

Assessment 2 - Project Proposal (Referral)

Solent University

Coursework Assessment Brief

Assessment Details

Unit Title:	Graduate & Professional Development
Unit Code:	CNP500 & BIT500
Unit Leader:	Joe Appleton
Level:	5
Assessment Title:	Report (Project Proposal)
Assessment Number:	2
Assessment Type:	2000 Word Individual Written Report
Individual/Group:	Individual
Assessment Weighting:	50%
Issue Date:	September 2019
Hand In Deadline:	Before 16:00, Wednesday, 01 July, 2019
Planned Feedback Date:	Within 4 weeks
Mode of Submission:	Turnitin
Number of copies to be submitted:	One
Anonymous Marking	This assessment will be exempt from anonymous marking

Assessment Task

The purpose of this assessment is to prepare a proposal for your major project that will be completed in the final year of your degree. The report will consist of a literature review on your chosen topic area, a research question or hypothesis, proposed methodologies and a rough schedule that you will follow to complete the project.

You should consider the following when choosing a final year project:

- Relates to a technical or professional interest
- Challenges you develop new knowledge and/or skills
- Relates to your course degree
- Has relevant academic literature

It must be noted that the project idea you explore for this assessment is not binding. Many students will end up basing their project of a different idea to this assessment.

Report Structure

Section & Word Count	Purpose	Verb Tense	Elements
Introduction (200 - 250 words)	Provides a summary for the work to come	Present: refers to the work being done	<ul style="list-style-type: none">• Presents a brief introduction into the chosen topic• Clarifies any concepts or theories that may not be familiar with the reader
Research Question or Hypothesis (50 - 100 words)	Provides a focus for the study	Present: refers to the work being done	<ul style="list-style-type: none">• Presents the research question or hypothesis for your project• Set's the context for the research (e.g. international students attending their joining Solent university)
Literature Review (800 - 1,000 Words)	Provides a summary of the current knowledge	Present: refers to the work done	<ul style="list-style-type: none">• Review and summaries up-to-date literature concerning your project
Proposed Methods (250 - 500 words)	Describes the team work that was undertaken	Future: refers to the work that will be done. Methods should be formulated and linked to existing academic literature	<ul style="list-style-type: none">• Review and summaries up-to-date literature concerning your project
Conclusion (150 - 200 words)	Summaries your finding	Present	<ul style="list-style-type: none">• Should relate back to the introduction• Should summaries your idea
Reference List	Lists sources used	-	<ul style="list-style-type: none">• Should be in SSU Harvard Style
Appendix	Supplementary Information	-	<ul style="list-style-type: none">• Should include a time line of key project tasks

Assessment Criteria

You will be assessed on your ability to critically engage with academic literature and how you use this literature to shape your project ideas.

	A1-A4	B1-B3	C1-C3	D1-D3	F1-F3
Reporting Standards (10%)	Report produced to exceptional standard & structure, based on high quality, well referenced sources.	Report accurately structured and well formatted. While the sources are high quality, there may be some minor referencing errors	Accurate, with depth in some aspects, but may lack consistency in places	Very poor presentation and structure, numerous inaccuracies and omissions. However, the report is readable	Does not meet threshold
Literature Review, Hypothesis/Research Questions, Methods (80%)	Exceptional breadth and depth. Explores and evaluates a wide range of sources. An excellent critical understanding of concepts and theories. Research questions/Hypothesis and proposed methods are clearly justified using the literature	Accurate breadth and depth. Locates and organises a wide range of information. An clear critical understanding of concepts and theories. Research questions/Hypothesis and proposed methods are clearly justified using good sources.	Accurate, with depth in some aspects. Locates and organises a satisfactory range of information. Satisfactory critical understanding. Inferences based on the sources may not be overly convincing	Largely accurate across most areas, with limited depth. Locates and organises an acceptable range of information. Some critical understanding shown	Does not meet threshold
**Conclusions (10%) **	Exceptional, logical conclusions presented taking into account the literature. A gap in the literature may the the project addresses may be presented.	A high quality collision is presented which links to the literature. It is clear how the project will progress.	A simple set of concluding statements that may only be thinly supported by sources	Largely accurate however may contain logical errors	Does not meet threshold

Learning Outcomes

This assessment will enable students to demonstrate in full or in part the learning outcomes identified in the unit descriptors.

Late Submissions

Late Submissions:

- i. If this assessment is submitted late i.e. within 5 working days of the submission deadline, the mark will be capped at 40% if

a pass mark is achieved;

- ii. If this assessment is submitted later than 5 working days after the submission deadline, the work will be regarded as a non-submission and will be awarded a zero;
- iii. If this assessment is being submitted as a referred piece of work (second or third attempt) then it must be submitted by the deadline date; any Refer assessment submitted late will be regarded as a non-submission and will be awarded a zero.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-assessment-principles-and-regulations.pdf?t=1534423842941>

Extenuating Circumstances

The University's Extenuating Circumstances procedure is in place if there are genuine circumstances that may prevent a student submitting an assessment. If students are not 'fit to study', they can either request an extension to the submission deadline of 5 working days or they can request to submit the assessment at the next opportunity (Defer). In both instances students must submit an EC application with relevant evidence. If accepted by the EC Panel there will be no academic penalty for late submission or non-submission dependent on what is requested. Students are reminded that EC covers only short term issues (20 working days) and that if they experience longer term matters that impact on learning then they must contact the Student Hub for advice.

A summary of guidance notes for students is given below:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2p-extenuating-circumstances.pdf?t=1534423896787>

Academic Misconduct

Any submission must be students' own work and, where facts or ideas have been used from other sources, these sources must be appropriately referenced. The University's Academic Handbook includes the definitions of all practices that will be deemed to constitute academic misconduct. Students should check this link before submitting their work.

Procedures relating to student academic misconduct are given below:

<http://portal.solent.ac.uk/support/official-documents/information-for-students/complaints-conduct/student-academic-misconduct.aspx>

Ethics Policy

The work being carried out by students must be in compliance with the Ethics Policy. Where there is an ethical issue, as specified within the Ethics Policy, then students will need an ethics release or an ethical approval prior to the start of the project.

The Ethics Policy is contained within Section 2S of the Academic Handbook:

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2s-university-ethics-policy.pdf>

Grade marking

The University uses a letter grade scale for the marking of assessments. Unless students have been specifically informed otherwise their marked assignment will be awarded a letter grade. More detailed information on grade marking and the grade scale can be found on the portal and in the Student Handbook.

<http://portal.solent.ac.uk/documents/academic-services/academic-handbook/section-2/2o-annex-2-assessment-regulations-grade-marking-scale.pdf?t=1534424273208>

Guidance for online submission through Solent Online Learning (SOL)

<http://learn.solent.ac.uk/onlineSubmission>