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**School of Architecture, Technology and Engineering**

**CI601 Individual Project**

**Student Handbook 2022/2023**

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# Introduction

This handbook sets out the requirements for the final year computing project. It offers guidance about what you need to do to get the best possible mark and when you need to do it.

The project is one third of your final year and is your chance to demonstrate what you are capable of. It is very important that you manage the whole project efficiently and effectively.

All projects must include the creation of a software-based artefact.

Dissertations based solely on literature review activity and/or user/market surveys are not acceptable.

Details of the deadlines that you have to meet and how your project will be assessed are included in the project timetable section below.

We estimate that on average, a successful project requires 400 hours of effort. Assuming you work on your project throughout your final year, this means that you need to spend around 13 hours every week working on your project.

In order to undertake a successful project, you are required to produce an extensive piece of individual work on a specific topic ***demonstrably related to your award***. The project has several aims:

* To enable you to pursue your studies in a relevant area that interests you and enhance your expertise in your chosen project area;
* To provide a showcase demonstrating your ability and integrate and apply significant areas of knowledge, intellectual skills and practical skills.

You will have a supervisor for advice and guidance, *but* the success of your project depends on your ability to plan and carry out work independently. The project enables you to enhance your capacity for responsible, self-directed work of high quality, which is one of the qualities employers demand.

## Starting Your Project

The initial steps of the project are:

1. Identify one or more possible projects
2. Discuss your ideas with one or more potential supervisors
3. Submit a project proposal form and Ethics Check List
4. Meet with your supervisor regularly.

More detail and guidance about each of the above is presented in the remainder of this section.

## Identifying a Suitable Project

Successful projects typically pull together your existing knowledge, extend it and perhaps apply it in new ways.

If you are unsure about a topic, a good starting point is the list of previous projects together with details of supervisors and interest/possible projects which are available in the module area on My Studies.

Any topic that you can demonstrate **is related to your course** should be acceptable providing that:

* it is ethically acceptable
* the equipment needed for the project is available
* the project is suitable in size and scope, and sufficiently demanding to be worthy of an honour’s degree.

Your supervisor will be able to help you judge this. If in any doubt, refer to the project coordinator.

Your placement provider may have suggested potential project topics to you and your contacts with your past employer may be valuable in connection with this. You can carry out your project in association with an outside customer, if the above requirements are met and:

* You can find a supervisor within the computing and games subject area
* The University is not responsible for any extra costs you incur
* You provide a letter of support from the outside organisation to assure us that the resources, data, access to staff, or equipment, or whatever your project requires, will be made available for the duration of the project. [Note that this does not establish any legal obligation between the University and the outside organisation and is only to satisfy us of their cooperation. Please make sure this is clear to any outside organisation with which you have dealings.]

## Choosing a Project Supervisor

**It is your responsibility to identify a suitable project supervisor**. The supervisor does not need to be a subject expert, their role is to support you through the process, act as a sounding-board for your ideas and give advice when required.

A list of the staff who can supervise projects, their areas of interest and suggested projects topics, is available on My Studies under the ‘Supervisors’ link. Typically, students choose their own project topics often in discussion with a potential supervisor.

You can talk to any potential supervisor about any topic that interests you and is relevant to your course.

Once you have agreed a topic and supervisor you must submit a project proposal form and an Ethics Check List (See Appendix A and B)

If you have not found a suitable member of staff to supervise your project by late October, the project coordinator will assign one.

You must hold regular meetings with your supervisor and keep a record of advice given and actions agreed. You will include copies of records in an appendix to your final project report. It is expected that you will include *at least one per month* for the duration of the project.

Each Project is assessed by two examiners: Your Project Supervisor and a Second Reader.

## Project Workshops and Lectures

In addition to attending regular meetings with your Supervisor, you should attend the supporting workshops and lectures. The timetable is posted in the module area on My Studies and will appear in your personal timetable.

# Creating a Successful Project

Your project must demonstrate the necessary technical skills for your degree and include the creation of a software-based artefact. Any project that does not will be capped at a maximum of E+.

