# MSc Project Handbook

## For students and supervisory staff

## 2022-23

## Module Co-ordinator: Dr Daune West

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**SECTION 1: WELCOME**

Welcome to the MSc Project module. The purpose of this Handbook is to explain the processes and outputs of the MSc Project. All materials are available on the MSc Project page on Aula but they are collected together and presented here in the handbook for easy access.

The MSc Project module co-ordinator is Dr Daune West who is located in E252 on the Paisley Campus. Usually, she can be contacted by email: [daune.west@uws.ac.uk](mailto:daune.west@uws.ac.uk), by phone on: 0141 848 3318 or via Microsoft Teams (please send a meeting request rather than just calling).

The School of Computing, Engineering and Physical Sciences (CEPS) has a MSc Project room for use by all MSc students in the School: the room is E233 and the pin code is C1367Y. Please protect this entry code, look after the room and be considerate in its use. The room operates a ‘hot desk’ system..

I would like to wish you the best of luck with your MSc Project. Hopefully, you will find this an enjoyable, if challenging, experience. If you need help, assistance or advice at any time, then please contact me.

Daune West

**SECTION 2: OVERVIEW OF THE MSc PROJECT**

All documents and templates you will need during the MSc Project are available on Aula. However, below is a summary of the important points and requirements for completing the MSc Project.

**Step 1 – Enrolling on the Masters Project Module**

* The Masters Project is a 60 credit module (COMP11024) which is undertaken after the two taught terms of each MSc Programme have been completed. This means that you will undertake your MSc Project in your 3rd term.
* All students should be enrolled on the Masters Project module when they start their MSc Programme. Students who start their Programmes in Term 1, will normally undertake their MSc Project in Term 3. Those students who start in T2 will normally begin their MSc Project in Term 2 of the following session.
* As soon as you are enrolled on the Master Project module you should, automatically, have access to the Masters Project’s Aula page. Please let me know if you have difficulties in accessing this page.
* Overseas students are not allowed to enrol for part-time study on the MSc project. If non-EC students opt to return home to complete their Masters Project, they may be able to undertake the project on a part-time basis (students interested in this option should discuss this with their Programme Leader).
* take place at the end of each trimester and so MSc projects need to be submitted by the end of the assessment period for whichever term(s) you are enrolled. Submission dates will be advised on Aula. These dates are usually set by the School for all MSc Programmes.

**Length of time available to complete the Project**

* If you are a full-time student, you have 15 weeks (one term) in which to complete the MSc project.
* Part-time students have 30 weeks (two terms).

**Step 2 – Project Proposal – Confirm topic and supervisor**

* Your first academic step is to confirm your topic for study. This must be thematically related to one or more modules from your programme of study. Your Programme Leader should be able to advise whether a subject area is appropriate for your Programme of study if you are unsure.
* All projects need to include primary research that involves practical work of some kind using computing/IT technology. This is most frequently achieved by the creation of an artefact as the focus for covering all or part of an implementation process. Please note that ***projects based solely on literature review activity and/or user/market surveys are not acceptable.***
* It is hoped that as you have successfully completed the Research Design and Methods module you will be able to use your proposal from this module for your MSc. In this case, you will already have started your project work and can now begin in earnest. If you do not plan to use the topic of you Research Design and methods assessment, you need to develop a new proposal.
* Hopefully, as part of the Research Design and Methods module, you will already have made contact with an academic member of staff who is willing to act as your supervisor. You should check that this is still the case. We cannot guarantee that an academic of your choice will be available to supervise your project since this depends on individual workload of staff members.

**Step 3 – Project Specification – Blank Form on Moodle**

* See Aula – “The Project Specification” for a full explanation
* Your project specification is a formal document that **must** be approved by your Supervisor, Moderator, Programme Leader and the MSc Project co-ordinator before you can proceed with your MSc project.
* Once you have confirmed your project topic and met with a member of staff who is willing to supervise you then you need to transcribe your proposal from the RD&M module onto the Project Specification form for the MSc Project. You will need to complete the Ethics Approval form with the help of your project supervisor (online – please see Aula for details). If you are undertaking a project that has not already been outlined (ie. in the RD&M module) the process make take a little longer as you work to refine the specification and identify a suitable supervisor and moderator.
* Please make sure that your proposed project is appropriate to your MSc Programme. If you are unsure about this, please check with your Programme Leader.
* Once your supervisor and moderator are happy with your specification then you must **submit your final specification to the MSc project co-ordinator via email** ([Daune.West@uws.ac.uk](mailto:Daune.West@uws.ac.uk)), who will then confirm with the Supervisor and Moderator that they are happy with your specification.
* You should try to submit your ‘agreed’ Project specification to the MSc Project co-ordinator as soon as possible (within 2 weeks of the beginning of term is a good guide).
* Once you have submitted your final approved specification you may start the project in earnest.

