MSc Individual Project
The Final Countdown

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Four Slide Summary
Final Report and Software Archive

Friday 4 September 2020 (14:00)

Oral Presentation and Demonstration

Friday 11 September 2020 (17:00)
Official Guidance

Project Guidelines
Full information on conducting your project is provided on the Project Guidelines page. It is essential that you to read this material. You can also view the slides for:

- The Introductory Talk

Project Selection
Search the Proposal Selection page of the project portal to identify interesting projects and proceed as stated in the project guidelines.

Project Timeline/Deadlines
- Attend MSc Project Introduction lecture: 10.00 Wednesday 8 January 2020 - Huxley 308
- Meet with prospective supervisors: Weeks 2-4 of Spring term
- Shortlist potential projects by: 23:59 Thursday 30 January 2020 (Project Portal)
- Submit background and progress report: 23:59 Thursday 4 June 2020 (Project Portal)
- Give oral presentation and demonstration: No later than 17:00 Friday 11 September 2020
- Submit final report and software archive: 14.00 Friday 4 September 2020 (CATE)

https://www.doc.ic.ac.uk/lab/msc-projects/
Standard Answer

Ask your supervisor!

How long should my report be?

How long should I present for?
Or, Be Proactive

Will a one hour presentation be enough, or do you want me to speak for longer?
The Longer Version
Important Dates

Submit final report and code archive **electronically:**
by 14:00 Friday 4 September 2020

Present and demonstrate results to **supervisor** and **second marker:**
by arrangement with markers, absolute deadline 17:00
  Friday 11 September 2020
usually conducted after the final report has been submitted
Submit Early

Submit *early* and resubmit
– report.pdf
– code archive.[tar.gz,tgz,zip]

(the code archive is submitted to form a record of what you accomplished, but is not separately marked)
The presentation will be **online** (using Zoom or Microsoft Teams)

You are usually expected to present slides and provide a demonstration **live**
Schedule

Schedule your presentation now!
High Quality Work

A carefully formatted and checked report gives your markers confidence in your abilities.

A clear and considered presentation helps to remove any doubts markers have about the quality of your work.
The second marker may not have fully digested your report before the presentation. The presentation is your main opportunity to convince them about the quality of your project.
Project Assessment

Assessed by **supervisor** and **second marker**, based on Project Report and Presentation.
All marks are subject to review by the moderation team.
Reminder

Overall, a **Project** will not be recommended for a Pass/Merit/Distinction if the **Project Report** is not at the level of a Pass/Merit/Distinction, respectively.
You might have developed software that will change the world – but if the report is poor, the marking criteria won’t allow you to receive a high mark!
Completing On Time
Late Submissions

Late submissions will not be accepted
Extension Requests for Projects

See:

https://www.imperial.ac.uk/computing/current-students/student-welfare/
(under Exams & Mitigating Circumstances)

Submit these to your Year Coordinator (with evidence)
Longer-Term Mitigation

See information and forms at:
https://www.imperial.ac.uk/about/governance/academic-governance/academic-policy/exams-and-assessment

Submit these to Dr Tim Kimber
More likely be valid: illness, injury (with supporting evidence)
Unlikely to be valid: jobs, vacations, internships
If you believe that there are circumstances outside your control that may affect your project completion, let us know **EARLY**
Think About The Criteria
Assessment Criteria

Based around three aspects of the project:

- Technical Achievement
- Background Research
- Quality of Report

See:
https://www.doc.ic.ac.uk/lab/msc-projects/ProjectsGuide.html#projas
HINT

Make sure your achievement in these three areas is obvious to markers from both your written report and your presentation

- Technical Achievement
- Background Research
- Quality of Report
The Plagiarism Barrier
Plagiarism and Academic Integrity Breaches

Plagiarism anywhere in the Project is unacceptable (whether in the report, implementation or presentation slides)

You are expected to fully reference (and build upon) external sources. **Do not copy and paste**

During your presentation, you could be asked about anything you write about. Don’t include material in the Report if you don’t understand it
How To Avoid Plagiarism

The report documents:
1) Things (concepts, methods, solutions ...) devised by other people;
2) Things you have devised yourself.

Make it clear which is which
– cite and reference
– quote
Do not assume the reader will know
You **may** reuse material you produced for your Background and Progress Report.

