

School of Science and Technology

**COURSEWORK ASSESSMENT ELEMENT**

<b>MODULE CODE</b>	:	COMP40321
<b>MODULE TITLE</b>	:	Research Methods
<b>MODULE LEADER</b>	:	Dr John Haggerty
<b>TUTOR(S)</b>	:	Dr Eugene Lai, Dr Paul Bowden, all project supervisors
<b>COMPONENT</b>	:	2 of 2
<b>TITLE</b>	:	Updated Literature Survey & Project Planning Document
<b>LEARNING OUTCOMES</b>		
<b>ASSESSED</b>	:	1,2,3,5,7,8
<b>WEIGHTING</b>	:	90% of the total coursework mark 90% of the overall module mark
<b>DISTRIBUTION</b>		
<b>DATE</b>	:	25 <sup>th</sup> April 2016
<b>SUBMISSION</b>		
<b>DATE</b>	:	25 <sup>th</sup> May 2016
<b>SUBMISSION</b>		
<b>METHOD</b>	:	Supervisor's Dropbox on COMP40311 Research Methods Room on NOW. Your submission must have a completed Ethical Issues and Clearance Form attached.
<b>NOTE</b>	:	The usual University penalties apply for late submission and plagiarism. Also, note the university's policy on proof-reading found at Part C Section 15 of the NTU Quality Handbook (13.17 – 13.20). Please consult your student handbook for further details.

## I. Assessment Requirements

You are required to provide an updated Literature Review, and Project Planning Document (PPD) as a word-processed document.

## II. Assessment Scenario/Problem

The PPD outlines the plan for the MSc Major Project and should be developed in consultation with your project supervisor. Project planning is the key to completing a project successfully. Creating a project plan is the first thing you need to do when undertaking any kind of project. The Project Planning Document describes the objectives, working assumption, project phases, dependencies, deliverables, professional issues and the risk assessment for the project. It also includes an updated Literature Survey which will be further developed from that submitted for Assignment 1 following feedback from your project supervisors.

The submission is in two parts that are submitted as one document. Part one describes the project plan itself, whilst part two is the updated Literature Survey.

### *Part One – Project Plan*

It is expected that this section will clearly identify the aims of the project and plan the activities that will be undertaken. You are required to write this up in the following format:

1. Introduction: You should explain the background and rationale for the project.
2. Aims and objectives: The *aim(s)* is one or two sentences summing up the overall vision for what the project will achieve. This should be followed by a paragraph or bullet points that elaborate on the aim by identifying specific *objectives* that you hope to achieve in the project. At the end of your project you will write a conclusion that discusses whether you have achieved these aims and objectives.
3. Tasks: These are the specific things that you will do while you undertake your project. Each task needs to be specific and lead to a deliverable of some sort. These deliverables need to be SMART (Specific, Measurable, Appropriate, Realistic and Time constrained).
4. Sources of information and resources required: You must explain what resources you will need to complete the project.
5. Project risks: Anticipate with justification any cause which may “derail” your project plan and what you propose to recover the situation should it occur.
6. Professional issues: Evaluation of professional, social, ethical and legal issues of relevance to the project. Areas that can be covered are quite broad, such as any area of computing related legislations (Computer Misuse Act, Data Protection Act, Freedom of Information); areas that impact on society (home,

education, workplace); the misuse of the project results for criminal activities, welfare and surveillance; or any possible intellectual property issues that may arise from your work.

7. Time plan: You need to estimate of how long each of your tasks will take and a plan of how the project will be achieved in the time available. You will also need to identify project milestones. This plan must be presented in the form of a Gantt chart.

### *Part Two – Literature Survey*

Following meetings and verbal feedback from your supervisor, the Literature Survey from Assignment 1 is to be updated. The purpose of a Literature Survey is to demonstrate that you are able to understand and critically analyse the background research in your topic area. It also shows that you are able select and source the information that is necessary to develop a context for your research. This is a key part of your final MSc project and it will develop over time as you develop your project.

### **Page Limit**

You should submit your report as **one** document.

