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**CALENDAR FOR FOURTH-YEAR PROJECTS 2011/12**


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- **Actions relating to projects running during the current academic year (2011/12) are shown here in bold text.**
- Actions relating to preparation of projects for the next academic year (2012/13) are shown in plain text.
- *Non-project information is given in italics, for information only.*

**MICHAELMAS TERM 2011**

Tuesday, wk 0	4 October	<i>Start of Full term.</i> Teaching Office issues '2nd Notice about 4th-year Projects' to all IIB students (via Directors of Studies). Teaching Office issues 'Summary for Project Supervisors' to all 4th year project supervisors, together with a list of students undertaking their project(s) and the Michaelmas 'Progress & Industry' mark forms (there are 2 per student – 1 Michaelmas, 1 Lent+Easter).
Wednesday, wk 0	5 October	Compulsory health and safety lecture - all IIB students must attend.
Wednesday, wk 1	12 October	Risk assessment forms to the Safety Office by 5pm. A penalty of 5 marks will be deducted per week, or part week, the assessment is late.
Wednesday, wk 3	26 October	By this date supervisors to have confirmed to the Teaching Office supervisees and project titles, to be passed to Directors of Studies.
Friday, wk 5	4 November	Deadline for first Progress & Industry meeting with Supervisor. Written feedback to student within 48 hours.
Thursday, wk 7	17 November	Start of mini-conferences where students give oral presentations. Supervisor and assessor mark independently. Mark forms to Group Coordinator.
Wednesday, wk 8	30 November	By this date, feedback should be given to students on their performance at mini-conference.
Friday, wk 9	2 December	Deadline for second Progress & Industry meeting with Supervisor. Written feedback to student within 48 hours. Michaelmas Progress and Industry mark forms to be returned to Group Coordinators.

**LENT TERM 2012**

Thursday, wk 1	19 January	Submission of Technical Milestone Report to Group Centres. Each student submits two copies of the 6-page Milestone Report. The supervisor and assessor mark independently and deliver the reports and mark forms back to Coordinators by the division of the Lent Term.
Monday, wk 1	23 January	Teaching Office issues, via DoS, 'First Notice about 4th Year Projects' to 3rd year students.
Thursday, wk 5	16 February	Deadline for submission of Technical Milestone Report mark forms to Coordinators.
Friday, wk 5	17 February	Deadline for third Progress & Industry meeting with Supervisor. Written feedback to student within 48 hours.
Monday, wk 6	27 February	Coordinators to have sent Technical Milestone Report feedback forms to students.
Friday, wk 9	16 March	Deadline for fourth Progress & Industry meeting with Supervisor. Written feedback to student within 48 hours.
Friday, wk 9	16 March	Coordinators to request type (a) project proposals from their Groups.

## EASTER TERM 2012

Monday, wk 0	23 April	<i>Part II Module examinations commence, for approximately 3 weeks.</i>
Monday, wk 0	23 April	Type (a) proposals to be entered by staff on COMET.
Tuesday wk 0	24 April	Teaching Office/COMET emails students that project descriptions are available for viewing. Coordinators display project lists at Group Centres.
Tuesday, wk 0	24 April	By this date, students proposing type (b) projects to have informed Coordinators. Viability to be determined as soon as possible thereafter.
Monday, wk 2	7 May	Students may start entering project choices on the computer.
Saturday, wk 3	12 May	<i>Part II Module examinations end.</i>
Monday, wk 3	14 May	<i>Third-year projects begin and take priority on computer resources.</i>
Friday, wk 4	18 May	By midnight all type (a) preferences and acceptable type (b) proposals to have been entered on the computer
Monday, wk 4	21 May	Lists of projects in each Group with names of students choosing each and the order of preference available via COMET. Where a student's preferences span more than one Group, name included on lists of all Coordinators involved. Teaching Office to forward these to Group Coordinators for discussion at allocation meetings.
Wednesday, wk 5	30 May	<b>Last day for handing in Final Reports to Group Centres. Each student submits 2 copies plus an extra copy of their Technical Abstract, plus their log book or CD of electronic equivalent (to go to the Assessor). Supervisor and assessor mark independently. Each Group passes a complete set of Technical Abstracts to Teaching Office for archiving.</b>
Thursday, wk 6	31 May	<b>Start of mini-conference period. Presentations marked by supervisors and assessors independently. Marks to Group Coordinator, who moderates if necessary.</b>
Friday, wk 6	1 June	First Allocation of 4 <sup>th</sup> year Project/student assignments posted on or by this date. Any student without a project to contact Coordinator of Group they wish to be in.
Monday, wk 6	4 June	<i>IB examinations commence, for 1 week</i>
Wednesday, wk6	6 June	<b>Last day for return to Group Coordinator of final report mark forms, final reports and logbooks/CDs, and Lent+Easter Progress &amp; Industry mark forms. Group Coordinators moderate marks if necessary.</b>
Wednesday, wk 6	6 June	Teaching Office and Coordinators to have rounded up students failing to get a project at first selection and discuss alternatives.
Wednesday, wk 6	6 June	<i>IA examinations commence, for 1 week</i>
Friday, wk 7	8 June	Project agreement forms (signed by both student and supervisor) to be submitted to TO by this date. Supervisors and supervisees to hold planning meetings.
Saturday, wk 7	9 June	<i>Third-year projects end</i>
Wednesday, wk 7	13 June	<b>Coordinators to supply a complete set of Milestone Reports, Final Reports, log books and all mark forms to LR10 for submission to External Examiners</b>
Thursday, wk 8	14 June	<b>Last day for submission of project mark books to Chairman of Examiners by Group Coordinators.</b>
Friday, wk 8	15 June	<i>Last day of Full term.</i>
Thursday, wk 9	21 June	<i>Final meeting of Part IIB Examiners.</i>

Updated: July 2011

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