



DT211C/DT228/DT255/DT282

Final Year Degree

Project Guidelines

2019-2020

This document contains information relevant to final year degree projects. It is the student's responsibility to be familiar with the contents of this document.

Table of Contents

1. Introduction	5
2. Roles.....	6
2.1 The Student.....	6
2.2 The Supervisor	6
2.3 The Second Reader	7
2.4 The Project Co-ordinator	7
2.5 The Project Monitor(s).....	7
2.6 The Third Reader.....	7
3. Deliverables.....	8
3.1 Project Proposal – Early October	8
3.2 How complex does my project have to be?.....	8
3.3 Interim Assessment.....	9
3.4 Project Dissertation.....	9
3.5 Project Software	10
3.6 Project Demonstration.....	10
3.7 Late Submission penalties.....	11
4. Project Dissertation.....	12
4.1 Characteristics of the Dissertation.....	12
4.2 Format of the Dissertation.....	12
4.3 Requirements of Analysis.....	13
4.4 Software Methodology	13
4.4.1 Open Source Development.....	14
4.5 Testing and Evaluation	14
5. Assessment of Work	15
5.1 The Interim Report.....	15
5.2 The Final Project	15
6. Critical and Independent Thought	16
7. Referencing	17
7.1 Terminology	17
7.2 Purpose of Citations.....	17
7.2.1 Well Known	18
7.2.2 The Work of Another	18
7.2.3 Your Original Work.....	18

7.3 Plagiarism	18
7.4 'Second-Hand' References	19
7.5 Citation Style: Vancouver	19
7.6 Web References	20
7.7 Quantity and Quality of References	21
8. Repeat Projects	22
8.1 Failing the Project	22
8.2 Repeating the Project over the Summer	22
8.3 Repeating the Project the Following Year	22
APPENDIX A – REPEATING YOUR PROJECT	24

1. Introduction

This document presents a set of guidelines for both staff and students who are involved in the final year degree projects. It is very important that both staff and students understand their own (and each other's) individual roles in the project, therefore the role of the student, the supervisor, the project co-ordinator and project monitors are also clearly outlined.

Every final year degree student is required to undertake a final year project. The purpose of this project is to evaluate the student's ability to undertake a significant piece of independent work under the guidance of a supervisor.

2. Roles

2.1 The Student

The project gives the student the opportunity to apply the skills they have acquired on the course to produce a substantial project. The ultimate responsibility for the completion of the project lies with the student and the project should be the work of the student. In consultation with the supervisor, students are expected to develop an initiative in completing their project and should not depend on the supervisor to actively sort out all of their problems. This means that the project should contain the ideas of the student under the guidance of the supervisor.

Project meetings should consist of an exchange of views by student and supervisor and should not just involve the supervisor telling the student what to do and how to do it.

Students are expected to behave with maturity in respect to their supervisors and project. This means that students should be courteous to their supervisors, accept direction, complete work as required and be punctual for meetings. Supervisors should be notified in advance if a meeting has to be cancelled. If a student has any queries or problems with their project that cannot be resolved by the supervisor, they can communicate this to the project co-ordinator.

2.2 The Supervisor

The role of the supervisor is to *direct*, *advise* and *assess* the student through each stage of the project. The supervisor should meet the student once a week at an agreed time that suits both supervisor and student. It is important to remember that the supervisor is *not* there to do the work for the student but to guide and assess the work as it is being completed. The supervisor may also give technical assistance to the student as required.

The supervisor should encourage initiative in the student so that the student learns to take responsibility for his or her own work and does not become overly dependent on the supervisor.

At the start of the project, the supervisor should assist the student in working out a time-scale for the various stages of the project and this should be regularly updated as the project continues. The supervisor should guide the student through *each* stage of the project and should advise the student on any difficulties he/she may experience. The supervisor should also regularly update the student on their performance. If a supervisor is worried about the performance of a student, this should be communicated to the project co-ordinator so that corrective action can be taken.

2.3 The Second Reader

The role of the second reader is that of an impartial judge. The basis on which the second reader assesses projects are the deliverables, namely the interim report, the demonstration and the project dissertation. *There may be a different second reader assigned for the interim versus the final deliverables.*

2.4 The Project Co-ordinator

The role of the project co-ordinator is to oversee the management and administration associated with the projects. Any queries or problems experienced by either staff or students should be communicated to the project Co-ordinator.

