

Supervised Project guidelines

M1 Cognitives Sciences M1 Traitement Automatique des Langues - NLP

IDMC – Université de Lorraine
2018–2019

Preamble

The objectives of the supervised project are:

- to make you work on a project whose level of complexity is higher than the one you have encountered in your teachings,
- to have you work on topics of interest to research teams,
- to make you work for a long period of time for which you are in charge of the organization.

It is a question of showing that you have the ability to organise your personal thinking, as you will have to do for your master thesis, and after your master's training, and above all, to highlight your skills in a multidisciplinary studies. Your work must therefore be part of a general research and provide a concrete realization.

The project is organized in two phases: a bibliography task at the semester 7 (UE 705) followed by a the realization at semester 8 (EU 805). Each part gives rise to the drafting of a report. The realization part gives rise to a defense.

1 Guideline for writing the two reports

Project reports are documents intended for your supervisors and the jury to report on the reflection you have carried out and the development you have achieved. That's why they must be **complete** both in the problem statement and its the resolution.

1.1 Bibliography report (EU 705)

The report is a synthesis of the theoretical and/or methodological readings that will have enabled you to identify the subject. It is not a simple report on your readings, but a presentation of all the work you have consulted on the project you are going to conduct: what interested you, why, etc. This first report should not exceed 20 pages.

1.2 Structure of the realization report (EU 805)

The second report must consist of several parts, at least the following ones:

I Presentation of the subject

Explain the problem to be solved and, if it is part of a larger chain or environment, its framework. Think about the stage of the realization of a project: study of the existing system and writing of the specifications, technical study, realization, documentation, validation, etc.

II Work done

Make your work as clear as possible. Explain your choices, the methods and tools used and your results. Feel free to illustrate the whole with figures, screenshots, images, etc. Do not forget to indicate by calls for references the books and articles that have served as support for your reflections, the references being collected in the bibliography.

III Conclusion

Conclude on the interest you have found in this project, and also the criticise your work. Specify what you missed in your training program, perhaps also what was particularly useful to you.

IV Bibliography

Your bibliography must include the documents that you used as references (book, article, survey, etc.). Each item must contain at least the title, authors, year of publication, publisher, page numbers. The purpose is to allow the reader to easily find the references you have used.

1.3 Form of reportslabelsectionratio

Reports must follow the following format:

- The bibliography report must not exceed 20 pages; the realization report must be at least 15 pages long and must not exceed 30 pages. In addition to these pages, you can use Annexes to present specific points, give pieces of code, synthesize results, etc.
- The cover must contain the names of the group members, the title of the subject, the names of the supervisors and the host organization, the academic year, the name of the training, the component and the university, and the mention "Supervised Project".
- The table of contents.
- The realisation achieve (the different parts describing the realizations).
 - Number the sections and subsections.
 - Number the figures.
 - The text must contain references to sections, bibliography, etc.
- The figures must be accompanied by a caption.
- Bibliographical references must support the purpose.
- The Annexes must appear at the end of the report.
- Use the same font for the whole text.
 - Use different sizes for titles, subtitles, paragraphs, notes, etc.
 - For the current text, do not go below size 11.
- The typography will be the same for the whole text. Avoid underline and **bold**, prefer *italic text*.
- Remember to number the pages.
- Correct spelling and grammar mistakes.
- Preferably use L^AT_EX to produce a beautiful scientific document.

1.4 Plagiarism

You must provide personal work, explain the context, and often quote from other documents. Any citation must be referenced in the bibliography, but you must not repeat the content of a document as if it were your own. A citation begins with opening quotation marks and ends with closing quotation marks, and is followed by a reference call, the reference being cited in the bibliography.

Plagiarism goes against any professional and ethical attitude acceptable to the University. Any plagiarism detected will lead to the cancellation of the test for students and will prefigure a passage to a disciplinary commission.

2 Other returns

2.1 Deliverables

A deliverable may be a computer program, a textual document or any other document requested and produced as part of the project. Deliverables should at least be listed and presented in the written report.

2.2 A poster

The poster presents your works for an uninformed audience. The poster can be presented at the Cognitive Sciences Forum. The rendering must be prepared for a standard A0 or A1 format.

The document should contain:

- the title of your work,
- your first and last names,
- the logos of the University (UL, IDMC) and the laboratories of your supervisors,
- a presentation with illustrations of the work.

Think about the readability of your poster and highlight your design skills (what is well conceived is clearly stated, and should be easily read). Keep the text to a minimum and remember to have relevant illustrations. It is necessary to find the right balance between too much and not enough text, too much and not enough colours.... Remember that information content must be understood in less than three minutes when it is read.

2.3 A self-assessment form

This document is **individual**. In one to two pages, it must indicate the skills you have used and increased in the supervised project as one of the main reference skills of your master (SC or TAL). This is a critical and reflexive feedback, therefore argued about your individual contribution to the supervised project, which may vary from one member of the same project to another.

3 The defense

The defense begins with a 20-minutes presentation of the project. The first constraint for the defense is the time. Any defense that exceeds the time limit may be interrupted by the jury.

During the defense, all participants must take the floor to present part of the project. You will need to use a beamer and slides to present the issue, the approach, the solutions and the conclusion of your work.

Remember to prepare simple demonstrations (that you will have checked before) to highlight your achievements, but do not forget to take into account the time needed to do them in the time of the defense.

Following your presentation, you will be asked to answer questions from the jury, who will ask you for details about your work and the rationale for your choices.

The objective of this defense for you is to show that you are able to synthesize a global approach on a project of several months, to report on the context, the difficulties encountered, the distribution of teamwork, and especially to demonstrate that your choices are coherent and justified. Don't forget that the objective is to implement the multidisciplinary approach you learn in class.

If necessary, your supervisors can also guide you for the defence.

4 Grade and Evaluation

Part bibliography The written report is evaluated and graded by a reviewer, a member of the teaching team, as well as by the supervisors.

Part realization Written reports are evaluated and grade by a reviewer, member of the teaching team and/or supervising other projects and training courses. The defense gives rise to a second grade. The supervisors propose a third rating in view of the quality of the work provided and the dynamics of the group's work. The final score is the combination of these three scores, harmonized across all presentations and evaluations (reports and boxes).

The jury will evaluate the group's capacity to work, the intrinsic quality of the proposed results and above all the ability to implement multidisciplinary approaches in the search for a solution. Never lose sight of it in your work

Note: Only the final grade is given to students. The supervised project does not give rise to any retake in the second session.

5 Calendar

- October 3, 2018: pre-selection of topics to be offered to students
- October 10 2018, 2-4pm, Artem campus: presentation of the topics to students by the supervisors
- October 15 2018: assignment of projects to student groups
- October 15 2018: beginning of the bibliography phase
- January 13, 2019: report of the bibliography due
- January 14, 2019: start of the realization phase
- May 28, 2019: report of the realization phase, deliverables and self-assessment sheet
- June 3 and 4, 2019: defences for supervised projects and presentation of the poster

Documents to be submitted

13 January

Submission of the library report:

- to the supervisors (in electronic or paper version, to be agreed with them);
- to the reviewer (idem);
- to the head of the master (in electronic version);

28 May

Submission of the realization report:

- to the supervisors (in electronic or paper version, to be agreed with them);
- to the reviewer (idem);
- to the head of the master (in electronic version);

Delivery of deliveries

Handing-over of the self-evaluation form to the supervisors and the master's supervisor.

3-4 June

Poster delivery (electronic version)

Submission of the printed report to the master's supervisor