MANCHESTER 1824
The University of Manchester

Individual 3rd Year Project (EEEN30330) Handbook

Department of Electrical and Electronic Engineering

Faculty of Science and Engineering

2025 - 2026

Unit Organiser

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Contents

1. Key Dates and Deliverables

Semester 1			
Week	**W/C**	**Key Events**	**Deliverables**
0	22 Sep 2025	Project allocation	
1	29 Sep 2025	Project Meeting & Lecture 1: General Intro.	
2	06 Oct 2025	Project Meeting & Lecture 2: Intro. to LaTex and mathematical writing Intro. to CPD and Project/Time Management	
3	13 Oct 2025	Project Meeting	Submit **Preliminary Project Proposal** (project outline and project plan) and **H&S Risk Assessment** on CANVAS by 2pm on 17th Oct 2025
4	20 Oct 2025	Project Meeting including: - Review and approve of Preliminary Project Proposal - Review and approve of H&S Risk Assessment Supervisors should access Bb and enter '1' to confirm their agreement.	
5	27 Oct 2025	Progress Review Meeting 1 Individual performance and technical progress	
6	03 Nov 2025	Project Meeting	
7	10 Nov 2025	Project Meeting & Lecture 3: Writing of Draft Introduction and Draft Methodology	
8	17 Nov 2025	Project Meeting	
9	24 Nov 2025	Project Meeting	
10	01 Dec 2025	Progress Review Meeting 2 Individual performance and technical progress	
11	08 Dec 2025	Project Meeting	
12	15 Dec 2025	Project Meeting	Submit **Draft Introduction and Project Methodology**. Completing **Academic Malpractice Awareness** training on CANVAS by 2pm on 12th Dec 2025

Semester 2			
Week	**W/C**	**Key Events**	**Deliverables**
1	02 Feb 2026	Project Meeting including: - Academic Malpractice Awareness supervisors record the result on Bb - Review of Draft Introduction and Methodology & Lecture 4: Writing of the Draft Report/ Writing of the Final Report	
2	09 Feb 2026	Project Meeting	
3	16 Feb 2026	Progress Review Meeting 3 Individual performance and technical progress	
4	23 Feb 2026	Project Meeting	
5	02 Mar 2026	Project Meeting	
6	09 Mar 2026	Project Meeting	Submit **Draft of the Final Report** (partly populated) on CANVAS by 2pm on 13th Mar 2026
7	16 Mar 2026	Progress Review Meeting 4 Individual performance and technical progress	
8	23 Mar 2026	Project Meeting including - Review of the Draft of the Final Report (partly populated) - Review and agreed table of content	
9	20 April 2026	Project Meeting & Lecture 5: Prep. for Demonstration/Presentation	
10	27 April 2026	Project Meeting	
			Submit **Final Report** on CANVAS by 2pm on 1st May 2026
11	5 May 2026	Final Demonstration/Presentation	
12	11 May 2026		

2. Overview

The Individual 3rd Year Project is worth 30 credits, which constitutes 25% of the overall 3rd Year. The marks are distributed as follows:

Project Engagement and Progress: .....15% of the overall mark for the project
Final Report: .....75% of the overall mark for the project
Final Demonstration/Presentation: .....10% of the overall mark for the project

You must achieve a minimum overall mark of 40% in your Individual 3rd Year Project in order to be awarded a degree.

Each student is assigned a Personal Project Supervisor. Every attempt is made to allocate to each of the students the project of their choice, although this is not always possible. In some instances, students are allocated a Project Supervisor without an agreed project title. In such cases a discussion with the Project Supervisor should be held as soon as possible to choose an appropriate project. Students who are allocated a project that was one of their six choices will not be allowed to reallocate to a different supervisor.

Marking of project engagement and progress is undertaken by the Project Supervisor.

Marking of the final deliverables, namely Final Report and Final Demonstration/Presentation, is undertaken by both the Project Supervisor and Independent Marker.