Another responsibility of the project Co-ordinator, along with the project monitor, is to ensure fairness in marking across all the projects.

2.5 The Project Monitor(s)

The responsibility of the project monitor(s), along with the project Co-ordinator, is to ensure fairness in marking across all projects.

2.6 The Third Reader

Where first and second readers cannot agree on a mark for a final year project, an appropriate method for resolution is that the Project Co-ordinator ask an experienced staff member to third read the thesis. The Project Co-ordinator, in conjunction with Head of School, will make a final judgement taking all three markings into account.

3. Deliverables

3.1 Project Proposal – Early October

Ideas for projects can come from a student's particular interest in an area, from outside work undertaken by students, or many other sources. There will also normally be project topics suggested by staff or external companies available on the project Co-ordinator's website. Students who have difficulty identifying a topic should communicate this to the project co-ordinator or any member of the computer science staff who will assist them in choosing an area.

Having identified a possible project each student must complete a Project Proposal Form with a description of their project and its aims and objectives. The student is expected to discuss this project idea with their supervisor, and any other relevant staff member to this project. The supervisor will leave a comment on the proposal form and sign it. The student then submits the Project Proposal Form to the project co-ordinator. It is the responsibility of the student to ensure that the form is given to the project co-ordinator. Proposals are pass/fail. The student receives feedback on the proposal from a second reader but is expected to start working on the project under supervision immediately after supervision.

3.2 How complex does my project have to be?

You need to be careful as you define your project idea:

- An application that boils down to building a GUI that fronts on to a database is not sufficiently complex for a final year project. You may do a good "job" of it, but you will not get a good mark if it is too simple. For example, if you decide to write a mobile app that will read data from a data, allow it to be viewed as lists, and updated and so - this is really the standard of an assignment that you would have got in third year. It needs to have complexity about it that lifts it way beyond something you would do as an assignment. The project is worth 20 ECTS - a third of your final year marks - which equates to 4 modules. The complexity of the project delivered needs to reflect that - especially if you are using tools that you have already been taught in class.
- Some environments (such as Apple's iOS, Android) provide a lot of off the shelf functionality in their APIs that can make functionality very easy to implement. e.g. Putting a map in your application, generating GPS coordinates etc. Be aware that if you're using an environment that does a lot of the functionality for you, you need to be using or adding to it in a way that will earn you marks.
- Don't be confused between having a lot of content-driven things in an application, versus complexity. For example, having a mobile app that lets you look at 10 different types of info on 10 different screens - is really the same code used ten times but just with different content.
- If you are now asking yourself... "how complex does my project have to be?" - you need to go and look at previous projects in the library. There is no shortcut to doing this. You need to do your research.

3.3 Interim Assessment

Towards November/December, you will submit an interim report and do a presentation of your proof-of-concept prototype to illustrate your progress.

The interim report is a short document, not exceeding 10,000 words, which details all your work and findings up until this point and also describes the students' intentions for the rest of the project. This report and your proof-of-concept prototype will be assessed by the supervisor, second reader, project co-ordinator and project monitor and constitutes **20%** of your overall project grade.

The format of the report will be agreed with your supervisor. A template document will be provided. In general however, you will have the following sections:

Abstract	A paragraph that summaries the report.
Introduction	Summaries the objectives of the project.
Background	This is the literature review, it details the current work being done in the domain of your project.
Methodology and Design	Which software methodology is to be used, what prototyping has been done, what design notation will be used (and why), design documents.
<i>Various Other Sections</i>	Whatever additional information is necessary to explain your project.
Future Work	Details your project plan for the remainder of the project
Summary and Conclusions	Summarises report.
Bibliography	List of references.

As you are developing software as part of your project; a description of the software methodology used must be included, a testing plan must be included, and an evaluation plan must be included. In case of a hardware based project the different components need to be clearly outlined. Simulations in case of hardware failure need to be put into place. All work is submitted via the *Virtual Learning Environment*. You are expected to use a system such as GitHub (or similar) for all your coding. A link to your repository needs to be submitted alongside your report.