**Step 4 – Interim Report**

* See Aula – “The Interim Report” for guidelines
* You are required to submit an Interim Report at about the half-way stage of your project. So, for example, for full-time students starting their project in T1 of 2022-23, I advise a date of around the 3rd November as the date for the submission of your interim report. Your submission **must** allow time for your supervisor and moderator to read your report and give you feedback in time for your final submission. For part-time students I suggest you submit your interim reports by the end of your first term.
* The interim report **cannot** be submitted until after your project specification has been approved by your supervisor and moderator and submitted to the MSc Project co-ordinator.
* Please make sure that you take into account any feedback you receive on the content of your interim report (written and verbal) in your final report.
* **A final project report will not be accepted unless an interim report has been submitted in sufficient time to allow for feedback.**
* The Interim Report should not be longer than 5,000 words in length and should describe in detail how you are conducting your research: the recommended format is a short introduction, a draft literature review, a complete description of the research methodology you have adopted and a draft plan for completion of the project. (You should already have completed much of this for the Research Design and Method module - the interim report allows you to update and develop this work.) Interim reports which exceed the 5000 word limit are likely to be returned and a request for a resubmission made.
* You should consider the Interim Report as a kind of executive summary rather than a first draft final report. Remember, its purpose is to allow your future markers to gain a good overview of your whole project and give you as much help as they can (so a first draft of mainly the Literature Review does not allow them to do this). However, you may reuse content of the interim report for your final report.
* There is a guide to writing the interim report on Aula – The Interim Report. (Since the interim report is not marked, there is no requirement for it to be submitted via Turnitin)
* You **must** submit your interim report via Turnitin in Aula. Turnitin will not generate a similarity report or store your submission in any repository but Turnitin is used to help ensure your report is formally received and recorded. Once your interim report is received, it will be reviewed by your supervisor and moderator for their comments/feedback. Your supervisor will discuss this feedback with you.

**Step 5 – Final Project Report**

* Your final report must be submitted by your deadline. **Your submission date is your latest possible date for submission – you may submit your project before this date if you wish to. The University’s regulation on penalties for late submission apply (i.e. up to 1 week late for a 10 mark penalty). However, if you do submit after your stated original deadline it is possible that your project will not be considered at the next subject panel as there may be insufficient time for its marking.**
* The dissertation should be a maximum of 18,000 words in length (excluding appendices)
* If you experience difficulties that are outside your control during the duration of the project (e.g ill health) the process for “extenuating circumstances” is the same for the MSc project module as for any other module.
* Extensions cannot be given by either the MSc Project co-ordinator or the project supervisor/moderator. Students may apply for ECS (please see the MSc Project Aula page for details).
* Your final Project Report should include your Project Management documents (see below) in the Appendices
* After submission of your final report, you will be required to attend a short oral examination on your project.

The weighting of these 3 components of assessment are as follows:

1. **The final written project report is worth 60%**
2. **Viva voce (oral examination) is worth 20%**
3. **Project Process report is worth 20%**

**Step 6 – Final submission**

It is now possible to submit your MSc Project in one of two different formats:

* *“Traditional Project Report”*
  + Guidelines for the format of your dissertation can be found on Aula - Dissertation Submission. It is expected that most students will submit their MSc work in this format.
* *Academic Journal Format*
  + It is possible to make a final submission in the format of an academic journal publication (instead of the traditional MSc project report). Any student interested in doing this **must** discuss this with their project supervisor **and** receive confirmation from the MSc Project Co-ordinator (D. West) that this format would be suitable for your project. The format for such a submission will be found within the ‘guidelines for authors’ for a stated recognised academic Journal – to be identified by the supervisor and student. Submissions in this format are **NOT** required to be accepted for publication by the selected Journal, although we would expect the student and supervisor to be able to submit the paper to the Journal for consideration for publication.