You **may not** reuse material you produced for other assessments, such as for an ISO or for a Group Project.
Specific Areas To Check

Academic literature sources
Correct referencing
Use of materials supplied by research team/previous students
Report Structure
The Report Audience

Your audience are expecting to read about an academic research task
They need to fully understand what you have done and what you know
You are expected explain yourself fully and clearly
One Possible Structure

Introduction
  – Motivation
  – Aims
  – Outcomes

Background and related work (using your words)
  (this section should also include a discussion of ethical and professional considerations)

Design / Theory

Implementation

Results & Evaluation

Conclusions & Future Work (what you would have done)

Bibliography

Appendices
Spoilers Are Expected
Design
The server implementation described in Chapter 4 is capable of handling up to ten times as many client requests per second as a Bijingo installation running on the same machine. The key design features that enable this level of performance are ...
Other Report Strategies

- Use examples, tables and diagrams
- Summarise at the start and end of chapters
- Address any limitations to your approach
- Evaluate
Oral Presentation And Demonstration
You **MUST** do a presentation and demonstration
Without these, you will not receive a mark
Presentation Audience

Your presentation is to your Supervisor and Second Marker

It is your best chance to impress them regarding the complex work you’ve undertaken

(they may also invite additional people or want to record the presentation to show later)
Presentation Format

Your supervisor will agree this with you in advance

Expect it to include:
A presentation (with slides)
A demonstration of your software
Questions (and your answers)
HINT

Ask your supervisor if there are any areas that they think you should include in your presentation

You are unlikely to have time to repeat everything from your report
How To Present!

This depends on what you’ve agreed with your supervisor!

Will it take place *before* or *after* you hand in your report

(if after, don’t assume the people watching will have read your report!)

Plan the timing carefully
Presentation Techniques

Let’s Get Professional!
Effective Presentations

Dr. Thomas Lancaster
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This is stuff I teach to first years

These are talks I give internationally

The Underlying Causes of Academic Cheating

Westminster Higher Education Forum
Opening Keynote Presentation
Wednesday, 22 May 2019

Dr. Thomas Lancaster
https://thomaslancaster.co.uk
https://www.thomaslancaster.net/thomaslancaster
This set of slides is primarily functional, rather than visually impressive.

You can do much better.
Online Presentations

Need to be more **visual** and more **engaging** than face-to-face presentations
Larger font than usual
More pictures/diagrams than usual
Presentation Hints

Number the slides (so they can be referred to later)

Put references in the footer of the appropriate slide
Slide Size and Spacing

16:9 format preferred
Leave space for presenter camera

What Makes A Good Presentation?

• Captures the attention of the audience
• Gets them engaged with the subject
• The audience learns something
Best Location

• Use a **quiet room**
• Ensure you are lit from the front, not the back
• You may wish to consider what to wear
• Show the camera to engage the audience and gain trust
• Avoid having people in the background
Technical Issues

• **Practice** with Zoom/Teams. Know how to share the screen, including sharing necessary sounds
• Turn off other system sounds and other notifications so they are not shared
• Ask other members of your household to avoid network intensive operations during the presentation
Finish On Time!

If you had to miss anything, there is often an opportunity to discuss this during the Q&A
Be Prepared For Questions

Some people like to prepare extra slides for these

Remember to upload the slides!
Get featured on the DoC YouTube Channel!

Optional short and engaging video for the **general public**

- What was your project about and why is this important?
- What did you create (show your software)?
- What are your conclusions/recommendations?

3 to 5 minutes

https://www.youtube.com/channel/UCQrF6FvWPEK4Y7nTHvYSJg/videos
Any Questions?
Spare Slides For Questions
Where Can I Find The Project Information?

Project Information
http://www.doc.ic.ac.uk/lab/msc-projects
http://www.doc.ic.ac.uk/lab/msc-projects/ProjectsGuide.html
Where Can I Find Example Project Reports?

Previous Distinguished Projects

https://www.imperial.ac.uk/computing/prospective-students/distinguished-projects/pg-prizes
Should I Create My Slides Using LaTeX and Beamer?

Personally, I prefer PowerPoint.
How Long Should My Project Report Be?

Ask your supervisor!
Can I Hand In My Project Report Now, Do My Presentation And Start A Job?
Do You Want To Acknowledge Anyone For These Slides?

Dr Tim Kimber

Dr Tony Field

The slides are different to those from previous years, but thanks to Tim and Tony for ideas about what to cover and several examples.
Where Is A Good Place To Ask Other General Questions?