3.4 Project Dissertation

The importance of the project dissertation cannot be over-emphasised, it should not be considered as 'something that has to be done at the end of the project'. The dissertation is the permanent record of the project. It is through the project dissertation that the student demonstrates their ability for critical thought,

capacity for research, capability to defend their findings, their aptitude for organised thought and more. The format of the dissertation is discussed below. You will be given exact instructions as to how to submit the dissertation at the relevant time. The dissertation should not exceed 30,000 words **excluding** appendices and bibliography, and must be delivered on the deadline. Failure to deliver the dissertation to the deadline will result in projects being marked as PASS/FAIL.

3.5 Project Software

Any software and systems that have been developed in the course of the project must also be submitted. You will be given exact instructions as to how to submit your software at the relevant time.

3.6 Project Demonstration

Students are required to make a project presentation at the end of the project year. It usually lasts for approximately 30 minutes. The panel will consist of the supervisor, second reader and project monitors, though other staff members may be present if they have an interest in a particular project.

The format of the demonstration is relatively informal. It is suggested that the demonstration begins with a (15 minutes) presentation of the project (normally using presentation software such as *Microsoft PowerPoint*). As part of this, any software or system that was implemented will be demonstrated thoroughly. At any point in the demonstration, the panel may interrupt with questions. This may be to clarify a point or to ensure the student understands what they are presenting.

The final demonstration is very important as it is the first time that the second reader and monitors get an overview of the complete project. It provides the student with an opportunity to demonstrate the software system implemented, and to demonstrate their level of understanding and critical thinking in their chosen area. It is advisable that each student discusses the format of their presentation with their supervisor in advance.

Completion Date*	Early October	December	Easter
Description	Identify a project topic and submit a project proposal.	Submission of interim report and interim presentation.	Project Demos and submission of thesis.
Contribution to final mark	Threshold	20%	80%

* Exact dates will be given each year

3.7 Late Submission penalties

Deadline dates for interim materials and final project submission are posted in advance in the *Virtual Learning Environment* and advised to the class by the project co-ordinator.

In the absence of any extenuating circumstances (as agreed with the Project Co-ordinator) the following penalties will be applied for any missed deadlines or submissions:

Days Late	1-7 days	8-14 days	15+ days
Penalty (%)	-30%	-50%	Submission not accepted
Multiplicative Factor Applied	0.7	0.5	0.0

4. Project Dissertation

4.1 Characteristics of the Dissertation

As stated previously, the importance of the project dissertation cannot be overemphasised. The dissertation is an academic document and therefore must satisfy certain requirements that are particular to academia. There is a certain level of maturity that is expected from a degree final year project and there are a number of expectations that a project must live up to in order to meet the required standard. The main characteristics that are looked for in the project dissertation are:

- Quality of references
- Overall structure and organised thought
- Writing style
- Critical and independent thought
- Evaluation of project

4.2 Format of the Dissertation

The dissertation should not exceed 30,000 words **excluding** appendices and bibliography. A template for the dissertation will be provided. You will develop your dissertation in consultation with your supervisor, however you should adhere to the following basic layout:

1. **Title page** – This page contains the title of your project, your name, your course, the academic year in which the project was completed and your supervisors name. An example title page will be provided.
2. **Abstract** - This is approximately a half page summary of your project. It should outline the technical aspects of the project and also identify the individual characteristics of your project. It should provide a clear and concise statement of what the project is about, its goals and the important findings and outcome of the project.
3. **Acknowledgements** – It is customary to acknowledge those who provided input into the project.
4. **Table of Contents** – Provides a list of all the sections, tables and figures. All pages up to and including the table of contents should be numbered using lowercase roman numerals, while all subsequent pages should be numbered normally.
5. **Introduction** – This chapter provides a clear description of the aims and objectives of the project. The case for the project should be argued. Finally, you should introduce the structure of the dissertation.
6. **Chapters 2 to N-2** – These will vary depending on the nature of the project and you should decide on these in consultation with your supervisor. Generally, the second chapter will be the 'Background' chapter which essentially comprises

of your literature survey; an overview of your project area which would include an analysis of similar techniques/systems etc. that have been developed. Note that only information relevant to the project should be included. An example of what *not* to include would be a chapter on the history of the Java programming language just because you use Java for part of your development.

