MSc Project Arrangements 2021

1) Students should plan to take a short break after their exams, before starting work on their projects. All supervisors are likely to be away from time to time during the period June – September, attending conferences or on holiday. Students should therefore see their supervisors as soon as their exams are over, to make mutually convenient arrangements for starting work on their projects.

2) During the project work, student and supervisor should arrange to meet regularly (about once a week, whenever possible) and should agree a suitable timetable for completing the project work and producing a written account.

3) Students are encouraged to use LaTeX for the written report. This is a powerful program for producing technical documents and is well worth learning – please see the STAT0034 Moodle page.

4) Students should submit draft versions of their project reports to their supervisors for comment by Friday 20th August 2021.

5) An electronic version of the final reports should be submitted in the designated area of the Moodle page of the MSc Project Course by 4pm (16:00) on Monday 6th September 2021.

6) Late submissions will incur severe 'lateness' penalties (please see Section 3.11 of the UCL Academic Regulations) and reports submitted more than five working days late will receive a mark of zero.

7) Your project presentation will not take place in person. Instead, you will be required to submit a file with a 15-minute presentation on Moodle in a designated area - and you will need to add audio to your presentation. The deadline for submission of the project presentations is 4:00pm (UK time) on the 10th September 2020.

8) Students should arrange to be available during the week of 20th – 26th August 2020, in case their supervisors need to contact them with queries about their reports.

9) The report will be marked by the supervisor and a second independent assessor. The second marker will not know the identity of the student until (s)he has assigned a mark and meets with the student's supervisor to agree a joint mark. To achieve this anonymity each student:

    a) Students should use their candidate number (the one they write on exam scripts) and NOT their name on the title page of the report. It is OK to acknowledge the supervisor by name though. The declaration form, which will be separated from the report, must have the student's name on it.

    b) Name the uploaded file report_your candidate number, eg report_ABCD1

10) Late submissions will incur severe 'lateness' penalties (please see Section 10.2 of the UCL Academic Regulations) and reports submitted more than five working days late will receive a mark of zero.

11) The length of the project report depends on the topic of the project and may vary considerably between projects.

a) Lengths between 8,000 and 15,000 words (excluding the table of contents, the reference list, and any tables, graphs, computer programs, computer output and appendices) are generally acceptable. Typical project reports are between 10,000 and 12,000 words long.

b) The final version of the project report should state its word count on the front page, and the absolute maximum allowed is 16,500 words. Project reports longer than 16,500 words will incur a 10 percentage point deduction in marks, subject to the provisions of Section 10.3 of the Academic Regulations).

c) It is generally required that the amount of work done and demonstrated is large enough, and that the material is presented in a way understandable to fellow students with a comparable background (so 8,000 words may only be an appropriate length for a very theoretical or densely presented report). On the other hand, reports should not be too repetitive or contain unnecessary or irrelevant details, which may lead to downmarking even below 15,000 words.

12) Please see pages 26-28 of the Postgraduate Student Handbook for guidelines on what examiners will be looking for in a project. These guidelines can also be found by clicking on the link below.

https://www.ucl.ac.uk/drupal/site_statistics/sites/statistics/files/migrated-files/pghb.pdf

If you have any further questions about your projects, please do not hesitate to contact me.

Takoua Jendoubi, MSc projects coordinator