

School of Computing, Engineering & Built Environment

**HONOURS PROJECT HANDBOOK**

**Module Number: MHW225671**

For students on the final year of:

**BSc Computer Games (Software Development)**

**BSc Computer Games (Design)**

**BSc Computer Games (Art and Animation)**

**BSc 3D Animation and Visualisation**

**BSc Digital Design**

Session 2023/24

This booklet contains material essential to the completion of the Honours project and has been updated and amended for 2020/21 session. It is essential that you read it and follow the guidance it contains.

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# 1 Introduction

All Honours degree students, both full-time and part-time, are required to complete a major project.

The underlying philosophy of the project is that of allowing the individual student to develop educationally as an individual by selecting, studying, analysing and evaluating in depth some specific and relevant problem within their programme area. The project offers an alternative to the traditional teaching method and consequently an alternative method for students to demonstrate their capabilities. Project ideas are suggested by students and are further developed in conjunction with staff, ideas should be approved by an appropriate supervisor.

Each student is required to complete an **INDIVIDUAL PROJECT** under the guidance of a supervisor/s. On completion of the project the student will prepare an **INDIVIDUAL AND UNIQUE FORMAL WRITTEN REPORT** for assessment by the University and the External Examiner. As part of the assessment the student will be required make a presentation.

**NB: University Regulations:** No appeal against the mark awarded for the project will be entertained unless the student has initiated a Formal Grievance Procedure **prior** to the submission of the project report. If you feel your performance has been affected by poor health or other personal demands, you are advised to lodge a Mitigating Circumstances Form.

## 1.1 General objectives of the project:

1. To bring together newly acquired knowledge in an interactive manner from all aspects of the course.

2. To allow the student to demonstrate motivation, initiative and creative thinking.

3. To allow the student to demonstrate project planning/management, decision making and leadership.

4. To allow the student to demonstrate effective oral and written communication.

5. To illustrate the use of contextualisation of knowledge from relevant sources and application of this knowledge through design practice.

6. To appreciate the translation of relevant knowledge into solutions to problems in the area of study.

7. To allow the student to develop the ability to plan and conduct a substantial investigation or task within a limited timescale.

## 1.2 The role of the supervisor

Every student will have his/her project supervised by an academic member of staff.

The supervisor will:

1. Make themselves available for regular meetings for the duration of the project.

Meetings can be short and frequent e.g. 30 minutes on a roughly fortnightly basis or longer and less frequent e.g. 1 hour approx. once a month. Students should expect to receive no less than 6 hours total supervision time over the project period and no more than 12. As time is limited it is the student’s responsibility to make sure they get the most from the meetings. These meetings should not interfere with lecture timetable.

2. Advise in the compilation of the project proposal.

3. Advise in the projects aims, objectives and structure.

4. Will give technological advice and support.

5. Will arrange studio facilities, equipment and space.

6. Will procure material required.

7. Will be involved with the interim assessments.

8. Will advise on the format and contents of the written report.

9. Will mark the project activity and final report.

10. Will return at least one copy of the final report complete with marking sheet to the coordinator.

11. Will monitor project-meeting attendance and advise the coordinator of any significant shortfall.

12. Follow-up on students’ poor attendance for project meetings.

## 1.3 The role of the Module Leader

James Paterson, [james.paterson@gcu.ac.uk](mailto:james.paterson@gcu.ac.uk)

The module leader is primarily responsible for:

1. Quality auditing of projects.

2. Granting of extensions to the project submission date.

3. Submission of final project marks to Assessment Board.

## 1.4 The role of the Project Coordinator

Mario Soflano, mario.soflano@gcu.ac.uk

The project coordinator is primarily responsible for:

1. Ensuring students are allocated to a supervisor.

2. Collating assessments submissions (Interim Report, Final Written Reports and Presentation)

3. Follow-up on students that fail to submit Project Proposal Forms and Interim Assessments by the due dates.

4. Arrangements for final presentations.

## 1.5 The role of the External Examiner

The external assessors for this module are:

**DAVID OSBALDESTIN BSc – Digital Design**

**MARTYN SIMMONS BSc - CGAA and 3DAV**

**MICK LOCKWOOD BSc – Computer Games Design and Software Development**

**JOSE WALTON RIVERS BSc – Computer Games Design and Software Development**

Note: it is inappropriate for students to make direct contact with external examiners, in particular regarding their individual performance in assessments, other appropriate mechanisms are available and are detailed in the programme handbook and on the university website.

The external examiners’ role is: to monitor the module assessment procedures and report on the conduct of assessments.

**The requirements on the student**

1. Read the Final Year Project Handbook carefully.

2. Identify and agree on a project with a supervisor.

3. Arrange to have regular meeting with your supervisor. As time is limited it is the students’ responsibility to make sure they get the most from the meetings. Make sure you let staff know if you can’t make meetings otherwise the time you waste may be removed from your overall allocation.

5. Start working on your project on week 1, work steadily and do not leave things to the last minute.

6. Keep a research/design journal to record the progress, results, and meetings with the supervisor.

7. Apply for ethical approval prior to the progress report submission. There are 2 stages of ethical approval submission and students will need to submit the form to the second stage ONLY if they have revisions suggested on the feedback from the first stage. The deadline to submit for the first stage **24th November 2023** and the second stage is **9th February 2023**

8. Submit the progress report by the **15th December 2023** in electronic form via GCULearn.

9. Complete project and write and compile a final written report (see report guidelines).

10. Final report Submission will be a digital only submission for the report and relevant design / implementation / evidence of technical work by the due date **(TBD). The instructions for** the online submission details will be provided.

