BE R&D Mid-Term Report Guidelines

Purpose

The purpose of the Mid-Term Report is for you to provide an update on the progress of your project, and to flag any serious issues that have affected the project. It is not a major technical assessment like the final report. It allows the R&D Convenor to assess if your project is proceeding in a timely manner, and if not, to help you to identify ways to bring your project back on track.

Assessment

The Mid-Term Report is worth 10% of the total project grade, unless specified otherwise in the Project Approval Form submitted at the beginning of the project. Of this 10%, 5% is allocated to an assessment of project progress, and 5% for the quality of the written report. Clarity and conciseness are important considerations. Unlike the final report, the Mid-Term Report is assessed by the R&D Convener, not the project supervisor.

Due date

The Mid-Term Report is due Friday Week 7 for single-semester (6 unit) projects, and Friday Week 12 of the first semester for two-semester (12 unit) projects.

Contents

The Mid-Term Report should be submitted on WATTLE as a pdf of not more than 4 pages in length. It should cover the following topics:

1. A brief introduction to the project, including the context, aims and scope.

2. A brief description of the key results or work competed to date. Depending on the particular project, this might include, for example:

      a. Literature review or background information

      b. Relevant theory

      c. Project methodology

      d. Designs or scoping studies

      e. Experimental data and analysis

      f. Programming or simulation code, outputs and analysis

3. A list of the tasks that remain to be done, including an indicative timeline for these tasks.

4. Discussion of any issues significantly affecting the project to date.