Whichever format you choose:

* You must submit your final report to Turnitin to check for plagiarism. The project co-ordinator has access to the report that Turnitin generates for your project submission. You are also provided with a draft Turnitin submission point which you may use before your final submission so that you can check that your project is free from plagiarism. Whilst Turnitin is an important means of checking a student’s work for its originality, other methods may also be used. If, for any reason, there is some question as to the originality of a student’s work, the student may be required to attend a viva voce – an oral examination. **It is your responsibility to ensure that the final version you submit to the university is free of plagiarism and that is all your own work.**
* You must submit an electronic version of your final report to the MSc project-co-ordinator and 2 bound hard copies of the work to the Student Office by your submission date (due to current restrictions regarding access to the university campuses, please check with your supervisor so see if they wish hard copies. If not, then you do not need to produce these. Once we can work on campus, hard copies will be required).
* A signed Library Release form, a signed Statement of Originality form need to be included in the hard copies of your work. These documents together with a template of the front page for your dissertation can be found on Moodle - Dissertation Submission.
* Extensions – will not be given. Students may submit their final report up to one week late with a penalty of 10 marks (in line with University regulations).

**Step 7 – Assessment of your work**

* Your project report/paper will be marked by your Supervisor and Moderator and presented to the first Module Confirmation Results Meeting following your deadline date (or your submission date if this is earlier). If there is any serious disagreement between your supervisor and moderator over your mark, then a 3rd marker will be used. All MSc projects are presented to the external examiner for your Programme and they will check your work and the marking of these projects.
* Notification of your mark/grade will be made available to you through Banner.

**Hours Required**

Over the duration of the Project, each student is expected to put in 600 hours of work: this time includes any formal class contact hours, 15 hours for meetings and communication with their Project Supervisor (as a general guide for a 15 week project duration), and the remaining hours on independent study. For easy calculation this equates to 40 hours per week. Forms that we are asked to complete for Council Tax exemption or Visa applications and extensions will be based on the assumption that you are properly expending these hours on your project work.

**SECTION 3: FORMAL PROCESSES OF THE MSc PROJECT MODULE**

The purpose of this section is to give you an idea of the formal mechanisms by which the MSc project is conducted.

**Preparatory activities undertaken in the Research Design & Methods module:**

* Identify area of interest
* Identify member of staff with research interest/activities
* Discuss ideas for a MSc level project with staff member
* Produce Project specification to satisfy the assessment for the RD&M module

**MSc Project Module activities:**

*Production of the specification*

* Review project specification from RD&M module. Take feedback into account.
* Speak with staff member to confirm their agreement to act as supervisor
* Produce updated MSc Project specification on MSc Specification Form from Aula
* Discuss the specification with supervisor, especially any ‘ethical’ aspects of the project and how it is to be dealt with. **Ensure that supervisor is happy to sign off the ‘ethics’ statement on your specification form.**
* Discuss with supervisor a potential moderator for the project (if the supervisor makes a suggestion, approach this member of staff to confirm the agreement to act as moderator).
* **You need to make sure that the project you undertake is appropriate to your Programme of study. If you are unsure about this, please check with your Programme Leader and/or the MSc Project module co-ordinator who should be able to advise you.**
* Email your completed and signed specification to the module co-ordinator ([Daune.West@uws.ac.uk](mailto:Daune.West@uws.ac.uk)). If the supervisor has no suggestion for a moderator please let me know at this point and I will look for one for you.
  + The module co-ordinator will ask for confirmation from your supervisor and moderator that that are happy with your spec. The date you submit your spec will be recorded.

*Production of the interim report*

* Halfway through the time you have available for your project, produce an interim report.
* Submit the interim report to Turnitin via Aula (Turnitin submission point in the Interim Report section).
  + Date of receipt of the interim report will be recorded and a copy of your report sent to your supervisor and moderator together with a form for recording their feedback.
  + The supervisor and moderator are asked to read your report, discuss their ideas about what needs to be done and record a single set of action points/feedback for you. The supervisor and moderator are asked to send a copy of the feedback to the module co-ordinator for the records and the supervisor should send you the feedback and discuss this at your next meeting.
* Ensure you take the feedback into account.
* Please note: once this feedback is received, you are not required to submit a new interim report – you use the feedback to improve your final report.

