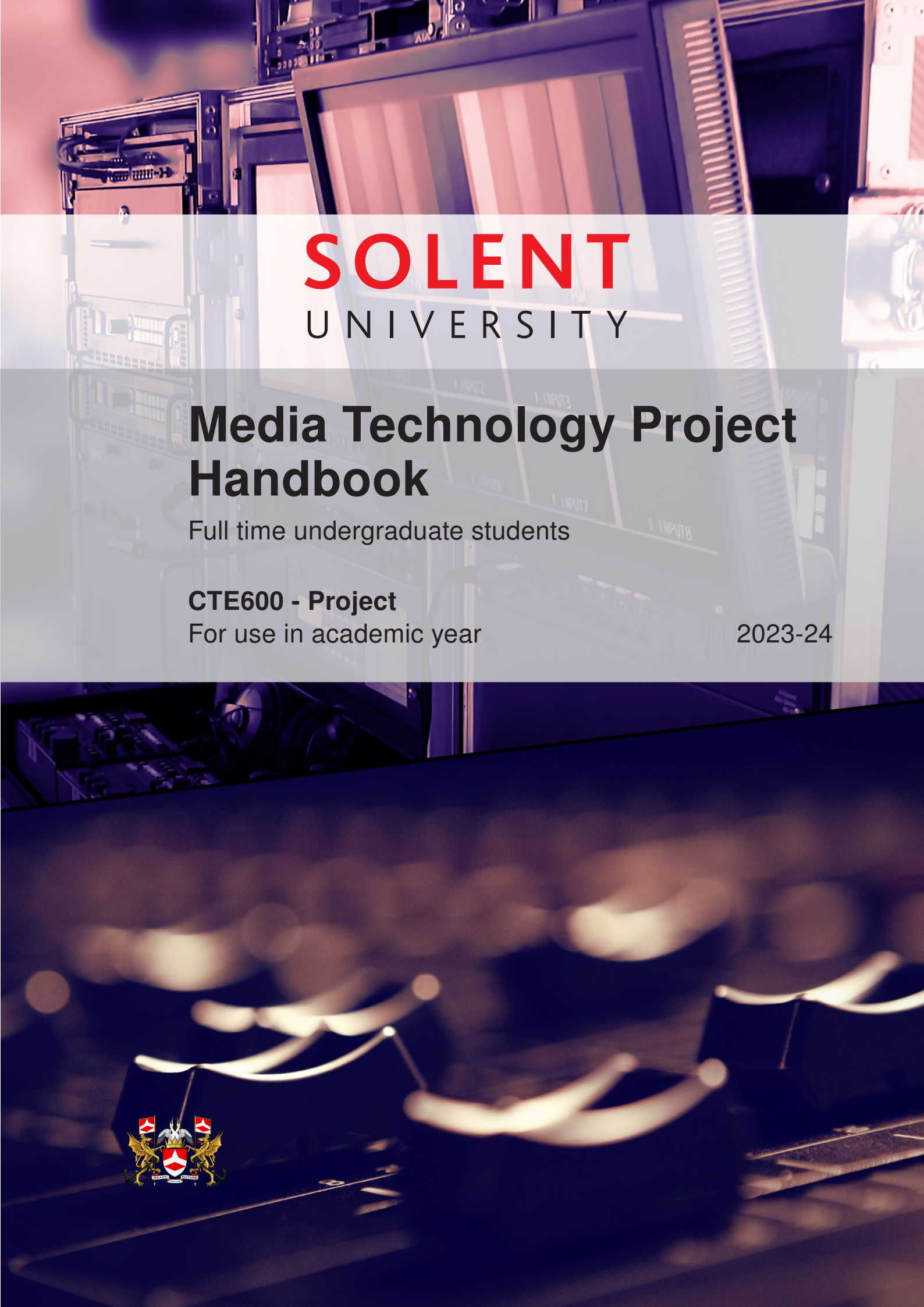

SOLENT
UNIVERSITY

Media Technology Project Handbook

Full time undergraduate students

CTE600 - Project

For use in academic year 2023-24

Foreword

This document is intended to give the long-format, structured guidance for your project submissions in your final year. It is intended to be exhaustive. However, there are instances where you will need to consult with project supervisors or the module leaders for help and advice. Please do not hesitate to do so.

If you find any inconsistency in the documentation, please alert and consult the module leader in good time.

Very best of luck with your project and submissions, and in your future careers.

Lee Davison

Contents

PART 1

Introduction

This module is designed to provide the student with the opportunity to conduct a self-managed project of significant scale and complexity, in which the student creates a project outcome which provides a solution to an identified technical problem or challenge.

The project should reflect theory and practice drawn from the degree being undertaken by the student and should also reflect their particular interests. The project may focus on the areas of technical development, research or operational practice, but each project must aim to address a specifically identified problem, research question, or technical challenge.

