Faculty of Science and Technology

Department of Computing and Informatics
Postgraduate Programmes

Individual master's Project Handbook

2024/2025

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List of MSc Programmes, Programme Leader, and Email Addresses

MSc Cyber Security and Human Factors
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MSc Data Science and Artificial Intelligence and
MSc Digital Health and Artificial Intelligence
Professor Zoheir Sabeur
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MSc Digital Health,
MSc Internet of Things,
MSc Internet of Things with Cyber Security, and
MSc Internet of Things with Data Analytics
Dr Benjamin Gorman
bgorman@bournemouth.ac.uk

MSc Information Technology
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MSc Human-Centred AI
Dr Emili Balaguer-Ballester
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1. Introduction

The Individual Masters Project provides you with an opportunity to pursue your academic interests in a piece of individually researched work and to acquire skills and expertise different from those obtainable through taught units. You will need to develop a systematic research approach, plan your project carefully, carefully define the problem and your objectives, review appropriate literature, determine a methodology and deal scientifically with data and be scrupulously honest with your findings. You are not required to demonstrate originality, but you must show a sound grasp of the technical and critical skills needed to apply your knowledge and analysis your findings.

The project requires you to engage with a complex problem of your own choice and will involve 15 weeks/600 hours. In summary, your project will require:

60 Credit Project
6000 words
The solution to a complex problem
Work for 15 weeks / 600 hours (FT)
A detailed systematic approach/methodology
Genuine (Novel) research
Requires a critical and evaluative mind

1.1. The Individual Masters Project (60 Credits)

The importance of the project is reflected in the weighting given to it in the final degree assessment. The project is **60 credits** which means it is three times the size of a normally taught unit. Consequently, the 60-credit project is equivalent to one-third of your overall course. The 60 credit Project is assessed through **100% coursework** comprising a Masters Dissertation. This represents **600 hours** of study time resulting in the submission of around **6000 words**, excluding appendices.

1.2. Aims of the 60 Credit Project

The 60-credit project enables you to develop an understanding of the characteristics and issues inherent in the solution of a complex, real-world problem. A good project will fuse knowledge from the units you have been taught, together with recent research findings, industrial experiences, and independent critical thinking. This will provide you with an opportunity to:

- develop knowledge of philosophy, methodologies and techniques of research relating to the domain of the named award.
- critically investigate and report on a particular issue in depth.
- engage with complex issues and present an analytically rigorous and well-argued case.
- evaluate the results and the process to provide a judgement about how the project was carried out.

The 60-credit project is usually centred on the construction of an artefact to professional standards. The Pro forma for the Project Proposal in respect of 60 credits project may be found in Appendix A. Having completed this unit, the student is expected to demonstrate the following **intended learning outcomes**:

1. knowledge and understanding appropriate to the subject area and the ability to handle inconsistency in the problem domain and produce a viable solution.
2. analytical and critical evaluation when exploring solutions for a given problem domain.
3. problem-solving skills and the application of knowledge across the discipline areas.
4. the ability to design, manage and demonstrate an appropriate test and verification strategy.
5. effective conduct of research, analysis and critical evaluation of different methodologies and implementations.
6. the ability to select appropriate strategies to successfully plan and execute a design project.
7. the ability to present a reflective integrated discussion of the conclusion of the research,

development and practice activity and its implications for the future.

The foundations for the project are set in the taught units, where the assessment involves searching for, and analysing relevant information, as well as producing appropriate solutions. The Research Methods unit develops students' skills and underpins the identification and development of a viable research topic. Students will be allocated an individual supervisor who will act as a mentor during the project, encouraging the student to achieve their full potential and to complete the project within the allotted timescale.

2. Timeline for the Individual Masters Project

2.1. Timeline for Full-Time Students

September 2024 Project Start

- starts on **Monday the 23rd of September 2024**
- ends on **Friday the 31st of January 2025**

Feb 2025 Project Start

- starts on **Monday the 3rd of February 2025**
- ends on **Friday the 16th of May 2025**

May 2025 Project Start

- starts on **Monday the 12th of May 2025**
- ends on **Friday the 22nd of August 2025**

2.2. Timeline for Part-Time Students

The timeline for Part-Time students is like that of the full-time students with the important exception that part-time students have 30 weeks in which to complete their project instead of 15 weeks. Thus, the start and end times for part-time projects submitted will be as follows:

	Intake					
Part-Time Projects	**September 2024**	**January 2025**	**September 2025**	**January 2026**	**September 2026**	**January 2027**
Start date	Feb-26	Sep-26	Feb-27	Sep-27	Feb-28	Sep-28
End date	Aug-26	May-27	Aug-27	May-28	Aug-28	May-29

2.3. Project Approval Dates

The project proposal must be submitted to Brightspace using the form in **Appendix A**.

	Sep 2024 Project Start	**FINAL Feb 2025 Project Start**	**Tentative May 2025 Project Start**	**Description**
Project Support Sessions	23/09/24	03/10/24	03/01/25	- Guidance about the process and next steps. Videos by supervisors and project portal. Students should contact potential supervisors and arrange a meeting starting from the designated availability.
Supervisor	UPDATED	18/10/24	14/02/25	Students send emails to the Project

	Sep 2024 Project Start	FINAL Feb 2025 Project Start	Tentative May 2025 Project Start	Description
Assignment	from 23/24AY			Coordinator (**masterprojectsemail@bournemouth.ac.uk**) until this deadline to confirm. If not arranged until this time, the supervisor will be randomly allocated.
Project Proposal	7/10/24	8/11/24	21/03/25	Students submit their proposals on Brightspace. Supervisors give written feedback on Brightspace. This is a required piece of work; however, it is not formally assessed and does not carry any marks. You are expected to include this detailed project proposal as an appendix in your Project Report, and to reflect on whether and why you deviated from your Project Proposal.
Online Ethics Checklist	18/10/24	6/12/24	11/04/25	Students submit their online ethics checklist and make sure it is approved by the supervisor. It can be revisited but must be approved by the start of the project and attached to the appendix of the final project report. A project without ethics is considered Research Misconduct.
Project Start	28/10/24	03/02/25	19/05/25	Project work starts. Students must have their project proposal and ethics checklist approved by this date. Otherwise, they cannot start working on their project.
First Progress Review	18/11/24 to 22/11/24	03/03/25 to 07/03/25	23/06/25 to 27/06/25	This is a required piece of work; however, it too is not formally assessed and does not carry any marks. Its value is in the feedback that you will receive at an intermediate state, which will help you get better marks for your project overall. The first progress review will be done via Brightspace assessment under "First Progress Review (Feedback Only)" and referenced in the section that reflects on the project's progress, possibly in the same section as the reflection on your Project Proposal. See Brightspace under assessment submission for the review form.
Second Progress Review	09/12/24 to 12/12/24	28/04/25 to 02/05/25	04/08/25 to 08/08/25	This is a required piece of work; however, it is not formally assessed and does not carry any marks. You are expected to submit your draft report on Brightspace. Your supervisor will provide you with written feedback on Brightspace to help you improve your project overall. Try to complete all the sections in your draft report as much as you can so that you have enough time to improve your work.
Dissertation Submission	31/01/25	16/05/25	05/09/25	Students submit their dissertations and additional files on Brightspace.
Video	04/02/25	21/05/25	10/09/25	In addition to your written work, you are

	Sep 2024 Project Start	FINAL Feb 2025 Project Start	Tentative May 2025 Project Start	Description
Question and Answer (Q&A) session[1]	10/02/25 to 21/02/25	26/05/25 to 06/06/25	15/09/25 to 27/09/25	required to present your work via a video presentation. In addition, you may need to defend it against questioning from your markers as determined by your supervisor and second marker. Q & A session is not mandatory and, will be arranged especially if there are any questions.
Results	Around Mid-March 25	Around Mid-July 25	Around Mid-Oct 25	Marks are released by PSO.

[1] The Q&A (optional) is determined by your supervisor and reader and may be required as a component of the assessment, and this is designed as a remote Questions and Answers (Q&A) session.

Readers (or second markers) and your supervisor and the second marker will arrange the remote Q&A session according to their availability, which will be held within 2-3 weeks following the submission deadline. Students are expected to be available during that period. The date, time, and online communication tool should be agreed upon by the student and the markers.

Its purpose is to enable the markers to clarify their understanding of the aims of your project and of what you have achieved. The defence does not carry any marks but can affect your marks by providing additional information to your markers, over and above that provided by your report.

The markers will be seeking clarification of various aspects of your project. The markers will ask questions relating to the work to clarify any concerns or questions they may have regarding the project and the project report. You will be expected to defend your work from such detailed questioning.