7. Chapter N-1, Results and Evaluation – This chapter is one of the most important chapters in the dissertation. It is mainly through this chapter (but also the rest of the thesis) that you demonstrate your ability to critically evaluate your work. You must be able to critically discuss whether the objectives of the project were satisfied, and if not, the reasons why. You should identify the weaknesses in the project and what future work could be done to overcome these. Anything you would have done differently should be documented. The successes of the project should also be discussed, comparing it to equivalent works. The project should be evaluated as objectively as possible. Note that by documenting the weaknesses of the project does not necessarily mean you will be penalised for them, you would more likely be penalised for *not* documenting them.

8. Chapter N, Conclusions and Future Work – This chapter presents a summary of what was achieved. It details the original objectives of the project, the results (previous chapter), future work etc.

9. Bibliography – This is your list of references used throughout your thesis. See the section on Referencing below.

10. Appendices – This portion of the dissertation should contain any supplementary material that while not essential for your dissertation, may provide extra information for the reader. Items such as brief explanation of technologies, protocols or standards should be placed in the appendices.

4.3 Requirements of Analysis

An approach which may be worth investigating in reference to the requirements analysis process which has been used by a number of students is the creation of a MindMap (invented by Tony Buzan) which can help clarify the key requirements of the system. This MindMap can then be included in the Introduction chapter to show the scope of the project.

4.4 Software Methodology

Most projects will involve the development of a software system and will require a software methodology to describe the development process. The methodology you choose is very important (it is as important as the programming language you choose to implement the system) and must be explicitly identified, described and documented. Your dissertation must include the appropriate supporting documentation for your methodology, for example, if you use the Waterfall Lifecycle Model you should have a summary of both the Validation and Verification processes undertaken for each stage of the Waterfall. Similarly if you are using the Spiral Model you should summarise the Risk Analysis undertaken at each iteration of the Spiral.

It is also important to note that UML is not a methodology, it is a notation, if you are using UML the methodology associated with it is the Rational Unified Process (RUP) which consists of four phases: Inception, Elaboration, Construction and Transition (each of which must be documented). A methodology that has been used by a number of students is the Sun PLCP (Product Life Cycle Process), which may be worth investigating.

Typically you will not be selecting Extreme Programming as your chosen Methodology since it routinely involved Paired Programming, and as the final year project must be done individually, this will not be possible.

4.4.1 Open Source Development

It is worth discussing the methodologies for Open Source development. OSS methodologies are a new field more akin to a craft, and very little formal research exists, in general, if you are adding to an existing body of software, try to find out the methodology used to develop the existing code and use that one. If you are unable to identify the methodology used, refer to 'The Cathedral and the Bazaar' by Eric S. Raymond, and look for a copy of 'Smarter, Simpler Social: An introduction to online social software methodology' by Lee Bryant.

4.5 Testing and Evaluation

For projects that involve the implementation of software the testing phase is often the stage that requires the most careful planning and organisation. Testing is central to any well-developed system and is something that should not be left until the last moment. It is important that you discuss different testing strategies with your supervisor throughout the project, and have a clear test plan included in our dissertation.

It is also important that you distinguish between the testing process and the evaluation process in your dissertation; testing is to check that everything works, whereas evaluation is seeing how well it works. So, for example, using **Nielsen's Heuristics** would be a part of the evaluation not the testing. It is also important to note that Nielsen's Heuristics by themselves would not be considered a complete evaluation, but they could certainly feature as a part of the evaluation process. It is important that a clear evaluation process should be defined and demonstrated in your dissertation.

For testing your project, it may be worth considering developing test plans in the style of the **IEEE 829** Standard for Software Test Documentation. In the past students doing research-based projects have used **ISO 9126** and **ISO 14598** (which are standards on software evaluation) to help frame their research, these are worth investigating.

5. Assessment of Work

5.1 The Interim Report

The interim report constitutes 20% of your overall mark for your final year project. The interim report will be assessed by your supervisor and second reader under the guidelines below. You will not receive your mark for the proposal until you receive your overall project result, however your supervisor, second reader and project monitors will provide you with feedback. The following broad categories are examined:

- Research and Background Knowledge
- Requirements Specification
- Feasibility
- Technical Writing
- Planning

This list serves only as a general overview. For details on the marking of the interim submission, a blank marking sheet is provided on the *Virtual Learning Environment*.