The output of the project could take the form of hardware, software, practical implementation of a new or experimental technique, or a research dataset. Students will be encouraged to undertake projects that are related to real world applications, and may work on live briefs from industry partners. The completed project should reflect the student's ability to plan, execute and present the findings from an endeavor of their own choosing.

PART 2

Learning Outcomes

In order to complete the module, you must demonstrate the following skills:

Real-world skills
R1 Independently access relevant information, ideas and evidence from a wide range of secondary and primary sources in the solution of engineering problems.

Real-world skills
R2 Diagnose and structure a problem and develop your own solution to the problem using research skills and techniques and concepts learned throughout your course.

Real-world skills
R3 Independently manage a large-scale piece of technical work in a subject area related to your degree, managing time, resources and technical requirements appropriately.

Real-world skills
R4 Define a problem and identify constraints including feasibility, environmental and sustainability limitations, health and safety and risk assessment issues.

Real-world skills
R5 Communicate technical information clearly and concisely in written and verbal formats.

PART 3

Project Operation and Management

Projects divide into the following broad categories:

- Those that involve the **design and build** of a technical product
- Those that involve experimental design based on techniques such as **computer-based simulation or mathematical modelling.**
- Those that involve design and implementation of a **new or experimental technique.**
- Those that involve the **testing and proving of a theory or concept** using scientific research techniques.

As with other commercially-based and academic projects, the final year project consists of a number of key phases:

- Identification of the problem to be solved
- Selection of suitable tools and methods with which to conduct the work
- Conduct of the project work
- Reporting on the process

Project management is about planning these phases over time and ensuring that resources are available for each one.

Project monitoring and control are concerned with recording the progress of the project and using a predetermined method to ensure that project milestones are completed on time.

While carrying out the four phases listed above, you will also be expected to demonstrate the ability to:

- Synthesize theory and practice in providing interesting and novel solutions
- Justify the choices that are made at each stage of the project
- Evaluate the fitness for purpose of the chosen solution
- Evaluate whether the tools and methods used were appropriate
- Reflect on each aspect of the development process

All of these skills are assessed at various times during the module.

There are two distinct areas within the project:

- There is the "product" - this is what you actually create, and might be a hardware unit, a software system and associated documentation, a computer based simulation which solves a complex problem, or the results of a research investigation.

and

- There is the "process" that you use to research, plan and monitor the creation of the "product", including the selection of appropriate methods, tools and techniques.

As part of your final report, you will be expected to evaluate your "product" in terms of how well it satisfies your original objectives, and also to review the tools and techniques you used during the process.

In assessment terms, the process you use to conduct your project is **at least as important as the product you create.** It is therefore important that you maintain careful records in a logbook and library throughout the project to assist you in writing up the project process.

One of the key elements for any report is style. You are strongly advised to write in the third person rather than the first person, using the passive voice. More information on this is provided on SOL and through the Library services on the Portal.

Project management tools

Undertaking good project management requires you to utilize project management tools and demonstrate that you have followed the requirements of the

organization for which you are working. The Media Technology Project has a minimum expectation of use and evidence of project management tools which forms part of the assessment criteria for various stages of the project. Evidence of project planning will form the appendices to the Definition report as follows:

1. **Project Proposal**

   You are required to have an agreed project proposal, which is a 1-page summary of your project topic and objectives, which must be agreed and signed off by your supervisor. This forms part of the record of your project progress, and non-completion will have a negative effect on your grade for the project definition.

2. **Time Plan**

   All projects must demonstrably make use of time planning in the form of a Gantt chart, plus associated justification of the time plan. This is expected to be revised at different stages of the project to reflect changes in the project timing and updated objectives.

   A copy of the initial time plan should be included in the appendices to the Definition report, and copies of ALL time plans should be included in the appendix of the Final report, with a discussion and justification of any changes in the time plan.

3. **Ethical Review**

   ALL projects must undergo an Ethics Review as part of the definition stage – projects without an Ethics Review will not be permitted to proceed. A copy of the Ethics Release form should be included in the appendix of the Definition Report and of the Final Report. Non-completion will have a negative impact on the grade, and can result in academic misconduct procedures against you.

4. **Risk assessment**

   This should be an assessment of *project risk*. This can include risks to health and safety where they affect the viability or progress of the project (if there are health and safety risks in the project, they need to be analysed through a separate risk assessment). Use a proper template for the assessment, taking into account likelihood, impact, and any mitigation strategies that are applicable.

PART 4

Project Selection

The project process commences with the selection of a topic area, *as early as possible*.

> Students will be encouraged to develop their own project topic, but several suitable topics have been identified by unit supervisors, for which you may 'pitch'. Those who have been unable to identify a suitable topic by the end of week three of the academic year may be allocated a title and supervisor.

