School of Computing, Engineering and Mathematics

CI301 Individual Project

Student Handbook 2016/2017

Project coordinator: Ms Jane Challenger Gillitt

September 2016

Table of contents 2

1. THE INDIVIDUAL PROJECT – GETTING STARTED

This handbook sets out the formal requirements for the individual project. It offers guidance about managing your project and presenting it in the Interim Planning and Investigation Report, Folio page, Report to the Examiners and at Project Exhibition Day. Details of the various deadlines that you have to meet and how your project will be assessed are included on Page 6.

A common problem encountered by final year students with their project is starting late. The project is equivalent to four modules and you will need to work very hard during both semesters if you are to do yourself justice. We estimate that the project requires 400 hours of effort. You have three weeks to complete your proposal, followed by six weeks in which to complete your Interim Planning and Investigation Report. It is vital that you discuss progress with your supervisor regularly.

The project schedule, with its deliverables and hand in dates, is designed to ensure that you complete a substantial amount of the preliminary activities for your project before the Christmas break.

If your project fails you will not be entitled to an Honours degree. It is very important that you manage the whole project efficiently and effectively. The normal rules regarding extensions to deadlines and Mitigating Circumstances apply to the project.

1.1 THE PURPOSE OF THE PROJECT

You are required to produce an extensive piece of individual work on a specific topic *demonstrably related to your award*, under the supervision of a member of staff. The project has several aims:

- TO enable you to pursue your studies in a relevant area that interests you, so that you considerably enhance your expertise about your chosen project area;

- TO provide a showcase to demonstrate your ability to use and integrate significant areas of the knowledge, intellectual skills and practical abilities that you have acquired during your course and develop them further;

- YOU will have a supervisor to turn to for advice and guidance but the success of your project depends on your ability to plan and carry out work independently, over a lengthy period. The project aims to foster this capacity for responsible, self-directed work of high quality, which is one of the qualities of an honours graduate.

1.2 CHOOSING A PROJECT AND SUPERVISOR

Project modules are assessed by two examiners: your project Supervisor and the Second Reader, also a member of staff. Further examiners will be appointed to assess your project where this is thought necessary, for example if these two examiners do not agree about the mark to award.

A list of the staff who can supervise projects is available on the CI301 space on studentcentral under the ‘Supervisors’ link. Students can approach any potential supervisor on any topic which the course has equipped them to undertake - personal interest and commitment is a vital factor when choosing a project.

It is a requirement of the project that it should build on the modules you have already studied, or are studying, in other parts of your course. You will state which modules have a bearing on your proposed project and indicate in what ways they are relevant to the particular project you have chosen. You should include this in your Interim Planning and Investigation Report and in the introductory section of the Report to the Examiners.

The responsibility for identifying a suitable project and finding a supervisor is yours in the first instance. Staff can only supervise a certain number of student projects and will agree to supervise students on a 'first come, first served' basis. You are advised to find one without delay – as soon as the autumn term starts, if possible. If you have not found a suitable member of staff to supervise your project by late October the project coordinator will assign one. Once you have found a supervisor you will start to hold regular meetings with them. It is expected that you will record meetings with your supervisor by sending them an email detailing the topics you discussed, advice given and actions agreed. You will include copies of these emails in an appendix to your Report to the Examiners. It is expected that you will include *at least one per month* for the duration of the project.

Any topic that you can demonstrate is related to the modules you have studied in your course should be acceptable providing that a suitable supervisor can be found; the equipment needed for the project is available; the proposed project is suitable in size and scope, and sufficiently demanding to be worthy of an honours degree. Your potential supervisor will be able to help you judge this. If in any further doubt, refer to the project coordinator.

Your placement provider may well have suggested potential project topics to you and your contacts with your past employer may be valuable in connection with this. You can carry out your project in association with an outside customer, as long as the following conditions are met:

- YOU can find a supervisor within the School of CEM
- THE University is not responsible for any extra costs you incur
- YOUR project is acceptable in terms of its educational content and level
- YOU provide a letter of support from the outside organisation to assure us that the resources, data, access to staff, or equipment, or whatever your project requires, will be made available for the duration of the project. [Note that this does not establish any legal obligation between the University and the outside organisation, and is only to satisfy us of their cooperation. Please make sure this is clear to any outside organisation with which you have dealings.]