*Production of the final report*

* Send electronic copy of your final report (including your Project Process documentation) to the module co-ordinator via email (just in case of any problems with Aula, Turnitin etc).
* Submit one copy of your final report to the FINAL submission point in Turnitin via Aula.
* If requested by your supervisor, submit 1 hard, bound copy of your final report to either your supervisor or module co-ordinator (D West).
  + Date of receipt of your final report is recorded. A copy of your final report and your Turnitin report is send to your supervisor and moderator for marking.
  + All projects, Turnitin reports and marking sheets from supervisor and moderator are made available for scrutiny by the Module Moderator and the external examiner.

Your results will be made known to you in the usual way (through Banner) after the Module Confirmation Results Meeting at which your work is considered.

*Attendance at a viva voce (oral examination)*

* After submitting your final report, arrange a suitable time with your supervisor and moderator to attend a short oral examination.

**SECTION 4: THE PROJECT SPECIFICATION**

As soon as possible after starting the MSc Project module you should produce a project specification (on the MSc Project specification form – a copy is reproduced in Appendix I). You need to produce this specification form but can expect assistance from your supervisor and moderator. If, for any reasons, you do not have a supervisor at this stage, you should contact the module co-ordinator immediately. When you are discussing your project specification with your supervisor, please ask them if they can recommend a suitable moderator for your project. Supervisors tend to know which colleagues are working in associated areas to their own and so are well placed to suggest a good moderator. If a member of staff is recommended, then please contact them to ask them if they would be prepared to moderate your project (ensure you send them a copy of the completed Specification). Any problems with this process, please let me know.

You should be able to use your coursework specification from the Research Design and Methods (RD&M) module to help you produce your MSc Project Specification (**do not worry about plagiarism – the RD&M module is designed to support you in your MSc project so you can re-use work from the RD&M module**).

***Project Marking Scheme***

As part of the Specification you are required to provide a marking scheme for your project (there is a space on the project specification form for this purpose). Since each MSc project is an individual work, it would be difficult to provide a general marking scheme that took into account all of the possible MSc project activities that your project could involve. Some MScs will make much use of previously published literature and a very formalized research process. Others will be more of a demonstration of your high level technical capabilities and will draw less from academic publications and more from technical specifications, manufacturers documentation and industrial data. However, regardless of the type of project you undertake, you must undertake and present a literature review but the relative importance of this will depend on what manner of project you undertake. For example, in a software development project, your literature review will probably concentrate on finding suitable approaches for solving a particular problem so that you are able to evaluate the methods you used according to established criteria at the end of the project. In comparison, case study projects tend to be more introspective than this, and concentrate on an evaluation of the actual research approach. In both cases, a literature review is essential, but in the software development project it is more likely that we will be assessing your technical capabilities based on the standards you have identified in the literature review, while in a case study we would be more interested in assessing the way you conducted the primary research given the breadth of prior research that you have evaluated. The sample marking schemes provided below are guidelines only. The person most aware of what you intend to do in your project is you, and you ought to be aware from early on what activities you will spend most time on. Therefore, you should adjust the relative marking of the range of activities according to this. The literature review is important in all projects, and so should have a minimum mark of 15%, but depending on the project you could decide up to 25% of the project marks were more appropriate. If in doubt, consult your supervisor on the allocations in the marking scheme. When you submit your project specification, the marking scheme will be reviewed, and, if the one you provide is inappropriate for the project, you will be asked to either change it or at least justify it.

**ALL MSc Project marking schemes MUST include a ‘Critical Reflection’ element of 10%.**

**As a general rule, all MSc Projects should be set out along the following lines:**

**Introduction:** This section should containan introduction to the project presented in the report, clearly stating the purpose or hypothesis of the work. It may be appropriate to explain the motivation for the work and the results achieved. It is a good idea to outline the structure of the report.

**Background**: In this section you should provide a background and context for the project. This will involve the presentation of a critical and evaluative discussion of the literature appropriate to your project. In setting out this context, your reader should have a clear idea of the previous work undertaken in your project area, the problems with this previous work, any conflict of ideas, and how your study makes a contribution to the area of study. (Note: this section reports your *secondary research i.e. your literature review*.)