To make a start on the process of choosing a topic for the project, the following questions may be of help:

- What aspects of the course would I like to pursue further in a practical way?
- How will my project topic selection relate to my degree pathway?
- Will my project satisfy the module outcomes?
- Can I choose a project that will help me to get my first / next job?
- What information and opportunities to talk to specific people and to enter other organisations would I like to have?
- What problem areas exist in my job, department or organisation that I would like to see tackled?
- Which industry-related problems do I consider as being important for investigation?
- What practical outcome would I like to see achieved as the result of a study and investigation?

Once the project has been identified, you will have to prepare a more detailed project *definition*

4.1 Intellectual Property Rights (IPR)

The University Policy states that all work produced by students as part of their course remains the property of the student unless there is a written agreement to the contrary. Students enrolled with the University will be required to assign their IP to the University before they become involved in any activity in which the University may require use or control of the IP for teaching, research or commercialisation

The exception to the above is where it is clear that the IP rests with the 3rd party; such as a part-time student doing work for his or her employer.

> Your project is not a legally binding contract and under no circumstances does your project subject any of the Parties to liability for breach, whether material or minor, of contract or any other liability under national or international law or any other applicable law.

If you do a project for a third party the expectation of the third party must be that you will not produce anything for them. If you do produce something that they can use that is to be considered a bonus.

The university will abide by reasonable non-disclosure agreements where company confidential or sensitive information is included in the project. The university **must** reserve the right to show all project documentation to the supervisor, second marker, project coordinator and external examiners and any member of the Academic Standards and Quality Service and Academic Misconduct panellists where such report is suspected of Academic Misconduct.

4.2 Academic Misconduct

Any submissions must be student's own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced using Solent Harvard Referencing style. The University's Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. Students should check this before submitting their work.

Procedures relating to student academic misconduct are available from the student Portal.

PART 5

Project Phases

The following summary tables should be read in conjunction with the notes in the remainder of this section.

The project management strategy is designed to reflect the practice of research and development in industry, and three assessment elements are used within the unit to reflect the core stages of project progress.

- The initial phase of the project is used to define the problem to be solved, set out the scope and purpose of the project (including any business considerations where appropriate) and to assess potential solutions. This will result in the submission of a Project Definition in the form of a written report which defines the theoretical background to the project, sets project aims and objectives, identifies and evaluates key options for approaches and specifies a method which the student will adopt to solve the project 'problem'.

- The second (main) phase of the project involves undertaking the work to solve the problem set out in phase one, using appropriate tools and techniques. At the end of the project a Project Report should be submitted. The project report should take the approach of technical documentation and objective analysis of the project from inception to completion. This includes describing and analysing the project methods used, reviewing and discussing the progress of the project against initial aims, objectives and planning, evidencing results of the project output from testing, assessing the fitness for purpose of project outputs and drawing overall conclusions regarding the success of the solution to the project problem.

- The final stage of the project is a project exhibition which will be used to provide the opportunity for students to disseminate the outcomes from their projects to a wider audience. This may involve discussions with other students and prospective employers. This will be an online exhibition, in which the student will present their project in the form of both an academic poster and a short video explaining key aspects of the project, evidencing the output and answering set questions on the project conduct.

The student will be assessed on their ability to present and explain their project clearly and concisely.

- Students will also present their project in the format of a 'trade show', with a stand exhibiting their project, supported by posters and other visual aids. This will be non-assessed, but an opportunity to present the project in a public forum with representatives from industry, members of the staff and public acting as customers at the exhibition.

5.1 Brief summary of project phases

Phase 1 - Project Definition

This happens in term one, during weeks 1 to 7, and you should budget a minimum of 85 hours of work time.

Typical Activities

The typical activities of this phase are:

- Define the scope and context of the problem
- Identify and specify research questions
- Assess the market or customer needs and Develop a business case
- Define aims and objectives
- Specify requirements
- Study underpinning theory
- Propose possible solutions
- Identify risks and project unknowns
- Identify Ethical, professional and legal issues
- Derive initial plan/methodology

Deadlines & Deliverables

By **27/10/2023** at the latest you should have produced and signed a Project Proposal (one-pager, not graded):

- 1 page A4 - a brief summary of the project
- Include aims, objectives, proposed method ideas.
- Signed by supervisor and student

The proposal should be a general description of the problem and proposed solution, with an outline of the aims and objective inherent.

Failing to complete this in a timely manner means that you may be assigned a supervisor and/or a project.

By **17/11/2023** (assignment deadline) you should produce a Project Definition Report (20%):

- 2000 words
- background
- Options analysis
- Method statement
- Technical specification
- A copy of the Project Proposal
- Project supervision record
- Time plan
- Ethics review

The definition Report is used to build upon the idea of your project, and creates a proper plan for undertaking it. It should be a discussion of the project context and scope, deriving the aims and objectives by analysis of existing theory and background. You should examine existing systems or approaches to the problem, and provide an overview of how these approaches affect the project path, and which options are a good choice. You should produce a technical specification for the outcomes of the product or project, create a proposed method and project plan, and include supporting and subsidiary information such as ethical review, risk analysis.

