Talks, Thursday, 8th Oct, 10 AM-12 noon

WARWICK

1. **Project Introductory Lecture:** Project Coordinator, Geetha Balakrishnan
2. **Centre for Scientific Computing**: Dr David Quigley
3. **Health and Safety, Risk Assessment**: University Safety Officer, Julie Brannon and Dr Jon Duffy
4. **Postgraduate Study**: Postgraduate Admissions Tutor, Dr Neil Wilson
5. **Careers:** University Careers Advisor, Raymond Ryan

Final Year Project : Introductory Lecture

Geetha Balakrishnan
Projects Co-ordinator

Contact Details:
Room P 236; E-mail: g.balakrishnan@warwick.ac.uk
Tel: extn 73879

Final Year Projects

- MPhys/MMathsPhys Projects : Allocated- all of you should have a project assigned. Projects start today.
- BSc Projects: Submit your choices before noon tomorrow (Friday). Allocation will be announced Wednesday, Week 2. Projects start Thursday, Week 2.

The Module 30 CATS

- This is the largest most important module of your Final year
- The module can be your gateway to research
- Remember, you will do real research projects which are exploratory

  - your projects have been chosen carefully taking the time available and the expertise required into consideration

  - your supervisors are there to help

- However,

  - unexpected results and hurdles will occur almost certainly

  - there is no guarantee that (all) things will work

Work and Assessment

- you will be marked on your scientific effort and approach (more details in the slides that follow)
- Working in pairs: don't let your partner down!
- If difficulties with your project partner arise, talk to your supervisor first (and if necessary to the project coordinator, next)
- Important: You must clearly document your efforts- individually.

Record of Work

- Document all work in a hardback "Work Done" book individually. This must be your individual work book (put your name on it). **Get one now if you do not have one**
- Include related work such as background reading, notes etc. DO NOT USE SCRAPS OF PAPER.
- Your "Work Done" book must be at hand at all times when doing your project work.
- This applies equally to all projects whether they are theoretical, computational, programming or experimental.
- You must document all your efforts at all times.
- **Your supervisor will have to sign and date your Work Done book periodically**

Good Practice

- Meet your supervisor at least once a week.
- Ensure all health and safety requirements are fulfilled, submit all forms required.
- Follow initial instructions- when in doubt, ask.
- Always make back-up copies of your project data and work. Don't be caught out by computer/disk failures.
- Keep your "Work Done" up-to-date; jot down your ideas.
- Make sure you meet all deadlines (see Website/Module pages).
- Ask for help if needed: concerning health & safety

Monitoring and Assessment-Timeline BSc Projects

- Term 1 - Week 1 : Project choices for BSc students: submit your choices before noon, Friday (TOMORROW)
- Projects allocated Week 2, Wednesday. Projects start Week 2, Thursday, meet your supervisors.
- Weeks 2/3 : Find out main objectives and early actions from your project supervisor, make a start.
- Term 1 - Week 3 : Risk assessment due: noon, the following Thursday, 22nd Oct.
- Term 1 - Week 4/5 (dates will be notified): Project monitoring, i.e., 10 minute interviews with project co-ordinator, your "work done book" needed!

Monitoring and Assessment-Timeline MPhys/MMathsPhys

- Term 1 – Week 1 : Projects start today, meet your supervisor.
- Term 1 – Week 1/2 : Find out main objectives and early actions from your project supervisor
- Term 1 – Week 2 : Risk assessment due: noon, Friday 16th Oct.
- Term 1 – Week 4/5 (dates will be notified): Project monitoring, i.e., 10 minute interviews with project co-ordinator, your "work done book" will be required!

Monitoring and Assessment-Timeline All projects

- Term 2 – Week 1 : Interim report due: before noon, Monday, 11 January, 2016
- Term 2 – Week 10 : Final report due: before noon, Thursday, 17 March, 2016
- Term 3 – Weeks 2/3 : BSc project viva (arranged by supervisor)
- Term 3 – Week 7 (Week 36): MPhys and MMathPhys poster day: Wednesday to Friday, May, 2016
- **Reminders : Check your e-mails regularly**
- Late penalties: Beware - University rules apply!