**Description of the work undertaken**: This section may best be divided into two parts – the research design (methodology) and the implementation of the design (technical, practical work implemented). This section should also cover any ‘testing’ or evaluation of technical artefacts (e.g. software, models, designs) produced as the output of the project. (Note: this section reports your *primary research*.)

**Analysis and/or Evaluation**: This section should present and then discuss, critically, the results of your practical work (primary research) Where appropriate evaluation of the work against the original objectives/hypothesis/purpose should be presented. It is also appropriate to include an evaluation of your work against the lessons you learnt from the literature.

**Conclusion**: This section should contain concluding remarks and observations as a result of the work you have undertaken. It may also contain suggestions for future work.

**Critical Reflection:** This section should contain your reflections regarding the whole project process and your personal journey during this process. Reflection may include comments relating to: the design of the project, implementation of the project, your management of the project process, the role of the project in the development of your technical skills/knowledge, limitations of your work, unsolved problems, etc.

**Marking Scheme Examples**

*Example 1:*

|  |  |
| --- | --- |
| **Introduction** | **5%** |
| **Context – literature review** | **15%** |
| **Research Design** | **15%** |
| **Implementation (practical work)** | **25%** |
| **Testing** | **10%** |
| **Presentation of results** | **10%** |
| **Conclusions and recommendations** | **10%** |
| **Critical self-evaluation** | **10%** |

The weighting of marks in the example above might suit a software development and implementation type of project.

*Example 2:*

|  |  |
| --- | --- |
| **Introduction** | **5%** |
| **Context – literature review** | **20%** |
| **Research Design** | **20%** |
| **Implementation (practical work)** | **25%** |
| **Evaluation** | **5%** |
| **Presentation of results** | **5%** |
| **Conclusions and recommendations** | **10%** |
| **Critical self-evaluation** | **10%** |

The weighting of marks in the example above might suit a project where there is a rich and complex literature to be discussed.

*Example 3:*

|  |  |
| --- | --- |
| **Introduction** | **5%** |
| **Context – literature review** | **15%** |
| **Research Design** | **15%** |
| **Implementation (practical work)** | **30%** |
| **Evaluation** | **10%** |
| **Presentation of results** | **5%** |
| **Conclusions and recommendations** | **10%** |
| **Critical self-evaluation** | **10%** |

The weighting of marks in the example above might suit a project that is adopting a fairly standard research design (ie experimentation) or a well-established subject specific approach (e.g. an approach used in machine learning studies).

We allow you the flexibility to create a marking scheme that reflects your proposed project: hopefully, the three examples above will give you some ideas about how to do this and the kind of issues to consider when allocating mark weightings.

Please note: once your specification has been agreed and submitted, you may not alter your marking scheme without agreement from your **Supervisor, Moderator and the Module** **co-ordinator**. Alteration to the marking scheme will only be allowed in exceptional circumstances.

**SECTION 5: THE INTERIM REPORT**

**Guidelines for the production and submission of the MSc Interim Report**

You are required to submit an Interim Report at about the half-way stage of your project (if you are a full-time student this will be half-way through week 7; if you are a part-time student, this will be at the end of the first term of your 2 term project). **The Interim Report should not be submitted until after your project specification has been approved by your supervisor and moderator and all their comments and suggestions taken into account.** Once you have received feedback on your interim report from your supervisor and moderator you should take great care to incorporate your responses to this feedback in your final report (we do check to make sure you have acted on feedback given). It is probably a good idea to not go too far on the writing of the final report until you have the feedback from the interim report. However, it is not sensible to stop all work whilst you wait for such feedback so careful planning is required to ensure you do not waste your time.

The interim report should be a **maximum** of **5,000** words in length and should describe in detail how you are conducting your research. If you submit an interim report that is longer than 5000 words, expect to have it returned to you for editing. It is important that you do not consider the interim report as a first draft final report. It is required by your supervisor and moderator to allow them to assess your overall progress on the project and as such needs to give them a clear view of the whole project. It is **NOT** appropriate to submit the first few chapters of your proposed final report – if you do this, expect to have the interim report returned to you for re-writing.

