

Questions from 6CCS3PRJ / 7CCS4PRJ submission briefing

What is the final deadline for submitting my project?

The deadline for submitting your final project is 11.55am on Monday 27th April. It is strongly recommended that you don't begin the submission process at 11:45am! It is suggested you give yourself a sensible deadline such as midday to allow you sufficient time to combat any problems that may arise, e.g. your internet connection failing, your submission files being too large. Submitting early also gives you a chance to carefully check what you are uploading.

What do I need to submit?

Use the checklist on KEATS to help ensure you don't forget anything.

In what format should I upload my report and other documents?

If you don't use LaTeX or a standard word processor, please upload a PDF. The default format is PDF. If you cannot do this please discuss with your supervisor and agree a format.

What is the file-size limitation for my submission?

Each of the three sections has a limit of 10MB, so 30MB in total – but you cannot submit 12MB for one section simply because you submitted 8MB for another, for example. The final report size limit has increased to 10MB this year from 5MB last year so this should be more than sufficient. If you have large image files then please decrease the resolution to save space. If this is still a problem then consider using your appendix for extra material. If you anticipate a problem flag this with your supervisor at the earliest opportunity. For your source code, compress as an archive file if necessary.

SUBMISSION PART ONE: REPORT

What should be included towards my word count?

The main report, beginning from the Introduction section, all the way through to the bibliography and awareness of professional issues. Do not include the cover/title page, abstract (if you have one, it's not compulsory), contents page or any appendix material in your word count. The word count is 25,000 words.

What about text size and formatting?

10pt or 11pt text is ideal. Anything smaller than 10pt is not readable for the examiners. Remember that this year the limit is based on words, not pages, so it is unnecessary to try to squeeze more material in by utilising a tiny font size. Double-spacing is a style guideline but not a requirement. Do I need to use the template provided? It is recommended but not a requirement. This template has been introduced to provide an introduction to LaTeX and to help you with formatting your report. Using the template will be a helpful process, especially for those wanting to continue in academia. Beyond the given instructions on the checklist, how should I number/name any subsections? This is up to you.

What is the 'awareness of professional issues' section and why is it important?

Please see the BCS guidance on KEATS.

SUBMISSION PART TWO: APPENDIX and ADDITIONAL MATERIAL

What do I submit here?

It is important that you submit a source code listing as a minimum for your appendix.

- Include every line of code that you have written.
- Clearly identify anything you have used that is not your own Intellectual Property. e.g. “library X taken from source Y”
- If you have used an example of code from a tutorial or the web but changed the contents you should credit the original by citing “based on library X...”

It is optional to include extra images you could not fit in the main report. For example, if your project is on digital images than you could put one example in the report and the rest could be in the appendix.

The source code listing should act as a digital ‘print out’ of your source code. There are freely available tools to generate this. You should aim to include line numbers for ease of reference but no marks will be deducted for not doing this. Even if your supervisor has indicated that he/she will not refer to the source code listing it is vital that you include it as up to three examiners (including an external examiner) will view your project.

Do I need a contents page for the appendix?

It is recommended if you have more than one appendix item to use a numbered table of contents so that the examiner’s job is made easier. When the report refers to an appendix item you can then say (e.g.) “see Appendix 2, Section B, (iii)”

SUBMISSION PART THREE: SOURCE CODE

What do I need to include here?

Everything that is your own intellectual property and everything that is necessary to compile your source code (such as images and any scripts used) – as a minimum, an executable file, if possible, and a readme file.

What if I don't have space to include a standard library or auxiliary files?

As long as none of your source code is missed out then it is fine not to include these. If you've used a standard Java library then simply refer to it (say which version). If your source code does make use of large auxiliary files you could consider making these files available to download from the Internet. Include such information in the readme file along with instructions to execute your source code.

Can I include XML files with my executable?

Yes, if you have space, but the 10MB constraint may prevent this.

What if I have used separate packages for different concerns?

Use a root directory but remember you only need to include your own source code.

What if I need to include a graphic user interface?

These should compress successfully but do try to use lower resolution images.

If the file is not Java code should it all go in one folder?

Yes.

