2021/2022 Module Handbook

Production Project

School of Built Environment, Engineering and Computing

Level 6

Semesters A + B

(40 Credits)

CRN 10538

LEEDS BECKETT UNIVERSITY

Contents

Student Name _____

Email Address _____

Course _____

Group _____

Module Tutor _____

Tutor's Email Address _____

Communication Protocol: *module staff will reply to student questions within a reasonable time but this will normally be within office hours only. Students are advised to check this handbook and also to see if there are any online/noticeboard announcements or FAQ answers that deal with their enquiry before contacting staff.*

1   What this Module is About

1.1   Introduction from the Module Leader

This module is the capstone project representing the culmination of your undergraduate course. It provides an integrative educational experience, allowing you to select areas relevant to your course and study them in significant depth. You are required to develop a product, ideally for a client external to the course team. You must also research the requirements for the product, synthesise information, ideas and practices to create a design and then implement the product. You will then evaluate both the product and your own performance throughout the process.

This year the core implementation phase of your project will run following the Christmas break – with the expectation that your project will be fully defined and agreed with your 2 supervisors during Semester A. Some indicative dates are provided in this document which you should endeavour to meet at or before that point. Reaching these will mean that you are fully prepared to implement the project.

During both Semesters, the production project will also provide learning opportunities in respect of research skills, project planning, employability and ethics. A timetable for these will be released through the VLE.

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1.2   Module Aims

This module aims to help you develop the ability to create a substantial body of work (a "product" or "service") of a form appropriate to your course. In doing so the module requires you to develop the planning, research, implementation and evaluation skills necessary to specify, justify, plan, design, build, test and evaluate a significant product to a professional standard, ideally from a client-led brief, as well as to critically self-evaluate your performance.

1.3   Module Learning Outcomes

Learning outcome 1   Specify, justify and plan a project to enable the implementation of a substantial product or service of a form appropriate to the student's subject area / award set.

Learning outcome 2   Undertake detailed academic and practical research in an area appropriate to the student's chosen project.

Learning outcome 3   Apply research, methodology and skills to design, build, test and evaluate a solution appropriate to the student's chosen project.

Learning outcome 4   Critically evaluate the processes, methods and outcomes of the student's chosen project.

1.4   Module Learning Activities

Project Supervision   Regular meetings with your project supervisor.
The exact format and timings will be agreed with your project supervisor and may involve individual or group meetings.

Lectures   A series of complementary lectures covering topics of interest to all students undertaking an individual project.

1.5   Graduate Attributes Developed and Assessed

Enterprise	By engagement with a client providing a product specification.	Successful engagement with client specification to justify and plan the project.

More information on graduate attributes is available here:

https://my.leedsbeckett.ac.uk/bbcswebdav/institution/Graduate_Attributes/Flippable_Little_Book_of_Graduate_Attributes/index.html

Relevant information is also available within the Course Specification. The Course Specification is located with your Course Handbook on the Course Handbook web page:

http://www.leedsbeckett.ac.uk/studenthub/course-handbooks/

1.6   Communication

Communication will be via MyBeckett and your University student email account.

You must notify your Course Administrator if you are absent for more than one day (for example for an interview, emergency unforeseen circumstances, or for compassionate leave). If you are going to apply for mitigation you will need to provide written evidence of the reason for your absence (see Section 5 for further information).

2   Indicative Content and Schedule

Week Date	Content to include:	Assessment + Feedback Full details of requirements are in the assessment brief. You are encouraged to submit earlier than the dates which are there, as it is an indication of '*very high*' risk of failing if not completed by then
Semester A: (pre Xmas) 26th Sept -> 17th Dec (12 week block)	Intro to module Sourcing for academic research Ethics How to read academic writing Risk Assessing your Project	Week 3 or 4 – First Meeting with your Academic Advisor / Project Supervisor Week 7 – Project Aims and how it fits with <u>Expectations Document</u> agreed with both Supervisors, Feedback by Week 10 Week 10 – Feedback on Specification document
Semester A: (post Xmas) 3rd Jan -> 28th Jan (4 week block)		Meetings to carry on with Supervisors
Semester B: (pre Easter break) 31st Jan -> 8th April (10 week block)	Employability and Graduate Jobs Agile Skills Report Writing and Referencing Doing your final Product Demo	Week 1 – Ethics completed Week 8 – Submission of the Completed Product Week 10 – Submission of Sample Chapter (not graded)
Semester B: (post Easter break) 25th April -> 20th May (4 week block)		Week 11 –Submission of Report Week 12/13/14 – QA/Presentations

Contact Hours

A student guide on contact hours is available here: https://www.qaa.ac.uk/docs/qaa/quality-code/contact-hours-student.pdf?sfvrsn=5046f981_8.