**Required components of the interim report are:**

***A Summary Literature Review:*** a section which critically summarises the *current* academic literature in your subject area, thereby providing an academic framework for the research you are undertaking

***Research Methodology:*** a section which describes in some detail how you intend to conduct (or are already conducting) your research. In this section, it is essential that you make clear the basis of your research method (e.g. is it a survey, a technology review or comparison, a development project) and how you intend to gather, analyse and interpret the results from it. No matter what type of project you are undertaking, it is a requirement that you perform a study that has some verifiable academic goal. You should also consider how you are going to present the data you have collected in order to ‘prove’ the rigor of the process of your research and your interpretation of the results. The research methodology section of your interim report should be a full description of the academic worth of your project, which you may only have described in a brief overview in the project specification. It is also crucial that your *final* report contains a section on critical reflection of your work – how well has it been conducted, what errors you have made, how reliable, accurate or significant your results are – and in this section you may wish to highlight any areas of your study that you anticipate including in this

***Plan for completion:*** this section should briefly describe the current status of your project and in more detail describe how you intend to progress it to completion. This may be a description of the technical work you still have to do and how the results will be analysed and their worth evaluated, or may describe how the results obtained from a proposed data collection method might be collated for critical analysis and then used in order to develop, critique make suggestions about future practice. Depending on the work already done, it may also be expedient to include some indication of how you will proceed if the results you collect are in some way deficient (e.g. if you send out 200 survey forms but only 8 are returned, or if the benefits you expected from a piece of technical development do not arise).

Much of what is required for the interim report has already been considered in your coursework for the Research Design and Methods module. It is expected that you will adapt and develop this earlier work in your MSc Project documentation (both the interim report and the final report/paper).

**Submission of the interim report:**

The interim report is not assessed (**but mandatory**). You are required to submit it to Turnitin via Aula but it will not be subject to a plagiarism check and will not be stored in any repository. Once submitted it will be sent to your supervisor and moderator together with a feedback form so that they can record their comments on your work. Your supervisor should then forward this completed form to you (and a copy to the module co-ordinator for her records) and discuss its contents with you at your next meeting.

**Please note: *your final report will not be accepted until you have submitted an interim report*, in time for your supervisor and moderator to read it and give you feedback.** For this reason, you should aim to submit your interim report about half-way through the time you have available for your project. In the final project marking, the contribution made by your interim report and how you subsequently responded to feedback on the report will be factors that are taken into consideration.

The Interim Report is, effectively, a progress report, and apart from the confidence that the feedback will provide that your project is on-track, a significant benefit of it is that you will be able to incorporate some, most, or all of it in the final project report. How much you incorporate into the final project report will depend on the feedback you receive from the supervisor and moderator and whether subsequently you make significant changes to your research work.

A front page template and originality form for the Interim Report can be found in Appendix II and III.

**SECTION 6: THE FINAL REPORT**

In this section you will find guidelines relating to the MSc final report.

**Submitting Your Dissertation**

You should aim for approximately 18,000 words in the main body of your dissertation. Substantial blocks of technical material, such as program code, experimental data, questionnaire responses etc. should be placed in appendices – if sections of this type of material are required in the main body to clarify the text, short excerpts can be used. Stylistically, you should use the following guidelines:

**Text**

1. Line spacing should be 1.5 lines

2. Text size should be 11 point or greater for main body text

3. Plain typefaces should be used. Typically, a sans-serif font (e.g. Arial, Franklyn) is used for headings and a serif font (e.g. Times New Roman, Garamond) for the main body of text. Generally, there should be no more than two fonts used in the main text, although you can use other fonts for, e.g. program code or tables if you wish

**Diagrams and Tables**

4. You should number diagrams, tables etc, either sequentially or within chapters (e.g. Figure 2.3 is the third diagram in chapter 2)

5. All diagrams should have captions and where appropriate, a reference to their source.

**Contents Lists**

6. The dissertation pages should be clearly numbered, using a simple consecutive numbering style (i.e. not separate numbering for each chapter)

7. The dissertation should have a main table of contents and separate tables of figures, tables, charts etc. These should be linked to page numbers in the document.

