Interim Report

COMP3050: Individual Dissertation (2025-2026)

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Module Timeline

Deliverable	Contribution	Due Date
~~Project Allocation Confirmation~~	~~Mandatory~~	~~08 Oct 2025 @ 15:00~~
~~Submit Project Proposal~~	~~2%~~	~~30 Oct 2025 @ 15:00~~
~~Preliminary Ethics Form~~	~~Mandatory~~	~~30 Oct 2025 @ 15:00~~
~~Full Ethics Form~~	~~If required~~	~~20 Nov 2025 @ 15:00~~
Interim Report	8%	16 Dec 2025 @ 15:00
Dissertation	75%	28 Apr 2026 @ 15:00
Demonstration	10%	05 May 2026 @ 15:00
Q&A Session	5%	14 May 2026 @ 11:00 - 13:00

Table 1: Outline of the FYP deliverables and deadlines

Interim Report

Purpose of the Interim Report

- The Interim Report is a formal document that summarises the progress of your project to date.
- It should be written and presented in a professional manner.
    - There are no strict formatting requirements, but there are document templates available under the "Resources" topic on Moodle.
- The suggested length of the report is 5,000 words.
    - This is a suggested length only.
    - The report should be written in a clear and concise manner.
- There are examples of good Interim Reports available on Moodle.
    - These are provided as a guide only.
    - Your report's structure may vary depending on the nature of your project.

Structure and Content

- Title Page:
    - Should include: project title, author, affiliation, module code/name, supervisor, and date.
- Abstract.
    - A brief summary of your project (generally, no more than 250 words).
- Table of Contents.
- Introduction.
    - A brief overview of your project, its motivation, and main objectives.
- Literature Review.
    - A fairly detailed review of the relevant literature and work related to your project.
- Methodology.
    - An outline of your project's current methodological approach.
- Implementation / Results.
    - If there are any results to report (from preliminary experiments, etc.).

- Progress.
    - A description of the completed work. Project management issues should also be discussed.
    - A review of the original project plan should be included along with an updated plan for the remainder of the project.
        - A Gantt chart is a useful way to present this information.
- Reflection.
    - Issues that have arisen and how they have been addressed.
    - What have you learned from completing the project so far?
- Bibliography.
    - There is no strict format for the bibliography, but it should be consistent throughout the report.
        - Ask your supervisor if they have a preferred format.

Marking

Rubric

- Your proposals will be marked according to a standardised rubric.
  - Ensure you have a good understanding of this rubric.
  - Review your proposal against this rubric before finalising your submission.
- The rubric is available via Moodle.
  - Module Assessment → Interim Report (8%) → Interim Report Marking Rubric.

Why are we doing this?

- This is a good way to get a feel for the requirements of the Interim Report.
- It is also a good way to get a feel for how your Interim Report will be marked.

- Organise yourselves into groups of 2-4.
- Open your laptops / tablet / phone.
- One person should have the rubric open on their device.
- Another person should have **one** example of a good Interim Report open on their device.
- Go through and annotate where/when the report does/not meet a criterion specified in the rubric.

Figure 1: Example of annotations for the Interim Report rubric exercise.

Frequently Asked Questions (FAQs)

Q: Can I write more than 5,000 words?
- Aim to write around 5,000 words; however, this is not a strict limit. Ensuring you are writing in a clear and concise manner. If in doubt, ask your supervisor.

Q: Are there any formatting requirements?
- There are no strict formatting requirements, but document templates are available on Moodle.

Q: Are there any filename requirements?
- No, there are no specific filename requirements. However, it is good practice to include your student number in the filename.

Q: Can I include code in my report?
- Yes, you can include code in your report. Brief code snippets in the main body are acceptable, but longer code sections should be included in an appendix.

Q: Do the cover page, table of contents, bibliography, and appendices count towards the word count?
- No, the word count applies only to the main body of the report.

Module Administration

Best FYP Award

- Each year the School of Computer Science awards one "Best FYP Award" to the best FYP project.
- The intention of this award is to recognise the best FYP project in the School and to encourage students to produce high-quality work.
- The award is open to all students who have completed a FYP.
- Each supervisor is asked to nominate one student for the award.
- A panel of experienced academics will review the nominated projects and select the winner.
- The panel will evaluate nominees on:
    - Quality of the project.
    - Impact of the work outside of the components assessed in the module.
    - Novelty, creativity, and originality of the project.

- The winner will be announced publicly through the faculty's publicity channels.
- A certificate and prize will be awarded.
- The achievement can be listed as "Best FYP Award Winner" on their CV.
- To celebrate, Dave Towey will buy them a drink at the end of the year.

Distinguished FYP Awards

- In addition to the "Best FYP Award", the School of Computer Science also awards a number of "Distinguished FYP Awards."
- These awards are given to students who have produced a high-quality FYP project and who have demonstrated a high level of professionalism throughout the project.
- The awards are open to all students who have completed a FYP.