LATE SUBMISSIONS OF THE CREDIT-BEARING PROJECT DELIVERABLES WILL BE PENALISED ACCORDING TO THE UNIVERSITY'S GUIDANCE ON LATE SUBMISSION UNLESS THERE ARE MITIGATING CIRCUMSTANCES.

Mitigating circumstances must be brought to the attention of the Student Welfare Officer before a relevant deadline. Further information is provided in the Undergraduate Programme Handbook. This information alongside Mitigating Circumstances form can be found in EEEN30000 - Virtual Common Room on CANVAS.

The role of the Project Organiser, Dr Sareh Malekpour, is to assure a smooth delivery of the Individual 3rd Year Projects. **Any issues that arise should first be discussed with the Project Supervisor.** If this fails to resolve the issue or if the Project Supervisor is inappropriate point of contact, then students should contact the Project Organiser as soon as possible: (sareh.malekpour@manchester.ac.uk).

3. Meetings with the Project Supervisor

3.1. Regular Weekly Meetings

Each student is required to attend a formal project meeting every week unless there are exceptional circumstances for absence, in which case Project Supervisor should be contacted by a student at the earliest convenience to re-arrange the meeting. Further one-to-one meetings can be arranged on request by a student and/or their Project Supervisor.

Project meetings must, apart from the first, be individual and held in person.

During each of the meetings, students are expected to be proactive and take a role of a project manager. It is the responsibility of a student to keep a record of all meetings and agreed actions. Also, student will be expected to keep record of activities that contribute to self-learning of knowledge and skills development from technical literature, appropriate codes of practice and industry standards. Therefore, it is strongly recommended for students to maintain project logbook that keeps the record of the project activities and the agreed actions as well as the activities linked to self-learning of knowledge and skills development.

3.2. Progress Review Meetings

Four of the regular weekly project meetings (two in Semester 1 and two in Semester 2) are formal "Progress Review Meetings". Based on the progress review each student is provided with mark by their Project Supervisor accompanied with written feedback given before the next weekly meeting. The main objective of these meetings is to discuss overall technical progress and student engagement as well as the ability of student to plan and execute self-learning of knowledge and skills development needed for the project. This aspect of planning and executing self-learning of knowledge and skills development represents the so-called Continuing Professional Development (CPD) which will be further reinforced during Lecture 2 delivered on Monday 6th of October 2025 at 2pm-4pm. Intermediate deliverables in the form of draft introduction, draft project methodology and draft of the final report may also be discussed. Note, however, that **the project engagement and progress mark awarded is entirely based on student engagement and progress** rather than the quality of intermediate deliverables for which students are provided with purely formative feedback rather than credit-bearing mark. The project engagement and progress mark is on a scale of 0 to 10 (in integer values) with feedback comments given in CANVAS.

The final 'Project Engagement and Progress' mark is calculated using the total of the marks from all of the four progress review meetings.

Examples:

- Student is marked 8 out of 10 in each of the four progress reviews. Therefore, the Project Engagement and Progress mark contributes 12% (out of 15%) to their total project mark.
- Student is marked 4 out of 10, 6 out of 10, 6 out of 10 and 8 out of 10 in the four progress review meetings, respectively. Therefore, their Project Engagement and Progress mark contributes 9% (out of 15%) to their total project mark.

The marking norms for progress review meetings are specified in the table on the following page.

