

MSc Project Procedures and Deadlines

This paper outlines the procedures and deadlines for the MSc project modules (COMP6200)

1. Introduction

Each MSc programme contains a module which represents a three month research project and dissertation submission. There are several specific MSc programmes which are covered as follows:

| Programme title |
|---|
| Embedded Systems |
| Data Science |
| Artificial Intelligence (AI) |
| Bionanotechnology (BIO) |
| Energy and Sustainability with Electrical Power Engineering (ESEPE) |
| Microelectronic Systems Design (MSD) |
| MicroElectroMechanical Systems (MEMS) |
| Nanoelectronics and Nanotechnology (NANO) |
| Software Engineering (SE) |
| System-on-Chip (SOC) |
| Systems and Signal Processing (SSP) |
| Web Science (WS) |
| Web Technology (WT) |
| Wireless Communications (WC) |

This document contains three sections. Section 2 outlines the project allocation procedures for supervisor and second examiners. In section 3, project timetable is explained. The marking procedure and deadlines is detailed in section 4. The responsibilities of the Student Admin Team are briefly outlined in section 5.

The administration for this module is delivered via submission information and a project information grid located in the ECS handin system, as follows

<https://handin.ecs.soton.ac.uk/handin/YEARINDICATOR/MODULECODE/>

For example for the year 2014/2015 for COMP6200:

<https://handin.ecs.soton.ac.uk/handin/1415/COMP6200/>

and the project information grid can be found at the following address or by clicking on the link “**Project Information Grid**”

<https://handin.ecs.soton.ac.uk/handin/1415/COMP6200/projectinfo>

2. Project Allocation Procedures

a. Definition of Terms:

Each MSc project is allocated at least one supervisor and one examiner. Both the primary supervisors and the examiners need to be teaching members of staff.

Research staff members (research fellows, associates) cannot be assigned as primary supervisors, but they can be given the role of a second supervisor.

b. Supervisor Allocation

Programme leaders are responsible for assigning the supervisors to their individual cohorts. **The deadline for the assignment is at the end of the first week of Semester 2. This deadline is set by the module leader of project preparation course.**

The program leaders will enter the supervisor information into the project information grid, found by clicking on the relevant link on the following pages (example given is for year 2014/2015:

<https://handin.ecs.soton.ac.uk/handin/1415/COMP6200/projectinfo>

The student admin team has access to the same pages but will not provide support for this activity.

c. Second Examiners Allocation

Programme leaders are responsible for assigning the second examiners to their individual cohorts. **The deadline for the initial assignment is at the beginning of Semester 3. (i.e. 1st of June)**

The program leaders will enter the supervisor information into the project information grid, found by clicking on the relevant link on the following pages (example given is for year 2014/2015:

<https://handin.ecs.soton.ac.uk/handin/1415/COMP6200/projectinfo>

The rule for allocation purposes of second examiners is that **NO ONE ACADEMIC will second examine more than 5 dissertations** in the September period, except where the examination of more projects than this has been agreed in advance.

The project coordinator will handle the exchange of information for this purpose.

d. MSc Project Teaching Load

Primary supervisors receive 15 teaching units for each project they supervise. Second examiners load is shared and balanced among all teaching members of staff. Therefore, each member of staff will receive a nominal load for MSc project. This appears as part of the overall teaching load for the MSc projects.

3. Generic Project Timeline (actual deadlines may vary slightly from year to year)

| Normal timeline for projects | | Timeline for students taking one or two August referral exams (up to 15 ECTS/30 CATS in total) | | Timeline for externally repeating students | |
|----------------------------------|-------------------------|---|--------------------------|--|---------------------------|
| Item or deadline | Date | Item or deadline | Date | Item or deadline | Date |
| Allocation of project Supervisor | Third Week of Feb | Allocation of project Supervisor | Third Week of Feb | Allocation of project Supervisor | 1 st September |
| 2nd examiner set | End of June | 2nd examiner set | End of June | 2nd examiner set | 1 st September |
| Project start | 1 st of June | Project start | 1 st of June | Project start | Mid-September |
| Start date of demonstrations | Mid -August | Start date of demonstrations | Mid - November | Start date of demonstrations | Mid - November |
| Dissertation handin | First week of September | Dissertation handin | Fourth week of September | Dissertation handin | Mid December |

Notes:

- ALL students should meet with their supervisors at the beginning of June. Students who then have to do referral exams in August will pause the practical aspects of their project work at the end of June to prepare for their exams, with NO exceptions. Supervisors will provide no assistance during this period.
- Referral Students must not submit their dissertations to the early September hand in assignment even if they finish their project early.
- Students who fail their project in the first attempt will be given feedback from their examiners through the E-marking system. They will be given four weeks to revise their work and submit again. This applies to both normal students, referral students.
- Students who have referral examinations or coursework exercises in more than two modules (or more than 15 ECTS/30 CATS in total) will not be permitted to continue working on their dissertation project after the end of June. They will need to stop their project work at the end of June. If they pass their modules, they will be allowed to continue to work on their project starting from mid- September. They will need to submit their final thesis in Mid-December.

4. Marking Procedure and Deadlines

There are two stages for this process:

a. Marking Stage:

The following parties are involved at this stage: Supervisors, Second Examiners, Academic integrity officer and MSc project coordinator.

The procedure of this stage is as follows:

1. The MSc project coordinator uploads the submitted projects to Turn it in
2. The MSc project coordinator notifies the MSc project examiners with the marking procedure and the deadline for submitting project marks.
3. Projects examiners check their assigned projects for academic integrity issues and inform the AI officer if further investigations are needed.
4. After all academic integrity issues are resolved; project examiners submit their independent marking forms through the E-marking System.
5. Project examiners moderate their marks and submit their moderation forms

b. Review Stage :

The following parties are involved at this stage: MSc Program Leaders, Academic Integrity officer, third examiners and MSc project coordinator.

The procedure of this stage is as follows:

Program leaders review project marks for their individual cohorts, **there are a number of projects marks which will need their approval before they can be released**, specifically

1. Examiners have awarded a failing mark
2. The marks from the first and second examiners differ significantly
3. Examiners failed to agree on a mark

In the first two cases, program leaders should review the comments provided by the first two examiners. They can then decide to approve the mark if they are happy with these comments, Otherwise they need to appoint a third examiner and inform them by email.

In the third case they must appoint a third examiner and inform them as third examiners need to fill in a separate electronic marking form.

Program leaders may ask any examiners to better justify their marking or choose to appoint a third examiner if they are not satisfied with the justification provided by the first two examiners.

5. Responsibilities of the Student Admin Team

Student admin activity begins at the submission stage barring exceptional circumstances. The hand-in date can be found through the Coursework hand in page. This date is auto-generated from handin and appears on every students personal coursework view.

<https://secure.ecs.soton.ac.uk/student/cwork/>

- To arrange the printing and delivery of the reports hard copies to the examiners offices after the they have been handed in electronically.

- To upload the dissertations of students with extensions to the Turn-It-In plagiarism system. and obtain the plagiarism scores. These will also need to be uploaded into the E-marking system.
- To send reminders to the MSc examiners who fail to return their mark on time, a list of late examiner can be obtained from the E-marking System.

There may be other tasks which can be agreed upon with the project coordinators