PRESENTATIONS

The purpose of the presentation is to demonstrate your project, i.e. what you have implemented/discovered? The presentation is a compulsory component of the project. If you have submitted everything correctly so far but do not turn up to your presentation, you will receive a mark of 0 for the project.

What does the presentation entail?

You have a 30-minute slot:

- 20 minutes to present your project and provide a demonstration.
- 10 minutes for the examiners to ask you questions – be prepared!

You should expect to be told your time is up after 20 minutes so that there is time for the questions. There is no room in the schedule for your slot to run over.

Does the 30-minute slot include set-up time?

No. You need to get started straightaway. We recommend arriving 30 minutes early to give yourself enough time to prepare and feel calm before your presentation begins. There is no room in the schedule for late arrivals.

How many examiners will there be?

At least two, and sometimes up to four – usually three. If there are only two this will be your supervisor and your second marker.

What should I do to prepare myself?

It is recommended you prepare a formal presentation with slides. This will help you to focus and, importantly, you won't forget any important points. Focus on your contribution.

Some questions to think about:

- What is interesting about your project?
- What was the hardest part? Stress how you overcame any obstacles and found a solution. The examiners will focus on how well you dealt with any problems as well as the quality of the project.
- How could you extend your project?

Can I use notes?

Yes, but you will feel more confident if you practise your presentation enough that you only need to refer to your notes if you get stuck, rather than relying on reading from them. Practise using a mirror and you will see that it looks better if you are not constantly referring to notes.

What makes a convincing presentation?

Knowing your project inside out, anticipating what questions the examiners may have and being confident about your achievements of your project outcomes.

Can I bring my own laptop?

In theory, but check this with your supervisor first.

Can I use a departmental tablet?

If you need to; book this in advance with the Systems Team and bring it with you.

How much of my project do I need to demonstrate?

We don't recommend you give an extensive demonstration of every component of your project. Give a short example demonstrations (generate a significant example to show that your project works in principle). Highlight the most interesting or difficult to implement aspects. You might like to include screenshots of your program in action in your report.

What if I need to use any special hardware?

This should be fine but agree it in advance with your supervisors. If any equipment you bring in fails it is at your own risk. We only provide a departmental PC.

LATE SUBMISSION

What if I need an extension?

If anything goes wrong discuss it with your supervisor at the earliest opportunity, as they are best to advise if you are likely to successfully submit on time, and if not, whether you should request an extension or even withdraw entirely from the project. The worst thing you can do is lose contact with your supervisor or bury your head in the sand about any problems. If you require an extension you must submit an ERF to Jonathan in the Departmental office. This must be submitted with evidence. A significant amount of lost time must be properly accounted for. The ERF will be considered by the Programme Board.

What if I submit my project late without having submitted an ERF?

There will be a late submission assignment on KEATS for technical emergencies; this will open 20 minutes after the deadline. Submit as soon as possible and complete and submit an ERF.

If I have been granted an extension, what do I do about my presentation?

Do not assume that you have a later presentation. Unless expressly agreed with the Programme Board you will follow the original presentation schedule. If your project is not finished you should present the most current version of it. You can then denote in your final submission what you have updated since you gave your presentation.

PASSING AND FAILING

What is the pass mark for the project?

The pass mark is 40 – but you should aim much higher!

What happens if I fail the project?

Should you fail within the condonable range (33-39) then you will normally be granted a resubmission opportunity – a new deadline will be granted for you to get the project up to a pass mark. If you fail with a mark less than 33 then you will normally be asked to start a completely new project in the new academic year (submitting next spring).

SUMMARY

- Submit all three parts of your project online and turn up to your presentation – all of this must be done in order for your attempt at the project to be considered, **otherwise you will receive a mark of 0.**
- Submit three separate files: (1) main report, (2) appendix and additional and (3) source code. Your main report is stored in TurnItIn and checked for plagiarism.
- Your first submission is final – you cannot edit or overwrite it, so be sure that you are submitting the final, correct version of your project!
- Use an ERF to withdraw from the project or if you are ill for the presentation.
- Any problems? Contact your supervisor as soon as possible.