**303COM Project Submission**

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| **Final Year Project** | **Individual** | Cohort: **September** | Module Code **303COM** |
| Coursework Title **Project: Final Report** | | | Hand out date: **20/01/2022** |
| Lecturer: **Peter Every** | | | Due date: **18:00 on 14/04/22** |
| Estimated Time (hrs.): 100 | | Coursework type:  **Written Report** | % of Module Mark **Final Report: 100%** |
| Submission arrangements: **Upload to Aula by Deadline** File types and method of recording: **PDF or Docx files** Mark and Feedback date: **2 weeks after deadline** Mark and Feedback method: **Written Comments (Online)** | | | |
| 1. You are expected to use the [Coventry University APA](https://libguides.coventry.ac.uk/apa) style for referencing. For support and advice on this students can contact [Centre for Academic Writing (CAW)](http://www.coventry.ac.uk/study-at-coventry/student-support/academic-support/centre-for-academic-writing/?theme=main). 2. Please notify your registry course support team and module leader for disability support. 3. Any student requiring an extension or deferral should follow the university process as outlined [here](https://share.coventry.ac.uk/students/Registry/Pages/Deferrals-and-Extension.aspx). 4. The University cannot take responsibility for any coursework lost or corrupted on disks, laptops or personal computer. Students should therefore regularly back-up any work and are advised to save it on the University system. 5. If there are technical or performance issues that prevent students submitting coursework through the online coursework submission system on the day of a coursework deadline, an appropriate extension to the coursework submission deadline will be agreed. This extension will normally be 24 hours or the next working day if the deadline falls on a Friday or over the weekend period. This will be communicated via your Module Leader. 6. You are encouraged to check the originality of your work by using the draft Turnitin links on Aula. 7. Collusion between students (where sections of your work are similar to the work submitted by other students in this or previous module cohorts) is taken extremely seriously and will be reported to the academic conduct panel. This applies to both courseworks and exam answers. 8. A marked difference between your writing style, knowledge and skill level demonstrated in class discussion, any test conditions and that demonstrated in a coursework assignment may result in you having to undertake a Viva Voce in order to prove the coursework assignment is entirely your own work. 9. If you make use of the services of a proof reader in your work you must keep your original version and make it available as a demonstration of your written efforts. 10. You must not submit work for assessment that you have already submitted (partially or in full), either for your current course or for another qualification of this university, with the exception of resits, where for the coursework, you maybe asked to rework and improve a previous attempt. This requirement will be specifically detailed in your assignment brief or specific course or module information. Where earlier work by you is citable, i.e. it has already been published/submitted, you must reference it clearly.  Identical pieces of work submitted concurrently may also be considered to be self-plagiarism. | | | |

**Mandatory element to be included within your report**

**The following elements MUST be included with your report:**

* A signed declaration of originality / statement of copyright / Ethical Approval project number (included in this document).
* A clear table of contents or list of chapters
* A properly formatted list of references (Harvard or APA style) to all external content cited or referred to in the text of your report.
* Evidence of project management (in the appendix)

**Important note: Any other content produced by your project, such as code, executables, videos, or applications should be supplied to your supervisor(s) by prior agreement. This content should not be included in the project report.**

**As far as is possible code, videos, applications should be stored online (github for code, onedrive for all other artefacts)**

**Important note 2: You must keep all additional content (code, surveys, videos etc.) securely until the publication of your final project grade.**

**303COM – How Reports are graded**

The project report is marked out of 100. First supervisors and a second marker will grade the report independently. The supervisor and second marker will then discuss the grading and agree a final mark. In cases where there is a significant difference of grades (over or under a grade boundary or >=5 marks – whichever is smaller) and agreement cannot be made – The ML will allocate of a third marker.

Feedback from both markers will be prepared by the supervisor and added to the Turnitin Grading System alongside the agreed grade. Students should be aware that the grade awarded is provisional (can change) but becomes fixed after the semester 2 exam board.

In all cases, feedback should clearly justify the grade awarded.

Overleaf is a detailed component grading sheet.

Modal grading: In awarding grades, markers consider the following modal guidance:

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|  | **Academic quality of the project** | **Conduct of the project process** |
| **>70%** | A report which could be, with minor modifications, suitable for publication – or form the basis for a postgraduate project.  A project that correctly matches research methods with a well-chosen research question. ***OR***  A project which contains original insight or develops novel methods for the solution of a practical computing problem  A project which has challenged the student to extend the boundaries of their own knowledge and acquire skills that they did not already possess.  A report that is complete and very effectively communicates both the process of the project and delivers mature and pertinent conclusions. | Very clear evidence of project management, time management, and consideration of social, legal, professional, and ethical issues.  Reflection on process is mature and pertinent.  Strong evidence of reflection upon and response to supervision.  Original use of recording and tracking methods to monitor project progress, including accounts of meetings and decision making. |
| **Threshold (40%)** | A Project with little originality that does not provide the student with sufficient challenge to demonstrate academic skills appropriate to a final year BSc degree.  A project that does not demonstrate clarity of thinking.  A report that suggests project conduct was chaotic, with poor project management. | Completion of the report is cursory or minimal with some cohesiveness and contextualisation.  Some account of project management and conduct but with little reflection or insight.  Evidence that the project is rushed through some incomplete sections. |

**Final Project Report Grading and Feedback**

## Note: Component grades and feedback will be given online through Aula/Turnitin. The marks components are listed below.