Mark range	Engagement and Technical Progress
0	No attendance; No engagement in project work; No evidence of self-learning and skill development;
1-2	Low level of attendance and/or consistently late in the meetings; Level of effort and interest in the project is substantially below standard; Little contributions of ideas; Little evidence of engagement in project work; Inadequate progress; Little evidence of self-learning and skill development;
3-4	Some attendance and/or consistently late in the meetings; Limited or adequate levels of effort; Some contributions of ideas; Evidence of engagement in project work is marginal; Limited performance that is barely acceptable; Some but limited evidence of self-learning and skill development;
5-6	Good attendance or attendance OK but occasionally late; Good levels of effort; Good contributions of ideas; Good performance and show evidence of exploiting potential opportunities; Substantial evidence of both planning and executing self-learning and skill development;
7-8	Exemplary attendance; Excellent level of effort; Fully prepared and proactively engaged in the technical discussion; Fully engaged in the project work; Significant independent contribution to development of project; Capable of independent progress to a large extent; Proactive engagement in planning and highly effective execution of self-learning and skill development;
9-10	Exemplary attendance; Outstanding project management and technical progress that substantially exceeds expectations from the Project Supervisor; Exceptional ability to plan and execute self-learning and skill development;

4. Academic Malpractice Awareness

Students have to complete the Academic Malpractice Awareness training available on CANVAS in order to submit their Final Report. It is, therefore, strongly recommended for students to complete the requirements related to Academic Malpractice Awareness **AS SOON AS POSSIBLE** and not to wait until the Final Report submission deadline.

Requirements related to Academic Malpractice Awareness are as follows:

a) Complete the "Short Course on Academic Malpractice" on CANVAS;
b) Take the 'driving test' at the end of the "Short Course on Academic Malpractice";
c) Complete the Self Declaration form that appears after passing the 'driving test';
d) Complete the Tutorial Questions and provide them to your supervisor;

Once the Project Supervisor is satisfied that a student has successfully completed these requirements, the supervisor will enter a '1' in the "Tutorial Questions" column against student name in the Grade Centre on CANVAS. Please remember that **SUBMISSION OF THE FINAL REPORT WILL BE DELAYED (AND THEREFORE PENALISED) UNTIL THIS HAS NOT BEEN DONE.**

It is very important not to simply "copy and paste" directly from other sources since it is your own work, which includes re-phrasing of definitions related to academic malpractice, that is being assessed. If you want to quote a passage from a book, a paper or from the web etc., then the quote **must** be placed in quotation marks and accompanied by a clear citation.

The References section should give full details of each citation. For example:

"The time has come the Walrus said to speak of many things …" [1].

Remember that plagiarism (the representation of work as being your own, whether deliberately or by accident, when it was done by someone else) is probably the worst 'crime' an academic can commit. Students who resort to plagiarism will find themselves before the Faculty Disciplinary Committee with the possibility that they might not receive a degree at all. Details of the University Plagiarism policy can be found at documents.manchester.ac.uk/DocuInfo.aspx?DocID=2870.

POWERFUL SOFTWARE TOOLS AVAILABLE WITHIN CANVAS (TURNITIN) WILL BE USED TO INSPECT EVERY REPORT SUBMITTED FOR PLAGIARISM. UNIVERSITY REGULATIONS DO NOT ALLOW STUDENTS ACCESS TO THE RESULTS OF TURNITIN.

5. The Preliminary Project Proposal and Risk Assessment

Each student must prepare a short 2-page Project Outline that details the background, motivation for the project, overall aim and associated objectives (milestones) of the project. The purpose of the Project Outline is to clearly define the scope of the project and identify what needs to be achieved in order to successfully complete the project. It will also allow supervisor to provide feedback on student's understanding of the project scope. It is expected that **the scope may change during the lifetime of the project** subject to the discussion between Project Supervisor and the student.

Preliminary project proposal must also include a (provisional) Project Plan. This plan should include planned timeline of the project progression, typically in the form of a GANTT chart, description of each of the tasks (nominally few sentences per 'major task') and include the list of risks to the successful completion of the project, and strategies to either prevent potential problems from happening or minimise impact of those issues that cannot be prevented. It is highly likely that the Project Plan will need to be modified as the project progresses.

Finally, each student is required to prepare Health & Safety Risk Assessment, regardless of whether project involves handling of hazardous equipment/materials or performing mostly computer-based work. The Risk Assessment identifies the potential health and safety hazards involved in the project

and methods to either prevent or reduce their impact. Please refer to the online health and safety induction course offered at the beginning of Semester 1 to prepare the risk assessment.