You will certainly have to learn new things while undertaking the project, but your project work ought not to focus too much on acquiring completely new skills. For example, it should be obvious that if you set yourself the goal of learning a new programming language from scratch you will probably produce a hurried and amateurish end product. It is better to use the project to pull together your existing knowledge, extend it (and perhaps apply it in new ways) and thus demonstrate your professional competence.

1.3 The key to a successful project

Normally there will be a practical element involved in your project. It is not a requirement that the project has to involve the production of any actual hardware or software, but a practical element is often the best way to show your grasp of subject matter. Your project must demonstrate the necessary technical skills for the degree you are taking and all but the most theoretical projects are likely to be enhanced by a 'doing' element.

You must give thought to the context of and the justification for your product. From the examiners' point of view, the process of research, investigation, thinking, learning and reviewing progress is just as important as the final state of any practical deliverable. An incomplete product is not necessarily as acceptable as a complete product, but a product that has to be submitted in a less than perfect state will not automatically attract a low mark. Your examiners will recognise that some projects are inherently more difficult or complicated than others and will not expect a difficult or highly original project to be carried out faultlessly.

A good project is one where the student shows a good grasp of the general context of his or her topic; explores a number of avenues and chooses an intelligent approach to the topic; meets difficulties where they arise in a sensible way; and reaches an acceptable outcome by the end of the project period, having clearly learned in the process. A final point to make here is that your project will be judged to a considerable extent by your written account of it in the Report to the Examiners. The external examiners, who will look at the projects, will only see what you have written. Therefore you should not underestimate the importance of the writing-up process. Discuss what is needed with your supervisor: you will be judged not only by what you have done, but by how effectively you can communicate this to the examiners.

Your project is expected to be your own work, although we recognise that projects may build on or make use of the work of others. All submitted documentation must make it clear whenever any portion of the work is attributable to someone other than you. This also covers such things as the use of proprietary software, methods and tools; material from code libraries; or the use of assets such as audio files, images and graphics, which have been created by a third party.

The British Computer Society (BCS) does not require a final year project to be passed at the first attempt in order for you to gain membership of the BCS, which is a major stepping stone to becoming a Certified Engineer or Certified Information Professional. Passing your project is important if you want to acquire professional status in this country or abroad. The BCS has published general criteria for honours degree projects that are worth taking account of at the identification and planning stage and as a *checklist* later on. Any professional, honours-standard project work will demonstrate:

- ABILITY to apply practical and analytical skills present in the programme as a whole
- INNOVATION and/or creativity
- SYNTHESIS of information, ideas and practices to provide a quality solution together with an evaluation of that solution
- PROJECT meets a real need in a wider context

- ABILITY to self-manage a significant piece of work
- CRITICAL self-evaluation of the process

1.4 Project coordinator

CI301 The Individual Project is undertaken by students in the School of Computing, Engineering and Mathematics studying Computing awards. The full module specification can be found at the CI301 space on studentcentral.

Ms Jane Challenger Gillitt is project coordinator for all Computing undergraduate students.

Room - Cockcroft 522; telephone - 01273 642466; email – J.M.Challenger.Gillitt@brighton.ac.uk

During the project you will be working closely with a member of staff who will be your supervisor, but you are also welcome to contact the project coordinator if you have questions to ask. For students at University Centre Hastings, Gerard Allsop will act as your local point of contact for information about the project.

Room - Havelock Building room 601; telephone Ext 4601; email G.J.Allsop@brighton.ac.uk

2. TIMETABLE, DELIVERABLES AND ASSESSMENT

2.1 The Project timetable 2016 – 2017

Deadline	Activity
12:00-12:50 28th September	**Brighton** L6 project briefing and writing your proposal by the project coordinator
Then …	… identify your project area and find a supervisor
23.55 Thursday, 19th October	Submit your Project Proposal to Student Central (on the form in Appendix A, which can also be downloaded from studentcentral) including your agreed Supervisor's name.
Then …	… the project coordinator will confirm supervisors and allocate second readers. Supervisors will be appointed if students cannot find one themselves, by early November.
23.55 Wednesday, 30th November	Submit the Interim Planning and Investigation Report to Student Central.
5th December onwards	Project Vivas take place – you should contact your supervisor and second reader as soon as you have handed in the Interim Planning and Research Report to arrange a date.
By Friday, 16th December	All vivas completed and feedback provided.
15.30/23.55 Thursday, 11th May	Hand in one copy of the final deliverables and submit on-line
	Complete your Folio page
Wednesday, 17th May all day	**Brighton** Project Exhibition Day with invited industry guests.

