Undergraduate Theses
Context
This document outlines the processes involved with the final year engineering thesis courses.

Courses
Bachelor of Engineering students undertake their thesis through different course codes –

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Plans</th>
<th>Units</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGG4011</td>
<td>Mechanical</td>
<td>#6</td>
<td>• Semester long. Can be taken in sem 1 and 2.</td>
</tr>
<tr>
<td></td>
<td>Mechanical &amp; Aerospace</td>
<td></td>
<td>• CEED projects or 3+1+1 students.</td>
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<tr>
<td></td>
<td>Mechanical &amp; Materials</td>
<td></td>
<td></td>
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<tr>
<td>MECH4500/MECH4501</td>
<td>Mechanical</td>
<td>#4</td>
<td>• This course has a quota - MECH4500 - 130 students/MECH4501 - 35 students.</td>
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<tr>
<td></td>
<td>Mechanical &amp; Aerospace</td>
<td></td>
<td>• A year-long thesis. Students commencing course in sem 1 enrol in MECH4500 for sem 1 and sem 2; students commencing in sem 2 enrol in MECH4501 for sem 2 and the following sem 1.</td>
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<tr>
<td></td>
<td>Mechanical &amp; Materials</td>
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<tr>
<td>MECH4552</td>
<td>Mechanical</td>
<td>#4</td>
<td>• A year-long thesis. Students commence in sem 1 and complete in sem 2.</td>
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<tr>
<td></td>
<td>Mechanical &amp; Aerospace</td>
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<td></td>
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<tr>
<td>METR4900/METR4901</td>
<td>Mechatronics</td>
<td>#4</td>
<td>• Students commencing in sem 1 enrol in METR4900 for sem 1 and sem 2; students commencing in sem 2 enrol in METR4901 for sem 2 and the following sem 1.</td>
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<tr>
<td>(ITEE)</td>
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<tr>
<td>MINE4122</td>
<td>Mining</td>
<td>#2+</td>
<td>• Both courses are semester long - MINE4122 is taken in sem 1, MINE4123 in sem 2. Students must take both courses.</td>
</tr>
<tr>
<td>&amp; MINE4123</td>
<td>Mining &amp; Geotechnical</td>
<td>#2</td>
<td></td>
</tr>
</tbody>
</table>

Projects
Available projects are uploaded to the Project Database each semester: [https://student.eait.uq.edu.au/projectdb/](https://student.eait.uq.edu.au/projectdb/). Staff can upload their own projects, or email a list through to the administrative staff ([enquiries@mechmining.uq.edu.au](mailto:enquiries@mechmining.uq.edu.au)). This database is also used by administrative staff to allocate students to a particular project and supervisor, and the workload model.

Enrolling
Students can enrol directly into ENGG4011 (but they must be undertaking a CEED project); MECH4552, METR4900/1 and MINE4122/3.

To enrol in MECH4500/1, permission is required. To obtain permission students must –
• Find a supervisor
  o Search the project database for projects ([https://student.eait.uq.edu.au/projectdb/](https://student.eait.uq.edu.au/projectdb/)), or contact an academic who is researching in an area of interest to them.
  o Confirm the project details with a proposed UQ supervisor.
• Email enquiries@mechmining.uq.edu.au a request to enrol in [Course Code]. In the email they must include their:
  o name and student number
  o supervisor name and proposed project title
• The student and supervisor will be emailed confirmation that the request has been received and is being processed. Once permission has been granted, the student will be able to enrol on mySI-net.

**Interim Reports and Project Progress Reports**

Students are required to submit an Interim Report (MECH4500/MECH4501), or a Project Progress Report (MINE4122). Hardcopies of reports are submitted through the EAIT Faculty assignment chute (and electronically via TurnItIn on the course Blackboard site).

An administrative staff member collects the reports and distributes these to the supervisor with the mark sheet attached. Completed mark sheets and reports are returned to the school office. Administrative staff enter the marks into a formulated spread sheet, and return the items to the EAIT Faculty assignment room for collection.

**Thesis Submission**

Theses, with the exception of MINE4123, are generally submitted on the last day of semester through the EAIT Faculty assignment chute. MINE4123 theses are submitted in week 11 of semester.

Students are required to submit two (2) hard copies of the thesis; plus one (1) electronic version via TurnItIn on the course Blackboard site.


An administrative staff member collects the theses and distributes these to the supervisor and the second marker, with mark sheets attached.

**Marking**

All final year theses are marked by two examiners – the student’s supervisor and a second marker nominated by the course coordinator.

Examiners are given two weeks to submit the completed mark sheet back to the school office. Administrative staff enter the marks into a formulated spread sheet.

If there is a ten mark (or greater) difference between the supervisor and the second marker, then both will be asked to review their mark sheet, and meet to discuss the marks given. If agreement cannot be reached, a third examiner is appointed.

All original mark sheets should be returned to the School office. Supervisors can retain a copy of the thesis for students they have supervised, while second markers return their copy of the thesis to the School office. An electronic copy of each thesis is provided to the library, and is made available on the

MINE4123 theses marks are due back to the School office by the first day of the examination period. Theses, with copies of the mark sheets, are returned to students via the EAIT Faculty assignment centre. Final versions of the theses are submitted in electronic pdf format on the Monday following the examination period.

**Late Submission of a thesis**

As most of the theses are year-long projects and the due dates for assessment items are set at the start of the first semester.

The submission of progressive assessment material on the due date is the responsibility solely of the student. Students should not leave assignment preparation until the last minute and must plan their workloads so as to be able to meet advertised or notified deadlines.

Late submissions will in most cases receive a zero mark.

For MECH4500/4501, the maximum Final Report mark is 100. A late submission of the Final Report will cause a penalty of 10 points for each week or part thereof, off the mark on the submission. For example, a Final Report which is submitted one week and two days after the deadline will attract a reduction of 20 points. Thesis Reports not submitted within three weeks constitute failure and receive mark of zero (0%).

The University does recognise, however, that on occasion illness or other medical conditions may impair a student’s ability to complete items of progressive assessment by the due date. Students must submit an extension form with evidence attached (e.g. medical certificate) to the School office for consideration by the Head of School. Administrative staff email the student and course coordinator the outcome of the application.