11. Prepare for and submit and online presentation, the details and exact date will be provided, the date will be **TBC. Information about any programme-specific arrangement should be discussed with your programme leader and supervisor**

12. Any problems concerning the project consult your supervisor or the project coordinator.

13. Keep backup copies of all your work (both electronic and paper).

Please check GCULearn and the notice board regularly for project information, such as changes to submission arrangements.

**Important Notes:**

1. It is in **your** interest to get started on the project at an early date.

2. It is your responsibility to be proactive and to drive the project. Your supervisor and other members of staff will provide support but **you** have to take “ownership” of the project.

**3. Any project that has not been regularly supervised by an academic member of staff may not be accepted**.

## 1.6 Extensions and sanctions for late submission

In order not to disadvantage students that have met the submission date, **unauthorised** late submission of any of the written documents (proposal, Progress report or final dissertation) **WILL NOT BE ACCEPTED.**

An unauthorised late submission is one in which a student submits his/her project past the submission date without attaining an **approved** extension from the **project coordinator**.

In order to attain an **approved** extension, application must be made to the **module leader via the project coordinator** in **writing** with any documentary evidence, detailing the basis on which the extension is requested.

The project co-ordinator will discuss the application with the project supervisor before a decision is be made.

The student will receive in **writing** the decision of the Department

**Requests for extensions will only be granted in exceptional circumstances and will require 3rd party evidence.**

**Contact with Supervisor/Project coordinator outwith normal term time**

If in exceptional circumstances you require to contact your supervisor or project coordinator outwith normal term time, and he/she is not available, please leave a message stating the following information with the:

School of Engineering and Built Environment General Office M209, 041-331-3554

* Name of student.
* BA (Hons) Project
* Name of Supervisor.
* The person you are trying to contact.
* Brief description of your problem.
* Your phone/e-mail address.
* Times that you will not be available.

The University will then contact you within a few days.

# 2 Overview of project marking scheme

The marks are distributed in the following manner:

CW1: Interim Progress Report 20%

CW2: Final Report 70%

CW3: Final presentation 10%

# 3 Key Dates

Information on the schedules of delivery and submissions are available on Department of Applied Computer Games GCULearn page. To summarise the submission deadlines are:

**Ethics Form (06/12/2023 at 4pm)**

**Interim Report (15/12/2023 at 4pm)**

**Final Ethics Form (09/02/2023 at 4pm)**

**Final Report (TBD)**

**Presentation (TBD)**

**Note**

* Only digital submissions are required for the all components of the Honours project.
* The same schedule is also posted on GCULearn
* Submissions are highlighted in red

**Failure to submit documents on time without prior written approval may result in a reduction of the final project marks**

# 4 The Interim Progress Report (20% of marks)

The marking scheme is on [**Appendix A**](#_Appendix_A_-) The Progress Report provides an opportunity to assess progress and provide feedback, provides firm & achievable deadlines for the completion of the project and a full draft of the methods and planning sections, which will be inserted into the final dissertation. The report should comprise an introduction, a methods section, the completed contextual review and a summary of progress. The introduction should be brief and the methods section more detailed. The contextual review is the most important section and should comprise a review of relevant literature and appropriate visual research for the dissertation. The contextual review section has to explain how the main issues in your area of research relate to your specific area of interest and the question you are proposing to answer within your project.

At honours level you are expected to apply your own judgement and this section should show some critical evaluation of the literature you’ve read and the design work you have analysed. It is vitally important that you **do not** merely present the work of others, i.e. do not simply regurgitate what you have read or viewed; your review should provide **critical discussion** of the material. The contextual review **must** also be presented with sourced references. If you make a statement i.e. “the most popular music software is X”, you have to support this with a reference. Failure to indicate the source of your ideas or data can be considered plagiarism and simply stating your own belief without backing it up is not appropriate at this level. Research should support your analyses of design work and be referenced accordingly. Most important of all, ensure that all of the material in your contextual review is **relevant** to your project.

A contextual review is considered to be "An expansion of the term 'literature review' to acknowledge a range of contextual materials in the public domain, which are not simply text based or 'published' in the orthodox sense, for example images, art/design objects, websites, video/film, performance, documented conversations/events tec. These types of

'public output' must be referenced in some way, in order for them to be traceable and usable by others.” (Gray and Malins, 2004)

To help you prepare your Progress Report, here is a suggested outline:

1. Introduction (what is the problem area or issue and why is it interesting?)

2. The Contextual / Literature Review, (finding materials that are relevant to your study to put the project idea into context. Appropriate references are required).

3. Methods (what are you actually going to do and how will it help you answer your research question? Include sources of literature, resources and constraints)

3. Design (describe the design of solution)

4. Project Plan, including

* Main tasks involved in the project – short description & function
* Intended project deliverables
* Draft Chapter plan and content
* Work plan (in suitable format, e.g. Gantt chart). Example of an Gantt Chart can be found in [**Appendix E**](#_Appendix_E_-).