Hand in days and time may be subject to change – please check the announcements on studentcentral. **Hand in for the final project deliverables will remain by hard, bound copy**.

2.2 LEARNING SUPPORT

The learning support workshops are in **Brighton** on Wednesdays at 2-3 in Watts 301 in semester one and on Wednesday at 1-2 in C101 in semester 2

5/10	Fred Hasson	Coder Dojo
5/10	Shelley Guild	Using the online library catalogue
19/10	Jane Challenger Gillitt	Interim investigation report
26/10	Karl Cox	Effort Estimation
2/11	Jane Challenger Gillitt	Project manage your project
16/11	Richard Griffiths	Research project ethics
8/2	Jane Challenger Gillitt	Milestones, Deliverables, Marks
15/2	Andrew Montgomery	Legal Issues
22/2	Jason Bailey	Folio
8/3	Lyn Pemberton	Evaluate your project
22/3	Martin de Saulles	Digital Marketing & your project
29/3	Cathy Grundy	Designing your Poster
26/4	Jane Challenger Gillitt	Your report hand in – format etc
3/5	Jane Challenger Gillitt	Project Exhibition Day

2.3 SEMESTER 1 – INTERMEDIATE DELIVERABLES AND VIVA

There are three deadlines that you have to meet in semester 1. Please note that the Interim Planning and Investigation Report and the Viva are assessable components of the project and will be awarded a Pass or Fail grade. Failure to submit the deliverables by the deadline through the School Office (the Final deliverables) or to the submission point on Student Central (the Interim Planning and Investigation Report and the Final Report to the Examiners) or to attend a viva by the set date will automatically result in a Fail grade. The marks will be taken into account as indicators of performance when awarding the final project grade. If you cannot meet the submission date for an acceptable reason you should ask your course leader for an extension in the normal way.

- **The Project Proposal** - this is a single-page form giving the **title** of your project and outlining what you aim to do and identifying who has agreed to supervise your project (see Appendix A). The form can be downloaded from the CI301 area on studentcentral and amended to suit your proposal requirements (e.g. extra pages): only one copy is required. If you have not managed to find a supervisor by this stage you **still submit it by the deadline**. The project coordinator may veto a project proposal at this stage, or require major modifications, if the project is unsuitable. Once the Project Proposals are received we will confirm the supervisors, arrange second readers and allocate supervisors to projects where necessary.

- **The Interim Planning and Investigation Report** - this should include the following things:

    - aims and objectives (scope) of your project: a description of what you are planning to investigate, analyse, develop, create etc.
    - a specification of the stages or deliverables, this may be broken down into:
        - a schedule of activities

    - a risk analysis of potential problems
- a report on your background research with an annotated bibliography
- a completed School ethics form

The research element: by this stage you should have done a considerable amount of work on your project and have carried out a substantial amount of the background research or a preliminary investigation. In the report you should identify the research that you have accomplished to date and will continue to undertake. This is best done through an annotated bibliography: resources to help you with referencing and citation can be found on the CI301 space on studentcentral under the 'Resources' link. Submit via student central CI301 area.

- **The Viva** – once you have handed in your Interim Planning and Investigation Report you should arrange a viva (an oral examination) with your supervisor and second reader, which should have taken place by 9th December. The examiners – your supervisor and second reader – will discuss your Interim Planning and Investigation Report with you at the viva; they (or you) may want to suggest changes at this stage. They will also want to discuss the objectives you have set out for your project, which are likely to be used as criteria for evaluating the completed project and allocating marks. The weighting between the various categories is determined by the supervisor and second reader. Following the viva your examiners will provide you with feedback on your report hand in via student central. It is your responsibility to schedule this meeting with your supervisors.

2.4 SEMESTER 2 – FINAL DELIVERABLES, PROJECT EXHIBITION DAY

- **The Product** - this may be a written report or similar document, or it may be a software or hardware product, together with whatever documentation is necessary for the examiners to evaluate the product. Code should normally be submitted on an accompanying USB drive rather than as listings, unless your examiners require it to be in a different format. It is difficult to be specific about the amount of product documentation that should be provided. Please note that the majority of examiners are not happy when asked to read unnecessarily long documents, which are dedicated to being absolutely thorough rather than informative. It is vital that the contents and the presentation should be discussed with your supervisor. **Please hand in to the School Office one copy of all the Product deliverables** and submit the documentation to the CI301 area on student central.

