

Module Code & Title: CMP3753M Project
Contribution to Final Module Mark: 10%
<p>Description of Assessment Task and Purpose: This is Assessment 1 and is an individual assignment. The assessment has two parts: (1) a project proposal, and (2) an ethical approval form.</p> <p>Project proposal</p> <p>The project proposal should be written following discussions with your supervisor about the nature and scope of your project. Your proposal should consist of the following:</p> <ul style="list-style-type: none"> • A brief overview of your project, with a rationale and relevant background • One (or more) overarching aims, and a set of SMART objectives; • A time plan, such as Gantt chart, spanning both semesters; • A risk analysis identifying issues that might impact your project, with contingencies. <p>LNCS templates are supplied in LaTeX and Word format. Your submission should conform to one of these templates and be submitted as a PDF as per school policy. The recommended structure can be found under “Additional Information”.</p> <p>Ethical approval</p> <p>All projects must undergo an ethical assessment to ensure that the ethical implications of your work have been appropriately considered. Depending on what your project entails, you will need to submit one or both of the following:</p> <ul style="list-style-type: none"> • If you <i>do not</i> intend to involve human participants in your research (i.e., desk-based) then you need only complete a project registration form. • If your project is likely to involve human participants in a low-risk capacity, then you must also complete a full ethical application. <p>You should discuss this with your supervisor before completing your ethics application, which must be completed to receive a mark for this assessment.</p> <p>Please see the Criterion Reference Grid for details of how the assessment will be graded.</p>
<p>Learning Outcomes Assessed:</p> <ul style="list-style-type: none"> • [LO1] Devise aims and objectives of a feasible project, identifying appropriate methods, tools, techniques, timescales and deliverables
<p>Knowledge & Skills Assessed:</p> <p><u>Subject Specific Knowledge, Skills and Understanding:</u> Objective and milestone formulation, literature search methods, research and data gathering methods</p> <p><u>Professional Graduate Skills:</u> Presentation/communication skills, writing skills</p> <p><u>Emotional Intelligence:</u> Motivation, self-confidence.</p> <p><u>Career-focused Skills:</u> Proposal formulation and feasibility.</p>

Assessment Submission Instructions:

An electronic submission is required for both parts of this assignment. The project proposal document should be submitted via Blackboard through the CMP3753M Assessment Item 1 submission area.

Ethical approval forms should be submitted via LEAS: <https://ethicsapply.lincoln.ac.uk>. In order for the submission to be completed, you must request sign-off from your supervisor via the same system.

Date for Return of Feedback:

Please see the School assessment dates spreadsheet.

Format for Assessment:

Written project proposal document in LNCS-based format, submitted as PDF. Templates (Word and LaTeX) are provided.

Feedback Format:

Blackboard written feedback, supervisor face-to-face feedback.

Additional Information for Completion of Assessment:

The project proposal should be ~1000 words, and include the following sections:

- **Introduction (~500 words):**
Outline the nature of your project, providing the rationale for the work and relevant background material, with appropriate academic references.
- **Aims and Objectives (~200 words):**
Describe the aims of your project (usually 1 – 2), broadly stating what you hope to achieve by the end of project. For each aim, provide a set of SMART objectives that are steps towards achieving it.
- **Project Plan and Risk Analysis (~300 words):**
A documented project plan spanning the full timeframe of the project. Timescales and milestones/deliverables should be provided for each of the project objectives. This may take the form of a Gantt chart, with granularity of no more than one week. The risk analysis should identify and explain *specific* risks, their likelihood, and assessed impact, with a mitigation strategy for each. Generic risks (e.g., illness, loss of data, IT problems etc.) are common to all projects and should NOT be included here.
- **References:**
A list of references, in accordance with the University of Lincoln Harvard Referencing Guide: <https://lncn.ac/ref>.
- **Word Count:**
The total number of words in the body text of your proposal document (e.g., excluding headings, captions, tables, references).

Assessment Support Information:

Project supervisors will be allocated by the beginning of Week 1. A recommended schedule for the first meetings with your supervisor is given below:

- Week 1: agree on the project to be undertaken. Discuss the project aim and objectives. Before next meeting, send draft aim and objectives to supervisor for comment.
- Week 2: review draft aim and objectives. Discuss the scope, approach, and techniques. Discuss software/hardware/data needs and potential risks. Before next meeting, send draft research methods to supervisor for comment.
- Week 3: Discuss ethical implications, decide on whether desk-based or not.

Important Information on Dishonesty & Plagiarism:

University of Lincoln Regulations define plagiarism as 'the passing off of another person's thoughts, ideas, writings or images as one's own...Examples of plagiarism include the unacknowledged use of another person's material whether in original or summary form. Plagiarism also includes the copying of another student's work'.

Plagiarism is a serious offence and is treated by the University as a form of academic dishonesty. Students are directed to the University Regulations for details of the procedures and penalties involved.

For further information, see www.plagiarism.org