3. Valid Project

The Project must satisfy several requirements before it can be a suitable project. The Project should be within the broad remit of the Programmes in Computing and Informatics Department, and it must be relevant to the philosophy and outcomes of the specific degree title as described in the guidance below. It must be of a scope sufficient to occupy a typical Level 7 student in 600 hours of study. The Project must be original, and the student must demonstrate a professional approach to the project work. The Project must involve independent research, practical work and critical reflection.

The Project must involve the identification, design, and development of a solution to an IT-related problem using best practices and current technologies. The Project must produce an artefact, some examples being a software application, an experimental design and results, a proposed new network design, or a report on an investigation into an IT issue. For more detailed information about what constitutes a valid artefact for your degree title, refer to the subsections below for each degree title. The Project dissertation must demonstrate that you have considered all relevant legal, social, ethical, and professional issues.

The Project will build on relevant prior learning such as from completing your other taught units. In particular, the Project enables the student to demonstrate specific skills in appropriate areas of Computing and Informatics.

All projects are expected to produce an artefact. An artefact is defined as a self-existing product of the project with a view to subsequent use. Your project involves the research, design, implementation, and evaluation of an artefact that solves a particular problem and answers novel research questions relevant to your course of study. In other words, a project should have an artefact as a technical solution to the related problem. You may build an artefact or write an artefact based on the valid project definition for your degree title. If you write an artefact, you must make sure the artefact is actionable, which means

the artefact can be exploited technically. For example, a software requirements specification (SRS) can be considered a valid written artefact as it is a technical document that describes how a software system is to be developed.

A list of supervisors and project ideas has been made available on the Computing Projects portal (https://cispr.bournemouth.ac.uk/projects). These will help you form your own ideas for your project and for a suitable supervisor. You should discuss your ideas with potential supervisors.

When a supervisor has agreed to supervise your project, inform the Project Coordinator via email (masterprojectsemail@bournemouth.ac.uk) who will record your supervisor's name; until that happens you do not officially have a project supervisor. Note that each supervisor can only supervise a limited number of students due to their workloads, and it may not be possible for you to be supervised by your preferred lecturer.

Any student who does not have a project supervisor by the supervisor assignment deadline will have to accept the supervisor assigned to them by the project coordinator.

Please be advised that Systematic Literature Review are not acceptable as a Computing and Informatics project, hence such projects are invalid.

The following are valid projects for each programme below.

3.1. MSc Cyber Security and Human Factors

Your MSc CSHF project should allow you to demonstrate your ability to define and solve a research problem related to the course and its content. For example, related themes towards Security, Privacy, Risk, and Human Factors, within social and operational environments, design, and engineering. The Project and its dissertation must have clear aims and objectives aligned with the course themes but may take different approaches to create the artefact. All artefacts must aim to address or solve the research problem, and therefore be actionable. The artefact can either be a single piece of usually desk-based research, or a devised and tested process, framework, application – or 'system'.

It is important to consider the required inputs and outputs for each project. For example, where an artefact is being built, data would usually be gathered from sources to determine the needs of the 'system' and its users, before designing, building, testing, and then implementing the 'system' with user testing to gain feedback and validation towards the artefact. A written artefact would nevertheless still require the same level of input, depth, critical analysis and evaluation, validity, and actionable output.

All projects are subject to approval and ethical approval, ensuring any participant interaction is accounted for before approval. It is advisable to be very clear about these aspects of the problem to be solved before completing your proposal and approaching potential supervisors, some of whom would differ in expertise depending upon the type and theme of the project. It is also advisable to ensure the project is fully approved in good time before the start of the project period.

See the table below for typical examples of artefacts.

Examples
Written artefact
A critically analysed and evaluated feasibility study;
Process, framework, (e.g., large scale);
Requirement's specification (e.g., large scale);
Research findings (e.g., research question or hypothesis-based).
Built artefact
Security/Privacy application;
Security/Privacy process;
Security/Privacy framework;
Other Event Management, Network, or Forensic tools.

If you are not entirely sure whether your artefact idea and proposal are valid for your degree title, you should discuss this with your supervisor or the Project Tutor. As a professional researcher, you should, however, be aiming to produce professional quality, in-depth, critically analysed and evaluated research, fused with strong project management, ensuring the project inputs and outputs can realistically be achieved within the allotted project period.

On completion of your project, you are expected to:

1. Demonstrate your knowledge and a critical understanding of assurance methods, human factors and cyberpsychology practices, security, privacy and risk management concepts, and where applicable, cutting-edge business risk analytics, interoperability of cross-domain solutions, and skills to create and manage security events.
2. Demonstrate your ability to conduct research, critically analyse and evaluate different methodologies, implementations, and ethical principles, then design, manage and use an appropriate research methodology with appropriate strategies to successfully plan and execute your project.
3. Demonstrate your problem-solving skills, technical skills and competencies, and apply knowledge across the discipline areas, with an ability to handle inconsistency in the problem domain and produce a viable solution.
4. Demonstrate your ability to conduct in-depth research, and critically analyse and evaluate findings, leading to valid solutions for a given problem domain, presented in a well-structured dissertation.
5. Demonstrate your ability to present a reflective integrated discussion of the conclusion of the research, development and practice activity, and its implications for the future.

3.2. MSc Data Science and Artificial Intelligence

Your Data Science and Artificial Intelligence Master of Science project should enable you to demonstrate your research capabilities while defining and solving real-world problems, using intelligent data processing, and modelling. This can be primarily done as follows:

- Design of reproducible research experiments for problem-solving, through the deployment of machine learning algorithms and intelligent data-driven models
- Algorithm's performance testing and evaluation of precisions and accuracies
- In-depth validation of your postulated research hypotheses with future recommendations

The postulated real-world problem to solve in your project is of your own choice. It may be applied to health, environment, finance, socioeconomics, transport, security, or any other domain of your specific interest and career aspirations.

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Examples
A Typical written artefact
An originally coded script to run your various data science experiments with generated machine learning proven and demonstrable results
A rigorous use case study with the current state of the art of a relevant research topic in Data Science and Artificial Intelligence
A Typical built artefact
Architectural design and implementation of a decision-support web or mobile application using data processing and analytics
A performing web or mobile-based application with intuitively applied features and functionalities for machine learning algorithms or classifiers training and performance testing.

You can develop your idea of an artefact, but you will need to ensure that it is suitable for and relevant to your programme and degree. If you are not entirely sure whether your artefact is valid for your degree title you should discuss it with your supervisor or the Project Tutor.

On completion of your project, you are expected to have demonstrated your ability to:

1. Work independently on a Data Science and Artificial Intelligence related project through defining and solving a particular real-world problem (either client-based or non-client based).
2. Apply knowledge about aspects of Data Science and Artificial Intelligence to the problem, which may be of scientific or engineering nature.
3. Produce a well-structured and articulated narrative report.

3.3. MSc Digital Health

Your MSc Digital Health project should allow you to demonstrate your ability to define and solve a health-related problem by the means of a Computing/IT artefact. The project must result in an artefact and be technology-based, and then presented in a research dissertation. You can think of an artefact as being a solution to a problem. Artefacts can be of two kinds; written artefacts or built artefacts. See the table below for examples. Often you will find that your project might have multiple artefacts. For example, you might conduct a questionnaire, which leads to research findings and informs requirements for a software build. This is ok, but you must make clear in the dissertation what your main artefact is.

Examples of MSc Digital Health Artefacts
Written artefact
A use case study followed by recommendations/guidelines
Implementation plan
Process, framework, model
Requirement specification document
Research findings
Wireframe design
Built artefact
Mobile application
Hardware application Software application/tool
Algorithm
Web application/website

You can develop your idea of an artefact, but you will need to ensure this is suitable for and relevant to your programme and degree. If you are not entirely sure whether your artefact is valid for your MSc Digital Health title you should first discuss this with your supervisor or the programme leader.

On completion of your project, you are expected to have demonstrated your ability to:

1. Work independently on a Computing/IT project through defining and solving a particular healthcare-related problem.
2. Apply knowledge about aspects of Computing/IT to the problem, which may be of an engineering, analytical or academic nature.
3. Produce a well-structured report/dissertation.

3.4. MSc Digital Health and Artificial Intelligence

Your Digital Health and Artificial Intelligence Master of Science project should enable you to demonstrate your research capabilities while defining and solving real-world healthcare problems, using intelligent data processing and analytics. This can be done because of performing disease diagnosis, personalised treatment plans or deployment of assistive technologies such as smart sensing and wearables for patients' health monitoring and critical care.

