Interim Progress Report Guidelines

for projects done in the School of Computer Science and Statistics in CSU44099, CSU44E02, CS7092, CSP55E02

Please note that this document is in draft form. It is not expected to change significantly (particularly in terms of what must be included in the Interim Report). It is intended to provide the final version of this document no later than the end of November.

As part of your Final Year Project / Dissertation you are required to complete an Interim Report that outlines key components of the Project as detailed below. The deadline for submission of this report is provided on the Project website (https://projects.scss.tcd.ie/).

Before writing interim report, you must have discussed the motivation, goals, objectives, general research area, ethical, gender , and inclusivity considerations, and project plan with your supervisor.

The report must include the following four elements which should each be around 2 pages (i.e. 1,000 words) in length:

1. Project Description (25 marks):
    a. detailed description of the planned project;
    b. the motivation behind the project;
    c. the project goal & specific objectives, noting that your final report/dissertation should make reference to these goal & objectives;
    d. progress to date.

2. Literature Review (25 marks): This review should be well organised and should provide good coverage of relevant literature (in particular providing context and motivation for the project). This is not intended to be the full literature review. The literature presented should show evidence of critical appraisal (e.g. looking at the relationship between different works). All references must be complete and the majority of them should be to proper academic work.

3. Ethical, Gender, and Inclusivity Considerations (25 marks): The project should be considered from an ethical perspective identifying any ethical issues related to the specific work or the broader research field. Also, consider any gender, race or inclusivity issues relating to the work including the testing of the system should be detailed. If a project does not have any (or many) ethical, gender or inclusivity considerations, students should broaden their consideration to the wider area in which they are working (e.g. if developing hardware then they could consider ethical issues around the extraction of rare earth minerals, the environment cost of energy usage, etc.).

4. Plan of Work (25 marks): A detailed project plan (including a Gantt chart) should be provided covering all remaining parts of the project. This should include detailed task descriptions, key milestones, dependencies (where appropriate), and major risks (with planned contingencies). Include the presentation and dissertation submission in your plan.

The report should be no more than 4,000 words in length (excluding references). You may only use Generative AI for proofreading and grammar checking of this report (See the College Statement on Artificial Intelligence and Generative AI in Teaching, Learning, Assessment and Research). In submitting the report you are declaring that the work is all your own and that all use of use Generative AI in the production of the report has been fully cited.