

Project Title:

Project Type:

Student:

Supervisor:

Assessor:

Tutorial Meetings

Student's Tasks

Meetings with the Supervisor

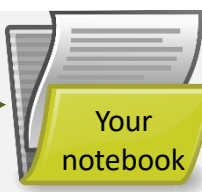
Week 14
25/1/2021

T1

Introductory Session

Dr Ammar Alsalka

☐



Check list of project supervisors and submit the online Supervisor Preference Survey by 10am (UK time) on Monday 1/2/2021

☐

Week 15
1/2/2021

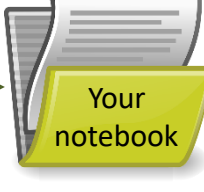
Wait for supervisor allocations to be completed. You will receive an email confirming your supervisor by Friday 5/2/2021

☐

Week 16
8/2/2021

Meet with your supervisor to choose a suitable project before the end of this week.

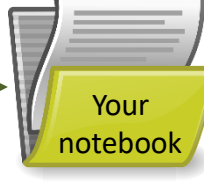
☐



M1

Date

Supervisor explains projects and guide you to resources to help you understand projects and choose a suitable project.



Supervisor comments on PSF

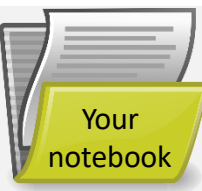
Week 17
15/2/2021

T2

Project Planning

Dr Ammar Alsalka

☐



Confirm project choice with supervisor and start preparing a **Project Specification Form (PSF)**. Prepare Legal Agreement Form with project client (if any).

☐

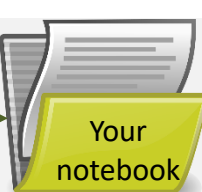
Week 18
22/2/2021

T3

Turning your Project into Academic Research


Anika Easy from Skills@Library

☐



Finish your PSF and discuss with supervisor (and external client, if any) by the end of this week.


☐



M2

Date

Supervisor examines PSF and provides feedback. Agree with client – if any - on PSF and sign legal form.



Supervisor comments on PSF

Week 19
1/3/2021

Submit PSF to Minerva. Start expanding PSF into a **Scoping and Planning Document (S&P)**.

☐

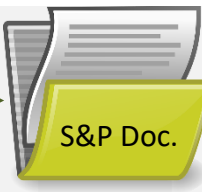
Week 20
8/3/2021

T4

Research Ethics and Projects,

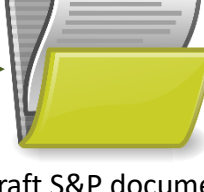
Dr Andrew Kirton

☐



Discuss draft S&P document with your supervisor by the end of this week. Amend S&P doc. based on what you have learned in T4.


☐



M3

Date

Supervisor examines S&P document and provides feedback. If you need help with English you may be referred for further support.



Supervisor comments on S&P document.


Week 21
15/3/2021

T5

How to Spot Ethical Issues,

Dr Andrew Kirton

☐



Write appendix on ethical issues. Submit S&P document to Minerva by end of this week. This document is now a draft of Chapter 1. Amend ethics appendix based on what you have learned in T5.

☐

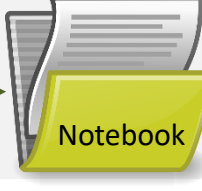
Week 22
22/3/2021

T6

Research Methodology

Dr Ammar Alsalka

☐



Start working on the project's background research and literature survey. Start developing theoretical framework/ experimental procedures/software design.

☐

Weeks E1-E4
29/3-19/4

Continue working on background research & literature survey. Continue working on theoretical framework/experimental procedures /software design.

☐

Week 23
26/4/2021


Summarise your background research and literature survey into a draft of Chapter 2.

☐

Week 24
3/5/2021

Finalise framework/procedures /design and discuss with supervisor by end of this week. Arrange a date for a progress meeting with the assessor in Week S3.


☐



M4

Date

Supervisor examines overall system design/empirical procedures/theory framework and provides feedback. Set the date of the progress meeting in Week S3.



Supervisor comments on Theoretical framework/Experimental procedures /Software design

Weeks 25-28
10/5 – 31/5

Revision and examinations' weeks.

☐

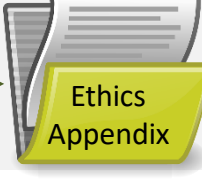
Week 29
7/6/2021

T7

Ethics - a drop-in session,

Dr Andrew Kirton

☐




Start working on theoretical study/empirical investigation/software implementation. Amend ethical issues appendix based on what you have learned in T7.

☐

Week 30
14/6/2021

Continue working on implementation. Meet the supervisor before the end of this week to discuss current implementation.


☐



M5

Date

Supervisor looks at current progress and provides feedback.



Supervisor comments on your current implementation.

Week S1
21/6/2021

Continue working on implementation. Finalise Chapters 1 and 2.

☐

Week S2
28/6/2021


Finalise implementation. Start writing Chapter 3 (theoretical. framework/empirical design/system design).

☐

Week S3
5/7/2021

Prepare Progress Report/Presentation and attend the progress meeting by the end of this week. Finalise Chapter 3.


☐



M6

Date

Explain project progress to date and get immediate feedback from both assessor and supervisor.



Progress report with comments from assessor and supervisor

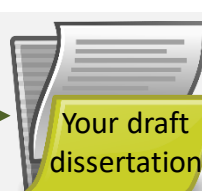
Week S4
12/7/2021

T8

Academic Writing drop in sessions,

Anika Easy

☐



Improve design and/or implementation if required as a result of the progress meeting. Edit Chapters 1, 2, and 3 based on what you have learned in T8.

☐


Week S5
19/7/2021

T9

Preparation of Masters Dissertation,

Ammar Alsalka

☐




Start working on testing/validation. Start writing Chapter 4 (on implementation).

☐

Week S6
26/7/2021

Continue working on testing/validation. Continue working on Chapter 4. Edit Chapters based on what you have learned in T9.


☐



M7

Date

Supervisor examines sample chapter and provides feedback. Supervisor also provides feedback on testing and validation.



Supervisor comments on Chapter 4 and on testing/validation results

Week S7
02/8/2021

Finalise Chapter 4. Write Chapter 5 (on testing and validation)

☐

Week S8
9/8/2021

Write Chapter 6 (on conclusions). Finalise whole dissertation. Submit dissertation by the end of this week (13/8/2021 at 10am).

☐

Landmarks

The student understands the aim, objectives, and deliverables of their project and has documented these in the PSF and S&P documents.

☐

The student has formed concrete ideas of the overall system design/procedures and has documented this appropriately.

☐

The student has made good progress with implementation

☐

The student has made good progress with writing the dissertation

☐

- You should attend all tutorial meetings (T1-T9) as well as all scheduled meetings with your supervisor (M1-M7).
- Except for the first meeting with your supervisor, you are expected to bring in with you to each meeting a draft document for your supervisor to examine and provide feedback on.
- Your supervisor will tick the appropriate checkbox when you have completed a task or attended an activity.
- Expect to be quizzed by your supervisor about what you have learned in tutorial meetings and how you are taking this up in your work.