APPLIED PROJECT PRESENTATIONS

Presentations will take place in the weeks starting **13, 20, 27 May (& potentially 3 June)**. In advance of the presentations, you must complete the following:

Action	Time	Date
Submit your individual project topic and title via a Qualtrics form.	16:00	Wednesday 24 April
Submit your presentation slides via the Hub in **PPT format only**. Please use the title format: CID No-2024-Your MSc Programme name.ppt. *For example, 00123456-2024-RMFE.ppt*	12:00	Tuesday 7 May

Students will receive confirmation of their individual presentation slots from **6 May**.

KEY POINTS TO NOTE

- The presentation must consist of **one cover sheet and three slides**.
- Animation in slides is NOT permitted.
- During your presentation, you must use the slides submitted online.
- The presentation must not exceed **five minutes**. Presentations will be stopped when they reach the time limit.
- Presentation sessions will normally comprise 6-7 students. Students will be required to make their presentation to an academic member of staff.
- Students are required to stay for the entire duration of their allocated presentation slot.

CHANGING YOUR PROJECT/SLIDES BEFORE THE PRESENTATION

After you have submitted your presentation slides via the Hub, you may not then change the content before your presentation takes place.

Students who wish to use an updated slide presentation on the day may do so but will have their mark for the presentation element of the module capped at 50% as this will be deemed equivalent to a late submission.

OBJECTIVE AND MARKING CRITERIA

The objective of the presentation is for you to describe your proposed project. You will need to:

- Demonstrate that the project is of an appropriate length for the time and space (3000 words) available;
- Identify which of the types (Quantitative Analysis, Software, Corporate Investment, Accounting topic etc.) your project is;
- Provide a project brief - a clear description of what you want to achieve and why it is of practical interest and importance.

The presentation will constitute 10% of the total AP mark and students will be assessed on the five criteria below:

Marking Criteria	Weighting
The quality of the presentation (both slides and delivery) - poise, assurance, clarity	50%
The coherence of the outline	20%
Awareness of relevant literature	10%
A timeline describing the proposed work	10%
Ability to respond to any questions	10%

PRESENTATION MARK AND FEEDBACK

Your presentation mark will be awarded solely on your presentation skills (as above), and <u>not</u> on the topic of your Applied Project.   If the assessor is satisfied with your presentation and with your topic, no supplementary feedback will be provided.

However, if they feel it is appropriate, the assessor may provide brief, verbal feedback for you on your presentation skills and/or your topic. This may include suggestions for changes to your topic content or approach, designed to help you improve your final report.

Please note that no further feedback will be provided by the assessor after the presentation session has taken place.

Your mark for the presentation will be published on the Hub by Friday 28 June 2024.

PRESENTATION SUPPORT

During the summer term there will be a number of support sessions to help you with your Applied Project presentations, including a presentation skills workshop and presentation 1:1 practice sessions held via Zoom.

Further details will be given in summer term.

CHANGING YOUR TOPIC AFTER THE PRESENTATION

Students may change their project title or topic after the presentations have taken place with no penalty.

After all the presentations are complete, a Hub post will be published which contains full information on making changes and a link to inform the programme team.

The following deadline applies to make changes to projects:

Wednesday 10th July

<u>No changes will be approved after these deadlines.</u>

This is because the Programme Directors do not feel it is normally feasible at this late stage for students to make moderate or significant changes to or to start on a new Applied Project topic and be able to produce a report of suitably high quality within the time remaining.

For that reason, the decision to change topic/title after the deadline and the responsibility for any subsequent outcome will be yours.

At your own discretion, therefore, you may choose to submit your new project and it will be marked in the normal way, with no penalty. However, you must still notify the Programme Team of any change so that we can allocate a suitable marker for your chosen topic.

You are also asked to note that your final submission date will still remain the same and that your decision to change your title/topic at this late stage and without formal approval (at your own discretion) will not be acceptable as mitigating circumstances for late submission, request for deferment or an appeal against the results of your final AP project.

APPLIED PROJECT PRESENTATIONS – FAQs

Q: **What should I include in my slides?**
A: This is part of the assessment process – to see how well you put together and deliver a presentation. It is up to each individual student, therefore, to decide what to include in their slides. The "Objective and Marking Criteria" in the Presentations section above contains useful information which may help you decide how to put your slides together.

Q: **How detailed should I be in my presentation?**
A: Again, this forms part of the assessment. Remember, however, that you only have 5 minutes in total to describe your project. You may also wish to refer to the Presentation Skills section in the Study Skills area on the Hub for further general advice.

Q: **Can I add additional slides to my presentation?**
A: No. Everyone must provide a maximum of one cover slide and 3 AP related slides.

Q: **After I submit my presentation slides via the Hub, can I make changes and use the new version for my presentation?**
A: No. We will use the slides you submit via the Hub for your presentation in May.

Q: **Can I change the type of AP I am doing after the presentation (e.g. Software to Corporate Investment)?**
A: Yes – on the same conditions as above.