Marking and Assessment

- Interim Report: 10%, 3 CATS
- Interim Work Done: 10%, 3 CATS
- Final Report: 40%, 12 CATS
- Term 2 Work Done: 20%, 6 CATS
  (2 components, each worth 3 CATS)
- Poster/Viva: 20%, 6 CATS
- Total = 30 CATS

Your reading and work done in Term 1 will lead to you writing an INTERIM REPORT at the end of Term 1

Interim Report: Requirements

- Introduction describing the setting and main objectives
- Summary of achievements in Term 1 (1 page max)
- Realistic work plan for Term 2 (1 page max)

- The maximum length of the entire Interim Report is 10 pages (including references, Term 2 workplan and summary of achievements)
- Main emphasis on literature review + background, project's aims and objectives, with references (to originals)
- You can use text from your interim report for final report

Interim Report: Credit and Assessment

- Seek advice from your supervisor before writing (end of Term 1)
- Assessment finished and feedback given: Week 2 of Term 2
- **Marking guidelines online (17 point scale for assessed work). Please read these guidelines again in relation to marking of project work.

Interim Report: Credit and Assessment

- 10% for report, marked by your supervisor
- 10% for work done, awarded by your supervisor, judged against the following:

(i)Understanding of the aims and objectives of the project; evidence of having read the background literature supported by notes in the Work Done book

(ii) initial work towards achieving the aims of the project also as recorded in the Work Done book.

Your project work will culminate in Term 2 with you writing a FINAL REPORT at the end of Term 2, followed by a Poster examination (MPhys/MMathsPhys) or a Viva examination (BSc) in Term 3

Term 2: Credit and Assessment

- 40% for Final Report, marked by two independent markers, with no supervisor involvement.
- 20% for Work Done, split into two assessments (10% +10%) awarded by your supervisor:

(i) 10% (3 CATS) for supervisor's assessment of the scientific effort put in by the student, degree of engagement with the project and understanding of the aims and objectives.

(ii) 10% (3 CATS) for supervisor's assessment of scientific and technical achievement, anlaysis of the results and goals achieved.

Final Report and Work Done: Credit and Assessment

- The record of work done, as evidenced by the entries into the Work Done book/ supporting records, will be taken into account for assessing both these components, as will attendance of meetings, performance of experiments/programming/theoretical work and discussion of results.
- Assessment finished and feedback given: Term 3, at the time of Poster/Viva examination.
- Please note that there is an exception to the 20 day feedback rule for the Final report (dissertation)
- Marking guidelines online (17 point scale)

Plagiarism- Warning

- Please look up the University regulations regarding copying and plagiarism in reports submitted by you.
- Severe penalties apply.
- Please see full details in the Physics UG Handbook:

http://www2.warwick.ac.uk/fac/sci/physics/current/teach/general/assessment/plagiarism

Points of Contact

- First point of contact for problems, questions, comments: Your project supervisor
- If there are organizational or general problems that your supervisor cannot resolve, please contact the project coordinator:

Geetha Balakrishnan, Physics, Room 236;

My office hour for Project students- Mondays 2-3 pm. Please come and see me in the first instance.

g.balakrishnan@warwick.ac.uk; Tel: 73879

Summary: Final Year Projects

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Module Web pages

- All the information from today's talks will be uploaded on to the module web pages.
- All the forms needed are also available in the module web pages.

- Other important talks to follow- you cannot leave now
- Please make sure you sign the Attendance sheet-(is being passed around)
- You will not be allowed to start your project work without completing the Health and Safety paperwork

Questions?

- Please stay back after the talks if you wish to talk to me about any questions/doubts.
- BSc students: Please get any doubts you have regarding the submission of project choices cleared up today after the talks. (I will wait outside if we run out of time inside the lecture theatre).

Contact Details

Geetha Balakrishnan

Project Co-ordinator

Room 236 Physics

Office Hour: Mondays, 2-3 pm

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