You must give thought to the context of and the justification for your project. From the examiners' point of view, the process of research, investigation, thinking, learning and reviewing progress is just as important as the final state of any practical deliverable.

Ambitious projects change as you learn more about your chosen topic. The key is that you undertake every aspect of the project well and respond thoughtfully to changes as they occur.

Your examiners recognise that some projects are inherently more difficult or complicated than others and will not expect a difficult or highly original project to be carried out faultlessly.

A good project is one where the student:

* shows a good grasp of the general context of their topic
* explores a number of avenues and chooses an intelligent approach to the topic
* meets difficulties where they arise in a sensible way
* reaches an acceptable outcome by the end of the project period, having clearly learned in the process.

Your project will be judged to a considerable extent by your Project Report. The external examiners, who will review the marks, will only see what you have written.

## Project Accreditation

Your project is an important step towards acquiring professional status in this country and abroad. Our marking criteria correspond to those that The British Computing Society (BCS) specifies for final year computing projects. The BCS requirements, which must be considered when devising and undertaking your project, are:

* Ability to apply practical and analytical skills present in the programme as a whole
* Innovation and/or creativity
* Synthesis of information, ideas and practices to provide a quality solution together with an evaluation of that solution
* Project meets a real need in a wider context
* Ability to self-manage a significant piece of work
* Critical self-evaluation of the process.

## Social, Legal, Ethical and Professional Issues

This module has a vital role in equipping you for your chosen profession when you leave University. It is therefore important that you can demonstrate an awareness of and engagement with the social, legal, ethical and professional issues that are relevant to your project. This is likely to be particularly the case with projects that involve work in a real-world setting, but every project will raise its own specific set of issues. These may be, for example, the social impact of a new software application, or information systems project; legal requirements such as the Data Protection Act, copyright and intellectual property law; the ethics of carrying out research on human subjects, or ethical issues that may be raised by an application such as a public web site; or the conventions of good professional practice required in activities such as usability testing, use of software libraries, requirements investigation etc. Your examiners will be looking for a critical appreciation of the issues raised by your project, which you should discuss in the Project Report.

### Research Ethics

All research involving human subjects needs to be governed by ethical good practice, as well as relevant legislation such as GDPR. Projects must follow the Universities Research Ethics Policy. The policy is available [here](https://unibrightonac.sharepoint.com/:b:/r/sites/public/docs/RESP/Governance/Policy%20on%20Research%20Integrity.pdf?csf=1&web=1&e=k7YdRK) and the Ethics checklist is included in Appendix B of this handbook.

### Intellectual Property Rights

#### University claims over student work

The following is a statement explaining the right the University claims over student work, including projects:

“The university requires access to intellectual property generated by students. As a condition of joining the university, students grant the university the right to use their work for academic purposes, including assessment and research, and for purposes relating to the administration of the university, including quality assurance and publicity.”

**The above must brought to the attention of any third party supporting your project.**

#### Materials Originating from the Internet

It should also be noted that materials included in your project originating from the Internet are subject to the same proprietary rights as those originating from any other source (typically paper based sources).

* Copyright material must not be used in a project if there is any intention to use that material for commercial purposes following the completion of the project without obtaining explicit permission from the owner.
* We advise that copyright material should not be used without obtaining permission from the owner in writing.
* We accept research projects that contain copyright material as long as the source/origin of any non-original material is clearly identified within the project documentation and any software that utilizes the copyright material.

### Plagiarism and Academic Misconduct

The project follows the standard rules regarding plagiarism and raises some specific issues:

1. If you use any assets that you have not created yourself, such as sound recordings, images or modules of code from software libraries, they can only be used with the owners’ permission.
2. Authorship should be clearly and correctly credited, as should the origins of any open source software that you may use.
3. The use of any content from public web sites in a software application, without permission or crediting, constitutes plagiarism.
4. In the written deliverables of the project, such as the Planning and Research Report or the Project Report, the normal rules on plagiarism apply. Small pieces of the work of others may be used and quoted; in all cases they must be correctly acknowledged and cited, according to standard academic practice.