*Part One - Project Plan:* It is expected that this should comprise around 5 and a maximum of 8 A4 side pages, prepared adhering to the submission guidelines below. Marks will be deducted where students exceed 8 sides or do not follow the guidelines for font size and line spacing given below.

*Part Two - Literature Survey:* This should be around 8 sides long and must not exceed 12 sides. Marks will be deducted where students exceed 12 sides or do not follow the guidelines for font size and line spacing given below. A list of references will not be included in the page limit.

### **Submission requirements**

Your work should be submitted to your supervisor's Dropbox folder in the Research Methods Room on NOW in PDF or MS Word formats. You should use your name and student ID as the file name, e.g. *Joe\_Bloggs\_N123456.pdf*. Your work should be appropriately word processed. Text must be 12 point Arial, flush left, and single spaced. Include your name and student registration number in a header. You must include references in a standard style (e.g. Harvard) as described in the library web site. **Do not** include a title page, abstract or table of contents.

You must include a signed statement, "In submitting this work I confirm that I am aware of, and am abiding by, the University's expectations for proof-reading".

## **III. Assessment Criteria**

**Assessment criteria:****Part One – Project Plan**

- Introduction (10%)
- Aims and objectives (10%)
- Tasks (5%)
- Sources of information and resources required (5%)
- Project risks (5%)
- Professional issues (5%)
- Time plan (10%)

**Part Two – Literature Survey**

- Breadth of sources (5%)
- Selection of relevant sources (10%)
- Expression of ideas (10%)
- Critical evaluation (15%)
- English and writing style (5%)
- Referencing (5%)

## **IV. Feedback Opportunities**

**Formative (Whilst you're working on the coursework)**

You are expected to arrange meetings with your supervisor to discuss your progress in the planning your project amounting to a total time of around 1 or 2 hours. These meeting will enable the supervisor to give you advice and feedback on what you have achieved. NOTE the supervisor will only be able to give you feedback on what you have achieved if you provide him/her with information about what you have done.

**Summative (After you've submitted the coursework)**

You will receive specific feedback regarding your coursework submission together with your awarded grade when it is returned to you. The verbal feedback on this coursework is for developmental purposes so that you can improve your project.

## Grading Descriptors

### Part One – Project Plan

Class	Scale	General Characteristics
Distinction (Excellent)	Exceptional distinction	Exceptional introduction to the topic area with an excellent clarity of the rationale for the project; aims and objectives are clearly and concisely expressed and show exceptional clarity in what it is hoped the project will achieve; the student shows exceptional understanding and expression of the tasks to be undertaken during the project; the sources of information have been meticulously researched and refined and the resources are highly relevant and focused towards the project; the student understands with clarity the risks of the project and these are described with exceptional focus; evidence of extensive and appropriate analysis of the professional issues related to the project going beyond what is expected at this level of study; the time plan is highly detailed and impeccably presented with exceptional focus on the project tasks and milestones, demonstrating a critical understanding of how the project's aims and objectives are to be achieved. Overall, the work may achieve or be close to research council or commercial project plan standards.
	High distinction	Excellent introduction to the topic area demonstrating clarity of the rationale for the project; aims and objectives are clearly and concisely expressed and demonstrate excellent clarity in what it is hoped the project will achieve; the student shows an excellent understanding and expression of the tasks to be undertaken during the project with very minor omissions of what could be considered key or focused tasks; the sources of information show excellent focus in research and choice and the resources are focused extremely well towards the project; the student understands with clarity the risks of the project and these are described with focus; evidence of extensive and critical analysis of the professional issues related to the project; the time plan is highly detailed and excellently presented with a deep level of focus on the project tasks and milestones, demonstrating an understanding of how the project's aims and objectives are to be achieved and with very few omissions in expected tasks. Overall, the performance is deemed beyond expectation of the level.
	Mid distinction	
	Distinction	
Commendation (Very good)	High commendation	Very good introduction to the topic area demonstrating the rationale of the project; aims and objectives are clearly expressed and demonstrate clarity in what it is hoped the project will achieve with some minor notable omissions or lack of focus; the student shows a good understanding and expression of the tasks to be undertaken during the project with some minor omissions of what could be considered key tasks that would be expected for a very good project to be achieved; the sources of information show focus in research and choice and the resources are focused highly relevant to the project; the student provides relevant risks to the project and these are described well; evidence of critical analysis of the professional issues related to the project and those supplied are highly or relevant to the project; the time plan is detailed and presented very well with a good description of the project tasks and milestones, demonstrating an understanding of how the project's aims and objectives are to be achieved but contains omissions in expected tasks. Overall, the performance is at a high standard for the level.
	Mid commendation	
	Commendation	
Pass (good)	High pass	A good introduction to the topic area demonstrating fair rationale of the project but with minor issues, such as may lack some focus or may be too ambitious given the timescale; aims and objectives are understandable in the context of the project area but require further clarity in what it is hoped the project will achieve with some minor omissions in what would be
	Mid pass	