- **The Project Log** – this is a day-by-day work diary kept by you as the project is carried out. The log is kept mainly for your benefit as it is useful not only as a record of activity, but also as a record of your reflections on the project as it happens, as a notepad when ideas occur and as a general store of working documents which do not need to go into the final report. The expectation is for weekly entries as the minimum. The log must be handed in at the end of the project; it may be hand written and only one copy is necessary.

- **Record of meetings with supervisor** – as a minimum a monthly email record of meeting topic, advice given and actions agreed. This is required to demonstrate engagement with the project process.

- **The Report to the Examiners** - where you discuss the process by which you carried out your project. **The report must be presented in bound form**; this can be done by the Moulsecoomb Reprographics service, using the studentprint service. In it you should include:

- A critical evaluation of every significant area of your project work, including your choice of project and how it fits in with the modules you have studied;
- your background research and the way it has influenced your project;
- your methodology and planning;
- an assessment of the progress you made, problems encountered, their solutions and the lessons learned;
- aspects of your work you are particularly proud of;
- further areas for possible investigations or enhancements;
- assessment of the success or failure of the project as a whole.
- discussion of the various stages of the development lifecycle implemented
- Include your original project plan, together with any later versions or a discussion of any necessary changes to the plan. We recommend a count of 5000 words. This report is an assessable component of the project and is one the examiners will pay close attention to. Please hand in one copy by 11th May 2017. All reports MUST contain a first page with student name, student number, exit award for which you are registered and a short title.

- **Student Folio on-line catalogue entry**
  - create and display content consisting of a short biography and abstract plus image, the online catalogue helps invited guests to locate the projects of most interest to them.

- **Project Exhibition Day** – the final requirement of the project is that you should present your work to your examiners and to a wider audience. Guests will be invited from local and national companies and employers and placement providers in the industry, and other interested parties. You may request guest invitations for relevant people involved in the computing industry through CEM Admin Resources CemAdminResources@brighton.ac.uk

All projects, but particularly those which have not resulted in a software product, can also be presented by a series of posters, which will be displayed at the exhibition. Your participation in the creation of a Folio presence and Project Exhibition Day is **compulsory** and will be weighted at **10%** of the module, unless a special attendance arrangement has been made.

These arrangements may have to be varied occasionally for part-time students, who should consult their supervisor or a project coordinator. It is your responsibility to be available for participation in Project Exhibition Day on Wednesday 17th May 2017 for the whole day (excluding lunch time).

You must also book your place in the Exhibition through the Project Co-ordinator.

2.5 Assessment

The final deliverables are assessed together. The module does not specify relative weightings for the different deliverables: this is for the examining team to decide in particular cases. However, it may help you to know that:

- the completed CEM Universal Ethics form MUST be included

- both the product and the process elements must be attempted and be of acceptable quality to achieve a pass

- there must be evidence of appropriate research

- a competent evaluation (with hindsight) of the project, its planning and execution can help to compensate for a weak product. The original objectives you set out for your project, in the Interim Planning and Research Report, may be used as criteria for evaluating the completed project.

- weak performance in the evaluation of product and process will result in a grade no higher than B, even if the product is of an exceptional standard.

- a log which has evidently been manufactured to be handed in rather than having been properly kept will result in a lower grade

Please note that one copy of the final deliverables must be submitted. The only exception is the Project Log, where this has been hand-written. The copy of the Report to the Examiners will be retained for educational purposes. Students are strongly advised to keep a backup copy for themselves.

In line with the professional approach required of project work documents of any significant length should have a table of contents, a structured format and be properly paginated. The documentation submitted should be in a format agreed with your supervisor and should normally be in A4 format. We ask you to present all documents in uniform binding with your name, course and the project title on all covers and, where possible, on the spine as well. All USB drives should be properly labelled, enclosed in suitable wallets or sleeves, and be accompanied by suitable instructions for their use. It is important that you check that your examiners will be able to read or run any media on their machines before you submit them.

Referrals: just as with other modules a project may be referred if the work fails to meet the criteria or standard required for a Pass, but is not completely irretrievable. If your work is referred your examiners will give you a clear specification of the elements that do not meet the required standard, or which may have been missed out completely. You will then be required to redo your project over the summer vacation and complete the work that is required to bring the grade up to a Pass. Please note that your supervisor may not be available over the summer to provide guidance. If you need to clarify the additional work that you have been asked to do you should therefore contact your supervisor, or another member of staff, as soon as you are notified about the referral. The submission date for referral work is usually towards the end of August: you will also be required to attend a viva with your supervisor and/or second reader during August exam week.