This can be primarily done as follows:

- Design of reproducible smart healthcare problem solving, through the deployment of Analytics and/or AI-based methods for disease diagnosis, patient treatment plans or patient health monitoring and care response.
- Performance testing and evaluation of smart health care approaches
- In-depth validation of your postulated smart healthcare solutions with future recommendations

The postulated real-world healthcare problem to solve in your project is of your own choice. It may be applied to specific smart healthcare of your specific interest and career aspirations
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Examples
A Typical written artefact
An originally coded script to run your various experiments on a health condition diagnosis with generated machine learning proven and demonstrable results
A rigorous use case study with the current state of the art of a relevant research topic in Digital Health and Artificial Intelligence
A Typical built artefact
Architectural design and implementation of a decision-support web or mobile application using data processing and analytics for smart healthcare
A performing web or mobile-based application with intuitively applied features and functionalities for machine learning algorithms or classifiers training and performance testing.
A performing web or mobile application with intuitively applied features and functionalities for smart sensing and wearables generated measurements with performing analytics for patient health monitoring

You can develop your idea of an artefact, but you will need to ensure that it is suitable for and relevant to your programme and degree. If you are not entirely sure whether your artefact is valid for your degree title you should discuss it with your supervisor or the Project Tutor.

On completion of your project, you are expected to have demonstrated your ability to:

1. Work independently on a Digital Health and Artificial Intelligence related project through defining and solving a particular real-world problem (either client-based or non-client based).
2. Apply knowledge about aspects of Digital Health Artificial Intelligence to the problem, which may be of scientific or engineering nature.
3. Produce a well-structured and articulated narrative report.

3.5. MSc Information Technology

Your MSc IT project should allow you to demonstrate your ability to define and solve a general IT problem. This can be wide-ranging, but your project must be technology-based and demonstrate your mastery of the skills and knowledge which you have acquired from your taught units. The dissertation should be around 6000 words in total.

Artefacts are of two kinds; written artefacts or built artefacts. Sometimes they may be a mixture of both. The table below gives you some typical examples of artefacts. These are only suggestions, and you are not limited to the artefacts which you see listed here.

Examples of artefacts
A Typical written artefact
A rigorous use case study
Implementation plan
Network design
Process, framework, model
Requirement’s specification
Research findings
Wireframe design
A Typical built artefact
Algorithm
Database application
A Programme or Mobile app
Network realisation/simulation
Software application/tool
Web application/website

You can develop your idea of an artefact, but you will need to ensure this is suitable for your MSc IT programme. If you are not entirely sure whether your artefact is valid for your degree title you should discuss this with your supervisor or the Project Tutor.

On completion of your project, you are expected to have demonstrated your ability to:

1. Work independently on an information technology-related project by defining and solving a particular IT problem (either client-based or non-client based).
2. Apply knowledge about aspects of information technology to the problem, which may be of an engineering, analytical or academic nature.
3. Produce a well-structured report.

3.6. MSc Internet of Things; MSc Internet of Things with Cyber Security; MSc Internet of Things with Data Analytics

The selected topic of your project should demonstrate relevance to your degree title. It should also demonstrate academic understanding, competence and skills at a level that is appropriate for an MSc level. Your project should also allow you to demonstrate the ability to work independently and produce a well-structured report. The following table includes some indicative artefacts/deliverables of your project (non-exhaustive list); a performance evaluation study of a protocol or algorithm (e.g., via simulations).

Examples	**Applicable degree titles**
Written artefact	
A use case development in an application domain	MSc IoT; MSc IoTCS; MSc IoTDA.
Built artefact	
A proof-of-concept IoT system;	MSc IoT; MSc IoTCS; MSc IoTDA
A performance evaluation study of a protocol or algorithm (e.g., via simulations);	
Developing a communication protocol/algorithm.	

You can develop your idea of an artefact, but you will need to ensure this is suitable for and relevant to your programme and degree. If you are not entirely sure whether your artefact is valid for your degree title you should discuss this with your supervisor or the Project Tutor.

If you are not entirely sure whether your artefact is valid for your degree title you should discuss this with your supervisor or the Project Tutor.

On completion of your project, you are expected to have demonstrated your ability to:

1. Work independently on an information technology-related project by defining and solving a particular IT problem (either client-based or non-client based).
2. Apply knowledge about aspects of information technology to the problem, which may be of an engineering, analytical or academic nature.
3. Produce a well-structured report.

3.7. MSc in Human-Centred Artificial Intelligence

The Human-Centred Artificial Intelligence (AI) Master of Science project should demonstrate your capacity for addressing industrially related and academic research problems involving the coalescence of AI technologies with Human Factors. For instance, by:

- Devising reproducible experiments involving AI tools and analyzing results with state-of-the-art data-driven approaches.
- Studying relevant datasets in a human-centred application with a relatively novel data processing pipeline by combining different approaches according to your criteria.

- Designing new approaches for optimizing human-focus components in AI tools such as usability, performance, or a balance between these goals to foster their benefits to users.
- Providing an in-depth evaluation of your research hypotheses and suggest future recommendations based on the state of the art.

The AI problem to solve in your project is your choice and depends on your specific interests and career aspirations. It can be in any industrial or academic area.

Some examples are accessibility, medical science in general, explainable and trustworthy AI, legal, business or finance applications, security, logistics, the interface between biology/psychology and computer science, or any domain where human components are a fundamental ingredient.

Examples
A Typical written artefact
An originally coded and well-commented script to run your experiments transparently, with reproducible results
A rigorous case study addressing the state-of-the art in a specific research topic in Human-Centre Artificial Intelligence, providing a novel perspective. The study should focus on providing depth in the discussions, have a personal angle, and original take forward messages different from the existing literature.
A Typical built artefact
Devise and test a new system incorporating data processing capabilities for addressing a relevant scenario in human-centred AI. This novel design artefact should be compared with existing solutions and rigorously tested for usability.
Design, implement and test a proprietary application for any platform using data processing tools for addressing a human-related problem.
Design, implement, and test a performing, proprietary application for any platform with intuitive features and functionalities for facilitating any human-centred AI task. For instance, to streamline the usability of state-of-the-art AI tools.

You can develop your idea of an artefact, but please ensure suitability for your programme and degree first. If you are unsure whether your artefact is valid for your degree title, you should discuss it with your Project Supervisor, Project Tutor, or Program Leader.

Your project should demonstrate your ability to:

1. Work independently on a Human-Centred Artificial Intelligence project by defining and solving a specific industrially related or academic research problem (either client-based or non-client-based).
2. Apply knowledge about aspects of Human-Centred Artificial Intelligence to the problem, which may be of a scientific or engineering nature.
3. Produce a well-structured and articulated narrative report.

4. Project Proposal

Selection of an appropriate project for your master's degree is critical to ensure that it is both feasible (e.g., that it can be completed within the available timeframe and can be properly resourced within the University) and meets the academic objectives given in the Unit Descriptor. The chosen project must be in line with the themes of the programme pathway.

The student must complete a project proposal form (Appendix A). This form is used by the student to negotiate a project with a project supervisor. It is the student's responsibility to choose a supervisor and approach them with their project plan and verify with their supervisor that their project is appropriate.

The Project Proposal is where you set out exactly what your project is and how you will go about doing

it in more detail. There is a limit of 4 pages to the text of the Project Proposal including your initial plan. The Project Proposal is submitted through the Brightspace submission portal; your supervisor will then check that your project proposal if it is acceptable and give you feedback.

Your Project Proposal must start with your name, your degree course title and your project title, followed by the six sections below:

Section1: Project Overview (problem definition, background, aims and objectives):

- The problem that the project is intended to solve must be outlined with sufficient background information.
- You also need to provide aims and objectives as well as research questions.

Section 2: Artefact

- The artefact that you intend to produce that highlights your contribution to the project needs to be defined and valid (e.g., it must be actionable). This could have several different forms but for example could be a piece of software, a system, a business plan or report, an algorithm, or a feasibility study.

Section 3: Evaluation

- State how you plan to assess the extent to which the artefact solves the problem you have identified.
- State what makes the project that you are proposing worthy of a student studying for a Masters degree and what makes this project relevant to your chosen degree.
- All projects come with an element of risk. You need to identify the potential risks that could affect your project and briefly discuss how they will be managed.

Section 4: References

- You need to provide references if you have used any when answering the questions above.