The report should be fully supported by good quality citations from the field of study.

Phase 2 - Project Implementation & Documentation

This happens through the year, after the Definition submission, and is the phase concerning your actual project work. It is recommended that you spend a **minimum** of 200 hours, if your project does not comprise this level of commitment, it likely needs to be revised.

Typical Activities

The typical activities of this phase are:

- Specify system requirements and high level design or
- Select appropriate tools and methods to be applied
- Design and implement according to project process model
- Fully document design and build process
- Conduct tests
- Analyse performance against initial specification
- Write up project report.

Deadlines & Deliverables

By **3/5/2024** (assignment deadline) you should submit your Final Report (60%):

- 10,000 words (±10%)
- Background, survey of literature and the state-of-the-art
- Full detail of project development, implementation, testing, and results
- A printed and bound copy to be submitted as well as an online copy
- Submit project title and synopsis for project exhibition

The project report itself is documentation of the project process, from the inception of the idea, through background research, detailed method, and results and analysis. It should also include an evaluation section detailing the limitations that were found during the research, and a discussion and conclusion giving analysis of the results and their implications.

Phase 3 - Project presentation

This happens toward the end of the academic year, and is typically the last assessment you'll do. It's recommended to spend a minimum of 15 hours on this part of the project:

- Design an academic styled poster for presentation
- Make any final adjustments to product
- Adapt or create any live demos that might be appropriate

Deadlines & Deliverables

Around **20/5/2024 - 24/5/2024** (assignment deadline) you should produce an A1 poster to present on Poster day (exhibition date to be confirmed).

5.2 Phase one: Project definition

The Project Definition phase consists of the production of a project proposal and a project definition report, which will include a project specification and a detailed time plan.

Starting the project: The Project Proposal

For your Project Proposal, you will need to propose a project topic and provide an overview of the project explaining the background to the idea and some initial aims and objectives. This will take the form of a single page outline of your project.

The proposal is designed to ensure that if the project is completed according to plan, it will meet the criteria for level 6 of an undergraduate course. You must find an appropriate supervisor for the project and they must sign off on the initial proposal.

The final choice of project will be the result of a four-way consultation process between you, the project co-ordinator, your project supervisor and (where appropriate) your employer or other industrial partner.

The outline proposal is not marked, but forms the basis of your project agreement with your supervisor. You must not start your project until the topic has been agreed, and you have a supervisor. You should try to start the process off as soon as possible, and the outline proposal should be signed off by your supervisor and handed to the project co-ordinator by the end of the first three weeks of the unit.

> Students who have not agreed and signed proposals by the 27^{th} of October may be assigned a project idea and supervisor.

The outline proposal should consist of no more than one side of A4, with the following sections:

- Student name
- Project title
- Description of proposed project method idea
- Aims and outline objectives

You should include a space at the bottom for both you and the supervisor to sign.

> You have not secured a supervisor for your project until both you and the supervisor have agreed on the topic, and the proposal is signed and submitted. Supervisors will not reserve spaces for individuals without signed proposals, and will operate on a first-come, first-served basis.

5.3 Assessment Element one: The Definition Report

The Project Definition document should explain, in detail, what the project is expected to achieve and identify the options (or possible solutions) that may lead to the desired outcomes. Essentially it can be expressed as the question; "What am I going to do?".

As this phase of the project is also about feasibility, it addresses some issues of enabling technology and systems. In other words it answers the questions; "Are there methods, technologies and systems that can be used to solve this problem?", and if so, "What is my strategy for using them?".

Your project definition requires background research to determine the nature of the problem, and to investigate potential solutions. This research must include an analysis of the theoretical background for the project and an investigation to establish what work has already been carried out in the chosen subject area.

The result of your background research should provide the reader with a summary of the technical background for your project, so that they can understand the decisions that you make in the options analysis and conclusion/method statement. It should also give a 'paper trail' of where you have sourced your information from, by appropriately citing all sources of information, demonstrating that your work is based on good, current research.

All parts of your reports should cite references, not just the background. Where information sources are not cited, this may result in a charge of plagiarism, and will certainly affect your grade, as research and theory is core to all grading criteria.

Doing the research for the background also enables the setting and justification of clear aims and objectives for the complete project.

The report should demonstrate that your project is viable and should give both you and your supervisor confidence in your ability to complete the project successfully. The report should be no longer than 1,500 words/10 pages including references. It should demonstrate that you have already done a considerable amount of work (minimum 100 hours).

You should evidence use of project management tools in your report, including copies of your signed project proposal, risk assessment, ethics release, and time plan (Gantt chart). These form evidence of project management, and therefore are important to the assessment criteria.

The report follows the normal structure of most technical reports and indicatively *could* contain the following sections:

1. Introduction
2. Aims and objectives
3. Background
4. Options analysis
5. Conclusion and method statement
6. References
7. **Technical specification**
8. **Risk assessment**
9. **Ethics statement**
10. **Time plan**
11. **Project proposal**

Items in **bold** can be placed in the appendices. Please do not place anything else in the appendices.