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| **OVERALL MEETING OF OBJECTIVES** | **/20** |
| * The appropriateness of the project to the degree programme – the scope and level of challenge of the project – The degree to which the project answers the research question and meets its objectives * The degree of originality and creativity – The overall academic rigour of the project execution. |  |
| **RESEARCH METHODS & LITERATURE REVIEW WITH DISCUSSION AND ANALYSIS** | **/40** |
| * *The suitability of the Primary* Research Method(s) chosen. The execution of the primary research method. * Literature review. The comprehensive of sources and materials used - The range, relevance, and recentness of sourcing correctly cited - The level of critical appraisal of literature – The explanation of the key concepts and appropriate conclusions in relation to the project. * Analysis of findings. The extrapolation of facts and/or statistics – The appropriateness of conclusions drawn from both primary and secondary methods. The development of novel insights or outputs. The presentation of information in a clear and comprehensive manner. * Research – Demonstration of a wide range of reading and research for the project through analytical and reflective discussion in the dissertation. This should be supported by a varied use of in-text citations (Harvard or APA). |  |
| **CONDUCT OF PROJECT, PROJECT MANAGEMENT, DEGREE OF REFLECTION AND RESPONSE TO SUPERVISION, CONSIDERATION OF SOCIAL LEGAL AND PROFESSIONAL ISSUES.** | **/30** |
| * The student’s critical evaluation of project conduct – The appropriateness of methods employed to manage the project with lessons learnt and effectiveness of the experience - Evidence of project management (meeting logs / diary) – Evidence of planning and time management - The consideration of social, professional, legal and ethical issues in relation to the project. * Evidence of a project management methodology as well as approach to the development of any website/application etc.…for example: Scrum, Iterative Project Lifecycle. * Evidence of presentation of progress to supervisor (during last two weeks of spring term) Evidence that feedback at the presentation has been captured by the student and that the report responds to and reflects on this feedback. |  |
| **REPORT STRUCTURE AND CLARITY OF COMMUNICATION** | **/10** |
| * The clarity, conciseness, and ease of use of the project report. Overall spelling, grammar, use of Harvard citation and referencing. Logical selection and ordering of chapters. The completeness and presentation of the report, appropriate use of diagrams, charts, figures etc. |  |
| **Total** | **/100** |

**303COM Declaration of originality  
(This form should be completed by the student and included in the project report)**  
***I Declare that This project is all my own work and has not been copied in part or in whole from any other source except where duly acknowledged. As such, all use of previously published work (from books, journals, magazines, internet etc.) has been acknowledged by citation within the main report to an item in the References or Bibliography lists. I also agree that an electronic copy of this project may be stored and used for the purposes of plagiarism prevention and detection.***

**Statement of copyright**

I acknowledge that the copyright of this project report, and any product developed as part of the project, belong to Coventry University. Support, including funding, is available to commercialize products and services developed by staff and students.  Any revenue that is generated is split with the inventor/s of the product or service.  For further information, please see www.coventry.ac.uk/ipr or contact ipr@coventry.ac.uk.

**Statement of ethical engagement**  
  
I declare that a proposal for this project has been submitted to the Coventry University ethics monitoring website (https://ethics.coventry.ac.uk/) and that the application number is listed below (Note: Projects without an ethical application number will be rejected for marking).

Signed: Date:  
Electronic signature is acceptable  
  
Please complete all fields.

|  |  |
| --- | --- |
| First Name: |  |
| Last Name: |  |
| Student ID number |  |
| Ethics Application Number |  |
| Supervisor |  |

This form must be completed, copied, or scanned and included with your project submission to Turnitin. Failure to append these declarations may result in your project being rejected for marking.

**Resit Information**

Resit submission date will be published towards the end of semester 2 – However the next submission opportunity will be in the following semester (Semester 3)

Students who are permitted a resit by the exam board will be notified through Solar.

The resit requires the student to ‘make good’ the identified deficiencies of the original submission. The issues will be highlighted on the original report feedback sheet.

Students are strongly advised to contact their supervisor to discuss the most important elements that need to be addressed. Students should be aware that they may not have access to their supervisor in semester 3 (“Resit without Attendance”)

Submission will be through assignment link on Aula.

Resit grading will utilise the grade-sheets contained in this document