Section 5: Ethics

- You must also complete a Bournemouth University Research Ethics Checklist – this is completed with an online checklist.
- This checklist must be submitted to your supervisor through the online system and approved by your supervisor electronically and a copy of the approved checklist must be uploaded to Brightspace soon after approval and included in your dissertation as an appendix item. A PDF copy can be downloaded from the online system.
- The system you need to use is available at https://ethics.bournemouth.ac.uk and you can log in with your BU Student account credentials. After your submission, your supervisor will check your submission.
- The following links provide you with more information and guidelines.
  - https://blogs.bournemouth.ac.uk/research/research-ethics-bu/
  - https://blogs.bournemouth.ac.uk/research/guidance-on-completing-the-ethics-checklist/
  - https://intranetsp.bournemouth.ac.uk/documentsrep/8B-research-ethics-code-of-practice.pdf
  - https://blogs.bournemouth.ac.uk/research/online-ethics-checklist-new-features/
  - https://intranetsp.bournemouth.ac.uk/documentsrep/Instructions%20for%20UG%20and%20PGT%20students.pdf

- You cannot start working on your project until your Research Ethics Checklist has been approved.

- Please note that for conducting any primary research (i.e., investigating to acquire data first-hand, for example, where it involves approaching participants to ask questions or to participate in surveys, questionnaires, interviews, observations, focus groups, etc.) you will require ethical approval before doing so. The collection of primary data without appropriate ethical approval is a serious breach of Bournemouth University's Research Ethics Code of Practice and will be treated as Research Misconduct.

Note:

- Most Computing Projects have no ethical issues, and they are low risk. Note that, you still need to submit an ethics checklist even if there is no risk.
- Here are two example cases where it becomes a high risk so the approval process can take longer:
    1. A student proposes to interview school children aged 11 to 15, as part of their systems analysis work: the issues were a) whether any harm could accrue to the under-aged children, and b) the student needed the Criminal Records Bureau to check before being allowed to talk to the children.
    2. A student working for a pharmaceutical company on a database containing clinical trial data for a particular drug, using real data for testing; the data contained names of patients, doctors, etc. and there are very clear GDPR concerns.
- If your project changes in any way that might change its ethical context while the Project is proceeding, you must complete another Research Ethics Checklist for it. Include the last form that you complete in an appendix in your Project Dissertation.

Section 6: Proposed Plan

- Include a one-page Plan - a detailed project work breakdown or a schedule of work. This may be done as e.g., a week-by-week work plan, a Gantt chart, etc.

A project proposal template will be available on Brightspace.

Assessment of Proposals

Submitted proposals will be assessed by your supervisor and you will receive written feedback via Brightspace. Proposals will be marked as follows:

- Satisfactory. Check the given feedback to improve your work. (Approved)
- Requires minor improvement. Check the given feedback to improve your work. (Approved)
- Requires major improvement. Update your proposal according to the given feedback and resubmit. (Needs to resubmit)
- Unsatisfactory. Update your proposal according to the given feedback and resubmit. (Needs to resubmit)

Please note that Project Proposal is a formative element so you can resubmit if major changes are required or submit it later if you agree with your supervisor.

Whilst every effort will be made to try to respect the wishes of the student regarding the project supervisor, this is not always guaranteed due to staff commitments. If the student hasn't secured a supervisor within a particular timeframe (within one month for full-time students and within two months for part-time students), a supervisor relevant to the corresponding Programme will be allocated to them.

4.1. The Role of the Research Methods Unit

The Research Methods unit has been designed to prepare students for project work. Assessment for the Research Method unit comprises two parts: a draft project proposal and a literature review.

- The draft project proposal will define the specific research questions or hypotheses to be tested, methodology, evaluation criteria, schedule, etc. The draft project proposal may subsequently be submitted to the Project Board for consideration. In such a case the pro forma in Appendix A should also be used.
- The process of producing a detailed literature review of a particular field is intended to assist in developing suitable project ideas and ensuring sufficient background knowledge before the project is properly commenced.

Each student is expected to complete a project in an area defined by an approved project proposal. Should it be necessary to change the project objectives or deviate substantially from the substance of the project proposal, a revised proposal may be required. The Project Supervisor and/or Project Tutor

will have to agree to the changes.

4.2. Industrial Collaboration

This section applies mostly to part-time students.

Students can engage in a “live” project with an industrial partner. This is useful for several reasons, including employability, and developing a relationship with a company to obtain promotion in the longer term. If you are a part-time student, it is hoped that you will be conducting a piece of work for your employers as a vehicle for your project.

Your industrial partner must be involved in the initial agreement process. If you are a part-time student, your employer will have a stake in the work which you are undertaking, and it is in the interests of all to have the industrial and academic objectives as closely matched as possible.

You must furnish your Project Supervisor(s) with the name of an industrial partner who should be in a supervisory role at your place of work and complete the participant agreement forms and ethics required. If you are undertaking a project privately, then this representative must be your customer or his agent, as appropriate. Note that your industrial representative, as a non-academic, will not be involved in the assessment process, although the assessment team may invite comments from him/her on your performance throughout the project.

5. Supervision and Assessment

You will be allocated a supervisor who will monitor your project and provide tutor support to ensure that progress is maintained and that you receive ongoing feedback as your study develops.

There will also be a reader who is to act as the second marker to ensure fairness and objectivity of the final mark. The reader will not be released to students and will be allocated to second mark the project after the final submission. Both markers will mark your work independently, and then compare marks. If both markers are unable to agree on a mark, then a third marker will be invited to independently mark your work to ensure fairness.

It is strongly suggested that you keep a development record of your project. This is likely to include your thoughts and ideas, comments and suggestions from the project supervisor, results of literature searches, and results of analysis, design, and experiments.

5.1. Supervision

Normally the role of the project supervisor may include:

- to advise on technical matters and offer direction.
- to be available for continuous support. Support may be on a one-to-one basis or could involve other project students with the same project supervisor. The frequency of the meetings will depend upon the type and status of the project.
- to monitor your progress and report any serious problems to the Project Tutor; If a student doesn’t engage/update progress for three consecutive weeks, the Project Tutor will be informed to issue an initial warning to the student. If that doesn’t work, the official non-engagement process will be followed. During the first month of the project, non-engagement should be raised within two weeks.
- to read and comment on the preliminary draft of your project report/dissertation (provided you give him/her sufficient time before the submission deadline).
- to assess all aspects of your project.

You are expected to meet your project Supervisor regularly to discuss your progress and to obtain feedback on your work. The frequency of these meetings will be agreed upon by the Supervisor and yourself; in the initial and final stages of the project, you will be supported throughout the project process. A supervisor will typically hold a meeting every 15 days, amounting to two meetings per month. Typically, such meetings last up to 30 minutes.

Your supervisor may hold meetings of the group(s) of their supervisees; these can form a useful part of your project as you can practice skills (such as critical review, analysis, and planning) in front of other students, and assess their progress relative to your own.

Students and their Supervisors are expected to attend such meetings unless prevented by events such as illness. If a student is unexpectedly unavailable, they should notify their supervisor. **Failure to attend scheduled meetings wastes time and gives a poor impression of professional behaviour.** In the event of a supervisor being absent for more than two weeks during a term, the Supervisor is expected to arrange for another member of staff to meet the student.

Mid-way through your project, you and your supervisor will together complete and sign a **Progress Review form (First and Second Progress Review)**. Supervisors will upload the completed Progress Review form to Brightspace.

When writing your project report, you can request feedback from your supervisor. If your writing style is poor, then your supervisor may correct some examples in detail to show you how they could be improved but will not correct the whole draft. Your supervisor will not write your report for you or check every word. Once a Supervisor has commented on the draft of a section, they are not obliged to review that section again. Do not expect your supervisor to grade your draft work.

Any significant issues with supervision arrangements should be reported to the Project Coordinator.

5.2. Assessment Criteria

The criteria for assessment are as laid out in the **Intended Learning Outcomes** given in Section 1.2. An indication as to the interpretation of each criterion is given in **Appendix C**.

5.2.1 Project Marking

Your project work will be assessed by your **Supervisor (First Marker)** and **Second Marker**. The two markers will mark your project independently, then compare marks and, where possible, agree on a final mark. If the **two markers cannot agree on a final mark**, your project report will be assessed by a **third marker** approved by the programme leader or heads of department. All the project dissertations and marking sheets are also available for review by External Examiners.

5.2.2 First Progress Review

This is a required assessment step completed by the supervisor; however, it too is not formally assessed and does not carry any marks. Its value is in the feedback that you will receive about the present state of your work, which will help you get better marks for your project.

5.3.3 Second Progress Review (work-in-progress submission)

This is a required piece of work; however, it is not formally assessed and does not carry any marks. You are expected to submit your work-in-progress on Brightspace. Your supervisors will review the reports and provide written feedback on Brightspace to help you improve your overall project. Try to complete as many sections of your report as you can so you have ample feedback and sufficient time to improve your work.

