Fourth Year Project Submission Guidance

Please read this message carefully as it contains important information regarding the Fourth Year Project report submission.

SUBMITTING YOUR PROJECT – NOON, WEDNESDAY WEEK 4 OF TRINITY TERM

A PDF copy of the fourth year project report must be submitted to Inspera by **noon on Wednesday of Week 4 in Trinity Term** at the latest (Wednesday 18 May 2022). This is a strict deadline that must not be missed.

The report must not exceed 50 pages (including all diagrams, photographs, references and appendices but excluding the cover and title page, acknowledgements, abstract, one-page impact statement, contents and risk assessments). All pages should be numbered, have margins of not less than 20 mm all round, and type face not less than 11 point font with line spacing of no less than 8 mm. The total file size should not exceed 30 MB. Please ensure the project title and your name are included on the first page. You do not need to have a declaration of authorship form but you will need to tick this form when you submit your report. The report must be your own work.

Specific learning difficulties

If you have a Specific Learning Difficulty (SpLD), e.g. dyslexia, you need to attach an information form (IMG Form) with your submission. The form is available from the Oxford Student website. Please remember to include your candidate number on the form.

Please do ensure the form is placed before the title page of your report. It is not included in the page count.

Please also ensure that:

(i)   your name and project title are on the report, but not your candidate number;
(ii)   you have consulted the University's web site on plagiarism and how to avoid it.

For full details of the regulations and requirements surrounding 4YPs please refer to the Examination Regulations on the website, specifically section B of Special Regulations for the Honour School of Engineering Science.

4YP INTERVIEW

Once you have submitted your project, your assigned assessors will conduct a short interview. This interview will be conducted remotely via Microsoft Teams and arranged by your assessors in consultation with you. The interview is part of the formal assessment and will consist of questions about the project and your work on it. Weeks 5 and 6 of Trinity Term are usually set aside to complete all the interviews.

4YP IMPACT STATEMENT

If your project has been affected by the COVID-19 pandemic, you can include a one-page statement detailing the impact at the front of your report. The markers will consider this when assessing your report.

Impact on 4YPs may include the following, although the list is not exhaustive:

- Loss of experimental data due to the pandemic (i.e. closure of laboratory buildings, national and international travel restrictions).
- A sudden shift of project focus in response to national restrictions imposed in January 2021 (i.e. an experimental project changed to a theoretical one)/

If you have any other circumstances that affected your project (e.g. illness, bereavement etc.), you should apply for a Mitigating Circumstances Notice to Examiners application. Details on how to apply are available on the Oxford University website here.

IT IS YOUR RESPONSIBILITY TO ENSURE THAT YOUR WORK IS HANDED IN BY THE PUBLISHED DEADLINES.

Please be sure to read the above carefully.