1. Ethical Issues and evidence of approval application

The progress report must provide evidence of significant development from the proposal submitted as coursework for Year 3 module Research Skills and Professional Issues (RSPI) module.

The progress report attracts 20% of the overall marks. A detailed marking scheme for the Progress report is provided in the Appendix A. The Progress report should have a word count of approx. 4000 words

**The Progress Report is a formal assessment instrument for the activity phase of the project, it is the student’s responsibility to ensure that the review is completed by the due date. You must submit an electronic copy via GCU Learn. Failure to comply with these requirements will result in a loss of marks.**

**Interim Assessments will not be accepted retrospectively. Failure to submit a Progress assessment will result in a maximum mark of 40% for the whole project.**

Gray, C and Malins, J. 2004 Visualizing Research. Aldershot: Ashgate

# 6 Final report (70%)

## 6.1 Report General Guidelines

The marking scheme for the Final Report is on [**Appendix B**](#_Appendix_B_-). The Final report will be a digital submission using a GCU verified process. The details of this will be communicated to you before any of the digital submissions dates.

The main body text of the project excluding contents pages, figures, tables, references and appendices, should be approximately 10000 words in length, (11pt, 1.5 spacing).

Projects deemed to be *unnecessarily* in excess of the amount specified will be penalised. There is a 10% margin for the word count on all submissions.

## 6.2 Report contents

The structure of your report will vary according to the nature of your project. One possible structure is suggested here; however, variations can be devised to suit your project with the agreement of your supervisor.

**Structure** Title page Abstract

Acknowledgements

Contents

**Ch 1** Introduction

**Ch 2** Contextual review

**Ch 3** Method

**Ch 4** Study Execution

**Ch 5** Outcomes

**Ch 6** Discussion and Conclusions

References Bibliography Appendices

The following sections will give you more information on what each of these headings may contain.

### 6.2.1 Title page

Title page outlines are provided in Appendix D

### *6.2.2 Abstract*

This is a very important and often neglected part of the report. The function of an abstract is to give the reader a complete overview of your work, why you did it, how you did it, and what you found in less than a page of A4. It is **not** a teaser or a trailer for your work but a concise summary of it. Abstracts are the main way that researchers find out about each other’s’ work, and it will be the main way that you will determine what journal papers are of relevance to you. You will become very familiar with abstracts as you complete your literature review and should use the format of the **best** of them (those you find most useful as a guide to the paper that follows) to structure your own.

### 6.2.3 Acknowledgements

This is where you can thank those people who have contributed to the success of your project, your parents, partner, supervisors, sponsors, etc. The only rule here is to write it a few weeks before you finish your project and read it again before you print. If you find yourself cringing then you probably need to tone it down a little.

### 6.2.4 Table of contents/Table of Figures.

The function of these tables is to allow the reader to see the structure of the report and to go to the exact section they wish to see. Explore and make use of the table of contents and table of figures features of Microsoft Word. To use them you will need to set your document structure up with Styles and Caption features but it is worth it as they save you

a lot of time and effort in the long run.

### 6.2.5 Introduction

The introduction performs four functions.

Firstly, and most importantly, it should convince the reader that they should read on. It helps if you avoid excessive technical detail at this stage.

Secondly, it should place your work in context, i.e. it should describe the problem you set out to solve, and give relevant background to introduce the topic and the project area.

Thirdly, it should clearly state the aims of your project: what are the questions you are addressing, what is your approach to addressing them and how will you know if you are successful?

Lastly, it should outline, in reasonable detail, the structure of the rest of the report. This outline should also give some indication of the outcomes of the project and any specific conclusions you will go into in more detail in the body of the report.

### 6.2.6 Contextual Review

The contextual review will need to be inserted from the previously assessed progress report. A short update may be required which should include any final sources of research, not covered earlier as well as materials added based on feedback from the interim progress report. Any update should be for the purposes of making the document cohesive and will not be marked again.

### 6.2.7 Methods

The aim of this section is to describe the way your study/experiment/evaluation was carried out. This section can often be broken down into a number of separate parts as follows:

* This should describe the reason that the study/experiment/evaluation is structured in the way that it is.
* A description of exactly how you conducted the study/experiment/evaluation, stage by stage, including the instructions given to the subject where appropriate. These may be referred to in general terms and presented as appendices if lengthy. Preparatory work or pilot trials should also be described here.

This section should be based on the work submitted in the Progress Report, however it must be updated where required to reflect any final changes to the research methods.

### 6.2.7 Study Execution

This section will detail the final design of the solution which could be an improvement from the interim report. This section will also details how the solution is implemented.

### 6.2.8 Outcomes

In this section, you should describe the outcomes of the project and the outcomes of the evaluation, which you have conducted.The Analysis of the data and the Outcomes should be discussed and considered in a manner that demonstrates your understanding of the results. The limitations of the study can be considered which will lead to a method of evaluating the outcomes which are relevant and will contribute to your overall discussion and conclusions.

### 6.2.9 Discussion and Conclusions

This section is really where you need to put in some serious thought and effort. It is where you show that you understand how the results of your work address your research questions and where appropriate how they link into the work of others. It is also where you reflect on the success of your work and the ways in which you could improve and extend on it.