6. Literature Review

6.1. Literature sources

You will need to use a wide range of sources. These may include:

Journal Articles: Journal articles are the main source of high-quality information about a subject area. Every area of study has several high-quality journals, which publish the best research in their field. Most journal articles are refereed, that is before the material is published it is reviewed by several other researchers.

Conference Papers: Conferences are the source of the most up-to-date information on a topic. However, the quality of conferences can vary greatly.

Technical Reports: Technical reports are published by product vendors, universities, and research institutes as a means of disseminating information. Technical reports can provide a lot of in-depth knowledge about a specific piece of research but can be difficult to obtain. However, care should be taken in using information supplied by vendors to sell a product.

Books: Books are normally used as an introduction to a subject. Because they take a long time to write they normally discuss the foundations of a subject area and are not as up-to-date as journal articles and conference papers.

Newspaper/Magazine Articles: Newspaper articles are not normally intended to report research results and as such are not a good secondary source of information. They can provide an easy introduction to a subject or provide support for claims about the relevance of a subject area.

Internet Conferences: The Internet is an increasingly useful source of information. However, anyone is free to publish on the Internet and so the quality of the information can vary greatly.

6.2. Library

The library is the starting point for locating relevant material. You should find out about the services offered by the library. Some of these include:

Book Catalogues: All the books in the library are indexed in the book catalogue. This is electronic and can be searched by author, title, keywords, etc.

Author/Keyword Indexes: These are large indexes of books, articles, and conferences, which have been indexed by author, title and keyword. Many of these indexes classify the material according to the subject covered and so can be used to quickly find a range of publications on a subject.

Citation Indexes: Citation indexes index publications according to who has used and referenced the material in their work. This is a good method of constructing a set of related materials on a subject.

Online Indexes: Online indexes provide a quick method of finding published material. However, methods of searching for subjects can be limited and online searching should complement other forms of search.

Inter-library Loan: The library can obtain publications from other libraries when it does not stock the material itself. This is very useful, but it can take a long time to find material (several weeks).

Librarians: Employed to help you find what you want.

6.3. Internet

The Internet is a very valuable source of information. However, publishing information on the Internet is simple and free and, therefore, not all information published on the Internet is of a high standard. Care must be taken in deciding to use information obtained through the Internet.

https://intranetsp.bournemouth.ac.uk/policy/Research%20Ethics%20Code%20of%20Practice.pdf

7. Writing your Dissertation

The maximum word count limit of **6,000 words** applies to the Main Body of the Project Report. State the word count for the Main Body of your Project Report after the final section of the Main Body. Your artefact is expected to be no more than 5,000 words or equivalent of efforts (Refer **Section 7.5.3** for word count policy)

Some general advice includes:

- Produce an outline of the report/dissertation or a draft of the contents page early in the project; this will make the task of organising information and determining the scope and boundaries of the work much easier.
- Start writing early in the project (using a word processor allows you to easily change and re-organise information)
- Apportion the work correctly in your writing; for example, do not allocate half the document to the introduction.

7.1. Project Report (Dissertation)

The Dissertation is normally a single volume including appendices. As with any other report, the Project Report is presented in several parts, in this case: Introductory Information; Main Body; References; Appendices. A project template will be available on Brightspace.

7.5.1 Introductory Information

This appears at the start of the Project Report. In the Introductory Information, it is not necessary to number sections of the Introductory Information. It is usual for pages in the Introductory Information to be numbered using roman numerals, excluding the Title Sheet.

7.5.1.1 Title Sheet

A standard dissertation title sheet will be made available to you and must be used as the cover of your dissertation. The title sheet is not numbered.

7.5.1.2 Abstract

The purpose of the abstract is to summarise the Project, giving the reader of the report an overview of the project. It should be enough to convince them to read the rest of it or decide if it is inappropriate for their interests.

Abstracts are roughly 200-250 words and should explain both what the project aims were and what was achieved. In practice, it is usual to write the Abstract last. Have a look at some published papers for examples of the style and format used in abstracts.

7.5.1.3 Declaration Sheet

There must be a declaration sheet, as in Appendix B of this Handbook. You must complete, date, and sign the dissertation declaration and sign your work declaration, on both copies of your dissertation.

7.5.1.4 Acknowledgements

It is common to acknowledge people who have aided you during the project, either in terms of knowledge and equipment or in terms of support. This is your opportunity to formally acknowledge their assistance. Whilst an acknowledgements page is not essential it is usual to acknowledge your supervisor and any staff who have provided support during the project.

7.5.1.5 Table of Contents

A list of the sections and subsections of the Main Body, along with the References and all Appendices. Page numbers must be given for each section and subsection and the References and each Appendix. This follows the Acknowledgements.

7.5.2 Main Body

In the main part of the report, all sections and subsections should be numbered. The pages should be numbered using Arabic numerals. If the Introductory Information used roman numerals the page number should start from 1, otherwise, it should continue from the Introductory Information.

The structure of the Main Body will depend on the nature of the project. As the Project should be an investigation, this should lead to some findings from which conclusions can be drawn and, if appropriate, recommendations made. The Main Body will normally start with an Introduction section and will end with a Conclusion or a Summary section. It is up to you to decide what sections are appropriate and what the content of each section will be.

The maximum word count limit of 6000 words applies to the Main Body of the Project Report. State the word count for the Main Body of your Project Report after the final section of the Main Body. An additional artefact (or solution) is expected to be no more than 5,000 words or equivalent of effort.

Some suggestions for organising and writing the Main Body of your Project Report:

- At an early stage of your project, plan the sections and estimate the size of each section, to help you write your report without exceeding the word count limit. For example, do not allocate half the words to the Introduction. Establish the scope of your project and avoid deviating when writing your report.
- Start writing early in the project. Ask your supervisor for feedback on drafts of sections or parts of sections. A formal, academic writing style is expected, and early feedback on your writing will help you.
- Remember that when you write your report, you are primarily writing for the examiners, who will use the assessment criteria in Appendix E to assess your work.

7.5.3 Word Count Policy

The **maximum** word count limit of **6,000** words applies to the **Main Body of the Project Report**. The **artefact** is expected to be no more than **5,000** words **if written or the time taken to complete an in-depth piece of original work equivalent to 5000 words if built**.

It has been agreed that **all words**, **excluding those that appeared in any Figure or Table within the Main Body of the Project Report,** will be counted towards the 6000 - word limit. Note: (1) it is your responsibility to make sure your Main Body will not exceed the word count limit and (2) using large tables, figures and/or appendices to bypass the word count limit will not be tolerated and will be penalised.

State the word count for the Main Body of your Project Report after the final section of the Main Body.

7.5.4 References

The purpose of citing references in the text is to acknowledge the ideas and work of other authors and to enable your reader to find the source of your information if they should wish. All references cited in the text must be listed in the references section. References should be cited using the Harvard System, following **BU Guide** to **Citation and Referencing in the Harvard Style**.

You must acknowledge your source every time you refer to others' work, using the Harvard Referencing system (Author-Date Method). Failure to do so amounts to plagiarism which is against university regulations and is classified as an academic offence. Please refer to BU library online resources for the University's guide to citation in the Harvard style.

More information can be found at BU library online resources:

- http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style
- http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style/quick-guide
- http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style/list-at-end
- http://libguides.bournemouth.ac.uk/bu-referencing-harvard-style/pdf-guide
- http://libguides.bournemouth.ac.uk/endnote

7.5.5 Appendices

The Appendices should appear after the References. Each appendix should be identified by a letter. The page numbering should be consecutive with the Main Body of the report.

You should not assume that people will read an appendix unless they are directed to do so in the main body of the report, and even then, you should make the Main Body self-contained as the appendix may not be read in detail; the appendix is not a way of subverting the word count limit of the Main Body of the report. You should direct a reader to an appendix with a phrase such as "see appendix A for further

details".

Some of the appendices are required for all Project Reports. Other appendices will be included because they contain relevant information that does not belong in the Main Body of your Project Report.

Guidance and requirements follow:

- One of your appendices must be your Project Proposal, including your plan. You may wish to include revised plans.
- A copy of the completed and approved Bournemouth University Research Ethics Checklist must also be an appendix.
- Your artefact will usually be in one or more appendices. Examples of material in this category are System Requirements Specifications, Company Reports, Network Designs, Software Designs, Test Plans and Results, Business Plans, etc.
- A list of the contents of the Additional Files submitted on Brightspace into the Large File submission area should be another appendix if relevant. (See Section 7.5.9 for information about the Additional Files submission).