A copy of the assessment form and criteria used by the examiners when marking your work is included in Appendix B.

The assessment of projects involves more than one assessor, and is subject to both internal and external moderation. The mark awarded for any project, and all reports written by the Supervisor and Second Reader or by any other Examiner, are confidential. Under no circumstances will the Project Supervisor or Second Reader discuss the contents of these reports, and no indication of the grade awarded for the project can be given until the relevant Examination Boards have met. The marks awarded for these modules will be disclosed to the student on his or her final transcript following the decision of the relevant Examination Boards.

3. SOCIAL, LEGAL, ETHICAL AND PROFESSIONAL ISSUES

This module has a vital role in equipping you for your chosen profession when you leave University. It is therefore important that you can demonstrate an awareness of and engagement with the social, legal, ethical and professional issues that are relevant to your project. This is likely to be particularly the case with projects that involve work in a real-world setting, but every project will raise its own specific set of issues. These may be, for example, the social impact of a new software application, or information systems project, on the work carried out by members of an organisation; legal requirements such as the Data Protection Act, copyright and intellectual property law; the ethics of carrying out research on human subjects, or ethical issues that may be raised by an application such as a public web site; or the conventions of good professional practice required in activities such as usability testing, use of software libraries, requirements investigation etc. Your examiners will be looking for a critical appreciation of the issues raised by your project, which you should discuss in the Report to the Examiners.

There are some particular things that you need to take note of:

- Intellectual property: The following is a statement explaining the right the University claims over student work, including projects:

The university requires access to intellectual property generated by students. As a condition of joining the university, students grant the university the right to use their work for academic purposes, including assessment and research, and for purposes relating to the administration of the university, including quality assurance and publicity.

It is particularly important that the above be brought to the attention of any third party supporting your project.

It should also be noted that materials included in your project originating from the Internet are subject to the same proprietary rights as those originating from any other source (typically paper based sources).

- Copyright material must not be used in a project if there is any intention to use that material for commercial purposes following the completion of the project without obtaining explicit permission from the owner.

- We advise that copyright material should not be used without obtaining permission from the owner in writing.

- We accept research projects that contain copyright material as long as the source/origin of any non-original material is clearly identified within the project documentation and any software that utilizes the copyright material.

- Research ethics: all research involving human subjects needs to be governed by ethical good practice, as well as relevant legislation such as the Data Protection Act. In particular you will need to safeguard the anonymity and confidentiality of your informants. You must ensure that they consent to participating in your research, having being fully informed about its purpose and how you intend to make use of the data. You should discuss this with your supervisor, but the majority of student

projects should not raise difficult ethical problems. An exception to this is any project which involves carrying out research with children (such as a software application for a school), as research involving minors is now governed by a tight set of ethical guidelines. A project which raises particularly problematic ethical issues may have to be referred to one of the University Ethics Committees – in which case you should do this without delay, as soon as you formulate your project proposal. Your supervisor can advise you how to do this, as can the project coordinator.

- Plagiarism: It has always been possible to copy information from other sources into your work and pass it off as your own. However, with the rapid expansion of the internet and other digital media, this process has become much easier. Whenever cases of plagiarism have been discovered, in any module, there have been serious implications for the student resulting, as a minimum punishment, in the failure of the module. If this occurs on this module it will inevitably lead to a failure to achieve an honours degree.

The project raises some specific issues of plagiarism as it is more than a written piece of work. If you use any assets that you have not created yourself, such as sound recordings, images or modules of code from software libraries, they can only be used with the owners' permission. Authorship should be clearly and correctly credited, as should the origins of any open source software that you may use. The use of any content from public web sites in a software application, without permission or crediting, constitutes plagiarism – exactly as with written work.

In the written deliverables of the project, such as the Planning and Research Report or the Report to the Examiners, the normal rules on plagiarism apply. Small pieces of the work of others may be used and quoted; in all cases they must be correctly acknowledged and cited, according to standard academic practice. Resources to help with referencing and citation can be found on the CI301 space on studentcentral.