3   Key Resources to Support Learning

See the Reading List available via the menu link on the VLE for this module.

All disabled students requiring additional support or alternative arrangements must declare and provide evidence of their disability to the Disability Advice Team as early as possible: www.leedsbeckett.ac.uk/studenthub/disability-advice.

4 Assessment

4.1 Assessment Summary

<u>Assessment 1</u>

Assessment Method:	Written	Re-assessment Method:	Written
Word Count	Max 750 words outline plus risk register	Word Count	Max 750 words outline plus risk register
Assessment Date and Time:	**Friday 12th November (Week 7 – Sem A)** 12pm Midday Submission	Re-assessment Date and Time:	TBC
Feedback Method:	MyBeckett	Feedback Method:	MyBeckett
Feedback Date:	3 working weeks	Feedback Date:	Results release
Learning Outcomes Assessed:	Learning outcome 1 Specify, justify and plan a project to enable the implementation of a substantial product or service of a form appropriate to the student's subject area / award set. Learning outcome 2 Undertake detailed academic and practical research in an area appropriate to the student's chosen project.		

Assessment 2

Assessment Method:	Presentation and supporting materials (Product)	Re-assessment Method:	Presentation and supporting materials (Product)
Presentation Length	15 minutes	Presentation Length	15 minutes
Assessment Date and Time:	**Friday 25th March (Week 8 – Sem B)** 12pm Midday Submission	Re-assessment Date and Time:	TBC
Feedback Method:	MyBeckett	Feedback Method:	MyBeckett
Feedback Date:	3 weeks following QA	Feedback Date:	Results release
Learning Outcomes Assessed:	Learning outcome 3	Apply research, methodology and skills to design, build, test and evaluate a solution appropriate to the student's chosen project.	

Assessment 3

Assessment Method:	Written	Re-assessment Method:	Written
Word Count	8500 words with an absolute maximum word limit of 9500 words	Word Count	8500 words with an absolute maximum word limit of 9500 words
Assessment Date and Time:	**Friday 29th April (Week 11 – Sem B)** 12pm Midday Submission	Re-assessment Date and Time:	TBC
Feedback Method:	MyBeckett	Feedback Method:	MyBeckett
Feedback Date:	3 weeks following QA	Feedback Date:	Results release
Learning Outcomes Assessed:	Learning outcome 2	Undertake detailed academic and practical research in an area appropriate to the student's chosen project.	
	Learning outcome 4	Critically evaluate the processes, methods and outcomes of the student's chosen project.	

4.2   Assessment Details

Please see Assessment Brief and additional documentation available on MyBeckett.

Please note that as the Production Project ties into accreditation through the BCS additional requirements are included which are met on successful completion of the module.

BCS Requirements

The BCS is the Chartered Institute for IT, holding a Royal Charter "to establish and maintain standards of competence, conduct and ethical practice for information systems professionals"[1] Your course is accredited by the BCS, so your project must meet the BCS guidelines for undergraduate projects.

The BCS values project work because it allows you to demonstrate:

- your ability to apply practical and analytical skills you've learnt on your course
- innovation and/or creativity
- synthesis of information, ideas and practices to provide a quality solution together with an evaluation of that solution
- that your project meets a real need in a wider context
- the ability to self-manage a significant piece of work
- critical self-evaluation of the process[1]

If you are working as part of a team the BCS want you to be able to show how **your individual work** met these aims.

Ethical Approval

To comply with University policies on research integrity (see https://www.leedsbeckett.ac.uk/research/research-integrity/) and with the BCS code of conduct (see https://www.bcs.org/membership/become-a-member/bcs-code-of-conduct/) you MUST gain ethical approval for your project by completing the University's online ethical approval process. This is an interactive process ending when you receive formal notification of approval for your project.

