BCS The Chartered Institute for IT

Candidate Guidelines – Professional Project in IT

January 2024

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1.   Project Submission Information

You are required to submit a Professional Project at the appropriate level if you intend to finish either the BCS Level 5 Diploma in IT or continue on to BCS Level 6 Professional Graduate Diploma in IT. Please ensure that you have all of the necessary information about the project, including, Candidate Guidelines, P1 Form Authenticator Guidelines and P2 Form.

There are two stages to this process, firstly candidates are required to submit a project proposal and once this has been approved, candidates are required to submit a professional project.

2.   Project Proposal Form

Please complete the project proposal form which can be downloaded from the BCS website

3.   Submitting your Project Proposal

Your Project Proposal must be submitted in soft copy format only (in Word or PDF) via email to **exams@bcs.uk**. Please ensure you identify the attachment by including your name, reference number and the level of the project (either Diploma in IT or Professional Graduate Diploma in IT) in the email header. Please also provide details of the proposed project authenticator including their name, BCS membership number and attaching a copy of their CV.

4.   Project Proposal Submission Dates

There are no mandatory submission windows for project proposals, candidates may submit their project proposal at any time from January 2024

In line with the HEQ retirement programme, the last date in which you can submit your project proposal will be 31st August 2025. We are unable to accept any further project proposals after this date.

5.   Professional Project Forms

Please complete the P1 form and submit with your project via email to **exams@bcs.uk**. Please ask your authenticator to fully complete the P2 form and return this with the project as above. Note that incomplete forms will be returned which may result in your project not being marked.

6.   Submitting your Professional Project

Your Professional Project must be submitted in soft copy format only (in Word or PDF) via email to **exams@bcs.uk** and must include a copy of your approved Project Proposal

Please ensure you identify the attachment by including your name, submission reference number and the level of the project (either Diploma in IT or Professional Graduate Diploma in IT) in the email header. Please also provide details of the proposed project authenticator including their name, BCS membership number and attaching a copy of their CV.

7.   Professional Project Authentication

The P2 form, must be completed by the authenticator who must be a BCS Professional Member (i.e. MBCS/FBCS) or an IT Professional (e.g. Manager, Supervisor or Tutor) with a minimum of 5 years' experience.

If the authenticator is not a BCS Professional, then they must submit a detailed CV to BCS along with the name of the candidate(s) for whom they are acting for. It is your responsibility to source a suitably qualified authenticator.

8.   Professional Project Submission Dates

For candidates not in Mauritius

- 31 August (For September Examination Session)
- 28 February (for April Examination Session

For candidates in Mauritius

- 31 July (For September Examination Session)
- 31 January (For April Examination Session)

In line with the HEQ retirement programme the last submission for projects will be 28th February 2026, and 31st January 2026 for Mauritius.

Important:

You have two sessions (equating to 1 year) in which to submit your Professional Project from the date in which your Project Proposal was approved.

Should your project be marked as a fail, we will accept a further two resubmissions of your project, after which you will be required to submit a new proposal/project.
Please note that BCS reserves the right to scan the project through anti-plagiarism software. We recommend you read the Fraudulent Activity and Plagiarism Policy.

Make sure you retain a copy of the project report and completed project forms.

9.   Entry Fees

You must be a BCS member to enter for the Professional Project.

Professional Project Level	Project Entry Fee (£ sterling)	Postage for Mauritian Candidates Only
Diploma Level	£75.00	£35.00
Professional Graduate Diploma Level	£105.00	£35.00

Payment must be made when you submit your project proposal.

10. Payment Options

Please follow the link to make an online payment https://candidateportal.bcs.org/heq

Receipt of the proposal will be acknowledged, and the proposal will be forwarded to the examiner. The examiners' decision and any guidance will be referred back to you.

11. Important –Information for Mauritius Candidates

Different instructions apply to Mauritius candidates (see below).

Mauritian candidates must submit **their Professional Project reports** by post to the BCS Regional Manager:

Mr Iqbal Boolaky
14a Ganachaud Lane
Castel-Eau Coule
Mauritius

Please ensure the package includes the following:

Project Report
Completed P1 and P2 forms
Bank draft for the correct amount

Any queries on this, please contact Mr Iqbal Boolaky, Tel: 686 7427, Mobile 252 5070, Email: **iqbal.boolaky@bcs.uk**

Professional Project Proposals can be sent by email to BCS as indicated in Section 3

You will receive an acknowledgement confirming receipt of the project. If you have not received an acknowledgement within four weeks of despatch, please contact the HEQ Office.

12. Examination/Project Results Date

Project results will be released in December (for October examination sessions) and August (for April examination sessions).