

IFN701/ IFN702 Project Unit Study Agreement

(The signed agreement must be submitted in Weeks 1-2 as instructed)

Section A: Project information (compulsory for ALL students)

Project title	Perform a Data Science Analysis of a Dataset/Task
Student Name and ID	Davinder Kaur
Supervisor name(s)	Dr Guido Zuccon
Supervisor's email/phone	g.zuccon@qut.edu.au
Project description (~75 words)	<p>In this project,I will develop solutions for Kaggle challenges as R markdowns. In addition to that I will work on IFN701 requirements of a proposal and report.</p> <p>As part of your solution I will define a number of questions and hypotheses about the data that require exploration. Then I will analyse the data, create meaningful visualisations.</p>
The project should apply the knowledge you have obtained from the Advance core units of your major (or selected study plan). Please list the prior units (specially advanced units - the '600' series) that this project will build upon, with a brief description on how this knowledge is applied/ aligned to the selected project.	<p>In this project, I will apply the knowledge and skills that I had learnt in IFN600 and IFN509.</p> <p>List of the basic units that I have completed are:</p> <p>IFN500 IFN501 IFN502 IFN503 IFN509 IFN511 IFN700</p> <p>Advance unit: IFN600</p>

Section B: Project progression and supervision Agreement (compulsory for ALL students).

It is expected that by Week 1, the students have searched project topics, applied for placements via InPlace and approached staff members for a project topic. And that supervisor(s) have advertised their projects and confirmed recruitment to projects. This document is signed, soon after the recruitment is completed. By signing this document, the student and supervisor agree to the following commitments;

Time	Student's duty	Supervisors' duty
Prior to semester - week 2	Meet your supervisor to decide on research topic and sign this agreement. Make sure that all confidentiality/ IP type agreements are signed. If ethics clearance is required, apply for such on time Submit this signed agreement by Friday of Week 2, as instructed. Have a draft of your project plan completed.	Meet your students and communicate well the project scope and deliverables and expectations. Be informed of project moderators and clarify unit procedures. Identify necessary resources, hardware and software tools required for the project and arrange these. Make sure all required agreements and clearances are obtained (i.e. Non-disclosure agreements, IP, ethics etc.) are signed by all required parties to meet QUT standards. If an industry project, discuss scope and deliverables with industry supervisor. Please contact unit co-ordinators or project moderators if you need any guidance with this. Assist the student to derive the project plan to meet the specifications required.
Week 3	Prepare project plan and present your plan to supervisor(s) and/or assigned moderator(s) for feedback.	Attend the project plan presentation and provide feedback to students to enable integration of feedback to the project plan.
Week 4	Complete and submit the project plan to Blackboard as instructed.	Review the project plan and provide feedback for improvements to the project plan. Mark the project plan based on marking criteria. Hand over the marking outcomes to the allocated project co-ordinator (member of teaching team) for moderation prior to releasing results to students.
Week 5- Week 12	Weekly discuss the project progress with the supervisors/moderators. Make sure that the progress details (and meeting minutes) are recorded weekly and uploaded to your project journal space on Blackboard as instructed.	Meet your students at least every fortnight (preferably weekly) and provide advice and feedback. Review and approve the weekly/fortnightly progress updates recorded by the student and action accordingly. Please contact project moderators and/or unit co-ordinator if you develop any concerns about the student's progress. Unit staff may also be in contact with you, especially if any concerns are observed by them.
Week 12	Deliver project presentation to panel consisting of moderator(s) and supervisor(s) and external members.	Attend the project presentation and provide marks and feedback to support the completion of the report. Participate in the marking moderation with the Chair of the presentation session (member of teaching team).
Week 13	Improve and submit your project report as instructed	Meet the students to give feedback on the draft project report. Mark the final submission based on marking criteria. Hand over the marking outcomes (CRA and feedback) to the allocated project co-ordinator (member of teaching team) for moderation prior to releasing results to students.

By signing this agreement, it is also understood that the student and supervisor has openly discussed all critical administration matters, and have arranged the relevant agreements that satisfies both parties. Please confirm the following:

For ALL projects:

Has Intellectual Property ownership been discussed?	Y	N
- If yes, have the required action been taken (i.e. IP agreements signed?)	Y	N N/A
Has the need for ethics approval been discussed and considered?	Y	N
- If yes, have you made arrangements to submit the application in (it should be submitted no later than in Week 4)	Y	N N/A

IF an Industry based project;

NOTE: We strongly recommend that no document is signed (by the student or supervisor) with an external party without first gaining advice from correct QUT authorities.

Has Intellectual Property (IP) ownership with the industry partner been discussed?	Y	N
- If yes, have the required action been taken to arrange these agreements?	Y	N N/A
Has the need for a Non-Disclosure Agreement (NDA) been discussed and considered?	Y	N
- If yes, have the required action been taken to arrange these agreements?	Y	N N/A
Has the need for Insurance cover been discussed and considered?	Y	N
- If yes, have the required action been taken to arrange insurance for the student?	Y	N N/A

Signatures Davinder Kaur
Student

Giulio Luccon
Academic Supervisor

Date