You should seek ethical approval as soon as you have agreed the topic of your project with your supervisor and **before** you start detailed research. See MyBeckett for additional guidance.

The University Research Ethics Policy document[2] notes in Section A3.3 that "Failure to comply with the terms of ethical approval for a research project, or failure to seek further approval if required,

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[1] BCS (2018) *Guidelines on course accreditation*. [online] Available at
<https://www.bcs.org/media/1209/accreditation-guidelines.pdf>
[2] Leeds Beckett University (2017) *Research Ethics Policy 2017/18*. [online] Available at
https://www.leedsbeckett.ac.uk/-/media/files/student-hub/research-ethics/tx_research_ethics_policy.pdf

may lead to action … for students under the University's Academic regulations relating to Academic Integrity".

You CANNOT continue to work on your project if ethical approval is refused. If ethical approval is refused, you should seek an urgent meeting with your supervisor to resolve the situation. You may revise and re-submit the ethical approval form at any time.

Please note: Tutors will follow up any suspected unfair practice found after the submission date as per University policy. Late penalties will apply as per University Regulations.

LATE SUBMISSION OPPORTUNITIES

If you fail to submit the ethical approval form, or you fail to submit the electronic copy of your work via MyBeckett, on time then the usual University penalties for late submission will apply.

REASSESSMENT and DEFERRAL OPPORTUNITIES

You MUST have already gained ethical approval for your project before starting on any reassessment/deferral work.

The reassessment and deferral opportunity will be to make good your work to a standard greater than or equal to the 40% pass threshold as detailed in the marking scheme.

Ethical approval must be gained.

It is not possible to give an exact timing for the reassessment/deferral at this time, an appropriate date will be chosen and advertised as soon as possible.

You are advised to discuss the re-assessment with your project supervisor.

4.3   Feedback on Your Assessments

Feedback forms a large part of your learning experience and is vital to your personal and professional development. We have worked with our Student Union to produce the following guidance, which explains the benefits of feedback, the forms it may take and how to use it.

https://www.leedsbeckettsu.co.uk/studentvoice/coursereps/toolbox/feedbackpack

Feedback on your assessed work will be via MyBeckett (see the Assessment Briefs above for details and marking schemes). There will be an opportunity to get feedback from your supervisor to help improve your work.

5   Understanding Your Assessment Responsibilities

Extenuating Circumstances and Mitigation

If you are experiencing problems which are adversely affecting your ability to study (called 'extenuating circumstances'), then you can apply for mitigation. You can find full details of how to apply for mitigation at: https://www.leedsbeckett.ac.uk/studenthub/mitigation/.

The University operates a fit to sit/fit to submit approach to extenuating circumstances which means students who take their assessment are declaring themselves fit to do so. More information is available at the above link and here: http://www.leedsbeckett.ac.uk/studenthub/examinations/

Late Submission

Without any form of extenuating circumstances, standard penalties apply for late submission of assessed work. Full details of the penalties for late submission of course work are available at https://www.leedsbeckett.ac.uk/our-university/public-information/academic-regulations/.

Academic Misconduct

Academic misconduct occurs when you yourself have not done the work that you submit. It may include cheating, plagiarism, self-plagiarism, collusion and other forms of unfair practice. What is and what is not permitted is clearly explained in *Factsheet for Students* which is available to view at: www.leedsbeckett.ac.uk/studenthub/academic-integrity.

There are a range of resources available to help you understand what is and what is not permitted and how to use other people's ideas in your assessed work. These include the Skills for Learning website which can be found at https://libguides.leedsbeckett.ac.uk/skills-for-learning/

The serious consequences of plagiarism and other types of unfair practice are detailed in the Academic Regulations at:

https://www.leedsbeckett.ac.uk/our-university/public-information/academic-regulations/.

6   Your Feedback on the Module

A review will be timetabled into your module. This is an opportunity to resolve modular issues promptly early on in the module. In addition, you will have the opportunity to provide feedback formally at the end of your module. These comments will be reviewed by your course team and some may be considered via the course monitoring and enhancement process, in which your Course Representative is involved.