

IFN701 Project Unit Study Agreement

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

Section A: Project information (compulsory for ALL students)

Project title	IT MASTERS (DS): Perform a Data Science Analysis of a Dataset/Task - Dr Guido Zuccon
Student Name and ID	Name: Linni Qin Student ID: n9632981
Supervisor name(s)	Guido Zuccon
Supervisor's email/phone	g.zuccon@qut.edu.au Phone: 3138 1412
Project description (~75 words)	This project is a Kaggle competition. The current phase is mainly to predict the Zillow's Zestimate error for the last quarter of 2017, which is relevant to 3millions of properties in three counties (LA, OR, VE) of California, USA. The forecast will base on the training data through the whole year of 2016 and part of data in 2017 before Oct. The deadline of current competition is on Oct.16, 2017 for submitting the estimated error.
The project should apply the knowledge you have obtained from the Advance core units of your major (or selected study plan). Please list the prior units (specially advanced units - the '600' series) that this project will build upon, with a brief description on how this knowledge is applied/ aligned to the selected project.	<p>IFN700 – Project Management (Core Unit, Completed last semester) This unit provides me the effective project management methodologies to facilitate my project so that I will be able to complete successfully the project on time and deliver the right the outcomes.</p> <p>IFN509 – Data Manipulation (Transmission Unit, Completed last semester) I have built proficient skills of using R and manipulating the data in the form of csv, of which both are required outcomes for the project.</p> <p>IFN680 – Artificial Intelligence (Parallel with IFN701 this semester) This unit will provide the techniques and knowledge to apply the effective machine learning algorithms and models into this project for forecasting error. Python, which is another optional programming language for this project, will be involved in this unit as well.</p> <p>IFN640 – Advanced Information Storage and Retrieval (Parallel with IFN701 this semester) This unit will provide the skills to discover the efficient regex of the token in a great amount of data so that I can replace the existing information into the computable data.</p>

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

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

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

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

For ALL projects:		
Has Intellectual Property ownership been discussed?	Y	N
- If yes, have the required action been taken (i.e. IP agreements signed?)	Y	N N/A
Has the need for ethics approval been discussed and considered?	Y	N
- If yes, have you made arrangements to submit the application in (it should be submitted no later than in Week 4)	Y	N N/A
IF an Industry based project;		
<i>NOTE: We strongly recommend that no document is signed (by the student or supervisor) with an external party without first gaining advice from correct QUT authorities.</i>		
Has Intellectual Property (IP) ownership with the industry partner been discussed?	Y	N
- If yes, have the required action been taken to arrange these agreements?	Y	N N/A
Has the need for a Non-Disclosure Agreement (NDA) been discussed and considered?	Y	N
- If yes, have the required action been taken to arrange these agreements?	Y	N N/A
Has the need for Insurance cover been discussed and considered?	Y	N
- If yes, have the required action been taken to arrange insurance for the student?	Y	N N/A

Signatures _____

Student Academic Supervisor Date

Section C: Approval from Industry Supervisor (relevant and compulsory ONLY for students working on an Industry project)

Outline the anticipated value of this project to Industry partner	Value proposition is:
Discuss with industry supervisor and briefly outline, their agreed upon time commitment for the project (i.e. meeting frequency/ mode/ durations, access to resources/ data etc.)	Discussion summary:
<p>If the project is related to any paid work, a clear statement from your employer/ sponsor CONSENTING you to base your Masters project on that work should be provided and attached with this. <input type="checkbox"/> yes, it is attached</p> <p>The project description should also be approved by the unit coordinator, to assure that it is compliant with the Masters project requirements, set for this unit. Please attach supporting evidence for this <input type="checkbox"/> yes, it is attached</p>	

Industry Supervisor(s)

Date

NOTE: If this is a CEED project, then attach the CEED project contract as an attachment to this, in lieu of this section.

Section D: Special approval from Unit Co-ordinator for coupled projects (relevant and compulsory ONLY for students doing 48 CPs within a single project)

In some projects, the project scope is the equivalent of 48 credit points. These projects must be carefully planned and deliverables mapped into the IFN701 + IFN702* assessment continuum. All such projects must be reviewed and planned in detail and approved by the unit coordinators, clearly showing the scope, the expected deliverables and the mapping of these deliverables against the 701/702 criteria. Only students with a GPA of 6 or above, in relevant units will be considered for such projects.

Please attach here evidence of approval by unit coordinators

☐ yes, it is attached

**Note: Students can consider coupling ONLY IFN 701 and IFN702 and not any other unit(s).*