

## MSc project FAQ

**1. What project topic should I do? Can my supervisor help me to choose a topic?**

MSc project is an independent project and it is up to the students to choose the topic and area that they would like to focus on. You can run your project ideas to supervisor and he/she can challenge you the areas that you could consider. However, the supervisor will not choose a topic for you.

**2. Is there any preparation I should do before I contact my supervisor?**

Yes. You should have some basic idea of what topic/area you would like to do, estimating the feasibility/outcome of the topic, related literature, etc. You don't have to know everything at this stage but, when contacting your supervisor, you should include the ideas you have come up with for your project to initiate a productive conversation with your supervisor.

**3. How can I have my supervisions with supervisor?**

The supervisor can provide guidance and feedback to you via email or schedule a virtual meeting.

**4. Can I change my MSc project supervisor?**

No. Please understand that there is a chance that you will not get a supervisor with the area of expertise you want. Your supervisor should be able to advise you or ensure that you get proper advice.

**5. Can I share the code of my project while working on the project?**

Please do not share any part of your project/proposal until the submission. Otherwise there is a danger that you will need to refute a plagiarism claim because someone else submitted your work before you. Please do not ask a friend from another university to submit your work to check if there is plagiarism. If you do so will almost surely need to deal with a plagiarism claim.

**6. Can I show my work/code to other people e.g., a colleague in my work place?**

Yes, as long as the colleague does not have a copy this is fine.

**7. What are project briefing sessions for and when they will be?**

We run two project briefing sessions this year and they will be held remotely. You can find timetable and live links via MyBirkbeck profile and Project Moodle page.

a) The proposal briefing is on Friday, 08/Jun/2021, 18.00-19.00 Project Co-ordinator will explain expectations and advice when you write up project proposal. This session is available to all MSc programme. On Friday, 08/Jun/2021, 19.10 onwards, your programme director will give answer questions on programme related project questions.

b) The report briefing is on Friday, 30/Apr/2021, 18.00-19.00 Project Co-ordinator

will explain expectations and advice when you write up project report. This session is available to all MSc programme. On Friday, 30/Apr/2021, 19.10 onwards, your programme director will give answer questions on programme related project questions.

**8. Where can I submit my proposal and report?**

Proposal and report should be submitted in Moodle MSc project page. Submission area will be available at closer time in Moodle MSc project page.

Proposal submission: you will need to submit two documents, proposal and project form to Turnitin. A separate submission tab will be created and please submit them in the correct tab. The student should only complete section 1 of the project form. Only one document can be submitted in each tab and only one submission.

Report submission: you will need to submit final project report in Turnitin and the code/data set will be submitted via GitHub (no code/data set will be required for Dissertation). More information will be sent out at closer time or in report briefing sessions.

**9. When are the deadlines of proposal and report submissions?**

The deadline of proposal is mid-April 2021 and the deadline of report is mid-Sept 2021. Confirmed deadlines will be published in due course on Moodle MSc project page.

**10. How my proposal and report are marked and when can I get mark of proposal and report?**

Your proposal and report will be marked by at least two markers. The proposal mark will be released in late July and you can view feedback in Moodle; the report mark will be released in late November and you can view feedback in Moodle.

**11. Where can I find marking criteria?**

The marking criteria is in Section 4 of the project form and a separate document will be available in Moodle in coming weeks.

**12. Where can I find more information about MSc project? Where can I find sample proposals and reports from past years?**

Detailed information about MSc project is available on the Intranet:

[https://www.dcs.bbk.ac.uk/intranet/index.php/MSc\\_Student\\_Projects](https://www.dcs.bbk.ac.uk/intranet/index.php/MSc_Student_Projects) You will need DCS login credentials to access Intranet page. If you forgot DCS login credentials, please see Systems Group's Moodle page:

<https://moodle.bbk.ac.uk/course/view.php?id=30589> alternatively, please get in touch with them on [sg@dc.bbk.ac.uk](mailto:sg@dc.bbk.ac.uk)

**13. What should I do if I can't complete my project/proposal/report within the deadlines?**

If you are struggling with your project, you can submit a mitigating circumstance claim via MyBirkbeck profile/Ask query with supporting documents. In such claim, you can choose to defer the project as a whole or defer an element of project (such as report) to the following academic year, OR to get a short extension (two weeks) without a penalty. All mitigating circumstances claims will be reviewed by the panel and a decision will be notified in Ask query.

**14. What do I do with code/data set of the project after submission?**

You can do whatever you want once they are submitted and the deadline of submission has passed.

**15. What will College or department do with my code/data set? Will it be shared with others?**

The source code/data set may also be submitted for plagiarism testing. Such plagiarism detection services usually keep a copy of the submission so that they can check against future submissions. So your code will be passed on to our "data processors". Moreover, we will share it with the external examiners for the sole purpose of quality assurance.

**16. I would like some of my friends to do some tests on my code/data set, will I need to complete ethical review? Where can I find an ethical review form?**

Yes, even for user tests we need to do an ethical review. This is because we need to check whether the program in question collects sensitive information or might have a negative effect on the user. These cases are rare but there's no simple checklist to filter them, so we must err on the side of caution and do a review.

An ethical review form will be available on project Moodle page/Key information.