4. LEARNING RESOURCES FOR THE PROJECT

On the CI301 space on studentcentral, under the 'Resources' link, you will find links, references and downloadable content to help you with many aspects of the project. These include:

a list of staff supervisors with their interests and links to documents relevant to the project such as the module specification, this handbook, the Project Proposal form, the assessment criteria, the project schedule and deadlines. Updates and announcements will be posted on studentcentral, which will be our main channel of communication for the module.

September, 2016

Appendix A The Project Proposal form

CI301 The Individual Project

LEVEL THREE COMPUTING PROJECT PROPOSAL 2016/2017

The deadline for submitting this form is Thursday, October 19th, 2016. If you cannot meet this deadline for an acceptable reason you should ask your award leader for an extension. Your proposal will be marked on a Pass/Fail basis and failure to hand it in by the deadline will result in a Fail.

Name .....

Title of project

Which course are you on? Please tick the one that applies:

☐ BA (Hons) Business Information Systems

☐ BSc (Hons) Business Computer Systems

☐ BSc (Hons) Computer Science

☐ BSc (Hons) Computer Science (Games)

☐ BSc (Hons) Digital Media Development

☐ BSc (Hons) Internet Computing (UCH)

- BSc (Hons) Digital Games development (UCH)

☐ BA (Hons) Digital Media

☐ BSc (Hons) Software Engineering

☐ BSc Computing

Are you:

☐ Full-time

☐ Part-time

Your Proposed Project

Please outline what you intend to do and indicate the main stages or elements in the project. Insert another sheet if necessary.

The member of staff who has agreed to supervise this project you must have discussed this with the member of staff

Your supervisor's name (please print) .....

If there are any major hardware/software resources required from the University, have you checked that they will be available for your use?

☐ Yes

☐ No

☐ Not applicable

If the project is for an outside client or organisation, we need a letter saying they approve of your proposed project and will support it as far as is necessary:

☐ Letter attached

☐ Awaiting letter

☐ Not applicable

Date .....

From time to time we may contact you by email to send you updated information and reminders about the project. Please check your University mailbox regularly and make sure that it does not go over the limit. You can forward your university email to your preferred email address by changing your personal settings on studentcentral. You should also keep an eye on the CI301 space on studentcentral for updates and announcements.

Jane Challenger Gillitt, Project Coordinator

SCHOOL OF COMPUTING, ENGINEERING & MATHEMATICS ETHICS FORM

PROJECT DETAILS

1. Name of researcher:

2. Name of supervisor:

3. Title of project:

……
……

4. Outline of the research (up to 100 words):

……
……

5. Location of research:

8. Email address:

9. Contact address:

10. Telephone number:

Please tick the appropriate box and answer the questions where appropriate.	Yes	No
1. Does the study involve **participants who might be considered vulnerable** due to age or to a social, psychological or medical condition? (*e.g. children, people with learning disabilities or mental health problems, but participants who may be considered vulnerable are not confined to these groups).* If yes then provide details of any such participants. See the University's 'Guidance on Good Practice in Research Ethics and Governance' for more details. …… …… Note: proposals involving vulnerable participants are often likely to require ethical approval from the Faculty of Science & Engineering Research Ethics and Governance Committee (FREGC).		
2. Will **photographic or video recordings** of research participants be collected as part of the research? If yes then please outline consent and data protection procedures *(e.g. interviews cannot be overheard, details will not be accessible to others),* for the use of participants' images. Example consent and information forms can be found on StudentCentral and see guidance on data collection at the end of this document. …… …… If your data will not be confidential and anonymous then outline the justification for this decision here and procedures for mitigating against potential harm. …… ……		
3. Does the study require the **co-operation of an individual to gain access** to the participants? (*e.g. a teacher at a school or a manager of sheltered housing)* If yes then describe the procedures that will be put in place to ensure safe and ethical direct involvement of human participants. Where necessary and as appropriate, include comments on obtaining informed consent, reducing harm, providing feedback, and accessing participants through an individual providing information such as a teacher/lecturer, manager, employer etc. Example consent and information forms can be found on StudentCentral. …… ……		
4. Will the participants be asked to discuss what might be perceived as **sensitive topics** (*e.g. sexual behaviour, drug use, religious belief, detailed financial matters) or* could participants experience psychological stress, anxiety or other negative consequences (beyond what would be expected to be encountered in normal life)? If yes then describe the procedures that will be put in place to ensure safe and ethical direct involvement of human participants. Where necessary and as appropriate, include comments on obtaining informed consent, reducing harm, providing feedback. Example consent and information forms can be found on StudentCentral. …… ……		