> The definition is an important assignment in the Media Technology Project module, and is worth 20% of the final grade. It must be submitted by 22/10/2021 in PDF format *only*.

5.4 Assessment Element two: Implementation, Documentation, and Evaluation

Before you start doing any work on the "product", you should ask yourself the following questions:

- When I get to the end of the work, how am I going to test whether what I have produced matches my aims and objectives?
- How am I going to just whether the method I used to complete the project was the best one?

This process is likely to involve practical work such as conducting technology proving or a pilot study. This can be something fast and dirty, and it doesn't have to trial the entire project idea, perhaps just the more contentious or unreliable elements. In some cases, the data captured here is viable for use in the final project, and you always learn from this process.

This phase of the project is about applying the tools, methods and techniques previously selected, to the solution of the problem, effectively. This may involve design, build and test, systems modelling or experimental work in a business context.

The final part of the project is about evaluating both the "product" and the "process", and can be expressed as a series of questions:

For the "product":

- Is this result reliable and fit for purpose?
- Does what I produced match with my original intentions and expectations?
- How can I demonstrate the extent to which it does?
- Does it fulfil the technical specification?

For the "process":

- Could this be done in a better way?
- Where did I have to move away from what I originally planned to do?
- Why did I have to?
- Could I have foreseen the problems?
- Should I have?
- How did I deal with these problems?
- What was the impact to the integrity of the project?

Answering these questions involves comparing the original theory, which led to the selection of your approach, to the experience and knowledge gained through the conduct of the project.

Your final report is the complete write-up of the project from start to finish. It must be a stand-alone report – do not expect that a reader will be aware of your project or have read your definition. It must therefore introduce the

project concept and aims before going into the detail of how the project was implemented.

> A printed and bound copy of the project final report must be submitted. You may want to print an extra copy for yourself, and for use on the poster day, as the supervisor will keep the original and it may be marked up. An electronic copy must also be submitted by 4pm on the same date.

The final report of around 10,000 words (±10%) should be prepared in accordance with the published technical document guidelines in the appendix. The main body of the text will likely contain the following:

1. **Abstract**

   This should be a short synopsis (≈250 words) of the project aims and what was achieved.

2. **Introduction, Aims and Objectives**

   This should introduce the project to someone who is finding out about this project for the first time, and should re-iterate and clarify the aims and objectives of the project.

3. **Background**

   This should provide a detailed overview of underlying theory and practice which relates to the project topic, for example relating to methodologies and enabling technologies. It should cite a wide range of appropriate literature sources to support the arguments made in the report. This chapter should enable a generally technically literate reader who is not familiar with your project topic to understand the field and the decisions which you make in the methodology section of the report.

4. **Method**

   This should analyse the methods used to undertake the project. You should also evidence and discuss the design of the project. The nature of the design will depend upon the type of project being undertaken. You should include supporting evidence for the design phase, which could include diagrams or tables.

   > You should avoid the use of 3rd party diagrams wherever possible. Redraw them and acknowledge their use with a "Derived from:" citation. Avoid the use of poorly taken photographs where diagrams would tell a better story. This is an important part of your scientific communication skill.

5. **Implementation and Results**

   You will need to provide evidence of the implementation of your project and discuss the issues and problems that arose during the

implementation stage. You will need to discuss the outcomes of implementation whether for a physical system, theoretical concept or experimental work.

The nature of testing of your project will depend again on the nature of the project. For example, you would discuss the tests made on a design and build project, whether physically implemented or conceptual, to establish whether the system has met its specification. For a more experimentally based project you would discuss the results obtained from experimentation.

Please use screenshots rather than camera images where you need to show software. Present code as text, with numbered lines where possible. Present results using graphs and tables, formatted using an appropriate software package (e.g. Excel, SPSS, GnuPlot, or any number of proper plotting languages and packages).

6. **Evaluation and Conclusions**

   You must evaluate the outcomes of your project. To do this you must analyse your system or experiments, tests and results and use your previously developed criteria for measuring whether the project has met its original objectives. (It is not as simple as saying that you enjoyed the project and it worked!)

7. **Recommendations**

   Based upon your evaluation of the system and project as a whole you should make recommendations about the project. For example how would you have done it differently if you were to do the project again? What improvements could be made to your system or experiment if you were able to continue further work on your project? etc.

8. **Ethics, conflict of interest, and/or collaboration statement**

   It is good practice to include a statement acknowledging the requirements of ethics, and highlighting any ethical considerations. This can be very short! Also a statement on conflicts of interest if working with external partners, or if you are investigating something important to a funder.

   > Where a project is undertaken in collaboration with an industrial academic partner or develops previous work, your report must include an explicit statement of your individual contribution to the work and the extent of the collaboration.