- **RISK ASSESSMENT MUST BE COMPLETED AND APPROVED BY THE PROJECT SUPERVISOR BEFORE ANY PRACTICAL WORK CAN TAKE PLACE.**

The Preliminary Project Proposal and Risk Assessment should be submitted on CANVAS **before 2pm on Friday 17th of October 2025** so that it can be discussed during the Progress Review Meeting 1 which will take place in Semester 1 Week 5 (week commencing on the 27th of October 2025). There is no formal penalty for the late submission of these deliverables, but such late submission is highly likely to affect PRM1 mark as it would indicate lack of engagement with the project.

6. The Draft Introduction

You must prepare a Draft Introduction document which should have the same structure as the introductory chapter of the Final Report. The Draft Introduction should contain no more than 1,000 words.

Draft Introduction should be submitted on CANVAS **before 2pm on Friday 12th of December 2025** so that it can be discussed during the Project Meeting which will take place in Semester 2 Week 1 (week commencing on the 02nd of January 2026). There is no formal penalty for late or no submission of the draft introduction, but it will affect the quality of feedback provided by the Project Supervisor to the student.

Further information regarding the general structure of the draft introduction will be communicated during the lecture 3 timetabled to take place on Thursday 13th of November 2025 at 3pm-4pm.

7. Draft Project Methodology

Project methodology should consider the 'how' and 'why' of the project execution, explaining how particular piece of work is undertaken with accompanying justification for its adoption. The 'how' aspect can include areas such as theoretical development, design, or implementation, whilst the 'why' aspect should link to background information and the motivation for the project.

The Draft Project Methodology should be submitted on CANVAS **before 2pm on Friday 12th of December 2025** so that it can be discussed during the Project Meeting which will take place in Semester 2 Week 1 (week commencing on the 02nd of Feb 2026). There is no formal penalty for late or no submission of the draft project methodology but it will affect the quality of feedback provided by the Project Supervisor to the student.

Further information regarding the general structure of the draft methodology will be communicated during the lecture timetabled to take place on Thursday 10th of November 2025 at 3pm-4pm.

Written feedback will be provided by your project supervisor on the Table of Contents and one substantial section/chapter of your choosing and amounting to no more than 10 pages in length. Given that you will have already submitted Draft Introduction (in Semester 1) and Draft Method (in Semester 2) on which you will have received feedback from your project supervisors, it is suggested that you choose Results chapter at this stage to obtain additional feedback from your supervisor before the submission of the final report.

Submit Draft of the Final Report (partly populated) on CANVAS by 2pm on 13th March 2026, prior to the last PRM (PRM4).

8. Draft of the Final Report

Similarly to Draft Introduction and Draft Methodology, the draft of the final report should be submitted on CANVAS **before 2pm on Friday 13th of March 2026.** This draft of the final report should have similar structure to the final report and should (but does not have to) include most of the following sections:

- Table of Contents
- Introduction
- Methodology
- Results
- Conclusion and Future Work

Written feedback will be provided by the project supervisor on the Table of Contents and one substantial section/chapter of student's choosing and amounting to no more than 10 pages in length. Given that students will have already submitted Draft Introduction (in Semester 1) and Draft Methodology (in Semester 2) on which they will have received feedback from their project supervisors, it is suggested that students choose Results chapter at this stage to obtain additional feedback from their supervisor before the submission of the final report. Since the supervisors will be commenting on the table of contents and, therefore, the overall structure of the report, it will be highly advantageous if the titles of all the main sections and sub-sections of the report are provided even if the content therein is incomplete.

9. The Final Report

You must submit an electronic copy (PDF format) of your report to CANVAS by:

2:00 PM on Friday the 1st of May 2026 (Friday in Semester 2 Week 10)

The uploaded report filename must match your student ID number, for example 123456.pdf.

No hardcopy is required.

