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# **RMIT University**

## **OENG1167 – Engineering Capstone**

### **Project Part A**

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*Assessment Task 2: Progress report*

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**School of Engineering**

**RMIT University**

## 1.0 Description

Progress report - 50.0%

The “Progress report” is the second assessment task of the Engineering Capstone Project Part A course. A typical progress report would be around 20 – 30 pages (not including cover page, references or appendices), and is to be formally submitted on Canvas.

The report should be discussed with your academic supervisor before submission. It will be marked by an independent academic assessor.

Please also be reminded that the submission of any work that has already been graded in another course at RMIT or other universities constitutes plagiarism.

### 1.1 Content

A typical Capstone Progress report may include, but is not limited to, the following sections:

- Cover page - project title, student(s), supervisor
- Executive summary
- Statement of problem
  - List of design/research questions
- Background and literature review
  - Gap analysis
- Methodology and engineering design
- Feasibility/proof of concept
  - Innovation/creativity/originality
- Preliminary findings
  - Well-supported recommendations
  - Critical analysis
- Project management and timeline
- Conclusions
- References
- Appendix

### 1.2 Document Submission

The report should be formally submitted (electronically) on Canvas by **end of Week 12**.

It is a **requirement** that you submit a group work member contribution table (downloadable from Canvas) with this assessment task. You will need to modify the document to ensure it matches the format of the work you are submitting. You should complete this document honestly.

## 2.0 Format

The format of the report is open.

### 2.1 Report requirements

#### **Language and Format**

- The report must be written in English and a spelling and grammar check performed before submission.

- The report should be approximately 20-30 pages (not including the cover page, references, and appendices). You should strive to keep the document as concise as possible, whilst delivering all requirements.
- The report must include in-text referencing and properly formatted references where required. **Please confirm the preferred referencing style for your discipline area with your academic supervisor.**

#### **Recommended format**

- The paper to be A4 in size.
- The body text font to be 12 point Times New Roman.
- Text to be single-spaced.
- A 2 cm margin to be used for all sides.

### **3.0 Special Consideration**

Extensions are applied for with the academic supervisor. As per assessment policy, the following rules apply when applying for an extension:

- Extensions are available for **unforeseen circumstances** of a short-term nature
- An application is submitted to your supervisor **at least one working day before the due date** for an assessment.
- Extensions can be approved for up to **one week (seven calendar days)** after the due date for an assessment.
- Where students need an extension exceeding one week they must instead **apply for special consideration**
- The evidence in an application clearly supports the period for which an extension is sought.

**Please note:** Extensions are not automatically granted – if the academic supervisor does not feel that the evidence provided warrants an extension they can refuse or they can grant a shorter period than requested.

### **4.0 Marking guidelines**

Your report will be marked by an independent academic, and it will make up 50% of the final mark. Detailed assessment criteria will be made available via a rubric. Please ensure that you read the assessment criteria and that your report and discussion with the academic supervisor deliver what is required.

### **5.0 Plagiarism and Originality**

Plagiarism at any level with the University is unacceptable. Students who submit plagiarised work will be dealt with in accordance with the University's plagiarism policy which can be found here ([Academic Integrity](#)). An originality report from "Turnitin" will be used only as a guide and all reports will be checked against other sources such as previous RMIT-based project reports, Google Books, Amazon and various eBook repositories. By agreeing to the online assignment declaration students state that the submitted work is of their own and hence submitting any plagiarised work constitutes a breach of this declaration and will be dealt with accordingly.