EXTENDED ESSAY SCHEDULE
(for students starting DP in September 2025)

Date	Task	Details
6 September 2025	**EE training**	
By 30 September 2025	Find a **supervisor** (and consultant, if necessary), fill in your EE declaration and collect his/her signature.	Read the guide. • Research a topic and collect preliminary bibliography. • Look at examples of Extended Essays and do some background reading.
October 2025	Develop the **topic**; establish the final topic and propose several **RQ**. Start gathering sources. Physics, Biology, Chemistry: Conduct pilot experiment or pilot fieldwork and make modification if necessary.	Do the further, more focused research.
By 31 October 2025	**FIRST SESSION** with supervisor to refine your research question. With your supervisor: 1. Review your proposals and establish the RQ. 2. Review subject specific guidelines. 3. Discuss the structure of your EE. 4. Discuss research methods. 5. Discuss your choice of sources for the introduction. 6. Take notes for your reflection.	
November, December 2025	Research skills, referencing, presentation and rules of academic integrity. Write your EE **outline**. Prepare **bibliography** (remember to divide it into **primary and secondary sources**). Write an **introduction**. Physics, Biology, Chemistry – fieldwork-based EE: Collect sources for bibliography and	

	write an introduction based on pilot fieldwork.	
By Christmas break	Submit the EE **outline, introduction** (around 500–700 words), and **bibliography** to your supervisor.	
By 30 January 2026	**SECOND SESSION** with supervisor: 1. Discuss previously submitted introduction and bibliography with your supervisor. 2. Discuss changes in your outline (if needed). 3. Take notes for the reflection. Physics, Biology, Chemistry – experiment-based EE: Conduct experiment and collect experimental data set.	
February 2026 (after the 2nd session with the supervisor)	**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 of academic integrity – usage of references, quotation marks etc.
By 27 February 2026	Physics, Biology, Chemistry – experiment-based EE: Conduct prelimiary experimental data analysis.	
By 13 March 2026	Submit a piece of around 800 next words (excluding the introduction) to your EE supervisor. After receiving feedback from the supervisor take notes for your reflection. Physics, Biology, Chemistry – experiment-based EE: Submit introduction, methodology and experimental data analysis.	Check whether your writing remains focused on the topic and answers your RQ. Total word count so far: around 1300–1500 words
By 30 April 2026	Submit a piece of around 1000 next words of your EE to the supervisor. After receiving feedback from the	Total word count so far: around 2300–2500 words

	supervisor take notes for your reflection. Physics, Biology, Chemistry – experiment-based EE: Submit the discussion.	
By 29 May 2026	Physics, Biology, Chemistry Experiment-based EE: make amendments recommended by the supervisor Fieldwork-based EE: conduct main fieldwork	
By 15 June 2026	Submit the next 1000 words of your EE to the supervisor.	Total word count so far: around 3300–3500 words
September 2026	Write the **conclusions** of your EE (circa 500–700 words).	**Remember to evaluate your results and to suggest direction for further research.**
By 30 September 2026	Submit **complete draft** of your essay. Physics, Biology, Chemistry Experiment-based EE: submit **complete draft**. Fieldwork-based EE: analyze data set, submit amended introduction and methodology	**Draft** is understood as a complete version of the essay, with all the necessary components, footnotes and bibliography, which is still subject to changes after receiving the supervisor's feedback. Title the file **'SURNAME_EE_COMPLETE DRAFT'** The EE coordinator will check to see that this has been done. ***Failure to do this will bring into question your continued participation in the IB Diploma programme.***
By 23 October 2026	Wait for your supervisor's response to the draft. Physics, Biology, Chemistry – fieldwork-based EE: submit discussion.	
First half of November 2026	Make necessary amendments. Spell check your text. Check the completeness and correctness of the references and bibliography.	Keep going, the end is near!
By 16 November 2026	Physics, Biology, Chemistry – fieldwork-based EE: **submit complete draft**.	

21 November 2026	Submit **final EE** to your supervisor. (Applies to all students except for group 4 fieldwork-based EE)	Title the file **'SURNAME_EE_FINAL'** ***Once the essay has been submitted, no further changes can be made.***
By Christmas break	**THIRD SESSION** with the supervisor (**viva voce –** final meeting): 1. Summary of your EE journey. 2. Write your reflective statement. 3. Submit RPPF to your supervisor. (Applies to all students except for group 4 fieldwork-based EE)	Title the file **'SURNAME_RPPF'** **Relax – it is done!**
By Christmas break	Physics, Biology, Chemistry – fieldwork-based EE: submit **final EE**.	
By 11 January 2027	Physics, Biology, Chemistry – fieldwork-based EE: **THIRD SESSION** with the supervisor (**viva voce –** final meeting): 1. Summary of your EE journey. 2. Write your reflective statement. 3. Submit RPPF to your supervisor.	Dla mnie ok- RP