5.2 The Final Project

Your supervisor and second reader assess the final project. The purpose of the second reader is to act as an objective and impartial assessor. A mark is agreed upon between the supervisor and second reader. The purpose of the monitors is to ensure fair marking over all the projects. The following broad categories are examined:

- Research and Background Knowledge
- Design Quality and Methodology
- Completeness and Complexity
- Quality of Work
- Innovation
- Project Management
- Presentation
- Dissertation

This list serves only as a general overview. For details on the marking of the final submission, a blank marking sheet is provided on the *Virtual Learning Environment*.

6. Critical and Independent Thought

The capacity for critical thought is one of the fundamental skills expected of students at degree level. What this means is that each student is expected to demonstrate the ability to:

- Form opinions based on selected factual evidence
- Convey these opinions in a structured and documented manner
- Make **informed** choices and **justify** these choices
- Objectively assess the work of others
- **Objectively assess one's own work**

What all this means, in practice, is that throughout the project and in the dissertation, you must make choices and justify them with reference to research and, where necessary, experiments that you have conducted. Secondly, you must weigh what you read objectively and ask yourself whether it is reasonable. Everything written is not true.

In the project demonstration, you will be asked "why did you do it that way instead of this way" and you must be able to justify your choice - this is the panel's way of verbally examining your capacity for critical thought.

Your capacity for objective judgement is evidenced by your evaluation of the work of yourself and others. Your awareness of assumptions that you have made, the authoritativeness of your references, and the nature of your conclusions are good indicators of your capacity for objective judgement. For example, if your project is poor compared to similar projects or products, but your thesis is self-laudatory, you will have demonstrated an inability to judge your own work in context.

You must be able to 'step back' from your project and evaluate where you went wrong, what you would do differently, your successes and failures, and how your project might be improved and document these in your dissertation.

7. Referencing

7.1 Terminology

A *source* is a single article, academic paper, a book, or other document from which information has been obtained.

A *reference* is a piece of information that allows a source to be unambiguously identified by the reader (in order that he can 'follow' the reference to the source). References appear only in the bibliography.

A *citation* is the short 'tag' that appears after a word, statement, or paragraph that is based on material from a referenced source. By convention, citations take the form of the label and, usually a page number, range, or other identifier that allows the reader to locate the part of the source that is relevant to the citation.

The *bibliography*, or *table of references* is the list of references that appears, usually, in the 'backmatter' of a book or at the end of an article or paper.

7.2 Purpose of Citations

A citation serves one or more of the following purposes:

- to give credit where it's due
- to support an assertion that you, the author, are making
- to identify material that the author is not claiming as original
- to allow the reader to find out more about a particular topic

The basic principle is that anything that is not 'well known' and is not attributed to another person (by a citation) is the original work of the author (you).

First of all, you are expected to understand, and be able to explain, the source for the citations in your thesis in context. In other words, your supervisor and second reader are perfectly within their rights to quiz you on your citations.

The positioning and detail given in a citation are significant in terms of the range of applicability of the citation and the implied assertion that you are making about your knowledge of the source.

It will usually be clear from context what text in the thesis is intended to be covered by a citation. Although not a hard and fast rule, in general, citations are placed after the span of text to which they apply.

The academic community basically acknowledges the existence of three broad classes of information:

- That which is 'well known'
- That which is the work of a person who is not the author
- That which is the original work of the author

7.2.1 Well Known

The concept of something being 'well known' is easy to understand. For example, $e = mc^2$ does not require a citation because it is elementary mathematics, no reader could possibly believe that the author is claiming to have invented the equation! Whilst, in general, there is no such thing as 'over referencing', learning ancient Greek and studying Euclid in order to make sure that he gets due credit for every equation that he may have originated in your computer graphics assignment is excessive.

7.2.2 The Work of Another

The concept of something being the work of another is equally easy to understand, if it's not your work, then it must be someone else's. In order to avoid claiming credit where you should not, you must go to great lengths to reference exhaustively. Comprehensive referencing adds value to a document because it provides the reader with starting points for further research.

As you go through your project, it is a good idea to keep notes of where you read particular things, books, journals and periodicals, websites, etc. In general, any printed matter that you read is a candidate for inclusion in your table of references.

If another person that you talk to (including someone, for example, on an Internet mailing list) helps you out significantly, it is conventional to give her credit too by including her name in your 'acknowledgements'.

7.2.3 Your Original Work

Everything that is neither cited nor well-known is assumed to be your own original work. In practice, what this means is that you must be rigorous about referencing if you are to avoid being guilty of plagiarism.