	Pass	expected for a good project; the student shows an understanding and expression of the tasks to be undertaken during the project with some omissions of key tasks or providing irrelevant tasks that would be expected for a good project to be achieved; the sources of information show some focus in research with some analysis beyond what has been taught (particularly for a mid/high Pass) and choice and the resources are focused highly relevant to the project but it may rely on limited sources to advance work or be generally reliant on set sources; the student provides some relevant risks to the project and demonstrate an understanding of how these relate to the project; some evidence of critical analysis of the professional issues related to the project and those supplied are relevant to the project; the time plan is detailed and presented well with a description of the project tasks and milestones but contains some omissions in expected tasks. Overall, the performance is at a fair standard for the level.
Fail (Insufficient)	Marginal fail	Insufficient introduction to the topic area lacking the rationale of the project and contains issues, such as may lack focus or may be unachievable given the timescale; aims and objectives are unfocused or irrelevant in the context of the project area and fail to describe with conviction what it is hoped the project will achieve; the student does not show an understanding and expression of the tasks to be undertaken during the project with omissions of key tasks/milestones or providing irrelevant tasks unrelated to the project; the sources of information show little focus in research with little analysis and choice, and the resources are not focused towards or relevant to the project or it may rely on limited sources to advance work or be generally reliant on set sources; the student provides few relevant risks to the project and does not demonstrate an understanding of how these relate to the project; little evidence of critical analysis of the professional issues related to the project and/or those supplied are not relevant to the project; the time plan lacks detail and is not presented in a manner that is easily understood or it contains major omissions in tasks and milestones that would be expected for successful completion of a project. Overall, the performance is marginally below the standard for the level.
	Mid fail	Highly insufficient introduction to or understanding of the topic resulting in a lack of rationale of the project; aims and objectives are irrelevant or unrelated to the context of the project area and fail to describe what it is hoped the project will achieve; the student shows little or no an understanding of the tasks to be undertaken during the project; the sources of information show little research or understanding, and the resources are not relevant to the project or it may rely on very limited sources to advance work; the student provides very few or no relevant risks to the project and does not demonstrate an understanding of how these or risks in general relate to the project; very little evidence of critical analysis of the professional issues related to the project and/or those supplied are highly;
	Low fail	the time plan lacks any detail, with major omissions, and is not presented in a manner that is easily understood. Overall, the performance is below the standard for the level.
Zero	Zero	Work of no merit OR absent, work not submitted, penalty in some misconduct cases.