***Discussion***

Most discussions start by, very briefly, reminding the reader of the purpose of the study. Then they discuss the design work produced and link this work to the work of other people discussed in the contextual review and/or to the research question.

When preparing for this section you might ask yourself the following questions. Did the outcome support your original ideas? Did it answer your research question? What do you think the answers to your questions are having carried out this work? Do they differ from the results of others or support their findings? If they differ why do you think this might be?

***Project critique***

This is where you demonstrate what you have learned about the process of research while carrying out your project. It is where you critically appraise your own work. How successful were you in achieving the original project aims (as stated in the introduction), what problems arose in the course of the project which could not be readily solved in the time available, why do you think they arose, what would you do differently if you had to do it all again?

***Further work***

Most journal papers have a section like this, it is where you explain what you think should be done next to take your work further. If research was a relay race this is where you would hand the baton on to the next person. In the research world it’s where you make a case for more funding. Where would you take this research next if someone paid you to do so? What questions do you think should be answered next?

***Conclusion***

A summary of the project and its outcomes, drawn from the sections above.

This is the final paragraph or two of the report. Use it to pull together your findings. What, after all the discussion, can you conclude about the study? What did you find out? What did you produce? Who will it be useful to? Was it a success?

### 6.2.10 References

GCU library team have recently created a new guide to referencing:

<http://www.gcu.ac.uk/library/subjecthelp/referencing/harvardreferencing>

Not to be confused with Bibliography. A reference list contains the material you have directly cited in the text of your report, a bibliography contains a list of materials you have used but not necessarily referred to. Your reference list should contain a high proportion of journal articles.

There is a specific format for Reference sections in all books and journals and your Honours Report is no exception. The Division uses the Harvard convention for referencing. Papers and books directly referred to in the body of the report should be ordered alphabetically on author’s surname in the reference section, this is an example from Kluwer publications advice to authors:

Apperley, M.D. & Spence, R.(1989), Lean cuisine: a low-fat notation for menus, Interacting with

Computers 1(1), 43-68.

Benbow, C.P. & Stanley, J.C. (1980), Sex Differences in mathematical ability: fact or artifact, Science, 210, 1262-4.

Card, S.K., Moran, T.P. & Newell, A. (1983), The Psychology of Human-Computer Interaction, Lawrence Erlbaum Associates.

Keller, K.D. (1999), The Usability of a Computer-based Work System, in M.A. Sasse & C. Johnson (eds.), Human-Computer Interaction - INTERACT '99: Proceedings of the Seventh IFIP Conference on Human-Computer Interaction, IOS Press, pp.558-565.

In the text, references should take the form of (Author, date). For example, (Manna and Pnueli, 1992). If there are more than two authors you should cite all authors in the first instance, and in subsequent citations use (Author et al., date) e.g. Smith et al., 2002. If you cite more than two references at the same time the format should be (Author, date; Author, date).

You should pay special attention to the way that the references are formatted in the reference list. There are a number of standard ways to list such things as books, book chapters, journal articles, web-pages, magazine articles and reports.

***Journal references:***

Author, initials & other authors & initials (date) Title of paper. *Title of journal*. **volume**, (part)

start page – end page. eg. Angehrn, A.A. & Jelassi, T., (1994) DSS research and practice in perspective. *Decision* *Support Systems,* **12**, (4-5) 267-275.

***Book references:***

Author, initials & other authors’ & initials (date) *Title of book.* Publisher: Publisher location. E.g Curtis, G., (1989) *Business Information Systems. Analysis, Design and Practice* Addison- Wesley, Wokingham.

***Book chapters:***

Author, initials & other authors’ & initials (date) In *Title of book.* (book editors names) Publisher, Publisher location. start page – end page

e.g. Arinze, B. (1989). Developing Decision Support Systems from a Model of the DSS/User Interface. In *Knowledge-based Management Support Systems,* (G.I. Doukidis, F. Land G. & Miller Eds.) Ellis Horwood Ltd: Chichester pp. 166-182 .

***Newspaper and magazine:***

Author, initials & other authors’ & initials (year, month and day of publication) Title of article. Title of publication (section in publication). start page – end page

Abel, C. (1995, June 9 - June 15). 'Tailor your solution to client needs...' Network Weekly (LAN section). pp4-5.

***Web-reference:***

Author, initials & other authors’ & initials - use the company/organisation name if there is no particular author. (date last updated – often found if viewed as source) *Title of page.* Date viewed.

***Images:***

Artist/author name, year of production. Title of image. [medium] (collection details) Mears, P. 1994/5. Typical QI Tools Used in Reason for Improvement. [book].

If it is a picture, image or photograph found on an electronic source, you will need to include the URL:

Artist/photographers name, year of production. Title of image. [medium] (collection details). Available at: URL [accessed date]. Rosam, I. 2008. Figure 1a. How different management functions work together. [online]. Available at: http://www.thecqi.org/qualityworld/c4-1-171.shtml [accessed on 28 November 2008]

***Media (video, film, or broadcast):***

Title (Year) Type of media. ORIGINATOR (e.g. director). Place of production: Production company.

e.g. Rebel without a cause (1983) Film. Directed by NICHOLAS RAY. USA:Warner Bros.

Look at journals, or the library support leaflets, to see the format for other types of document.

