

Final Year Project MM4000 - Ac.Yr: 2020.21

Student advisory

Outline of projects:

Projects in Ac.Yr. 2020.21 will be conducted as group projects, with an emphasis on encouraging working and researching in a collaborative environment.

Projects will be designed for groups of 2 students working together.

There will be a FYP information session followed by a Topic Blitz Session of short presentations of topic ideas presented by potential supervisors. The Information and Topic Blitz Session will be held at 3-5pm on Monday 12th. Students then indicate their expressions of interest of topics via schoolmaster by Monday 19th October at 5pm.

Allocation of students to topics and groups will be done by an algorithm that takes into account:

- common student preferences as indicated by expressions of interest and
- the student's background programme of study, i.e. chosen pathway

Allocation of students to topics, groups and supervisor will be published approx. week 5 semester 1.

Students will be engaged in their project from this date to mid-April 2021.

Project in process and supervision:

Meetings: The group should have approximately 12 meetings with the supervisor, at intervals ranging from 1-2 weeks. The group is expected to meet, as a group, in between the supervisor meetings. A group page will be set up on Blackboard to facilitate online contact and online space to store documents, students can get in contact with each other and their supervisor using the group page facility, Teams or any other agreed platform.

List of Early/Staged deliverables.

- Individuals in the group draw up a **group charter**. This includes responsibilities and expectations on how to proceed in a collaborative environment. *Each individual "signs up"* to this agreed group charter by submitting this on blackboard under their own login.
- The group submits a **project plan**.
- Students submit a **regular diary/journal**, either as individuals or jointly, by agreement, to the supervisor prior to the supervisor meeting.
- The group submits a **final manuscript**.
- The group prepares and delivers a **presentation**.

Group Charter – Submit an electronic copy via Turnitin through the project blackboard page, each individual member of a group is required to make an individual submission under their blackboard login. A draft document is made available to students.

Regular diary/journal – is submitted to the lecturer by email, either from individuals independently or jointly by agreement of group members. Each entry will update the supervisor on group/individual progress and the plan for the following week.

Project plan – Submit an electronic copy via Turnitin through the project blackboard page – only one student needs to make this submission under their blackboard login on behalf of the group. The

project plan is a short document (not more than three pages) and should outline the plan for the project work giving a description of:

- The area/problem to be studied. Give a description aimed for a non-expert.
- The aim for the outcome project.
- Techniques that will be used, if applicable

Final manuscript -The group submits one single final manuscript for the group. This is submitted by an electronic copy via Turnitin through the project blackboard page (only one student needs to make this submission under their blackboard login on behalf of the group). For group projects a section should be included in the manuscript outlining the *collaboration outline*, i.e. describe jointly committed work outputs and any partitions of work outputs amongst group members in the collaboration.

Format of manuscript:

- Cover page
- Declaration page
- Introduction
- Main body (structured into sections as per topic requires).
- Collaboration Outline
- Conclusion
- Bibliography
- Appendices (if applicable)

Further instruction for each of these may be found on your project blackboard page.

Presentation – The group prepares a single 20 minute presentation. Each individual in the group must speak. Who talks, when and for how long, is left for the group members to determine as appropriate. The joint talk will be followed with 10 minutes for questions. Both the supervisor and examiner will ask questions in the allotted time as part of the assessment. These can be addressed to the group and to individuals. Each individual in the group must take questions to the same amount of time, about 5 mins each.

A student/group who cannot present at the time of the scheduled presentations due to *certified* medical absence can be rescheduled at a later date.

A student/group who cannot present at the time of the scheduled presentations for uncertified reasons will be considered as having an incomplete assessment, and an INCOMPLETE will be returned on a student's marks transcript.

Assignment of marks:

Supervisors and examiners submit marks for relevant attributes via schoolmaster, i.e. attributes A-F for supervisors and attributes B:E for examiners. See the grading guidelines and rubrics scheme. The grading scheme facilitates students in the same group being awarded different marks.