The following list of documents could be included as appendices:

- Important communications between you and your client (private data should be deleted and all data should be anonymised)]
- Extra background information that is not included in the main body but is helpful to understand the project such as a summary of the used methods or techniques.
- Revised project proposals and plans.
- Questionnaires/interview plans etc
- For any other relevant information, please discuss it with your supervisor first.

7.5.6 Report Layout and Style

The following rules must be followed:

- The project report template will be provided on Brightspace.
- The document must be produced in black type.
- It is recommended that body text should be at least 11pt font size and be spaced at one and a half line spacing. Where footnotes are used, these should be single-spaced and 10pt in size.
- A minimum of 2cm margins should be used in all directions.
- All pages should be numbered consecutively.
- Figures may be in black and white or colour.

7.5.7 Copyright and Intellectual Property Rights

As the project report is being written as part of the degree course, it should be written for publication in the public domain. Normally, you retain copyright over the dissertation, and you retain the Intellectual Property Rights (IPR). However, it can be the case that you are working with a party (e.g., a company) that wishes to restrict the circulation of some information (e.g., to protect their commercial interests).

Various tactics can be implemented:

- You can inform us that the dissertation is not to be placed in SciTech Project Library. In that case, the people who will read it will only be your supervisor, the second marker and one external examiner.
- You can supply a shortened form of the report together with an additional document that contains the restricted information. The two documents are used for marking, but only the shortened form goes into the SciTech Project Library.
- You may agree with the external party to assign IPR to them wholly or in part. Do this with great care and only do this if necessary (i.e., the external party has explicitly requested this) - don't hint

to your client you can transfer to them if they didn't ask! If in any doubt consult your supervisor or project coordinator.

- Security can be enhanced by the use of non-disclosure agreements between a) the external party and b) the supervisor, the second marker and one external examiner.

7.5.8 Writing Style

The underlying principle which should govern your writing style is that of persuasive communication. Remember to support your decisions with reasons, and to cite external sources where appropriate. Your writing should be simple, clear, and unambiguous; long-winded sentences should be avoided. Avoid padding the text with unnecessary adjectives and phrases.

Jargon and acronyms should be explained where they first occur. If necessary, a glossary of special terms can be provided as an Appendix.

It is presumed you will use a word processor to produce your report so remember to use the spell-checking and grammar facilities. A report with spelling errors leaves a bad impression and is likely to lose marks. A good thesaurus can also help you find alternatives to simplify a sentence. No matter how careful you are, proofreading is still essential to catch errors such as 'their' for 'there' and 'it's' for 'its'.

7.5.9 Additional Files

A large file submission on Brightspace should be done for any additional files required for the assessment of your project.

These files should include any information not included in your project report, for example:

- A copy of the program source code.
- Software installation requirements (e.g., hardware/software environment and configurations, instructions on how to compile and run the source code).
- Include all collected data that is not already publicly available in its original form.
- Test files and results.
- An executable version of a software system, etc.

7.5.10 Video Presentation

A few days following your project report submission, you are asked to submit a **10-minute video presentation** of your work via Brightspace. External examiners may also wish to check your presentation to gain a better understanding of your project.

Like a project proposal, a video presentation does not carry any mark, but it can influence your final mark if the markers could not establish a good understanding of your work when purely relying on your dissertation. The video presentation should not be a repetition of what is already submitted but should demonstrate how your solution works. For example, if you wrote a program, but did not explain very clearly what the program does within your report, then a marker can get a better idea of the scope of your achievement, by seeing a demonstration of the artefact.

When preparing your presentation, concentrate on presenting your Artefact. You should explain the problem that you set out to solve and indicate the extent to which your artefact solves that problem.

If you are doing a confidential project, then please consult your supervisor and the Project Coordinator before designing or completing any presentation.

Further information is available on Brightspace under Assessment tab (Refer: Information about video presentations and remote Q&A session)

8. How to submit your dissertation

8.1. Brightspace

You are required to submit your project report (dissertation) and additional files electronically to Turnitin via Brightspace for plagiarism checking. Failure to submit the electronic copies by the due date will count as a non-submission unless an extension has been granted.

Note: if your project is confidential, you must NOT upload it electronically to Brightspace and so to the formal Turnitin via Brightspace for a plagiarism check. However, you must still run a plagiarism check on your dissertation using the try-it-out service and attach the similarity report. While doing this, specific identifiers should be removed from the report as well. Students need to consult with their supervisor before preparing and completing any presentation. You must contact the project coordinator as soon as you decide your project will be confidential as the submission process will not be on Brightspace in that case.

8.2. Video Presentation and Project Defence

In addition to your written work, you are required to present your work via a video presentation as explained in **Section 7.5.10**. In addition, you may need to defend it against questioning from your markers as explained in **Section 2.3** of this Handbook. The Q & A session is not mandatory and, will be arranged especially if there are questions.

8.2.1 Q & A Session:

You may be invited to attend a Q&A session based on the project marker's discretion.

The Q&A session's purpose is to help markers gain an understanding of various aspects of your project and clarify concerns. The Q&A session does not carry any marks but your explanations during the session can influence your mark in relation to the work presented.

If the markers decide to have a Q&A session, the supervisor and the second marker will arrange one according to their availability which will be held within 2-3 weeks following the submission deadline. Students will be notified and are expected to be available during that period. The date, time, and location, if the session is face-to-face will be communicated.

8.3. Extension of Deadlines

Extensions to the submission deadline for the Project Report can only be agreed upon in exceptional circumstances that are clearly beyond the student's control, and which do not constitute a contingency for which provision should have been made. Extensions can only be granted by the Programme Leaders (PL). In the case of an emergency, you may contact the Project Coordinator or Deputy Head of the Department.

If you have any valid exceptional circumstances which mean that you cannot meet an assignment submission deadline and you wish to request an extension, you will need to complete and submit the Exceptional Circumstances Form for consideration to your Programme Support Officer (PSO) together with appropriate supporting evidence (e.g., GP note) normally before the coursework deadline.

Further details on the procedure and the exceptional circumstances form can be found on Brightspace. Please make sure that you read these documents carefully before submitting anything for consideration. For further guidance on exceptional circumstances please contact your PL or PSO.

8.4. Late Projects

If a Project Report is submitted later than the prescribed deadline without an approved extension it will not be assessed and will receive a mark of zero (0%).

9. Regulations

9.1. Academic Offences

Refer to your Programme Handbook for information on academic offences.

One such academic offence is Plagiarism, where an author presents the work of another as their own. This includes copying from another student, book, website, or any other source without citing the source.

You may be accused of an academic offence if you:

- Use the exact words of an author without giving a reference and indicating a direct quote.
- Write about someone else's ideas without giving a reference even though you use your own words.
- Change too few words of the source even with a reference.
- Present a compilation of other people's ideas without giving any sources.
- Copy another student's work. If one student lends work to another, both can be penalised for plagiarism.
- Submit work that was written for you by someone else.
- Include material that you have previously submitted for another assignment.

There are a few simple rules which would help avoid plagiarism:

- Record all bibliographical information before you take notes from a book/journal/website.
- Take careful notes that are distinguishable from the source.
- Paraphrase paragraphs, not sentences.
- Include referencing with all drafts.
- When collaborating share information and ideas but not drafts if your project involves collaboration with other students.
- Read widely to learn how other authors avoid plagiarism.

Use Turnitin before you submit your dissertation, to ensure that you have not accidentally committed an act of plagiarism.

There are also other types of academic offence including duplication or 'self-plagiarism' (copying parts of your writing that have already been marked). Be aware of Self-plagiarism, this primarily occurs when a student submits a piece of work to fulfil the assessment requirement for a particular unit and all or part of the content has been previously submitted by that student for formal assessment on the same different unit.

More information can be found at BU library online resources:

- https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-plagiarism
- https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-avoid-academic-offences
- https://www1.bournemouth.ac.uk/students/library/using-library/how-guides/how-cite-references

Please also check the link below for BU important information for students:

- https://www1.bournemouth.ac.uk/students/help-advice/important-information

9.2. Failed Projects

The pass mark for the Project is 50%, as with all other units.

Students who fail the project at the first attempt will usually be allowed to repeat the project in the next academic year, with the mark capped at 50%. When the Project is repeated, it must be a new project, not a further attempt at the failed project, unless the University exceptionally allows you to rework your previous attempt at the project.

In a repeat project, the inclusion of a significant amount of material from the first submission may be considered Duplication, which is an academic offence. Students repeating the project are advised to discuss concerns about possible Duplication with their supervisor or with the Project Coordinator. However, where a student has been asked to resubmit, based on the recommendation of the exam board, the feedback given by the supervisor and second marker must be worked upon and the project updated with significant changes before it is resubmitted. Also, the student is expected to discuss the changes required with their supervisor before resubmission.