9. **References**

   You must include a reference list at the end of your report, before the appendices. This must be in the correct Harvard referencing format. You must make use of these references to support your discussion in all parts of the report. (If you just include a reference list at the end you will likely fail your project). However don't forget that all words and work must be your own and not direct quotes from third party sources.

10. **Bibliography**

    Some project documentation includes a bibliography section. This is similar to the references, but includes influential resources that were not necessarily directly cited in the main body text. Use this if there is a substantial body of work that you wish to credit that fits these criteria.

11. **Appendices**

    Appendices should NOT contain any text relating to the conduct of the project. They are only to be used for information which the reader will find useful but not critical to understanding the project. You should not put all the images from the project into the appendices (this seems to be a holdover from where you might print the appendix only in colour to save money). This section should be where you include full data from the testing, full source code, etc.

General notes

The objective of the report is to indicate clearly the worth of the investigation by discussing the research and investigative methods and the analysis and synthesis embraced by the "design and implement" aspects.

The assessors will be looking for clear links between the analysis of results, conclusions, recommendations and implementation plans, with each one building on the previous stage of the argument. If the structure and content of the report fail to show these substantiating links, then no matter how brilliant, innovative or acceptable the recommendations, the project submission will not have achieved its overall objective.

The aim of the project report is to convince the assessors that:

- You understand the scientific validity and relevance of the project outcomes
- The stated objectives of your project are in context and make sense
- You are aware of the extent to which the methodology used for the implementation/investigation was appropriate
- You are aware of any inherent flaws and the effects of divergences from your plan
- You know and have shown the strength or weakness of the evidence on which you base your recommendations
- Well-chosen sources have been used and sufficient depth of reading has been undertaken, and identifiably used, in your investigation. (Sources must be referenced within the text).

You must discuss the structure of your report, in detail, with your supervisor. In general, reports should follow the structure described above. Adaptations to

this structure may be necessary but should be kept to a minimum, and should have the agreement of your supervisor.

Report length

The report should be around 10,000 words in length. Being able to express information clearly and succinctly is an important science and business skill. Reports which are more than 10% over the word limit will be penalised on the reporting category of the assessment criteria.

5.5 Assessment Element three: Project exhibition

The Project Exhibition will also form part of the assessment and provides an opportunity for you to display your work and demonstrate that you can clearly explain the project verbally. This will be scheduled after submission of the Final Report, in the last week of the academic year.

As part of the assessment for the project, the student must present the results of their project visually and verbally. The student will need to explain the project concept, approach and results in a visual and engaging format using an academic poster. This provides an opportunity for the student to succinctly explain the project, and their key results and also articulate aspects of the project process verbally.

Your poster should be formatted as requested by the conference venue, designed to be a summary of your project and must include:

- The project title
- Your name and supervisor's name
- Outline information, formatted in similar sectioning to the main report
- Results and conclusions.

Posters should be readable from a 2 m distance, and contain roughly 400-500 words. Try to clearly present data, and include a system diagram where appropriate. Posters are largely subjective, but should be presented in line with typical academic style.

You may also prepare a demonstration of your project for use on the day of the project, but you must be aware of power, noise, and light limits on the environment. All project electronics must also be PAT tested by the university prior to the event.

PART 6

Assessment Procedure

The objective of the assessment of the project is to determine and appraise your ability to:

- Diagnose and structure a problem
- Apply techniques and concepts from the course in a meaningful way
- Present logical results and conclusions deriving from analysis
- Express any limitations with the method used
- Demonstrate an understanding of problems involved with the implementation of proposed solutions
- Communicate both in writing and orally, clearly and concisely
- Present professional and well formatted documentation

Project elements will be marked in accordance with the university assessment regulations. Project reports may be sent to external examiners, and the external examiners may visit to assess the general progress of the projects.

> Normal University regulations will apply for late submissions. It doesn't matter that the project is worth a lot of your degree classification - keep that in mind and **do not submit late!**

6.1 Assessment criteria

As with all assessments, you will be given an outline of the criteria used by the assessors so that everyone has a clear idea about which aspects of the project and the report are considered to be the most important. These are shown in the assessment briefs which are available on SOL. Please read them carefully alongside this document before starting work on your project.

Second marking & moderation procedure for project reports

Due to the fact that the project report is responsible for such a large proportion of your degree classification, there is a more stringent marking procedure in place.

All project final reports are fully blind second marked (another assessor is assigned and the project report is marked as though it were a fresh unmarked report, and the other assessor does not know the grade).

If the marks awarded by the first and second markers differ, the following protocol is in place:

- If the grades differ by one grademark (eg. B1 and B2) the higher grade will be recorded (eg. B1)
- If the grades differ by two grademarks (eg. B1 and B3) then the middle grade will be recorded (eg. B2)
- If the grades differ by more than two grademarks (eg. B1 and C1) then the second markers must meet to discuss the project and agree a mark.
- If the markers cannot agree on a mark, a third marker will be appointed.

