

Student Guide for Thesis A Technical Report and Seminar

Weeks 11-12

The thesis technical report and seminar form a significant component of your overall assessment in this course - **the seminar is worth 70% of your final mark and the report 30%**. All seminars and reports must be completed individually. Obviously at this stage, your thesis is still very much a work in progress. Thus this assessment only aims to gauge the background work that you have done in preparation for Thesis B. The assessment will be carried out by your thesis supervisor and your thesis assessor whose marks are equally weighed. As with all work submitted for assessment, there are severe penalties for plagiarism.

The technical report is due by 12pm Tuesday of week 12 (October 13th, 2009). To submit, log on through the 'My EE&T Account' and upload the report in PDF format. The first page of the report must be a scanned copy of the technical report cover sheet signed by the author(s). **The seminar program will run during week 11**. You will be notified (by week 10) of the exact date, time and location of your presentation.

Technical Report

The technical report is to be written and submitted individually (even for a group thesis). It should be short and concise, typically about 3000 words. It is intended to complement your oral presentation. The report might have the following outline:

- Problem definition and thesis objectives
- Brief literature review and background theory
- Descriptions of possible solutions and reasons for choice made
- Description of other preparatory work, e.g. technical skills, tools or knowledge required for the thesis work, development of experimental procedure, preliminary testing and results if available (simulations, measurements)
- Outline and timetable schedule for work in Thesis B in the following Session.

The marking scheme for the report will be format and structure (15%), language usage (15%), referencing (10%) and technical content (60%). See the Report cover sheet for more details.

Thesis Seminar

The allocated time for an individual thesis presentation is 30 minutes in total. You should plan your presentation to last about 20 minutes, and the remaining 10 minutes are for answering questions and the changeover to the next presentation (setting up, introducing the new speaker). If the thesis is done by a group of students then the allocated time for each group is 45 minutes in total (regardless of how many students there are in the group). In this case, you should plan so that each

member of your group will talk on one particular aspect of the thesis and that all members in the group have equal time. For example, if there are 3 members in the group then each member can have 12 minutes to talk in turn and the remaining 9 minutes at the end for questions and changeover. It must be stressed that the time limits will be strictly enforced in order to prevent over-run in the presentation schedule.

By this stage you will be knowledgeable in your topic, but you should present the material so that it can be understood by the fourth year students attending your seminar. Technical skills are very important, but just as important is the ability to talk about your work in an informative and convincing way. The seminar provides the opportunity both to inform and to demonstrate your communication skills. Your talk should be addressed both to your examiners who will need to know details about your progress with the topic, and to students and staff members having a more general interest in the project.

You are encouraged to use MS PowerPoint for your presentation, either uploaded from a USB memory stick to the PC in the seminar room or you can bring your own laptop. If you plan to use overhead slides, you need to check well in advance that an overhead projector is available in the seminar room you are allocated in.

You are required to provide a one-page “**Summary Sheet**” about your thesis work. Make 20 printed copies and hand them out to the audience in the room just before you start your presentation.

Apart from presenting your own seminar, you are required to attend at least six other seminars. Use the “**Seminar Attendance Form**” to record details of the seminars attended. This form is available from the thesis website. Immediately at the end of each seminar you attend, ask the supervisor / assessor of that seminar to sign and authenticate the entry in your form.

You are also required to be the chairperson for the seminar that follows yours even if it takes place on the following day. This is an important function and students must ensure that they perform this task. Record the seminar you chaired in the Seminar Attendance Form and get the supervisor / assessor of that seminar to authenticate your entry in the form.

At the end of the seminar week, submit your Seminar Attendance Form to the School Office.

The seminar will be marked on its subject matter (40%), quality (20%), presentation (25%), and questions handling (15%). See the “**Seminar Assessment Form**” (available on the thesis website) for more details. Note that this form is for use by the supervisor/assessor only.

Please direct any queries to Dr. Toan Phung (Undergraduate Thesis Coordinator).
