Midterm Report Review Record Form (attached as appendix at the end of the Word)
 - (3) Scanned copy of Weekly Report Form, including the Mid-term and Final signatures of advisor (attached as appendix at the end of the Word)
 - **3 PPT slides**, (bound with staples), including an poster (A4-size) on the last page
 - **The original copy of Weekly Report Forms** including the Mid-term and Final signatures of advisor.
 - An **A1-sized poster**



Graduation Project Execution Guidelines

Final report grading

- ② **Review content and grading** (The following content is for reference only and is subjected to flexible adjustments based on the department's curriculum) :

Value of the project (30%), Overall project structure (30%),
Report composition (20%), Presentation performance (10%),
Poster design and content presentation (10%)

- ② After the final presentation, with approval from the advisor, submitting the following hard copies to the teaching assistant completes the process:

- Word report**

Use blue cover with waterproof film (including the book spine), with the original graduation project approval document signed by the advisor bound inside the cover.

- PowerPoint (PPT) slides**

When submitting, please label the group code in the top-right corner of the PPT and attach it on the first page in the Word report for organization.

Graduation Project Execution Guidelines

Expected schedule for the Full-Day Event

second / first code	(A)2501A	(B)2501B	(C)2623	(D)Unconfirmed
(1)9:00~10:20	Review Committee : External representatives + Professors + TAs	Review Committee : External representatives + Professors + TAs	Review Committee : External representatives + Professors + TAs	Review Committee : External representatives + Professors + TAs
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② Assisting with poster stands setup, gather at the department office elevator entrance.

Adjusted according to the actual situation, tentatively: (It will be notified by e-mail)

*Day before the presentation (Wed) from 13:00 to 15:00. All morning session students gather, proceed to the designated location, and push the poster stands into the assigned classrooms..

*Day after the presentation (Fri) 13:00 to 15:00 or may be on the day (Thu) of report after. All afternoon session students gather and return the poster stands to their original placement location (or possibly on the same day after the presentations).

Graduation Project Execution Guidelines

Final presentation poster

Poster format: Each group will create a poster for their graduation project' s topic and content, which can be produced through printing or other methods. (In a vertical design)

Poster Specification	Poster size(cm)	Remarks
A1	84.1 * 59.4 90 * 60 Both sizes are available	Designed in a vertical format and include the following information: <ul style="list-style-type: none">·Project Title·Student name·Advisor name

PS. Before printing the poster, make sure to double-check for any spelling mistakes.

Graduation Project Execution Guidelines

Final presentation poster

■ Reference of poster printout stores

(A1 size Price reference)

- 孟加彩色印刷有限公司 Tel : 03-3383122 price :NT.300
桃園市桃園區中山路307號
No. 307, Zhongshan Rd., Taoyuan Dist., Taoyuan City

Google map



- 甲骨文影印輸出中心(元智店) Tel: 03-4634511 price :NT.300
桃園市中壢區遠東路71號
No. 71, Yuandong Rd., Zhongli Dist., Taoyuan City

Google map



Graduation Project Execution Guidelines

Final presentation poster

■ Reference of poster printout stores

(A1 size Price reference)

- 新點子有限公司 Tel : 03-3601390 price :NT.300

桃園市桃園區國強七街99號

No. 99, Guoqiang 7th St., Taoyuan Dist., Taoyuan City



- 校內影印部(Campus Photocopy center - Liang mei)

e-mail : liangmei202008@gmail.com Tel : 03-4639172 or 03-4952349


- ✓ Reference price: NT.270~300 (A1 Waterproof) or NT.180 (A1 Non-waterproof)

If you want to keep it for a long time, it is recommended to use waterproof material, otherwise you can use the general non-waterproof material

- ✓ After the final presentation, please bring back your Poster

Facebook





Reminder: Students who have classes on Thursdays, please write down your class schedule in the remarks column.

Please check the following:

- Please carefully check the list of **graduation projects** for this semester. If you have any questions or have not yet submitted, please complete it as soon as possible.
- Mid term and final presentations are scheduled for Thursdays. For students with classes on that day, **please write down your Thursday class names and time slots in the remarks column(or e-mail)**. Also, indicate the priority. We will try to adjust the schedule based on importance, for example:

1.406~8 Engineering Statistics,
2.403~4 Operation Research,
3.401~2 English for Science and Technology

Your presentation time (order) will be scheduled based on the priority order you specify. Taking the priority order mentioned above as an example, the most important is the afternoon Engineering Statistics class, followed by the morning Operation Research class. Therefore, your presentation may be scheduled during the first session in the morning, as the first presentation. If there are multiple students in the same group, we will also consider the schedules of other group members.