8. There should be a list of References at the end of the main body of the dissertation (before the appendices). See the UWS guide to referencing at:

<https://www.uws.ac.uk/library/using-the-library/referencing/>

Within the UWs Library’s link you will find a link to a useful ebook called ‘Cite Them Right’:

<https://uws-primo.hosted.exlibrisgroup.com/primo-explore/fulldisplay?docid=44PAI_ALMA2145312590003931&vid=44PAI_V1&search_scope=default_scope&tab=default_tab&lang=en_US&context=L&isFrbr=true>

(These links are current at time of writing but may change as UWS update their referencing guide.)

**Project Process Documents**

9. Include copies of your completed project process documents in the appendix.

**Document Layout**

10. The general document structure should be:

1. Front sheet (download template from Moodle: Final Submission of Project Report/[MSc Project - Front sheet for final report](http://moodle.uws.ac.uk/mod/resource/view.php?id=632249))
2. Signed declaration of originality (download from Moodle: Final Submission of Project Report/ [MSc Project - declaration of originality form](http://moodle.uws.ac.uk/mod/resource/view.php?id=632251))
3. Signed Library Release form (download from Moodle: Final Submission of Project Report/ [MSc Project - Library Release Form](http://moodle.uws.ac.uk/mod/resource/view.php?id=632250))
4. Dedications (if used)
5. Abstract – no more than 200 words
6. Table of contents
7. Tables of figures, tables, charts etc, if used
8. Body of dissertation
9. References
10. Appendices (including project process documents)
11. A copy of your project specification

**Printed Copies**

11. Your supervisor may request a ‘hard’ copy of your final report. If so, you can use the UWS print shop to print the copy and send this to your supervisor. The purpose of the hard copy is to allow your supervisor to show your work to future students. Presently, we are unable to use electronic copies of past projects to be distributed to students as examples. Additionally, you may wish to print and bind a copy of your project report for your own use.

**Electronic Submission & Originality Check**

12. You are required to make **two** electronic submissions of your final report:

* one to the module co-ordinator via email
* one to Turnitin via Aula (submit to the FINAL submission point).

When you submit your work to Turnitin, an originality check on your work will be undertaken using the Turnitin software. The dissertation text will be checked against a database of known academic papers, professional publications, websites, books and other students’ dissertations for plagiarism. It is **your responsibility** to ensure that the report is free from plagiarism. You may chose to do this by checking your document in Turnitin (use the **draft** submission point for Turnitin in the MSc Project module on Aula to check your document prior to its final submission).

Whilst the overall similarity % is useful, all Turnitin reports are looked at in detail by the module co-ordinator, supervisor, moderator and external examiner. You should take care to ensure that all sources are <1%. As a general rule of thumb, no overall similarity score should be >10%.

A submitted report which is shown to contain a significant amount of material from other sources will not be marked and your work may be presented to the Faculty Plagiarism panel for consideration. If a significant amount of plagiarism is indicated you may be subject to disciplinary proceedings.

13. Note that although we provide the on-line service to allow you to check your own work for inadvertently copied material, we do not consider the on-line result as definitive, and will perform other checks for plagiarism if we consider this necessary.

14. After submission of your final report, you must contact your supervisor and moderator to arrange a mutually convenient time to undertake your oral examination (short viva voce). This examination may take place in person or online via Teams/Zoom. This event should, ideally, take place within a week of your final submission date. Your supervisor and moderator may ask you to demonstrate any software you have developed during your project but you are **NOT** required to make a presentation of your project work. Instead, expect to be asked to answer detailed questions on the work you have submitted.

***15. Please note that the submission date in Turnitin is NOT necessarily your project submission date. Your submission date will be given on Aula and is a date that is set by the School for the submission of all final MSc project reports.***

**Guidance on how to write a good Abstract, together with good and poor examples, can be found on Aula.**

**SECTION 7: APPENDICES**

**Appendix I**: **MSc Project Specification Form**

University of the West of Scotland

School of Computing, Engineering and Physical Sciences

MSc Project Specification

Student name:

Banner ID:

Email:

Project being undertaken on part-time or full-time basis:

MSc Programme/stream:

MSc Programme Leader:

Project Title:

|  |
| --- |
|  |

Research Question to be answered:

|  |
| --- |
|  |

Outline (overview) and overall aim of project:

|  |
| --- |
|  |

Objectives (list of tasks to be undertaken to achieve overall aim of the project and to answer the research question posed):

|  |
| --- |
|  |

Relationship of proposed project to MSc programme/stream:

|  |
| --- |
|  |

Indicative reading list (references to be correctly presented) and resources:

|  |
| --- |
|  |

Marking scheme:

|  |
| --- |
|  |

Supervisor:

|  |
| --- |
|  |

Moderator:

|  |
| --- |
|  |

Programme Leader:

|  |
| --- |
|  |

Date specification submitted:

|  |
| --- |
|  |

Please complete the ‘ethics’ form below for all projects.

**School of Computing, Engineering and Physical Sciences**

**MSc PROJECT – REQUIREMENT FOR ETHICAL APPROVAL**

**SECTION 1: TO BE COMPLETED BY THE STUDENT**

|  |  |
| --- | --- |
| **Please answer the following questions:** | Select Yes or No |
| Does your project involve: human subjects (e.g. as clients, providers of requirements, ‘testers’/users), access to unpublished company documents/records, private personal data, questionnaires, surveys, focus groups and/or other interview techniques? | Choose an item. |
| If your answer above is **Yes**, have you discussed with your supervisor and applied for ethical approval using the university’s Ethical Review Manager online system? | Choose an item. |
| If you haven’t applied for the ethical approval, have you started preparing necessary documents required for the ethical approval, e.g. information sheet, consent form, questionnaires, etc? | Choose an item. |
| I confirm that I will not start the above mentioned project work before obtaining formal ethical approval. | Choose an item. |

**If answering yes** to the first question above, and if you have not done so already, please prepare and submit an application for ethical approval through the university’s “Ethical Review Manager” (ERM) system, which is available at <https://uws.forms.ethicalreviewmanager.com>.

Before doing so, please consult the ERM applicant user guide, which can be downloaded from: <https://www.uws.ac.uk/media/5364/erm-applicant-user-guide.pdf>

The process for making applications and the principles applied in the School of CEPS are contained within the [Ethical Approval Process](file:///C:\Users\66668065\OneDrive%20-%20University%20of%20the%20West%20of%20Scotland\ETHICS\CEPS%20Ethical%20Approval%20Process%202020.docx). Please read this document before making an application for ethical approval.

Please provide any additional information, comments and suggestions:

|  |
| --- |
|  |

**Name of Student (Print name):**

**Signature:**

**Date:**

**SECTION 2: TO BE COMPLETED BY THE PROJECT SUPERVISOR**

I understand that the above project requires/does not require\* ethical approval (\*please delete as appropriate).

**Supervisor (print name):**

**Signature**:

**Date:**

**IMPORTANT: please note that by signing this form all signatories are confirming that any potential ethical issues have been considered and, where necessary, an application for ethical approval has been/will be made via the Ethical Review Manager software.**

**Any project requiring ethical approval but which has not been given approval will not be accepted for marking.**

**Ethical approval cannot be sought in retrospect.**

**Appendix II: Interim Report Front Page**



**School of Computing, Engineering and Physical Sciences**  **MSc [*insert programme title here*]**

**Interim Report**

 

**Project Title:**   
    
    
    
**by**   
 

**Name:**

**Date of submission:**

**Supervisor:**

**Moderator:**

**Appendix III: Declaration of Originality Form**



**DECLARATION OF ORIGINALITY**

I declare that this is an original study based on my own

work and that I have not submitted it for any other

course or degree.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix IV: Final Report Front Page**



<Project Title>

<Sub-title (if used)>

<Your Name>

<Your Banner no.>

Thesis for the partial fulfilment

of the requirements for the Masters Degree

in <…..supply your Programme Title….>

University of the West of Scotland

School of Computing, Engineering and Physical Sciences

<Date of submission>

**Appendix V: Library Release Form**

****

Library Form to Accompany MSc Project

To be completed in full

|  |
| --- |
| **Surname:** |
| **First Name: Initials:** |
| **Banner No:** |
| **Course Code:** |
| **Course Title:** |
| **Project Supervisor:** |
| **Project Title:** |
| **Session: Date of Submission:** |
| **Signature:** |

**Please ensure that a copy of this form is included with your project before submission.**