# Key Dates and Times

|  |  |
| --- | --- |
| **Deadline** | **Activity** |
| 3rd October | **Introductory Project briefing:** what you need to know and how to get started. |
| *Then…* | *If you haven’t already done so, decide on your project and find a supervisor.* |
| 15.00, 17th Oct | **Submit Project Proposal and Ethics Check List** |
| *Then…* | *The project coordinator will confirm supervisors and allocate second readers. Supervisors will be appointed if you cannot find one yourself, by 15th October.* |
| 15.00, 25th Nov | **Submit the Interim Planning and Investigation Report** |
| 14th- 25th Nov | **Arrange your Viva** with supervisor and second reader.  **Email project coordinator** to confirm arrangement. |
| 16th Dec | **All Vivas completed**. |
| 15.00 5th May | **Report hand-in**. (On-line submission of all documentation including link to Supporting material (eg source code etc))**.** |
| 20th May | **Project Exhibition** (Date and Location to be confirmed) |

# Project Deliverables

Three deliverables are required in each semester.

## Semester 1

The three deliverables in Semester 1 are:

|  |  |
| --- | --- |
|  | **Due (15:00)** |
| 1 Project Proposal and Ethics Check List | 17th Oct |
| 2 Interim Planning and Investigation Report | 25th Nov |
| 3 Project Vivas completed | 16th Dec |

### Project Proposal

The Project Proposal Form is in Appendix A. You can amend it to suit your proposal requirements (e.g. extra pages). You must include the Ethics Check List when you submit the Project Proposal.

If you have not managed to find a supervisor, you must **still submit your proposal and check list by the deadline**.

Once the Project Proposals are received the project coordinator will confirm the supervisors, arrange second readers and allocate supervisors to projects where necessary. The complete supervisor and second reader allocations list will be published on My Studies.

### Interim Planning and Investigation Report

This report must provide a clear summary of what you have achieved to date and what you plan to do to complete your project. The content should be based on the techniques you learnt last year in CI536, the integrated group project. The length of the report will depend on the nature of the project but will typically be between 10 and 20 pages with the following content/structure:

* **Aims and objectives**: a broad description of what you are planning to investigate, analyse, develop, create etc.
* **Requirements**: a prioritised set of the key functional and non-functional requirements. Include an explanation of how you determined the requirements.
* **Deliverables:** an overview of what you expect your project to deliver, this will depend on the type of project that you are doing but, for example, might include the analysis of a problem, one or more designs, a software product and documentation. Include a summary of the scope of each deliverable.
* **Chosen approach:** an explanation of how you will approach creating your project. Where appropriate, demonstrate that you have considered alternative approaches and explain why you have chosen a particular approach. This section should demonstrate how your research influenced your choice. The topics you address will depend on the nature of your project but may include:
  + Project management methodology
  + Development tools and techniques
  + Evaluation/Testing tools and techniques
* **Plan:** demonstrates that you have thought about the timing and effort required to complete the project. This should be broken down into:
  + **Schedule of activities** (Gantt chart or similar identifying key milestones)
  + **Risk analysis** of potential problems and contingency/approach to mitigating their effect.

Within this section, clearly identify what you have achieved to-date.

* **Research and literature review:** Identify all background research that you have undertaken. This may encompass a range of sources such as competitive reviews, academic papers and technical publications.  
  Include a list of citations. Each citation should be followed by a brief (usually about 150 words) descriptive and evaluative paragraph.

### Viva

Once you have submitted your Interim Planning and Investigation Report **it is your responsibility to schedule a viva** with your supervisor and second reader.

The Viva is to allows you to discuss your project with your supervisor and second reader. Together, they will provide you with detailed feedback and advice on how to ensure the best outcome for your project.

Following the Viva, formal feedback will be provided on My Studies.

## Semester 2

The final deliverables are made of 2 assessed components:

|  |  |
| --- | --- |
|  | **Due (15:00)** |
| 1 Project Report | 5th May |
| 2 Project Presentation | 19th May (date to be confirmed) |

Each of these are explained below.