Please tick the appropriate box and answer the questions where appropriate.	Yes	No
5. Will individual participants be involved in **repetitive/prolonged testing or vigorous physical activity, experience pain of any kind, or be exposed to dangerous situations, environments or materials** as part of the research? If yes then describe the procedures that will be put in place to ensure safe and ethical direct involvement of human participants. Where necessary and as appropriate, include comments on obtaining informed consent, reducing harm, providing feedback. Example consent and information forms can be found on StudentCentral. …… ……		
6. Will members of the public be **indirectly involved** in the research without their knowledge at the time? (*e.g. covert observation of people in non-public places, the use of methods that will affect privacy)*. If yes then provide brief details here *(e.g. how they will be involved and, where known, the age, gender, ethnicity and location of those who will be indirectly involved).* …… …… ` Provide details of any negative impacts members of the public will be likely to face and that would not be considered minimal impacts (e.g. invasion of privacy, harm to property, being subject to what an individual perceives to be inappropriate behaviour). Describe the risks and if appropriate explain why you believe they are only minimal. …… …… Describe any procedures that will be put in place to ensure safe and ethical indirect involvement of members of the public (*e.g. providing information and feedback if requested by the public*). Examples of participation information forms can be found on StudentCentral. …… …… Describe how you will ensure data collection is confidential and anonymous (*e.g. people will not be able to be identified by photographs or notes taken by observers*), how data will be stored and who will have access to the data. If the data will not be confidential or anonymous, outline the justification for this decision here and procedures for mitigating against potential harm. …… ……		
7. Does this research include **secondary data** that may carry personal or sensitive organisational information? *(Secondary data refers to any data you plan to use that you did not collect yourself, e.g. datasets held by organisations, patient records, confidential minutes of meetings, personal diary entrie).* If yes then provide details regarding any secondary data to be used that may carry sensitive personal or organisational information. …… …… If secondary data CEMs containing sensitive personal or organisational information are to be used, outline how such use will be ethically managed *(e.g. details such as anonymising data CEMs, ensuring protection of source agency, gaining consent of data owners, and how the data will be stored)*. See guidance on data collection at the end of this document. …… ……		

Please tick the appropriate box and answer the questions where appropriate.	Yes	No
8. Is this research likely to have significant **negative impacts on the environment**? (*For example, the release of dangerous substances or damaging intrusions into protected habitats.)* If yes then provide details of these impacts here (for example the release of dangerous substances or damaging intrusions into protected habitats) and …… …… Describe how you will mitigate against significant environmental harm and manage risks. …… ……		
9. Will any participants receive **financial reimbursement** for their time? (*excluding reasonable expenses to cover travel and other costs*). If yes then provide details and a short justification (e.g. amounts and form of reimbursement). …… ……		
10. Are there any **other ethical concerns** associated with the research that are not covered in the questions above? If yes then give details here. …… ……		

All Undergraduate and Masters level projects or dissertations in the School of CEM must adhere to the following procedures on data storage and confidentiality.

All data should be encrypted and stored securely. Documentation should be kept in a locked cabinet or desk, and electronic data should preferably be kept on a removable disk or data stick which can be locked away, or if this is not possible on a password protected computer. Confidential and sensitive data should not be emailed unless it is encrypted or password protected since emails are centrally archived.

For Undergraduate/Masters projects, normally only the student and supervisor will have access to the data (see the University's 'Guidance on Good Practice in Research Ethics and Governance for further details).Once a mark for the project or dissertation has been published, all data must be removed from personal computers, and original questionnaires and consent forms should be destroyed unless the research is likely to be published or data re-used. If this is the case a justification for this should be included where appropriate in this form and in the relevant consent and participant information forms.

Student: Please sign below to confirm that you have completed the Ethics form and will adhere to these procedures on data storage and confidentiality.

Signed (**Student**): ……
Date: ……

Supervisor: I confirm that the research ***does/does not*** (delete as applicable) include more than a **minimum level of risk**.

Signed (**Supervisor**): ……
Date: ……

Note: If the **supervisor judges** that there is more than the **minimum level of risk** then your supervisor will need to email this form to the CEM ethics committee (CEMethics@brighton.ac.uk) for discussion prior to the commencement of research.