## Part Two – Literature Survey

Class	Scale	General Characteristics
Distinction (Excellent)	Exceptional distinction	Exceptional breadth and depth of knowledge and understanding of the topic area; a broad range of sources are included in the survey that are highly relevant to the topic under investigation with very few, if any, irrelevant sources selected; ideas are expressed with exceptional clarity with excellent structure; evidence of extensive and appropriate analysis and critical evaluation and of reading/research beyond the prescribed range, in both breadth and depth, to advance work/direct arguments; use of English is flawless and written extremely well and is easy to follow for a non-expert reader; impeccable use of references and referencing style is without error. Overall, the work may achieve or be close to publishable or commercial standard.
	High distinction	Excellent breadth and depth of knowledge and understanding of the topic area; a broad range of sources are included in the survey that are highly relevant to the topic under investigation with a few (minor) irrelevant sources selected; ideas are expressed with excellent clarity and structured well; evidence of excellent and appropriate analysis and critical evaluation and the student is typically able to go beyond what has been taught (particularly for a mid/high Distinction) in both breadth and depth, to advance work/direct arguments; use of English is excellent with only minor errors and written in a style that is easy to follow for a non-expert reader; excellent use of references and referencing style contains only minor typos or flaws. Overall, the performance is deemed beyond expectation of the level.
	Mid distinction	
	Distinction	
Commendation (Very good)	High commendation	Very good breadth and depth of knowledge and understanding of the topic area with minor omissions of seminal works/related issues in the literature survey at this stage noted; a wide range of sources are included in the survey that are highly relevant to the topic under investigation with some irrelevant sources selected and cited from outside academic or non-peer reviewed sources, such as Web sites; on the whole, ideas are expressed and structured well; evidence of appropriate analysis and critical evaluation with some beyond what has been taught (particularly for a mid/high Commendation); it may rely on limited sources to advance work/direct arguments; use of English is very good with some errors and written in a style that is easy to follow but may include some reference to issues/concepts that can only be understood by a technical expert; very good use of references with many relevant works included but the referencing style contains some typos or flaws. Overall, the performance is at a high standard for the level.
	Mid commendation	
	Commendation	
Pass (good)	High pass	A good demonstration of knowledge and understanding of the topic area with some omissions of seminal works/related issues in the literature survey at this stage noted; some sources are included in the survey that are relevant to the topic under investigation but with some or an over-reliance on sources selected and cited from outside academic or non-peer reviewed works, such as Web sites; on the whole, improvement could be made on the way in which ideas are expressed and structured for clarity; evidence of appropriate analysis and critical evaluation with some beyond what has been taught (particularly for a mid/high Pass); it may rely on limited sources to advance work/direct arguments but generally reliant on set sources to advance work/direct arguments; some use of paraphrasing or reliance on quotations that lacks analysis of the work(s) being discussed; use of English is acceptable with errors and written in a style that is easy to follow but may include some parts that are difficult to read or are inappropriate for the report; communication shows clarity but structure may not always be coherent; a fair use of references with some relevant works included but the referencing style contains a number of typos or flaws. Overall, the performance is at a fair standard for the level.
	Mid pass	
	Pass	

Fail (Insufficient)	Marginal fail	Insufficient knowledge and understanding of the topic area with major omissions of seminal works/related issues; few sources are included in the survey that are relevant to the topic under investigation; an over-reliance on sources selected and cited from outside academic or non-peer reviewed works, such as Web sites; ideas are expressed and structured without clarity or relevance; some ability to analyse and evaluate reading/research however work is more generally descriptive; over-reliance on limited or set sources to advance work/direct arguments; use of paraphrasing or reliance on quotations that lacks analysis of the work(s) being discussed; use of English is unacceptable with many errors and written in a style that is not easy to follow but may include some parts that has clarity; structure may not always be coherent; a limited use of references with a few relevant works included but the referencing style contains typos or incoherent presentation. Overall, the performance is marginally below the standard for the level.
	Mid fail	Highly insufficient knowledge or understanding of the topic under review or how it relates to the research field in general; very few sources are included in the survey that are relevant to the topic under investigation and (almost) entirely reliant on sources selected and cited from outside academic or non-peer reviewed works, such as Web sites; ideas are expressed and structured incomprehensibly; little ability to analyse and evaluate reading/research and work is descriptive; reliance on a limited set of irrelevant sources for the literature review; paraphrases cited works with a lack of analysis of the work itself; use of English is unacceptable with many errors and a poor written style that is not easy to follow; incoherent structure; a very few references and the referencing style contains many typos or incoherent presentation. Overall, the performance is below the standard for the level.
	Low fail	
Zero	Zero	Work of no merit OR absent, work not submitted, penalty in some misconduct cases.