WESTERN SYDNEY
UNIVERSITY

School of Computer, Data and Mathematical Sciences

Subject Outline

INFO7017 Postgraduate Project B
Autumn 2024

Western Sydney University acknowledges the peoples of the Darug, Dharawal, Eora and Wiradjuri nations. We also acknowledge that the teaching and learning currently delivered across our campuses is a continuance of the teaching and learning that has occurred on these lands for tens of thousands of years.

Subject Details

Subject Code:	INFO7017
Subject Name:	Postgraduate Project B
Credit Points:	10
Subject Level:	7
Assumed Knowledge:	(1) Fundamentals of software or information systems management; (2) Knowledge in research methodology; and (3) Skills in literature review and oral presentation.

Note: Students with any problems, concerns or doubts should discuss those with the Subject Coordinator as early as they can.

Subject Coordinator

Name: Dr. Jamie Yang
Phone: +61 2 96859233
Location: ER.G.12, Parramatta South Campus
Email: J.Yang@westernsydney.edu.au
Consultation Arrangement:
Consultation hours: Monday 16:00-18:00 ER.G.12, Parramatta South; or via Zoom if necessary. Please also check vUWS site for the most up to date information on consultation arrangement in case of changes.

For subject inquiries, you can also email a staff member directly. Please note that a staff member is typically teaching multiple subjects, so make sure you start the subject line with "INFO7017 PPB" and then include a relevant subject (e.g. inquiries about project presentation, project report, etc).

As this subject is offered for multiple disciplines (e.g. MICT, Data Science, AI, and Information Governance), in the email body, please indicate in which program you have enrolled. We need the information to recognise the individual student and provide more specialised advice. Such details also help the staff archive your inquiries or forward your inquiries to the corresponding tutors for processing.

For any subject related inquiries, you need to use your Western Sydney University student email account; we really should not correspondent with students via external email addresses as per the university policy since they are not verifiable.

In addition, the coordinator may use emails to address the subject related issues (e.g. clarifying administrative policies, providing hints to assessment tasks, presenting extra/supplementary materials for the subject studies). So please check your Western Sydney University emails regularly and carefully. It is pivotal for any student wishing to perform well to read all these emails carefully.

Edition: Autumn 2024

Contents

Note: The relevant Subject Outline Companion supplements this document

1 About Postgraduate Project B

1.1 An Introduction to this Subject

This project based subject is a continuation of subject Postgraduate Project A. Students are expected to work individually under the supervision of academic staff to solve a research problem and deliver the final outcomes on the research topics they selected in Postgraduate Project A. Students will carry out the research plans, employ the identified methodologies, and fulfil the research objectives within the defined scope. Students will acquire problem solving skills and research experience necessary to participate in a future research projects. To complete their project each student is required to deliver an oral presentation and a final written report detailing the outcomes of their research project.

1.2 What is Expected of You

Study Load

A student is expected to study an hour per credit point a week. For example a 10 credit point Subject would require 10 hours of study per week. This time includes the time spent within classes during lectures, tutorials or practicals.

Note for Summer Terms: As Summer subjects deliver the same content and classes over a shorter period of time, the subjects are run in a more intensive mode. Regardless of the delivery mode, the study hours for each subject in Summer will be around 30 hours.

Attendance

All students must participate in the regular meetings with their supervisor(s).
All students must make the oral presentation for this subject.

Approach to Learning

This subject is a continuation of subject INFO7016 Postgraduate Project A and is a problem based project subject. The learning approach of this subject includes workshops, learning sessions for the research project, regular consultation with academic supervisors, and other activities (e.g., program design, surveys, procurement of instrument, seminars) necessary to complete the research project.

Workshops (On-campus class OR Online session [via Zoom or Blackboard Collaborate Ultra]):

One workshop in week 1 is provided to assist students to extend the research work in Postgraduate Project A. A further development with real research activities is expected, e.g. completely establishing methodologies, distributing questionnaire, and data collection/analysis etc.

Project Allocation :

Students will continue to work on their research topics allocated in Postgraduate Project A in their discipline towards extended research activities.

While PPB builds upon PPA, it has distinct differences. PPA initiates a project, while PPB brings it to a close. PPA typically involves tasks such as proposal writing, literature review, objective setting, research question formulation,

methodology definition, and research planning. PPB, on the other hand, concentrates on extended research activities and findings, including fully establishing methodologies, constructing frameworks, distributing questionnaires, and collecting, analysing, and validating data.