Assessment criteria 2016/17

Grade	Technical grasp	Understanding of problem area	Project management	Report quality	Evidence of learning	Research effort	Project Exhibition (10%)
A+ 80-100%	Outstanding technical understanding, exploration and insight	Original approach, execution and performance	Outstanding professional level of project management with all stages /changes thoroughly documented	Outstanding organisation , structure and standard of presentation	Evidence of very high quality analysis, synthesis, evaluation and critical evaluation	Evidence of intellectual rigour, independence of judgement and insightful contextualisation	Inspirational, innovative and authoritative. Professional standard Folio presence.
A >70%	Excellent technical insight demonstrated to a professional level	Showed professional level of insight into the whole area in which the project is embedded	Completely successful and entirely self-managed	Excellent – clear, substantial, fluent, correctly organised, convincing and with no omissions	Mature reflection on the whole process, showing professional level of insight	Competent and thorough coverage of the field with excellent research in many areas. Research clearly influenced outcomes	Excellent – clear, substantial, fluent, convincing, with a poster and Folio page exemplifying these qualities
B 60-70%	Good technical insight in nearly all areas	Showed a wide understanding of the problem area – few questionable aspects	Good planning, self-motivation and control of activities	Clear, thorough and convincing in almost all respects	Convincing evidence of learning across several different aspects of project activity	Competent and thorough coverage, with excellent research in some areas, clearly influenced outcomes	Clear, thorough and convincing in almost all respects including the Folio entry.
C 50-60%	About normal technical grasp for a Level 6 student	Adequate overall, but some significant aspects of the problem space were not fully appreciated	Adequate planning self-motivation and control of most activities – some lapses	Substantially satisfactory, but with some sections weak or missing	Evidence of some learning, normally in more than one aspect of project activity	Fairly thorough and mainly convincing research effort, some evidence of research influencing outcome	Substantially satisfactory, but with some explanations or Folio page weak or missing
D 40- 50% PASS	Below typical for Level 6 – some weak aspects	Shows a largely immature, narrow or distorted view of the setting in which the product sits	Student required a substantial amount of management or guidance	Disappointing overall, with only about half the areas adequately treated	Only limited evidence of having learnt to do anything differently next time	Some evidence of research, though the connection between research and other outcomes is limited	Disappointing overall, with largely inadequate explanation and no or poor poster or Folio
E <40% REFER	Weak in many respects - below pass standard, but not completely irretrievable	Weak in most respects, but student shows some understanding and could improve	Could not function without external control	Weak in most respects, below pass standard, but could be improved	Little evidence student has benefited from the experience; additional learning and reflection required	*Either* little relevant research *or* little connection between research and other outcomes	Weak in most respects, below pass standard, but could be improved
F <30% FAIL	Completely unsatisfactory	Completely unsatisfactory	Completely unsatisfactory	Completely unsatisfactory	No evidence that the student has benefited	No evidence of research	Completely unsatisfactory

1. These grade indicators are intended to help unify standards across the project assessment process and indicate where examiners have detected merit or the lack of it. There is no algorithm for applying the different categories. Students will gain the bulk of their marks from a mixture of areas 1 & 2 (balance depending on the nature of the project), but all six areas should be taken into account. Where significant research has gone into a project, this should also be assessed. The criteria should be used in conjunction with the School grading scheme.
2. The assessment should take into account the need for the relevant social, ethical and legal issues to be addressed where appropriate.
3. If significant plagiarism is suspected, the work must be reported through the School procedures.

CI301 THE INDIVIDUAL PROJECT - MARKSHEET **VIVA ATTENDED yes/no**

Student's Name .....

Grade	Technical grasp	Understanding of problem area	Project management	Report quality	Evidence of learning	Research effort	Project Exhibition (10%)
Indicate grade A+ to F (+/-)							

Please see the indicative matrix and footnotes overleaf.

Social, legal, ethical and professional issues covered in the Report to the Examiners? yes/no

Comments: (please use as many additional sheets as you wish)

Marker's name ……Supervisor / Second reader [1]

Supervisor's grade …… Attendance at supervisory meetings: Regular / Occasional / Rare or never *

Second reader's grade ……

Agreed grade ……..[2]

[1] **Please delete whichever is not applicable**

[2] If the agreed grade is a REFERRAL (30-40%) both markers should write comments that itemise the areas where the project is not of pass standard and specify the further work that is required to bring the work up to a pass. If the supervisor and a second reader cannot agree on a grade please leave this item blank and refer to one of the project coordinator (Jane Challenger Gillitt) who will appoint a third examiner.