### Project Report

The project report is a major deliverable and will have a substantial effect on your overall mark.

There is no fixed word-count for a project report. The report and documentation should be equivalent to between 6,000 and 10,000 words.

What is required depends on the nature of the project; your supervisor, in discussion with your second reader will advise you on this. The final report should be sufficiently long to provide a succinct critical evaluation of every significant area of your project work.

#### Submission

The report must contain a first page with student name, student number, degree title and a short title. You must submit the report and supporting documentation (word or PDF) via the module area on My Studies.

Please note that a copy of your Project Report will be retained for educational purposes.

#### Content

The exact content of the report depends on the nature of your project and must be agreed with your supervisor**.**

A good report will provide a critical evaluation of every significant area of your project and will typically address:

* choice of project and how it fits in with the modules you have studied
* background research and the way it has influenced your project
* your methodology and planning (Include your original project plan, together with any later versions or a discussion of any necessary changes to the plan)
* an assessment of the progress you made, problems encountered, their solutions and the lessons learned
* aspects of your work you are particularly proud of
* further areas for possible investigations or enhancements.

#### Structure

The final report structure depends on the nature of your project. The structure should be discussed and agreed with you supervisor. A typical structure will be:

1. **Cover page:** Project title, Student name and Number, Student course title. Supervisor name, Second reader name
2. **Abstract:** Very brief summary of the project, goals, products and outcomes (One paragraph)
3. **Table of Contents**
4. **introduction:** Summary of project goals, and achievements (One page)
5. **Methodology:** Explanation of choice and use of relevant methodologies such as project management, surveys, development tools/environments, testing
6. **Product Description:** What has been created, where relevant, explanation of requirements, design, implementation
7. **Research:** Provide evidence of all research that has been undertaken explaining how it influenced the project. This section must include a literature review plus a summary of any other research that was undertaken such as competitive analysis or usability testing.
8. **Critical Review**: Review success and areas for improvement, emphasise what has been learnt and how this would affect future projects
9. **References:** A full accurate list of references to all sources of information that have been used including the source of any non-original material such as code and media assets. Any tutorials or other sources of information that informed the project must be clearly referenced.
10. **Appendices**

**Appendix 1:** Record of meeting with supervisor. as a minimum, a monthly email record of meeting topic, advice given and actions agreed. This is required to demonstrate engagement with the project process.

**Further Appendices:** These will depend on your project and should be agreed with your supervisor but could include the results of testing, surveys or design documents.

### Project Exhibition

The Project Exhibition contributes 20% to your project mark and gives you the opportunity to showcase your work to your examiners and a wider audience including local and national employers.

You may request guest invitations for people involved in the computing industry through ATE Admin Resources [ATE-AdminResources@brighton.ac.uk](mailto:ATE-AdminResources@brighton.ac.uk).

The Project Exhibitions requires you to:

1. **Create a Project Poster** that summarises your project for display at the Project Exhibition Day.
2. **Attend the Project Exhibition Day** and demonstrate/discuss your project with your markers and other attendees.

These arrangements may have to be varied occasionally for part-time students, who should consult their supervisor or the project coordinator. It is your responsibility to be available for participation in for the whole day (excluding lunch time).

# Assessment

Your project mark is based on your final deliverables:

1. Project Report: 80%
2. Project Exhibition: 20%

Both deliverables are marked independently by your supervisor and second reader who then meet to agree your mark.

The criteria that are used to assess the project are detailed in Appendix D.

To gain a good mark, your project must address **all** these criteria to a good standard. The interpretation and weighting assigned to each of these depends on the nature of the project.

A copy of the assessment form used by the examiners is included in Appendix B.

Feedback and marks will be subject to the approval of the external examiner(s) and exam board and provided through this module’s grade centre.

# External Appendices

To simplify printing and processing, the following appendices are available as separate files

Appendix A, CI601 The Individual Project Proposal Form

Appendix B, Ethics Check List

Appendix C, CI601 The Individual Project Viva Feedback Form

Appendix D, CI601 Assessment Criteria

Appendix E, CI601 Final Marksheet.