

Interim Report and Interim Interviews on 2021-22 4th Year Projects

Please note that this applies to all 4YP students undertaking a project with a supervisor in the Engineering Department, but not EEM students on an external placement.

As part of the 4th year project you are required to write a brief report on your work to date. Your report should be emailed to the Student Administration Office (<mailto:student.administration@eng.ox.ac.uk>) in PDF format by **12 noon on Monday of 7th week** (22 November). The report will form the basis of a short interview with an academic member of staff at the end of term. We ask you to do this to ensure that you have gained a thorough understanding of the project brief and have set some suitable goals for its outcome. We also want to ensure that you have the necessary tools and resources in place, and that you are having regular meetings with your supervisor.

Your report should consist of **two A4 pages** (double spaced, 11 point font) including any figures. Please remember to put your full name on your report.

In the report we expect you to summarise your progress by providing one or two paragraphs on each of the following headings.

- Overview of the project
Briefly describe the project and its background
- Key project objectives
Describe your aims and discuss whether the original project objectives need modifying
- Progress to date
Describe what you have achieved so far. Include information on: literature review, experimental, numerical and/or theoretical results obtained so far
- Immediate tasks
Briefly explain what are you currently working on
- Plan of work to the end of the project
List the tasks remaining with estimated dates of completion

You will be interviewed in the Engineering Department by an academic working in roughly the same field of engineering (not your project supervisor), for approximately 10 minutes in either

8th or 9th week this term; if you will not be available in 9th week please contact the Student Administration Office immediately explaining the reason.

At the interview we will give you independent feedback on the technical progress you have reported, and if you are undertaking experimental work we will also check that you have completed a risk assessment and had it approved by your supervisor. Finally this is a good opportunity for you to raise any logistical difficulties you may be encountering, for example with access to equipment or the level of supervision you are receiving.

The arrangements for individual interviews will appear on Canvas by the end of 7th week – please note that arrangements may differ, depending on the area you are working in.

Please note that the assessment of your interim report and interview will be formative (it is intended to aid your progress) and will not contribute to the overall assessment of your project at the end of the year. You should make the most of this opportunity to plan for the rest of the year, and you should tailor the time you spend preparing the interim report accordingly.