

## Interim Report and Interim Interviews on 2024-25 4th Year Projects

**Please note that this applies to all 4YP students undertaking a project with a supervisor in the Engineering Department, but not EEM students on an external placement.**

As part of the 4th Year Project you are required to write a brief interim report on your work to date. Your report should be emailed to the Student Administration Office (<mailto:student.administration@eng.ox.ac.uk>) in PDF format by **12 noon on Monday of 7th week** (25th November). The report will form the basis for a short interview with a member of the academic staff at the end of this term. This exercise is intended to ensure that you have gained a thorough understanding of the project brief and have established a reasonable plan for the remainder of your project, with specific goals and an associated timeline. We also want to ensure that you have the necessary tools and resources in place, and that you are meeting regularly with your supervisor.

Your report should consist of **two sides of A4** (double spaced, 11 point font), inclusive of any figures. In the header of the report, please remember to include your full name, project title, and project number.

In the report, we ask you to summarise your progress and plans by providing one or two paragraphs on each of the following headings.

- Overview of the project  
*Briefly describe the project in the context of appropriate background and motivation*
- Key project objectives  
*Describe your aims and discuss whether the original project objectives were modified*
- Progress to date  
*Describe your achievements thus far. Include information on literature review and experimental, numerical and/or theoretical results*
- Immediate tasks  
*Briefly explain what are you currently working on*
- Plan of work to the end of the project  
*List the remaining tasks with estimated dates of completion*

You will be interviewed in the Engineering Department by an academic working in roughly the same field of engineering (not your project supervisor) for approximately 10 minutes in either 8th or 9th week this term. **If you will not be available in 9th week, please contact the Student Administration Office immediately explaining the reason.**

At the interview, the academic will provide independent feedback on your technical progress. The interview is a good opportunity for you to raise any logistical difficulties you may be encountering, such as with access to equipment or the level of supervision you are receiving.

The arrangements for interviews will be posted on Canvas by the end of 7th week. Please note that arrangements may differ depending on the academic area of your project.

The assessment of your interim report and interview will be formative and will therefore not contribute to the overall assessment of your project. This exercise is intended to aid your progress by providing feedback on your progress and plans. Please make the most of this opportunity to plan for the rest of the year and tailor the time you spend preparing the interim report accordingly.