Timeline for Capstone Activities AY2020/2021
These are deadlines. All forms/reports can be submitted earlier.

Semester 1 AY2020/2021

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| Week 5 7th Sep 2020 to Week 6 18th Sep 2020 | Students will receive an e-notification to complete an online [Capstone Proposal and Funding Application Form](#) for submission by 18th Sep 2020. The form will be routed to the supervisor and HoS for approval. Note:  
  - Each student can apply for a budget of up to S$100 for approval by the supervisor and HoS  
  - Budget application of above S$100 and requests for overseas travel will need approval by the HoS and Division Director  
  - Refer to Instructions for [Capstone Funding and Claims](#) for details |
| Week 13 9th – 13th Nov 2020 | Students to complete the online Capstone Evaluation for semester 1. ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback. |
| Week 12 2nd Nov 2020 to Week 14 20th Nov 2020 | Students to complete [Capstone Progress Form (Part 1)](#) for semester 1 via Canvas |

Semester 2 AY2020/2021

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| Week 11 2nd Apr 2021, 5pm | Student submits capstone thesis by **5pm of Friday, 2nd April 2021.** **Important:** Grade penalty will apply for late submission. Please refer to [Submission of Capstone Thesis Format Guidelines](#).  
A softcopy of the thesis, in pdf format only, is to be:  
  a) uploaded on to Canvas: once for your graders and on a second page in high resolution, for the library’s Capstone Repository. You will find detailed instructions for completing this task on the Canvas page  
  b) emailed to assigned printer that will be confirmed in January 2021  
Note:  
  - [Student’s Declaration of Personal Work](#) form should be included in the Capstone thesis. |
| Week 12 5th Apr 2021 to 9th Apr 2021 | Students are to submit softcopy of the following supporting documents to their Capstone supervisor / co-supervisor for verification and e-signature within one week after submission of the Capstone thesis, i.e. by **9th April 2021**  
  a) [Request for Payment](#) (RFP)  
  b) Copy of Capstone proposal and budget form approved by the supervisor and HoS at the beginning of the Capstone project (can be |
| Week 13 12th Apr 2021 to 16th Apr 2021 | Student completes the online End of Sem 2 – Capstone Evaluation. ERT will send a reminder to all students to complete an online student evaluation on Capstone. HoS to encourage students to fill this in and emphasize the confidentiality of the feedback. |
| Week 13 14th Apr 2021 | Students to submit softcopy of the signed RFP form and supporting documents to [https://tinyurl.com/capstoneclaim2020](https://tinyurl.com/capstoneclaim2020) for verification by the Division Managers. It will be forwarded to the Finance Department once verified. 
Note: Please retain the original receipts and supporting documents until the claim has been reimbursed. |
| Week 12 5th Apr 2021 to Week 13 16th Apr 2021 | Completion of oral presentations (if any). 
Supervisor (1st examiner) and 2nd examiner to use SpeedGrader on Canvas to grade the student’s Capstone thesis. Examiners are to ensure they **complete the grading by Friday, 16th April 2021.** 
Ensure you download the ‘[Capstone Thesis Assessment Form](#)’ from Canvas, complete your comments and award nominations (if applicable) and upload to Canvas as part of the marking process in Canvas. |

downloaded from the [Capstone Portal](#);

c) Scanned copy of receipts. Note that NETS receipts and invoices without proof of payment are not acceptable; and
d) Capstone Expenditure Summary Report (Appendix A)

Note: For more information, refer to [Guidelines for Submitting Capstone Funding Claims](#).