Math2191 Applied Research Project Final Report

1. **Front page** includes project title, course name, group members (full name and student ID), and due date.

2. **A Student Contribution Statement** (**group project only**) should be provided.

3. **Disclaimer** "We declare the following to be our own work, unless otherwise referenced, as defined by the University's policy on plagiarism".

4. **Acknowledgement**

   Thanks are extended to RMIT University, the industry organisations that provide the project/placement opportunities, and others you want to include.

5. **Executive Summary**
   - the context for and purpose of the work;
   - approach and methods;
   - outline the main results;
   - conclusions and recommendations

6. **Table of contents.** You can generate a table of contents automatically in Word if you used heading styles.

7. **Glossary** (optional) If you have used a lot of highly specialized terms that will not be familiar to your reader, it might be a good idea to include a glossary. List the terms alphabetically and explain each term with a brief description or definition.

8. **Main body**
   ✓ **Introduction**: What, why and how.
   State the problem, define the scope of applied research, discuss the state of existing research on the topic and show the relevance of your problem to them, aim and objectives.

   ✓ **Literature review**
   Avoid copying or direct citing the references. Show your understanding of the work that already exists on your topic; develop a coherent argument that can be used to justify your own work. For example, you may aim to show how your work
   - Address a gap;
   - Take a new approach to the topic;
   - Propose a solution to unsolved problems;
   - (or/and) Strengthens existing knowledge with new applications.

   ✓ **Materials and Methods**
   Describes how you conduct the applied research to solve the problem. You should aim to report accurately what you did, and convince audience this was the best approach to achieve the objectives. The section generally includes
   - Your methods of collecting data (e.g. interviews, surveys, archives)
   - Details of where, when, and with whom the research took place

- Your methods of analyzing data (e.g. data visualisation, exploratory data analysis, forecast, predictive modelling and other machine learning approaches etc)
- Tools you used (e.g. computer programs and platform)
- Any obstacles you faced in conducting the research and how you overcame them
- An evaluation or justification of your methods

✓ **Results**

Presents the findings of the research in paragraphs. Facts only – no interpretation. Often includes graphic forms (e.g. tables, illustrations and graphs) with clearly explained labels/captions. Think carefully how best to present your data!
Full versions of your data analysis (such as survey transcripts and repetitive figures) can be included as in Appendix.

✓ **Discussion**

Presents an interpretation, analysis and evaluation of the results of the research. Here you should interpret the results in detail, discussing whether they met your expectations and how well they fit with the framework that you built in earlier chapters. If any of the results were unexpected, offer explanations for why this might be. Also consider alternative interpretations of your data and discuss any limitations that might have influenced the results.
You can conclude the report with a section of your overall conclusions. It's important to show how your findings contribute to knowledge in the field and why your applied research project matters. It often also includes recommendations for practical action or future research.

9. **References list**

   Harvard or APA format is used accurately and consistently in the paper and on the "References" section. The references in the list match the in-text citations and all were properly encoded in Harvard or APA format.

   Primary sources include
   - peer reviewed professional journals or other approved sources;
   - reports original data
   - published by non-commercial publisher
   - little reliance on tertiary sources (textbooks, course notes etc)

10. **Appendix** (optional): includes additional supporting information e.g. raw data, surveys, questionnaires, detailed statistics etc. (words not counted under the limit)

You can recycle your own writings from the Project Proposal in the final report and presentation.