FINAL REPORTS THAT ARE SUBMITTED AFTER THE DEADLINE WILL BE PENALISED ACCORDING TO THE UNIVERSITY'S GUIDANCE ON LATE SUBMISSION (http://www.regulations.manchester.ac.uk/academic/late-submission/).

9.1. Format of the Final Report

The project's Final Report **MUST** be word-processed.

The following requirements for the presentation must be followed:

- The main body of the project report including text, diagrams and any other material **MUST NOT EXCEED 35 NUMBERED A4** pages (excluding abstract, list of contents/figures, glossary, references, and any appendices). Penalty for exceeding maximum size is a deduction of 5 marks from the final project report mark.
- The minimum margin **MUST BE** 2 cm throughout the whole report. This applies to left, right, top, and bottom margins.
- For the main body of text, **1.5 spacing MUST BE** used. Single spacing may be used for quotations, footnotes, and references. Text **MUST BE** left justified.
- The font type and size for the report should be **Calibri 12** (or near equivalent).
- Other appropriate material may be submitted as appendices, but such material will not contribute **DIRECTLY** to the mark awarded.

- The source code for any software that you have written **MUST BE** included as an Appendix. The software must **NOT** be presented as an image file, unless the code is based on schematic blocks, for instance in LabVIEW. All sections of imported code should be clearly identified together with the source.

Please refer to **Section 4** for issues related to Academic Malpractice.

Further information on how to write the final project report will be communicated during the lectures taking place on the 06th of February 2025 at 3pm-4pm.

9.2. Content of the Final Report

The Final Report will be marked by the Project Supervisor and an Independent Marker. The report will be assessed independently by each examiner using the following mark allocation scheme.

Overview, Background and Conclusions (25%)
Assessed elements include:

- Abstract,
- Background and motivation,
- Statement of aim and objectives,
- Literature review and/or consideration of existing solutions,
- Conclusions.

Technical Achievement (65%)
Assessed elements include:

- Theoretical development,
- Design,
- Implementation,
- Testing,
- Results and discussion,
- Analysis.

Note that not every project report will include all of the above elements, e.g., theoretical development.

Presentation and Content (10%)
Assessed elements include:

- Grammar and spelling,
- Legibility of diagrams and figures,
- Formatting,
- Report structure
- Inclusion of appropriate sections/chapters, appendices, and references.

Note that the material submitted as the 'intermediate deliverables' can be used as a basis for this document and will **NOT** be viewed as act of self-plagiarism.

10. The Final Demonstration/Presentation

The Final Demonstration/Presentation must take place in Week 11 or Week 12 of Semester 2, and it provides student with an opportunity to present/demonstrate what they have achieved. It is attended by the Project Supervisor, an Independent Marker and the student demonstrating/presenting their project work. The time slot for the presentation/demonstration will be timetabled to take place sometime between 05th of May 2026 and 15th of May 2026.

Each student will be expected to provide demonstration/presentation of the technical achievements that should be no more than 15 minutes in duration, followed by 15 minutes allowed for questions.

Therefore, the Final Demonstration/Presentation must be no more than 30 minutes in duration. When summarising achievements, please try to use numerical/scientific indicators where possible.

The Final Demonstration/Presentation mark and accompanying feedback will be agreed by Project Supervisor and an Independent Marker. Each student will be assessed in terms of their ability to effectively:

- provide the overview of the project,
- demonstrate the main technical achievements,
- handle the questions.

Further information on how to prepare for the final demonstration/presentation will be communicated during the lecture taking place on the 24th of March 2026 at 3pm-4pm.

If a student wants to use a laboratory or some other specific location for the Final Demonstration/Presentation, then they must inform their Project Supervisor well before the date of the Final Demonstration/Presentation and jointly make appropriate arrangements to ensure that it can safely take place in the chosen venue.

Please note that presentations must be conducted in person, with the student, supervisor, and independent marker all attending.

