

**THE UNIVERSITY OF HONG KONG
FACULTY OF ENGINEERING
INNOVATION ACADEMY**

**Funding Scheme for student projects/activities
by Tam Wing Fan Innovation Fund and Philomathia Foundation Innovation Fund
Project Completion Report**

Please submit the project completion report to the Innovation Academy within one month after the completion of project.

A. Project Information	
Reference number:	
Name of Student Interest Group (if applicable)	
Project Title:	
Hosting Department in the Faculty of Engineering (if applicable):	
Category:	Please check ☐ the box(es) below if the project covers the related area(s). ☐ Development of projects/activities ☐ Participation in approved competitions, visits and conferences ☐ Attachment to university and institutes / centres (Mainland and overseas); laboratories and enterprises (local, Mainland and overseas) ☐ Promotion of STEM / Innovation in the community ☐ Others (Please specify: _____)
Start date:	
End date:	

B. Deliverable Progress			*Please delete as appropriate
Name of Deliverable	Completion	(Only if NO is selected) Percentage of Completion	Reason for Incompletion
Deliverable 1: _____	*(YES/NO)	_____ %	
Deliverable 2: _____	*(YES/NO)	_____ %	
Deliverable 3: _____	*(YES/NO)	_____ %	
Deliverable 4: _____	*(YES/NO)	_____ %	
Deliverable 5: _____	*(YES/NO)	_____ %	
Deliverable 6: _____	*(YES/NO)	_____ %	

C. Project Report

(Please provide a formal project report write up. The report will be circulated to our donors, the Faculty community, and the wider public.)

Intended Learning Outcomes	
Student learning and achievements	
Future plan	
Sharing by Faculty Advisor and his/her quotes	
Sharing by students, student's quotes	
Additional information	

D. Reflection Report

*(Reflection of the experience and the outcome in **500 words**, inclusive of what you have learnt, the difficulties encountered, the achievement of the intended outcome, the impact on your personal, professional and / or career development, etc.)*

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E. Submission checklist

Items	☐
Poster - 36 inches width * 54 inches height with 150dpi (5,400 * 8,100 pixels)	☐
Image – including cover image and at least <u>5</u> project images in printable quality	☐
Video – a one-minute video for publicity purpose	☐
A written student sharing from each team member	☐

F. Declaration by Student Representative

☐ I confirm the information given in this report is true and accurate.

☐ I understand that the content that shared in the report will be collected by the Innovation Academy and will be published in connection with a variety of activities including website community features or other promotion.

☐ I understand there will be InnoShow/events/visiting tours arranged by the Innovation Academy and/or Tam Wing Fan Innovation Wing. The Supervisor/Advisor (or student/staff assigned by the Supervisor/Advisor) will help to introduce the projects to visitors upon requests made by the Innovation Academy and/or Tam Wing Fan Innovation Wing.

Signature

Name:

Date:

G. Endorsement by Supervisor / Advisor

Signature

Name:

Position:	
Department:	
Date:	