### 6.2.11 Bibliography

This is not an essential part of the dissertation but can be useful. A bibliography is a list of all the sources you found useful and drew upon for your project, not just those you explicitly reference.

### 6.2.12 Appendices

Appendices are used to include detail which supports the content of the main report, but which would interrupt the flow if it were included in the main body. For example, requirements specification and design detail, test or experimental results, survey data, program listings, and project log.

### 6.2.13 Final words on the report

Please remember that this structure is only a suggestion and you are free to (reasonably) depart from it, as long as what you do is sensible and has the necessary cohesion. If in doubt, consult your supervisor.

Leave plenty of time to write your report; it is likely that you will have to re-draft it several times. If you have a first draft of your report completed at least a fortnight before the final handing-in date this gives you a chance to look through it and improve its presentation. Also, make use of the technology available to you. In particular, use a spell checker.

Finally, remember that this is *your* project. You must make clear what your contribution to the topic is, and in particular, **justify decisions**, not just document them.

**Details of the recommended writing style are to be found in Appendix D**

# 7 Presentation Guidelines (10% of marks)

## 7.1 Presentation guidelines

The marking scheme of the Final Presentation is on Appendix C. Each student will be expected to provide a presentation of their Honours project, this will be an online submission on a secure GCU delivery mechanism.

Students should seek their supervisor's advice concerning the contents and structure of their presentation; however the following should give general guidance to the content and structure expected.

**Introduction**

* Introduce yourself and title/subject of project.

**Overview Of Project**

* Explain why you conducted the study to demonstrate knowledge and understanding of the relevant field(s) and appropriate justification of the work undertaken
* Discuss the results you produced from the study
* Reflect on strengths, weaknesses and process of the project
* Discuss the project implications for stakeholders, how findings relate back to the wider field, and next steps

**Conclusion/Summing Up**

* Conclusions and future work

**Question/Answers (when applicable)**

## 7.2 General Comments

* Keep eye contact with audience.
* Speak clearly not too fast yet not too slow.
* Reading from a script is not advised.
* Use of prompt cards with headings can be useful.
* Do not run over the allocated time.