If a student does not attend their final demonstration/presentation and does not offer valid reason for re-arranging the time and place of the final demonstration/presentation then this deliverable will be given 0 marks!

11. Marking Norms

The official marking norms that examiners will use as guidelines when assessing the final deliverables of the 3rd Year Project, namely Final Report and Final Demonstration/Presentation, are specified in the following table.

Please do have a good look at these norms and view them as additional guidance as you prepare your final project deliverables.

Mark	Category	Y3 Individual Project **Final Report**
90-100	Exceptional 1st Class	*Adjectives to be used to describe the work/performance: exceptional, faultless* Students achieving marks in this grade range should have satisfied all conditions in the previous grade range and in addition the following conditions must be met: -Exceptional work of the highest quality in all criteria of assessment displaying significant originality and/or deep insight. Likely to be of publishable quality. -Examiners must be convinced that this is new material that is on the boundaries of existing knowledge in the field.
80-89	Outstanding 1st Class	*Adjectives to be used to describe the work/performance: outstanding, remarkable, exceeding* Students achieving marks in this grade range should have satisfied all conditions in the previous grade range and in addition the following conditions must be met: -Outstanding work of the highest quality demonstrating comprehensive knowledge, excellent critical analysis and/or originality, high level of accuracy, relevance, presentation, and appropriate skills. - Work marked in this range will demonstrate intellectual originality and imagination, and include innovative development and/or analysis.
70-79	1st Class	*Adjectives to be used to describe the work/performance: excellent, comprehensive, rigorous* -Excellent work of high quality, demonstrating extensive knowledge, very good critical analysis, a high level of accuracy, relevance, presentation, and appropriate skills. -Excellent technical achievement, demonstrating skilful application of a wide range of appropriate engineering tools and techniques. -The student should also be able to situate their work within the wider context, showing an awareness of current state-of-the-art and an ability to relate their results to the work of others, making full and appropriate use of references. -The report will be well-presented, written in a clear and concise manner, with a clear and logical structure.
60-69	Upper 2nd Class (2i)	*Adjectives to be used to describe the work/performance: very good, effective* -High quality work, demonstrating very good knowledge and understanding. -Very good level of technical achievement, with proficient application of relevant engineering skills. -Good critical analysis, accuracy, relevance, and presentation. -The work will be competently or well presented, making effective use of references to show the backdrop of the work. -The work will be clearly and effectively written, with technically correct descriptions.
50-59	Lower 2nd Class (2ii)	*Adjectives to be used to describe the work/performance: good, satisfactory, competent* - Competent and generally accurate work, demonstrating some relevant knowledge, sound understanding and good technical achievement, though undeveloped with limited critical reasoning. - There should be some attempt to situate the work within a wider context, but the presented background may be relatively narrow.

		- Research, referencing and prose styles may be haphazard, and arguments may be one-sided. - The work should be competently presented but may not entirely follow the guidelines set.
40-49	3rd Class	Adjectives to be used to describe the work/performance: acceptable, adequate, sufficient NOTE: Students that receive an overall project mark in this category would not be allowed to progress to Year 4 of the MEng course. -Adequate work, demonstrating some relevant knowledge and satisfactory technical achievement, but with limited understanding and limited critical reasoning. -There is no attempt to situate the work within a wider context. - Research, referencing, and prose styles are very limited. -The work is poorly presented and does not follow the guidelines set.
30-39	Compensatable Fail	*Adjectives to be used to describe the work/performance: inadequate, insufficient* **NOTE:** If the overall mark for the project is in this category the student would not qualify for the award of a BEng degree, but could still graduate with a Diploma of Higher Education. -Work that falls below the standard required for BEng, but which shows some evidence of basic understanding and/or achievement.
0-29	Fail	*Adjectives to be used to describe the work/performance: inadequate, insufficient* **NOTE:** If the overall mark for the project is in this category the student would not qualify for the award of a BEng degree, but could still graduate with a Diploma of Higher Education. -Work that substantially falls below the standard required for BEng, and is also seriously deficient in quality and quantity.