9.3 Resubmission Project

In a resubmission project,

- Carefully review the feedback you have been given. You will get feedback form under 'Grades' tab in Brightspace.
- If you are unable to access your feedback, let the project coordinator know.
- You should work on your previous version but improve it significantly.
- Book a meeting with your supervisor to request for support or clarifications where necessary.
    - Be advised that the standard 3 working days response period applies, before sending a reminder.
    - If you are not able to reach your supervisor after 5 working days, let the project coordinator know.
- You can colour your changes (e.g., red, blue, etc) to demonstrate the improvements made on several sections of your project.
- Do not limit your changes to the feedback alone. Explore your entire project holistically and make as much improvement on your overall work as possible.
- Video submission is not required for resubmission.
- Feedback on the revised report can be provided if it is shared at least five working days before the submission deadline.
- Create a "**Resubmission Response Form**" to include (a) responses to comments and (b) a summary of additional changes. It is mandatory for revised report submission. The resubmission response will be available in Brightspace under Resubmission tab and in Appendix G.
- Place '**Resubmission Response Form**' just before the table of contents in the revised report, then submit the report on Brightspace.
- What documents are required for resubmission project:
    - Dissertation Resubmission – A revised project report.
    - Dissertation Resubmission - LARGE ADDITIONAL FILES
    - Resubmission Response Form
    - Video Submission – Not required for resubmission.
- You cannot change the project topic for your resubmission, as it requires you to address the concerns raised in the project you submitted for evaluation, for which you received marks and feedback. However, if the feedback suggests changing the project topic, please discuss this with your supervisor before making any modifications. Furthermore, in relation to the project topic, you can revise the project aim, objectives, and research questions after consulting with your supervisor. Remember that resubmission is an opportunity to thoroughly address the comments provided in the feedback form. You are also allowed to make additional corrections that significantly enhance the project.
- If you plan to use new datasets during the revision of your project, you will need to complete a new ethics form. I strongly recommend discussing this with your supervisor, who will advise you on whether a new ethics form is necessary for submission.
- If you have any questions about the project resubmission deadline, let me know by sending an email to masterprojectsemail@bournemouth.ac.uk.

9.3. Student Support

Students with Additional Learning Needs may contact Learning Support at http://studentportal.bournemouth.ac.uk/learning/als/index.html or www.bournemouth.ac.uk/als
General academic support is available via the Study Skills area on Brightspace (within the Library & Study Support menu).

If you are experiencing technical problems when submitting online, then you must contact the IT Service Desk immediately and before the deadline. Call 01202 965515 off-campus, or 65515 on-campus. It's best to call, especially if it's close to the deadline. You can log a problem online too: https://bournemouth.service-now.com

10. References and Further Reading

1. How to Manage Your Postgraduate Course, 2004, *Lucinda Becker,* Palgrave Macmillan, 140391656X
2. How to Write a thesis, 2002, *Rowena Murray,* Open University Press, 0335207189
3. Research: The Student's Guide to Writing Research Papers, 4th Edition, 2004, *Richard Veit,* 0321198344, (Paperback)
4. Success in Your Project, *Philip Weaver,* 2003, 0273678094 (Paperback)
5. Surviving your Dissertation, 2000, *Rudestam K, Newton R*, Sage ISBN 0839-4562-0
6. The Postgraduate Research Handbook: Succeed with your MA, MPhil, EdD and PhD, 2001, *Wisker G*, Palgrave, UK, ISBN 0333747771, (paperback)
7. Writing a Master's Thesis: How to Plan, Draft, Develop and Publish Your Thesis, 2004, *Alan Bond (Editor),* Studymates Ltd, 1842850385

Web sites

8. www.gradschools.ac.uk/jfp/research/writing/ *:* Writing up tips for good writing and checking drafts

APPENDIX A – Master's Project Proposal Form

A Project Proposal allows you to explore areas of study relevant to your interests within the programme. It is a document that opens a discussion between you and a possible supervisor and allows negotiation of the aims and goals of the project. The proposal is therefore a document that needs to be agreed upon with a supervisor before you start work on your project. You will have to work closely with your supervisors for this work. Your supervisor is your principal tutor for the project and monitors your process and product; he/she provides tutor support to ensure that you maintain contract progress is maintained and receive ongoing feedback as your study develops.

An assignment brief is provided for your project. It serves as the Learning Contract which is a written agreement between you and the University. The brief contains the deliverables and the relative weighting attached to each aspect of the project. The marking method is evident in the assignment brief. The form which should be used for the project proposal:

Project Proposal Form

Please refer to the **Project Handbook Section 4** when completing this form. Note that your proposal should be your original work and you must cite sources in line with university guidance on **referencing and plagiarism**[1].

Degree Title: Choose an item.	**Student's Name:**
	Supervisor's Name:
	Project Title/Area:

Section 1: Project Overview

1.1 Problem definition - use <u>one sentence</u> to summarise the problem:

1.2 Project description - briefly explain your project:

1.3 Background - please provide brief background information, e.g., client, problem domain, and refer to the literature (minimum 4-5 sources):

1.4 Research Questions

1.5 Aims and objectives – what are the aims and objectives of your project? should be <u>specific</u> and <u>measurable</u>:

Section 2: Artefact

2.1 What is the artefact that you intend to produce?

[1] https://libguides.bournemouth.ac.uk/study-skills-referencing-plagiarism

2.2 How is your artefact actionable (i.e., routes to implementation and exploitation in the technology domain)?

Section 3: Evaluation

3.1 How are you going to evaluate your project artefact?

3.2 How does this project relate to your MSc Programme and your degree title outcomes?

3.3 What are the risks in this project and how are you going to manage them?

Section 4: References

4.1 Please provide references if you have used any.

Section 5: Academic Practice and Ethics

Please delete as appropriate.

5.1 Have you made yourself familiar with, and understand, the University guidance on referencing and plagiarism? **Yes / No**

5.2 Do you acknowledge that this project proposal is your work and that it does not contravene any academic offence as specified in the University's regulations? **Yes / No**

Note: Please complete the research ethics checklist once the proposal has been approved by your supervisor.

Section 6: Proposed Plan (please attach your Gantt chart below)

APPENDIX B – Dissertation/Project Declaration Form

DISSERTATION DECLARATION

This Dissertation/Project Report is submitted in partial fulfilment of the requirements for a Masters degree at Bournemouth University. I declare that this Dissertation/ Project Report is my own work and that it does not contravene any academic offence as specified in the University's regulations.

Retention
I agree that, should the University wish to retain it for reference purposes, a copy of my Dissertation/Project Report may be held by Bournemouth University normally for a period of 3 academic years. I understand that my Dissertation/Project Report may be destroyed once the retention period has expired. I am also aware that the University does not guarantee to retain this Dissertation/Project Report for any length of time (if at all) and that I have been advised to retain a copy for my future reference.

Confidentiality
I confirm that this Dissertation/Project Report does not contain information of a commercial or confidential nature or include personal information other than that which would normally be in the public domain unless the relevant permissions have been obtained. Any information which identifies a particular individual's religious or political beliefs, information relating to their health, ethnicity, criminal history or personal life has been anonymised unless permission for its publication has been granted from the person to whom it relates.

Copyright
The copyright for this dissertation remains with me.

Requests for Information
I agree that this Dissertation/Project Report may be made available as the result of a request for information under the Freedom of Information Act.

Signed:

Name:

Date:

Programme:

APPENDIX C – Guidance Notes for Assessing ILOs

Threshold performance is the minimum acceptable standard. It is consistent with systematic understanding coupled with some ability to evaluate and critique methodologies and shows some evidence of critical awareness of current problems and forefront techniques, with some originality in their application. Good performance is consistent with systematic understanding coupled with a good ability to evaluate and critique methodologies and shows good evidence of critical awareness of current problems and forefront techniques, with originality in their application. Excellent performance is consistent with systematic understanding coupled with a strong ability to evaluate and critique methodologies and shows comprehensive evidence of critical awareness of current problems and forefront techniques, with originality and flair in their application.