The Presentation attracts 10% of the overall marks.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Appendix A - Marking scheme for Honours Interim Progress Report | | | | | | |
| **Student Name:** | | | **Marker:** | | |  |
| **Contextual Review** | **Fail**  Between 0-39 | **3rd**  Between 40-49 | **2.2**  Between 50-59 | **2.1**  Between 60-69 | **1st**  70+ | **Mark**  **Given** |
| Clear statement of problems addressed and research questions to be examined | Poor, Introduction does not explain why the project is being carried out and what the problem being addresses is and or/fails to specify a research question | Satisfactory. Some statement of the problem to be addressed and a research question is provided. However statement is vague and doesn’t naturally lead to a research question and /or question is too broad or poorly stated | Good. A statement of the design issue to be addressed and a research question is provided | Very Good. A clear statement and well argued case for the design issue to be addressed is provided which leads naturally to a clear research question. | Excellent. A very clear statement and well argued case for the design issue to be addressed is provided which leads naturally to a clear research question. |  |
| Identification of key issues and & proper referencing of literature relevant to project area. Critical discussion of key issues and works relevant to project area. | Poor. Contextual review is very limited, or contains largely irrelevant material or is drawn entirely from internet sources, or shows evidence of direct without the use of quotations. Very little or no critical discussion of material. Key issues form literature either not or poorly identified. | Satisfactory. Contextual review contains few sources, is not well related to the problem being addressed, or is largely drawn from internet sources. Limited discussion of materials, few issues identified | Good. A reasonable number of sources used, some from scholarly sources with some critical discussion of the material with obvious relation to the problem being addressed. Student has obviously thought through the material and has identified some key issues. | Very Good. Well balanced set of materials including a good number of journal articles. Arguments are well linked to the research question and the problem at hand. Good level of critical discussion, student shows clear identification and discussion of issues. | Excellent. Very extensive set of literature with high number from scholarly article. Follows on smoothly form statement of research and displays a high level of critical engagement with the literature. |
| **Methods and Resources** | **Fail (**Between 0-39) | **3rd (**Between 40-49) | **2.2** (Between 50-59) | **2.1** (Between 60-69) | **1st** (70+) | **Mark**  **Given** |
| Description of methods chosen to answer research question. | Poor. Very limited or no description of design methods chosen or methods are inappropriate | Satisfactory. While some description of design methods chosen exists it is limited in detail. | Good. A description of design methods to be employed is provided. | Very Good. A clear description of design methods to be employed is provided. | Excellent. A very clear description of design methods to be employed is provided. |  |
| Justification of methods chosen to answer research question. | No justification of methods | Methods are not justified or are inappropriate | Some justification for choice of Methods/approach is given with a description of practice and research. | A clear case for the use of the methods/approach is made | Very well argued case for the selection of methods/approach over the alternatives, backed up by supporting material |
| Description of procedures and tools (Inc. Questionnaires/surveys) to be employed. | Limited or no description of procedures and tools to be employed. | Limited description of practice and research to be employed | There are either flaws in the approach, or the level of detail does not clearly show the approach to be taken in the rest of the project. | The methods/approach is appropriate for the task in hand. Clear description of the practice and research to be employed | Clear and detailed description of the practice and research to be employed |
| **Progress and Planning** | **Fail**  Between 0-39 | **3rd**  Between 40-49 | **2.2**  Between 50-59 | **2.1**  Between 60-69 | **1st**  70+ | **Mark**  **Given** |
| Main tasks involved in the project –function  Intended project deliverables | Poor. No understanding of the tasks involved to achieve the project objectives demonstrated | Satisfactory. Little understanding of the tasks involved to achieve the project objectives demonstrated | Good. An understanding of the tasks involved to achieve the project objectives demonstrated | Very Good. A clear understanding of the tasks involved to achieve the project objectives demonstrated | Excellent. A high level of understanding of the tasks involved to achieve the project objectives demonstrated. |  |
| Draft Chapter plan and content. | None present | Chapter list present but thin | Adequate chapter list present | Considered chapter list present with some expansion | Full chapter list and fully detailed |
| Work plan (in suitable format, e.g. Gantt chart) | none | Present basic consideration demonstrated | Present basic consideration demonstrated | Present basic consideration demonstrated | Present basic consideration demonstrated |
| Ethical Issues & evidence of approval if appropriate | No evidence and clearly should be addressed . |  |  |  | Present and approved .  Not present or required based on evidence. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Heading** | **Mark Given %** | **Weighting** | **Weighted mark** | **Total %** | **Comments** |
| Contextual Review |  | .6 |  |  |  |
| Methods |  | .2 |  |
| Progress |  | .2 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Appendix B - Marking scheme for Honours Final Report | | | | | | |
| **Final Project Report**  **(70%of Overall project)** | **Student name** |  | **Supervisor** |  |  |  |
|  | **0-39** | **40-49** | **50-59** | **60-69** | **70-100** | **Mark Given %** |
| **Methodology / Design of study** | Poor.  The solution/study does not fit the problem/task described in the earlier sections and/or no justification is offered. The student provides little or no explanation of the issues involved in selecting the design and the problems experienced and how these were addressed. | Satisfactory.  A poor solution/study, which inadequately fits the problem/task, described in the earlier sections and/or is poorly justified. The student provides little explanation of the issues involved in selecting the design and the problems experienced and how these were addressed. | Good.  A solution/study, which fits the problem/task described in the earlier sections with some justification. The student provides some explanation of the issues involved in selecting the design and the problems experienced and how these were addressed. | Very Good.  A well-presented solution/study that clearly fits the problem/task described in the earlier sections and is clearly justified. A clear and detailed explanation of the issues involved in selecting the design and the problems experienced and how these were addressed. | Excellent.  A well-presented and original/innovative solution/study that clearly fits the problem/task described in the earlier sections and is very well supported by justification. A clear and detailed explanation of the issues involved in selecting the design and the problems experienced and how these were addressed. |  |
| **Study Execution** | Poor. Lack of explanation and justification on the design of the solution. Implementation of solution or study lacking in fundamental areas. Little or no documentation/records. | Satisfactory. The design and implementation of the solution or study poorly explained and executed. Documentation/records lack completeness or structure. | For CGDes and CGSD:  Good explanation and justification on the design of the solution. The solution is implemented or study completed to acceptable level. Most documentation/records of reasonable quality.  For Arts and Digital Design: Good, reasonable/adequate range and quantity of design work relevant to the study.  Design work shows reasonable technical and/or creative merit.  Reasonable implementation of design work and/or practice.  Adequate design conclusion reached | Very Good. The description and justification on the design of the solution is of good quality. Solution or study well executed and/or of good quality. Good level of documentation completed and records kept. | Excellent. The description and justification on the design of the solution is very detailed with reliable evidences. Solution or study very well executed and/or of high quality. All appropriate documentation completed and records kept. |  |
| **Evaluation and Analysis** | No or poor evaluation and analysis of the data conducted. The explanation of outcomes with little or no relevant illustrations. No and/or poor evidence of appropriate range of design work undertaken. No or poor critical evaluation of the design work undertaken | The suitability of Evaluation and Analysis methods could be better. Some relevant data are missing or not analysed.  For artist and digital design, limited explanation of outcomes with adequate relevant illustrations. Limited evidence of appropriate range of design work undertaken. Limited critical evaluation of the design work undertaken | Evaluation and analysis methods are relevant but could use more suitable methods. Some relevant data are missing or not analysed.  For artist and digital design, reasonable/Good explanation of outcomes with reasonable relevant illustrations. Reasonable evidence of appropriate range of design work undertaken. Reasonable/Good critical evaluation of the design work | Evaluation and analysis methods used are relevant and suitable. All relevant data are gathered and analysed.  For artist and digital design, very good explanation of outcomes with very good relevant and appropriate illustrations. Very good evidence of appropriate range of design work undertaken. Very good critical evaluation of the design work undertaken | Evaluation and analysis methods used are of the standard in scientific research. All relevant data are gathered and analysed.  Excellent explanation of outcomes with clear and relevant illustrations. Excellent evidence of appropriate range of design work undertaken. Excellent critical evaluation of the design work undertaken |  |
| **Discussion, Conclusions and further work** | Poor. No evaluation of the results of the project. Limited or no reference to what is known about the topic area and no reference to the work of others. No reference to the research questions and how they were answered. Limited or no critical analysis of the student’s own work. No discussion of further areas for development/research | Satisfactory. Little evaluation of the results of the project. Limited reference to what is known about the topic area and little or no reference to the work of others. Limited reference to the research questions and how they were answered. Limited critical analysis of the student’s own work. Limited discussion of further areas for development/research | Good. Some evaluation of the results of the project in the context of what is known about the topic area with some reference to the work of others. Some critical analysis of the student’s own work. Some discussion of the research questions and the extent to which they were answered. Some discussion of further areas for development/research | Very Good. A critical evaluation of the results of the project in the context of what is known about the topic area with reference to the work of others. A constructive critical analysis of the student’s own work. The discussion identifies the extent to which research questions were addressed and lays out areas for further development/research | Excellent. A thorough, concise and critical evaluation of the outcomes of the project in the context of what is known about the topic area. Good discussion about the meaning of the outcomes in the light of the work of others. A clear and constructive critical analysis of the student’s own work. |  |
| **Quality of Report**  **(incl abstract and referencing)** | No or Poor structure and/or presentation of report. All/most sections incomplete and/or inappropriate. No/limited references &/or illustrations - incomplete, inappropriate and/or inaccurate. Introduction does not explain the design study. | Satisfactory structure and presentation of report. Most sections completed and appropriate. Few references &, illustrations complete, appropriate and/or accurate. Introduction just explains the design study | Good structure and presentation of report. All sections present and generally appropriate. References &, illustrations generally complete, appropriate and accurate. Introduction reasonably explains the design study. | Very good structure and presentation of report with all sections completed and appropriate. Most references &, illustrations complete, appropriate and accurate. Introduction explains the design study in concise and/or appropriate manner. | Exceptionally well structured and presented report with all sections completed and appropriate. All references &, illustrations complete, appropriate and accurate. Introduction clearly explains the design study in concise and appropriate manner. |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Report (70%)** | **Section mark %** | **Weighting** | **Weighted Mark** | **Comments** |
| **Methodology / Design of study** |  | .30 |  |  |
| **Study Execution** |  | .35 |  |
| **Evaluation, Analysis, Discussions, Conclusions and Further Work** |  | .35 |  |
| **Total** |  |  |  |

