**2021/2022**

**Department of Aeronautical and Aviation Engineering**

**AAE4002 Capstone Project**

**Guidelines for Preparing Interim Report**

1. **Writing the Report**

Every group is to submit one group report. It is advisable to consult the Academic Supervisor in preparing the Interim Report. The Academic Supervisor should check the draft and allow sufficient time for amendments to be made.

The format of the report will vary depending upon the particular project and this should be discussed with the Academic Supervisor. Please note that the report will be assessed based on the following criteria:

* Introduction and Understanding of objectives
* Relevance of literature review
* Appropriateness of methodology and presentation of preliminary results (if any)
* Good project management
* Making good progress
* English standard and overall presentation of report

1. **Length of the Report**

The report should be written such that it can be read and absorbed by an engineer having a basic knowledge of the subject. It should not contain any irrelevant materials.

**A report should be clear enough for demonstration. There is no page limit to the Interim Report. However, a thorough literature review alone can easily exceed 20 pages of one-and-a-half-line spacing format at this stage.**

1. **Cover Sheet**

The cover sheet should specify that the document is an Interim Report and include the date of submission, the name of the Institution, the name of Academic Supervisors, Industrial Supervisor, and student(s) submitting the report (see the APPENDIX I for the sample cover sheet).

1. **Assessment of Individual Contribution**

Contribution by each student is to be clearly indicated on the report. Each student has to conduct a peer assessment on her/his partners. The assessment form is shown in Appendix II. The peer assessment will be kept confidential.

1. **Feedback**

The marked copy will be sent back to the project group via the General Office/ Academic Supervisor around the beginning of Semester Two. Students should discuss with their Academic Supervisor on the feedback.

1. **How to submit the Interim Report**

Each group should submit the followings before the scheduled deadline:

1. Three identical copies of the Interim Report and Peer Assessment Form (see APPENDIX II for the sample) should be submitted to AAE General Office (**QR821**); one to be assessed by the Academic Supervisor, the other to be assessed by the Independent Assessor, General office will also archive one copy.
2. Upload the Interim Report to Turnitin (via Blackboard). The Originality Report will then be generated. The Originality report should be submitted to AAE General Office via [aae.info@polyu.edu.hk](mailto:aae.info@polyu.edu.hk) before the scheduled deadline. (rename file name as: Project Code\_Interim Report\_Originality Report)

(Student manual for Turnitin: <https://www.polyu.edu.hk/TEAL/en/l-t-teachnologies/turnitin-page/>)

1. Please refer to the “*General Information for Students*” for the submission deadline.
2. Late submission of the Interim Report, Peer Assessment Form and Originality Report will not be accepted and will be penalized.

**APPENDIX I: Sample Cover Sheet of Interim Report**

Project Code: \_\_\_\_\_\_\_\_\_

THE HONG KONG POLYTECHNIC UNIVERSITY

BEng(Hons) in Air Transport Engineering/

BEng(Hons) in Aviation Engineering

2021/2022

AAE4002 Capstone Project Interim Report

Project Title

Student Name (SID)

Student Name (SID)

Student Name (SID)

|  |  |
| --- | --- |
| Academic Supervisor: |  |
| Industrial Supervisor (if any): |  |
| Date of Submission: |  |

**APPENDIX II: Sample of Peer Assessment Form**

#### **Peer Assessment Form**

CONFIDENTIAL

A project can be divided into different tasks. The students are required to assess the contributions of their peers in both conducting the project and writing the report. You are required to assess your peers’ contribution in each task. The contribution rating varies from 0% to 100%. 0% means no contribution at all, while 100% means all the work are carried out by the student concerned.

|  |  |
| --- | --- |
| Project Code & Title: | ( ) |

**Distribution of contribution (%)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name of Assessor  [ ] | Name of Assessee A  [ ] | Name of Assessee B  [ ] | **Total** |
| Contribution | 30%  Tasks:  - Literature review  - Project planning  - Analysis the data | 40%  Tasks:  - Set up test rig  - Conduct test | 30%  Tasks:  - Literature review  - Mathematical model | 100% |

|  |  |  |  |
| --- | --- | --- | --- |
| Name of Student: |  |  |  |
| Signature of Student: |  | Date: |  |