INDIVIDUAL MASTERS PROJECT (60 Credits)			
Intended Learning Outcome	CRITERIA		
	Threshold	Good	Excellent
Knowledge and understanding appropriate to the subject area and the ability to handle inconsistency in the problem domain and produce a viable solution;	• Knowledge is partial or incomplete but sufficient to tackle the problem • The solution is based on abstraction and its architecture is sound. • The solution has the basic functionality to be useful and is usable and maintainable. There is evidence of adequate reliability, derived from a sound formal approach.	• Knowledge is comprehensive of the problem area • The solution is based on abstraction, and its architecture is sound, showing some imagination. • The solution has competent functionality and is usable, though it misses some marginally useful features. Thought has been given to its maintainability. There is structured evidence of good reliability, derived from a sound formal approach, used with some insight.	• Knowledge extends beyond the problem area • The solution is based on abstraction, and its architecture is effective and elegant, showing imagination and flair. • The solution has almost complete functionality and is usable. It has been well designed for maintenance. There is structured evidence of strong reliability, derived from a thorough formal approach used with insight.
Analytical and critical evaluation when exploring solutions for a given problem domain;	• Learner shows the capability to critically review but has gaps in coverage and/or lacks focus in discussion.	• Reasonably thorough critical review with some emphasis on relevance to stated objectives.	• Thorough critical review with major emphasis on relevance to stated objectives
Problem-solving skills and the application of knowledge across the discipline areas;	• The problem definition is clear, but only covers the principal aspects of the problem. • Objectives miss some minor points but are clear. • Application of knowledge is incomplete but useful	• The problem definition is clear and covers most of the problem sub-components. • Objectives are reasonably focused and clear. • Application of knowledge matches the problem domain	• The problem definition is clear and comprehensive. • Objectives are very focused and clearly defined. • Application of knowledge is extensive
The ability to design, manage and demonstrate an appropriate test and verification strategy	• Design and execution decisions are based on reasonable evidence, and some show evidence of anticipation and perception of the relationships between design factors with some grasp of the implications of design decisions. • Quality Control methods provide a basic level of Quality Assurance.	• Design and execution decisions are based on good analysis, and the majority show evidence of anticipation and perception of the relationships between design factors and a sound grasp of the implications of design decisions. • Sound choice and use of Quality Control methods lead to good Quality Assurance.	• Design and execution decisions are based on insightful evaluation, and the learner has anticipated the need, and planned, for decisions in the great majority of circumstances. The learner has a thorough perception of relationships between design factors, and a clear grasp of the implications of design decisions. • Choice and use of Quality Control methods show flair and lead to a high level of Quality Assurance.
Effective conduct of research, analysis and critical evaluation of different methodologies and implementations.	• There is a basic evidence of criticality, but appraisal contains some gaps in coverage and misses some relationships in, the development process, which may relate only to the principal features of the solution.	• There is good evidence of critical capability. Appraisal covers the whole development process, but not always with full depth, or incompletely related to the solution.	• There is substantial and strong evidence of a critical perspective on the development process, as a whole and in terms of inter-related parts, and their relationship to the solution.

The ability to select appropriate strategies to successfully plan and execute a design project.	• Most of the methods/methodologies are appropriate to the objectives. • Decisions on technical approach show the basic evaluation of the needs of the development process.	• Methods/methodology are appropriate to the objectives. • Decisions on technical approaches are generally derived from a sound evaluation of the needs of the development process.	• Methods/methodology appropriate to the objectives and used with flair. • Decisions on technical approaches show critical awareness of the needs of the development process.
The ability to present a reflective integrated discussion of the conclusion of the research, development and practice activity and its implications for the future.	• The learners have shown limited reflection and discussion of the issues • The learner would improve some aspects of future performance because of their criticism.	• The learner has shown comprehensive reflection and discussion of the issues • The learner understands how to use critical reflection to improve future performance.	• The learner has shown extensive reflection on their own and other's contribution to the issues • The learner has thoroughly applied critical reflection to the improvement of future performance.

APPENDIX D – Masters Project Marking Sheet

Student Feedback Form 2023/24

Student's Name:	
Project Title/Topic:	
Supervisor:	**Reader:**
Third marker (delete as appropriate):	
Date: Click or tap to enter a date.	

For each category, indicate the marks and provide feedback reflecting each assessment criterion with at least one sentence.

1. Definition of the problem (10) • Context • Problem definition (problem statement) • Aim(s) and objectives • Research questions	**-- / 10**
Feedback:	

2. Review of literature and related work (20) • Depth and relevance to the problem • Quality of the sources • Critical evaluation	**-- / 20**
Feedback:	

3. Planning and Methodology (10) • Planning (project methodology/ approach) • Justification of processes and methods • Execution of plans/methods	**-- / 10**
Feedback:	

4. Artefact (solution to the problem) (30) • Solving the problem (relevant, actionable) • Quality of artefact • Scope of the artefact (comprehensiveness) • Justification of choices • Novelty/difficulty of choices	**-- / 30**
Feedback:	

5. Evaluation of Artefact (10) • Design of an appropriate evaluation of the artefact • Execution of evaluation • Critical analysis of evaluation results	**-- / 10**
Feedback:	

6. Conclusion and Reflection (10) • Appraisal of achievement of objectives • Reflection and lessons learned (process and artefact) • Discussion of future work	**-- / 10**
Feedback:	

7. Project Report (10) • Documentation structure • Scholarship and referencing • Coherence and clarity	**-- / 10**
Feedback:	

8. **Justification for the final mark and any additional comments**
Feedback:

Mark (%): **--**

APPENDIX E-Assessment

In addition to the Guidance Notes for Assessing ILOs in Appendix C, the marking criteria for the Project are identified along with the detailed breakdown of work used in the assessment:

- Definition of the problem
- Providing context and rationale
- Aims and objectives
- Research questions
- Literature review of other relevant work
- Project planning and methodology
- Analysis of the problem
- Design of an effective solution to the problem
- Selection and justification of processes, methods, and tools
- Design of an appropriate evaluation
- Construction of an artefact to solve the problem
- Quality of the artefact
- Evaluation of the solution
- Quality of conclusions
- Appraisal of achievement of objectives
- Discussion of future work
- Document structure and coherence
- Scholarship and clarity, use of English
- Referencing

The detailed marking criteria are in appendix C. Marking criteria are aligned with the unit's Intended Learning Outcomes:

1. knowledge and understanding appropriate to the subject area and the ability to handle inconsistency in the problem domain and produce a viable solution.
2. analytical and critical evaluation when exploring solutions for a given problem domain.
3. problem-solving skills and the application of knowledge across the discipline areas.
4. the ability to design, manage and demonstrate an appropriate test and verification strategy.
5. effective conduct of research, analysis and critical evaluation of different methodologies and implementations.
6. the ability to select appropriate strategies to successfully plan and execute a design project.
7. the ability to present a reflective integrated discussion of the conclusion of the research, development and practice activity and its implications for the future.

APPENDIX F – Project Artefact

For some examples of a written artefact or a built artefact, please see the table below. Section 3 provides information about what can be considered a valid project and artefact for a specific degree title. Please discuss with your supervisor or programme leader if you need more advice.

Examples	Applicable degree titles
Written artefact	
A feasibility study	IT / DS & AI / IoT
Implementation plan	IT / DS & AI / IoT
Network design	IT / IoT
Process, framework, model	IT
Requirement specification	IT / IoT
Research findings	IT / DS & AI
Wireframe design	IT
Built artefact	
Algorithm	IT / DS & AI / IoT
Database application	IT / DS & AI
A Programme or Mobile app	IT / IoT
Network realisation/simulation	IT / IoT
Software application/tool	IT / DS & AI
Web application/website	IT

Please note that producing an artefact or implementing a software application without satisfying the degree requirements is not a valid project.

APPENDIX G- Resubmission Response Form

Resubmission Response Form

Instructions:

- Respond to each comment. You can review the comments in the feedback sheet.
- Indicate the revisions made in this report and specify the section and page number where revision can be found. Use **Table A** to provide a summary of the revisions.
- Place this form just before the table of contents in the revised report, then submit the report on Brightspace.
- Highlight any additional changes in **Section 2** of this form.

11. 1. Comments and Student Responses:

Table A. Summary of the revisions.

Comment	Student's Response	Revised Section and Page No.

(Add more rows as necessary)

2. Summary of Additional Changes:

(List any additional revisions not directly related to supervisor comments)

1. **Change:** *(Brief description of additional revision)*
   Location: *(Specify the section/page)*
2. **Change:** *(Brief description of additional revision)*
   Location: *(Specify the section/page)*
3. **Change:** *(Brief description of additional revision)*
   Location: *(Specify the section/page)*

(Add more changes and Location as necessary)

3. Checklist of Key Revisions:

	Yes	No
I have addressed all the comments.	☐	☐
I have highlighted revised section and page no. where changes have been made.	☐	☐
I have specified additional revisions not directly related to markers comments.	☐	☐
I have presented additional changes along with section and page no.	☐	☐

Student Signature: _____

Date: _____