# Appendix C - Honours Presentation/Demonstration Marking Schedule

**Student’s Name :**

**Project Title :**

**Examiner 1 : Examiner 2 :**

All sections are equally weighted

|  |  |  |  |
| --- | --- | --- | --- |
| *Quality weighting 30%* | *Mark Range* | *Mark* | *Comments* |
| **Non submission** | **0** |  |  |
| **Very poor / no real preparation** | **1 - 30** |  |  |
| **Minimum acceptable (evidence of some visual impact, just possible to follow content)** | **31 - 40** |  |  |
| **Acceptable (adequate visual impact, acceptable content and clear message)** | **41 - 50** |  |  |
| **Good (clear message and good visual impact but with room for improvement)** | **51 - 60** |  |  |
| **Very good (clear visual impact with good content and clear message)** | **61 - 70** |  |  |
| **Outstanding (no real room for improvement)** | **71 - 100** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Talk Quality weighting 30%* | *Mark Range* | *Mark* | *Comments* |
| **Non attendance** | **0** |  |  |
| **Incoherent and/or bad time management** | **1 - 30** |  |  |
| **Uncertain and lacking content and/or bad time management** | **31 - 40** |  |  |
| **Major project issues covered adequately and well timed** | **41 - 50** |  |  |
| **Good clear presentation, issues covered well and well timed** | **51 - 60** |  |  |
| **Excellent presentation, project issues covered in depth with good time management** | **61 - 70** |  |  |
| **Outstanding, no real room for improvement** | **71 - 100** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| *Project Understanding weighting 40%* | *Mark Range* | *Mark* | *Comments* |
| **Non attendance** | **0** |  |  |
| **Poor (has no real awareness of the important concepts)** | **1 - 40** |  |  |
| **Acceptable (shows a grasp of the project concepts but hesitant or lacking depth)** | **41 - 50** |  |  |
| **Good (good understanding of concepts)** | **51 - 60** |  |  |
| **Very Good (some depth in understanding evident)** | **61-70** |  |  |
| **Excellent, a high level of understanding evident** | **71 - 100** |  |  |

**Total Mark**

SIGNATURES:

***Examiner 1: Examiner 2:***

**Appendix D - Writing style**

Whilst writing style is very personal, remember that the reader should find your work interesting and understandable. To avoid boring and complex prose a good rule of thumb is ‘If you can’t imagine yourself saying it, then don’t write it!’

Some report guidelines suggest that you should write your report as if it will be read by an intelligent relative who knows nothing of your subject and if you do this you’ll be sure to write it at the right level. Why should you do this? Well, although your supervisor will be familiar with your project when they come to mark it, the second marker, and the external assessors, may know nothing of your work other than what is set out in the report. If you think about writing for that relative you will ensure that you include all the important information about your project. It is also worth trying it out on someone in that category to see if it can be understood. You should also write (as a general rule) in the third person.

Aside from your supervisor, you can also get help on writing from books. For example Partridge’s *Usage and Abusage*, Roget’s *Thesaurus*, or Strunk and White’s *Elements of Style*.