7.3 Plagiarism

To plagiarise is to pass off the thoughts, writings, and work of another as one's own. For example, inserting extracts from other people's research into one's own dissertation, without acknowledging the source and submitting it as your own. Of course students are expected to read the ideas of others and use them in their research. However, the work must be fully referenced.

If plagiarism is suspected, an investigation will take place. Students who author their own work and properly reference their sources will not be penalised. Where plagiarism is confirmed, a student should expect to receive zero marks.

The purpose of the School's plagiarism policy is not to catch students out. Rather, it is to teach you the proper academic conventions of referencing and acknowledging your sources and to ensure that the work you submit is your own.

7.4 'Second-Hand' References

One of the implications of having to understand citations in context is that you must exercise caution (and follow the correct protocol) when using secondary sources.

Where one author, Bob, quotes (and cites) another author, Alice, and you want to cite the quotation from Alice's work, Bob's work is said to be a secondary source. Your reference to Alice's work is 'second-hand' in the sense that you have never seen Alice's work directly, you have only seen Bob's extract from it. The correct procedure is *either*:

- To get Alice's original article and read it yourself
- To create a separate reference for Alice's work, citing it in the main text. In the reference, provide the details for Alice's work, saying 'quoted in' followed by a citation of Bob's work.

Failure to adhere to these guidelines (by citing Alice's work as if it were a primary source) can give the impression that you are conversant with Alice's work when, in fact, you are not. You are also being unfair to Bob in failing to credit him with finding an extract that you want to use.

7.5 Citation Style: Vancouver

All citations must be done using the Vancouver citation style only, this is *very* important. The Vancouver citation style assigns Arabic numbers to each reference *as it is cited*. i.e. the first reference is assigned the number 1, the second is assigned the number 2 and so on. Assigned numbers are reused *each time that reference is cited*, and are surrounded by *square* brackets, for example; "...was the most significant.[4]"

The citation is placed...

- OUTSIDE full stops and commas, e.g. "...was the most significant.[4]"
- INSIDE colons and semicolons, e.g. "...had asserted [4] : further research..."

Multiple references when cited...

- if *inclusive numbers*: joined by hyphen. e.g. [2-5]
- if *non-inclusive*: separated by commas (without spaces). e.g. [2,4,7,10]

When referencing Research papers
<p>[N] Author (Year) "Paper Title", <i>Journal/Conference</i> Vol/No, pages.</p> <p>for example,</p> <p>[23] Smith, J. (1999) "How to Reference Research", <i>Journal of References</i>, 5(87), pp. 123-145.</p>

When referencing books

[N] Author (Year) *Book Title*, Location: Publisher.

for example,

[12] Holmes, B. (2003) *How to do a PhD*, London: Oxford University Press.

When referencing webpages

[N] Author (Year of Creation) Web Page Title, URL, *Date Accessed*: Mnth YYYY.

for example,

[6] Trochim, W. (2000) Research Methods Knowledge Base, <http://trochim.human.cornell.edu/kb/>, *Date Accessed*: March 2002.

If no year of creation on web-page, put in a dash, for example,

[19] Microsoft, (-), Hotmail, www.hotmail.com, *Date Accessed*: March 2002.

When referencing e-mails

[N] Lastname, Firstname <email address> "Subject", Date of receipt, Type of communication (personal e-mail, distribution list, office communication).

for example,

[16] Campbell, Bruce <bcact@aol.com> "Re: Manifesto", 28 February 1998, Email to author.

If you consult a member of staff (other than your supervisor), or some external source regarding your project and you wish to reference this discussion in your dissertation, type up a summary of the discussion, e-mail to whoever you were speaking to, and ask them to email you back a confirmation that they agree with the summary, and reference it as an e-mail.

7.6 Web References

Referencing online sources deserves special mention, the transient nature of web documents raises problems; will the document still be there when someone follows the reference? 'Hard' publications are preferable to sources on the web. Sometimes, however, there is simply no choice. The veracity of an on-line publication must be judged with extreme care. For example, consider two URLs that make some assertion about programming in Java:

- <http://java.sun.com/>
- <http://www.geocities.com/user?id=joeshmoe>

The former is likely to be correct, since it comes from Sun Microsystems own Java site. The latter, on the other hand, should be avoided. In short, while you should always exercise care in accepting the veracity of source, you should exercise particular caution with online documents.

