

TIMETABLE OF EXTENDED ESSAY EVENTS, WITH DEADLINES (2023–2025 COHORT)

| Date | Task | Further details/What to do next? |
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| September 2023 | EE introduction (training) | Read the guide Research a topic and collect materials for research. Look at examples of Extended Essays and do some background reading |
| September 2023 | Find a supervisor and collect his/her signature | |
| October 2023 | Develop the topic; establish the final topic and propose several RQ | Do the further research |
| by November the 17 2023 | SESSION 1 with supervisor to refine your research question. With your supervisor: 1. Review your proposals and establish the RQ. 2. Review Subject Specific Guidelines 3. Complete the first section of the RPPF (Reflections on Planning and Progress Form) 4. Discuss the structure of your EE 4. Discuss your choice of sources for the introduction | NOTE: no changes in your subject can be made after November 30th |
| Second half of November, December 2023, January 2024 | Research skills, referencing, presentation and Academic Honesty Write your EE outline Prepare bibliography Write an introduction | <u>Also, look at how to start the writing process:</u> Purdue OWL (Online Writing Lab) has a good guide to this, at https://owl.english.purdue.edu/owl/resource/677/01/ |
| by January the 29 th 2024 | Submit the EE introduction and bibliography to your supervisor | |
| February 2024 | SESSION 2 with supervisor: 1. Discuss previously submitted introduction and bibliography with your supervisor, 2. Discuss changes in your outline (if needed) 3. Complete the second section of the RPPF | |
| February (after the 2 nd session with the supervisor), March 2024 | Start writing the body of your EE | Concentrate on the structure and clarity of your essay and writing so far. Is it clear? What about layout, presentation and structure etc.? Check whether your writing is proper in terms |

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| | | of academic integrity – usage of references, quotation marks etc. |
| by April the 5 th 2024 | Submit a piece of around 500 next words (excluding the introduction) to the EE supervisor | |
| by June the 17 th 2024 | Submit the next 1000 words of your EE to the supervisor | |
| by the end of September 2024 | Submit the next 1500 words of your EE to the supervisor | |
| by October the 18 th 2024 | Write the conclusions of your EE (circa 500–700 words) | |
| by November the 18 th 2024 | <u>Submit complete draft of your essay to the supervisor</u> | <p>Give the file title ‘SURNAME_EE_COMPLETE_DRAFT’</p> <p>The EE coordinator will check to see that this has been done</p> <p><i>Failure to do this will bring into question your continued participation in the IB Diploma programme</i></p> <p><u>Under no circumstances can a subject or topic be changed over the summer.</u></p> |
| by December the 20 th | Wait for your supervisor’s response to the draft. | |
| January 2025 | <p>Make necessary amendments. Spell check your text. Check the completeness and correctness of the references and bibliography.</p> <p>SESSION 3 (final meeting, viva voce): 1. Complete the third section of the RPPF 2. Sign the cover sheet</p> | Keep going, the end is near! |
| January the 13 th , 2025 | Submission of the EE final version to the supervisor | <p>Give the file title ‘SURNAME_EE_FINAL’</p> <p>NB ONCE THE ESSAY HAS BEEN SUBMITTED, NO FURTHER CHANGES CAN BE MADE</p> |
| January | | Relax – it is done! |