**Report layout**

**Front cover**

The project report will have a departmental front cover as shown on page 21. You can use the electronic version of this document from GCU Learn to take a copy of the cover for your own use.

**Page layout**

The report will be submitted on A4 good quality white paper. The report should be word processed throughout single sided. The typeface should be legible.

The type size should be 11pt or 12pt

Line spacing should be one-and-a-half spacing.

All margins should be 1 inch (2.54cm) except the left-hand (binding) margin, which should be 1½" (3.81cm).

Pages should be numbered consecutively, placed centrally in the bottom page margin. (i) Roman numerals (lowercase) for pages Abstract to Acknowledgements. (ii) Normal typeface from Introduction onwards

**Minor Conventions**

**Abbreviations**

Where abbreviations are given the words should be spelled out in full the first time they appear with the abbreviation shown immediately afterwards in brackets, i.e. Carbon Fibre Reinforced Plastic (CFRP).

**Dates**

Dates should be written as 28 February 2004.

**Quotations**

Verbatim quotations within the text are placed within single quotation marks.

**Tables**

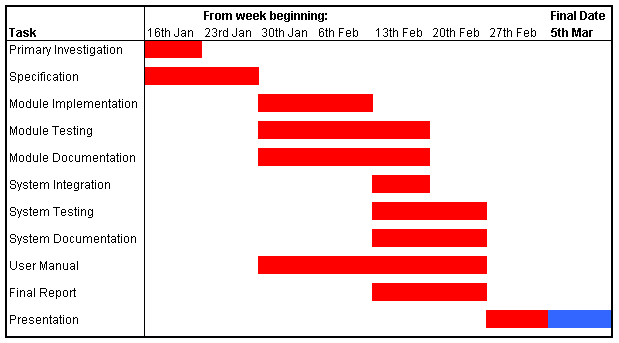
Tables should be placed where they are most relevant to the text, if not needed in the main body of the report they can be placed in an appendix. If the material in the table is from an external source then the material should be referenced as described in 2.7. Tables should be presented whenever possible in the vertical format. Each table should have a title describing the contents and a table number. Titles should be shown above the table and should be consecutively numbered i.e. Table 1.1 (first table in chapter 1). Use the Table and Figures tool in Word to make this job a lot easier.

**Figures/Diagrams/Photographs**

Figures should be placed where they are most relevant to the text, if not needed in the main body of the report they can be placed in an appendix. Figures should be presented whenever possible in the vertical format. If taken from another source that source should be indicated in the title. Each figure/diagram/photograph should have a title and a figure number. Figures should be consecutively numbered i.e. Figure 3.4 (fourth figure of chapter 3). Use the Table and Figures tool in Word to make this job a lot easier.

All figures/diagrams/drawings should not be larger than A4, however, if this is not possible they must be folded in a manner or individually enclosed in a plastic wallet that would enable them to be accessed once bound in the report.

# Appendix E - Example of Gantt Charts



These are intended to give you an idea of layout rather than of content. You can use Excel, Word or Microsoft

Project2 to produce a chart or even a sheet of graph paper and a sharp pencil!

2 Microsoft Project is the best tool as it is designed specifically to produce project plans – you will find it on all

GCU computers and it has a good help system

# Appendix F – Interim Report Cover Page

**A blue and black logo

Description automatically generated****Department of Applied Computer Games (DACG)**

**Honours Project - MHW225671**

**Interim Progress Report**

**2023-2024**

**Submitted for the Degree of:**

**( delete as appropriate )**

**BSc Computer Games (Design)**

**BSc Computer Games (Software Development)**

**BSc Digital Design**

**BSc Computer Games (Art and Animation)**

**BSc 3D Animation Visualisation**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Author:** |  |
| **Project Supervisor:** |  |
| **Word Count:** |  |
| **Aligns with SDGs:** | The site <https://sdgs.un.org/goals> gives the Sustainable Development Goals. See which ones your project aligns with, if any, and list them in this box. |

(**Word count *excludes contents pages, figures, tables, references and Appendices***)

Digital signature here: scan or photograph your signature and paste it below.

**“Except where explicitly stated, all work in this report, is my own original work and has not been submitted elsewhere in fulfilment of the requirement of this or any other award”**

**Signed by Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**

# Appendix G – Final Report Cover Page

A blue and black logo

Description automatically generated**Department of Applied Computer Games (DACG)**

**Honours Project - MHW225671**

**FINAL REPORT**

**2023-2024**

**Submitted for the Degree of:**

**( delete as appropriate )**

**BSc Computer Games (Design)**

**BSc Computer Games (Software Development)**

**BSc Digital Design**

**BSc Computer Games (Art and Animation)**

**BSc 3D Animation Visualisation**

|  |  |
| --- | --- |
| **Project Title:** |  |
| **Author:** |  |
| **Project Supervisor:** |  |
| **Word Count:** |  |
| **Aligns with SDGs:** | The site <https://sdgs.un.org/goals> gives the Sustainable Development Goals. See which ones your project aligns with, if any, and list them in this box. |

(**Word count *excludes contents pages, figures, tables, references and Appendices***)

Digital signature here: scan or photograph your signature and paste it below.

**“Except where explicitly stated, all work in this report, is my own original work and has not been submitted elsewhere in fulfilment of the requirement of this or any other award”**

**Signed by Student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_**