Definition & Poster presentation

Definition marks will be awarded upon the supervisor's grade only. The usual university regulations apply regarding moderation, but it will not be second marked.

All poster presentations will be second marked as per the procedure in the section above.

PART 7

Supervision

Once the project proposal has been accepted it is your responsibility to carry out the project within the agreed time.

> The initiative to complete the project is expected to come from you, not your supervisor.

Careful planning of the project is essential and after discussion with your supervisor you should produce an initial plan of methods, activities and timings in some appropriate form, a Gantt chart is the established recommendation.

Your initial plan may change as you get to grips with the investigation and shift the emphasis of your project, but such a plan will act as a project management tool, and it should be included in the project library. The Gantt chart should be included with each report and detailed methods and activities documented in your logbook.

> Your project supervisor will expect to see you on a regular basis (weekly, or once every 2 weeks) as conditions demand. Failure to attend these meetings will result in poor performance.

The relationship between you and your project supervisor is founded in certain basic expectations placed on both parties. The role of the project supervisor is NOT, in any way, to carry out part of your project. Your project supervisor is there to help you make the most of the opportunity the project presents.

You will be expected to:

- Provide regular updates on progress
- Communicate regularly
- Inform your supervisor of any problems that might arise that may affect your performance

- Discuss resource requirements such as hardware, software, laboratory access, etc.
- Listen to and act upon advice.

Your project supervisor will be expected to:

- Provide technical and academic advice as and when required
- Review progress and aim to ensure that you are setting and meeting appropriate objectives.
- Help you to develop the skills of research, investigation, and reporting commensurate to the expectations of a level 6 undergraduate student.

> It is not your supervisor's job to check that you are carrying out work to the agreed timetable. You are expected to organise your own time and work to reach agreed deadlines as an integral part of this major work.

You must allow plenty of time for delays in obtaining books and other information and in carrying out practical work. You must also remember to allow sufficient time for writing the final report - the time required for this is almost always underestimated!

Although the project is organised as a sequence of separate activities, there will be some overlap, and it may be necessary to return to earlier stages as your knowledge expands and you meet unexpected problems.

7.1 Drafts

The university regulations state the work cannot and should not be "pre-marked" - that is completed, read by a member of the academic staff and feedback given, and then handed in again for grading. This is an obvious concept designed to prevent work being completed and graded upon the merits of the lecturer rather than the student.

For the project module however it is acknowledged that the scope and importance of the work merits an exception to this rule. Project reports, and to a lesser extent project posters, can be reviewed by the supervisor and corrections issued prior to handing in the work. You will not recieve a grade, or indicated grade as part of this process. The grading process takes into account more information than can be isolated by a single draft read, and takes more time. Consider this as a "polish pass" - intended to extract the best performance from the work.

There will be an opportunity on the SOL page for you to submit a draft, in which time you can reasonably expect a draft read and feedback. This remains, however, at the discretion and the time constraints of the supervisor. The

upload for this draft will normally be issued around a month before submission, however if your supervisor specifically asks for it earlier, then that is at their discretion.

> Draft reads are in excess of your usual expectations of lecturing staff and so are at the discretion of the supervisor and their time commitments. You can, however, reasonably expect a draft read during your project.

Appendices

APPENDIX A

Project proposal template

You do not need to print or copy this, but understand the content needed.

Student name:

Proposed project title:

Introduction

Research question or overall aim

Objectives and proposed method

Supervisor name and signature:

APPENDIX B

Document Preparation

You must discuss the structure of your report, in detail, with your supervisor. Supervisors may have differing opinions, or the advice may change depending on the focus or style of the project, so advice given to your peers may not apply to you. Usually reports should follow the structure described below. Modifications to this structure may be necessary but not to a great extent, and should have your supervisor's agreement or encouragement.

B.1 Project Report Structure Overview

The project is to be submitted on SOL in a machine-readable PDF format (not a rasterised image of text). The report should take the following structure:

- Front card cover (obtainable when binding the project)
- Cover page (Appendix C)
- Title page (Appendix D)
- Front matter:
  - Acknowledgements
  - Abstract
  - Table of contents
  - List of figures
  - List of Tables
  - Glossary / acronyms
- Main body of text
- Back matter:
  - References
  - Bibliography
  - Appendices

Reports must be submitted in accordance with the University regulations.

B.2 Project Structure

The following is the recommended structure of your report in more detail.

Title page

Following the exemplar given on the SOL page, the title page should contain the following, in the following order:

1. The name of the University
2. The faculty of specialisation
3. The award for which the project is submitted
4. The academic year of original submission
5. The name of the author
6. The title
7. The name of your supervisor
8. The date of report presentation

You must include a statement at the foot of the title page that reads "This report is submitted in partial fulfilment of the requirements of Solent University for the degree of [full title of degree concerned]."

Abstract

This should not be more than half a page in length, and should be designed to provide the reader with a clear and rapid understanding of the aim of the project, as well as the key results and findings from the work.