Mark	Category	Y3 Individual Project **Final Demonstration/Presentation**
90-100	Exceptional 1st Class	Students achieving marks in this grade range should have satisfied all conditions in the previous grade range and in addition the following conditions must be met: -The work is presented/demonstrated throughout in a manner which is entirely suited to the subject-matter and allows for a powerful engagement with the relevant audience. -Oral expression and interaction with the audience show considerable flair. -The handling of follow-up questions corresponds to professional standards.
80-89	Outstanding 1st Class	Students achieving marks in this grade range should have satisfied all conditions in the previous grade range and in addition the following conditions must be met: -Answers to follow-up questions are used to develop lines of argument further and contribute substantially to discussion of the topic at hand.
70-79	1st Class	-The work is presented/demonstrated throughout in a manner which is very well suited to the subject-matter and allows for an engagement with the relevant audience. -The student keeps an appropriate balance between analysis and example and is able to reinforce key points without labouring them. -Answers to follow-up questions reveal a good range and depth of knowledge beyond that covered in the presentation and show

		confidence in discussion of abstract ideas.
60-69	Upper 2nd Class (2i)	-The work is well presented/demonstrated, in a way which allows for some engagement with the relevant audience. -The student highlights key points appropriately and keeps to the allotted time. -Able to draw on appropriate knowledge to answer follow-up questions; answers are presented clearly.
50-59	Lower 2nd Class (2ii)	-The work is presented/demonstrated in a competent manner, but in a way that provides a limited engagement with the relevant audience. -The student may demonstrate poor time-keeping. -Tendency towards narrative/description with little, if any analysis, particularly at the lower end of the range, where work is likely to contain material which is irrelevant. -Some hesitation in answering follow-up questions and/or gives incomplete or partly irrelevant answers, but nevertheless able to offer some appropriate information or views.
40-49	3rd Class	-The presentation/demonstration is largely unstructured, and some points are irrelevant to the topic. -The student may read from a script, making little attempt to address their ideas to the group; they may express themselves poorly or too colloquially. -Brief and sketchy answers to follow-up questions, while offering some basic information/opinions, reveal gaps in knowledge and understanding.
30-39	Compensatable Fail	-The presentation/demonstration is unstructured, and most points are irrelevant to the topic. -The student may read from a script, making no attempt to address their ideas to the examiners -Brief and sketchy answers to follow-up questions, revealing considerable gaps in knowledge and understanding.
0-29	Fail	-Only the barest attempt, or no attempt to address the topic and explain it to an audience. -Unable to answer follow-up questions.

12. Mitigating Circumstances

If, for whatever reason, it is not possible to submit project deliverables for the Progression Review Meetings by the deadlines student must inform their Project Supervisor who can allow some limited flexibility.

However, there is **NO** flexibility associated with the deadlines for the submission of the Final Report and delivery of the Final Demonstration/Presentation. If there are any mitigating circumstances in relation to these two main project deliverables, then a Mitigating Circumstances Form or an Extension Request must be submitted. Advice should be sought as soon as possible from the Department/School's Welfare Officer: eeewelfare@manchester.ac.uk

PLEASE NOTE THAT THE LOSS OF DATA OR TEXT DUE TO HARD DISK/COMPUTER FAILURE IS NOT RECOGNISED AS A VALID MITIGATING CIRCUMSTANCE. YOU SHOULD REGULARLY BACKUP YOUR

DATA ON AT LEAST ONE OTHER DEVICE. SERVICES SUCH AS CLOUD STORAGE MAKE THIS EASY. IT IS NOT UNCOMMON FOR COMPANIES TO SACK EMPLOYEES WHO FAIL TO MAKE ADEQUATE BACK-UPS – SO GET INTO THE HABIT NOW.

13. References

[1] Dodgson CL, *Alice's Adventures in Wonderland,* Penguin, London, (1865), page 45.