*The use of **WIKIPEDIA** as a reference source is banned.*

7.7 Quantity and Quality of References

To ensure that the projects are thoroughly researched as well as thoroughly implemented there is a minimum standard in terms of the quantity and quality of references which are deemed acceptable in your final write-up, these are as follows;

- Reference must be made to, at least, three books,
- Reference must be made to, at least, three research papers, and
- Reference must be made to, at least, three websites.

8. Repeat Projects

8.1 Failing the Project

If you fail your project, and you want to check your result further you can view your marking sheets, as per standard script viewing. If you then want further checking, you can request a remark, and from that, an appeal, as per standard General Assessment Regulations on remarks and appeals.

8.2 Repeating the Project over the Summer

In the same academic year, you can request to improve your project and resubmit your project deliverables as a supplemental project submission over the summer recess period (mid-June to September). To do so you must contact the Final Year Project Co-ordinator. No supervision is provided over the summer. The student is strongly advised to seek feedback from the previously failed attempt before the summer period. Summer repeat students must submit their work on 1st September of the calendar year they failed the FYP originally. This will count as a repeat attempt, which means that your project mark will be capped at 40% if you pass, but it will allow you to complete your project without returning the following academic year if you pass.

Be aware that this option is suited to students who were close to passing, and who do not require substantial rework over the summer period. There is a general assessment rule that any module that is failed more than once where the module counts towards your award, your award grade is capped at a pass.

8.3 Repeating the Project the Following Year

If you do repeat the project over the summer of the same calendar year you failed, you will need to repeat the project at the next available sitting in the following academic year. To do so you must first get in contact with the Final Year Project Co-ordinator. You will need to register as a repeat student. You will be allocated a new supervisor and must decide on a new project topic.

If you cannot repeat your project the following academic year, you can apply to defer the year.

9. In Conclusion

A project should be:	<ul style="list-style-type: none">• challenging• Well planned• Well designed• Well executed
A dissertation should:	<ul style="list-style-type: none">• be well written• be well structured• be strongly referenced• display evidence of critical thought

APPENDIX A – REPEATING YOUR PROJECT

Final Year Projects

REPEATING OVER THE SUMMER

WHAT TO DO IF YOU FAIL YOUR PROJECT.

Can I get my result checked to be sure that it is right?	If you want to check your result you can view your marking sheets, as per standard script viewing. If you want to do further checking, you can request a remark, and from that, an appeal, as per standard General Assessment Regulations on remarks and appeals.
Can I repeat my project over the summer?	In the same academic year, you can ask for permission to improve your project and resubmit your project deliverables as a supplemental project submission over the summer recess period (mid-June to September).
Who should I contact?	Contact the Final Year Project Co-ordinator for permission to repeat, and ask for feedback from the previously failed attempt.
Should I contact my supervisor?	The person who was assigned to be your supervisor in the academic year is no longer your supervisor. <u>No supervision is provided over the summer.</u>
What is the deadline?	The repeat project is due September 1 st , 12 noon.
Will my result be capped?	Yes, this will count as a repeat attempt, which means that your project mark will be capped at a maximum of 40%, but it will allow you to complete your project without returning the following academic year, if you pass.

Final Year Projects

REPEATING IN THE NEW ACADEMIC YEAR

WHAT TO DO IF YOU FAIL YOUR PROJECT.

Can I get my result checked to be sure that it is right?	If you want to check your result you can view your marking sheets, as per standard script viewing. If you want to do further checking, you can request a remark, and from that, an appeal, as per standard General Assessment Regulations on remarks and appeals.
Can I repeat my project in the new academic year?	Under normal circumstances, you will need to repeat the project at the next available sitting, which is typically in the following academic year. <u>You will need to register as a repeat student.</u>
What if I cannot repeat in the following year?	If you cannot repeat your project in the following academic year, you can apply to defer the year.
Who should I contact?	Contact the Final Year Project Co-ordinator for permission to repeat, and ask for feedback from the previously failed attempt.
Should I contact my supervisor?	The person who was assigned to be your supervisor in the previous academic year is no longer your supervisor. <u>You will be allocated a new supervisor</u>
Can I do the same project again?	No, you must decide on a new project topic which is different from your previous project.
Will my result be capped?	Yes, this will count as a repeat attempt, which means that your project mark will be capped at a maximum of 40%.