Table of contents

This should be entitled 'CONTENTS' and is a statement of the main headings under which the text of the report is arranged. Page numbers should be those on which sections start and it is suggested that inclusive numbering, e.g. '22-23' is not used.

In the 'CONTENTS' the section titles listed should appear in the same type case as used to designate them in the text, i.e. Upper Case for main headings, Lower Case for subheadings.

Where there are more than five illustrations, a list of figures should be included. This will be entitled 'FIGURES'. Figure titles in this list should not be in

capitals and the word 'Figure' should not be repeated each time. The same rules apply for a list of tables.

The 'CONTENTS', 'FIGURES', and 'TABLES' should begin on an unnumbered page. Each element should be given a full page.

Acronyms or Glossary

All acronyms or technical terms need to be defined in an ordered list as well as being defined at the first point of use in the text, again on an unnumbered page.

Main body text

The main body text should be the first Arabic-numbered section, with all prior parts using roman numerals. Arabic numbering should commence with the introduction section. It is suggested that page numbers should be consecutive and appear at the bottom centre of each page. Do not write 'page' before each number.

Uses of secondary sources

A major requirement of the project is that you justify decisions you make by referring to current thinking and practice. To avoid the charge of plagiarism, it is essential that any ideas, arguments, evidence, quotations, illustrations etc. that you take from the work of others are fully acknowledged by the use of references. This includes where you have paraphrased information (written it in your own words). You should still acknowledge where you got the original information from, and how you have ensured that it is correct and current.

> Under the University's Academic Misconduct regulations, failure to make this acknowledgement is defined as *plagiarism*. Penalties are applied to students who plagiarise the work of others, and these penalties are defined in the current version of the university's "Academic Misconduct Procedures". This document can be found on the student portal, and a link to it can be found in the assignment brief.

All references should be cited using the Harvard Referencing System. If you are not sure how to use it, a number of resources are available from the library, the Portal and the SOL module.

Appendices

Appendices are used for items which could benefit a reader's understanding of the project, but are not critical to it, or which, if placed in the main body of the text, would interrupt the flow of the report.

Examples include project management plans, supervision records, Ethics release forms, commented computer code, complex datasets, full system schematics, circuit diagrams.

Appendices should be lettered A, B, C etc.

B.3 Proofreading

Your assessors will expect you to proofread your own report carefully before handing it in. This is easily the most important piece of work you complete at University, and it should reflect a professional attitude. Remember that the ability to communicate clearly and concisely in writing is one of the main Learning Outcomes of this module, and so errors *do* make a grade difference.

It is reasonable to ask other people to help you proofread, but they should not have an academic input into your writing. The same is true for commercial entities offering it as a service. If it is found that the report has been written or influenced by an external party this would be an act of plagiarism.

B.4 Document Style

The document should follow some style guidelines. It is important that it has your own overall style, but that it follows some rules to make sure it is or the right theme, and has the correct academic tone. This document is designed to serve as an example of the style, but the technical details are different as it's a different kind of document (handbook vs. academic paper).

Check the style with your supervisor as they will have preferences that they will need to approve, but the following guidelines apply in principle:

- 1 column of text
- Margins should allow around 60-70 characters of text per line
- Text should usually be left aligned, especially if using MS Word. If using LaTex, it will mostly do a better job of justifying text blocks.
- Choose a typeface. The normal recommendation is Trebuchet/Calibri, but these fonts can highlight a lack of engagement with this part of document preparation. Choose a typeface that is:

  Clean & professional

  Usually serif

  Favoured to readability

  Without overtly flamboyant swashes

  Agreed upon with your supervisor!

  You can't go too far wrong with Linux Libertine or Biolinum, Computer Modern, Helvetica, or Roboto. Trebuchet or Calibri are actually fine too.
- Titles can be sans-serif even with serif main body typefaces

- Titles should be numbered, with main titles e.g. "1 Introduction", subtitles e.g. "1.1 Aims and Objectives" and subsubtitles e.g. "1.1.1 Aims"
- Titles and subtitles should be title case, lower titles in sentence case.
- All items should be allowed adequate whitespace
- Equations should be numbered with an equation number, and be presented centrally in the document.
- Tables should be numbered with a table number and a caption above the table
- Figures should be given a figure number, and a caption below the figure.

Your supervisor will be the one reading the paper, so discuss this with them to make sure they are happy. Document style is like real style - you need to know and acknowledge that you know the "rules" before you can stylishly break them.

APPENDIX C

Statement of Goodwill

This part of your degree and academic life is important, and it can feel daunting. This document serves as a communications channel to portray the rules and guidance to obtaining a good project outcome. However, it should also serve as a comfort, and a heartfelt **good luck** to you throughout this year and your further careers and lives.

You are incredibly important to Solent University, and the Media Technology group within it, and you are about to join a long history of excellent graduates out there now *making it happen.* You're part of a family now, and we'll always be there to help if we can.

Good luck with the project!