

Final Report Submission Check List

1. Main Report

- Does your main-report body contain:
 1. Title page with project title, your name, your student ID, your programme of study, your supervisor's name? ☐
 2. Originality avowal statement? ☐
 3. A table of contents (including list of appendices)? ☐
 4. Sections covering: introduction, background, specification and design, implementation, evaluation, conclusions, bibliography, awareness of professional issues (ideally, in a separate section)? ☐
- Is your report:
 1. Less or equal to 25,000 words? ☐
 2. In PDF format? ☐
 3. Less or equal to 40MB in size? ☐

2. Appendix and Additional Material

- You should:
 1. Generate a source-code listing (this may not be needed for Electronic Engineering projects developing theoretical models, hardware, etc.). ☐
 2. (Optional) Create appendices for additional material. ☐
 3. Ensure the heading of each appendix matches the entry in the table of contents. ☐
 4. Generate one PDF file containing all appendices. ☐
- Is your file:
 1. Containing all appendices? ☐
 2. Less or equal to 40MB in size? ☐
 3. In PDF format? ☐

3. Source Code (this may not be needed for Electronic Engineering projects developing theoretical models, hardware, etc.)

- You should:
 1. Include all source code files relevant to your project that YOU HAVE implemented. ☐
 2. Include an executable file of your developed tool, a build script that can be used to automatically build and run your developed tool, or a README file with instructions for manually building your developed tool. ☐
 3. Include a README file with instructions for building and running your developed tool from the materials you have submitted. ☐
 4. Generate a ZIP file containing all required files and folders. ☐
 5. Check that the final file is less than or equal to 40MB in size. ☐

Finally

Submit all three parts to the corresponding assignments on KEATS by the submission deadline. ☐

Tip: Start your submission well in time and allow extra time for uploading and synchronisation with Turnitin. Check that your submission has been registered and all your files are stored on the KEATS system and marked as submitted.