Consultation with academic supervisor(s):

Students will carry out the research projects in consultation with academic supervisors. Students should attend the regular meetings (e.g. weekly meetings) with academic supervisor(s) who will guide students throughout the project process.

To ensure successful completion of PPB, students are advised to meet with their supervisors during the first week of the semester and create a research plan by week 3. Given the timeline of the semester and the need for efficient time management of research activities, three weeks is sufficient time to develop a research plan in consultation with supervisors. Failure to meet with a supervisor and commence research activities by this deadline may significantly impact a student's performance. Additionally, some supervisors may refuse to accept students after week 3.

As stated in the Supervision Agreement Form:

- It is students' responsibility to arrange regular meetings with their supervisors and seek the supervisor's advice on the project progress regularly.
- Students must attend regular research meetings (weekly or fortnightly) on the project progress with the supervisor at an agreed time. After meeting, both student and supervisor need to sign on the Meeting Register (to be provided on vUWS). Failure to attend any meeting may lead to the termination of the supervision arrangement and a "Fail" grade in the subject.
- Student is required to record all project work, data and results in a notebook. The supervisor may require the project notebook to be handed in at an agreed time on the meeting day to facilitate later discussion.
- For communication, it's a common courtesy and professional practice for students to respond to the supervisor's emails in time.

Learning Sessions (self-arranged):

Students should ensure at least two-hour learning session each week to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.

Other activities:

e.g. program design, surveys, procurement of instrument, seminars associated with your project work . On-going research information is updated dynamically in vUWS for students' reference.

Online Learning Requirements

Subject materials will be made available on the Subject's vUWS (E-Learning) site (https://vuws.westernsydney.edu.au/). You are expected to consult vUWS at least twice a week, as all Subject announcements will be made via vUWS. Teaching and learning materials will be regularly updated and posted online by the teaching team.

Special Requirements

Essential Equipment:
Not Applicable
Legislative Pre-Requisites:

Not Applicable

1.3 Changes to Subject as a Result of Past Student Feedback

The University values student feedback in order to improve the quality of its educational programs. The feedback provided helps us improve teaching methods and Subjects of study. The survey results inform Subject content and design, Subject Outlines, teaching methods, assessment processes and teaching materials.

You are welcome to provide feedback that is related to the teaching of this Subject. At the end of the semester you will be given the opportunity to complete a Student Feedback on Subject questionnaire to assess the Subject. If requested by your Subject coordinator, you may also have the opportunity to complete a Student Feedback on Teaching (SFT) questionnaire to provide feedback for individual teaching staff.

As a result of student feedback, the following changes and improvements to this Subject have recently been made:

- Postgraduate Project B has replaced Master Project 2. This change has been applied to the programs 3698 (Master of Information and Communications Technology - Advanced), 3699 (Master of Information and Communications Technology), 3735 (Master of Data Science), 3765 (Master of Artificial Intelligence), and 3779 (Master of Information Governance).
- Sample project work (for Progress Report and Final Report) is provided to help you manage your project processing.
- On-going research information is updated dynamically for students' reference.

2 Learning and Teaching Activities

Teaching Weeks	Workshop	Session	Instructions	Assessment Due
Week 1 04-03-2024	2-hour information session.		Weekly meeting the project supervisor.	
Week 2 11-03-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 3 18-03-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 4 25-03-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 5 01-04-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 6 08-04-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 7 15-04-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	

Teaching Weeks	Workshop	Session	Instructions	Assessment Due
			Submission of the abstract and the presentation slides for Oral Presentation to your supervisor.	
Week 8 22-04-2024	Intra-Session Break	Intra-Session Break	Get ready with Oral Presentation scheduled in this week.	- Presentation
			Oral presentations are initially scheduled during this week. If on-campus presentations are organised, the presentation schedules and venue will be published nearer to the event. However, online presentation or presentation with audio/video recording are also considered if necessary. The final presentation mode and submission details will be communicated in vUWS.	
Week 9 29-04-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor. Submission of the Progress Report.	- Progress Report
Week 10 06-05-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 11 13-05-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	

Teaching Weeks	Workshop	Session	Instructions	Assessment Due
Week 12 20-05-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor.	
Week 13 27-05-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor. Draft final report submission to the supervisor(s) for feedbacks.	
Week 14 03-06-2024		Self-arranged two-hour learning session to consult vUWS, complete weekly research activities for the research project as per the research plan, work on assessment tasks.	Weekly meeting the project supervisor. Submission of the Final Report.	- Final Report
Week 15 10-06-2024				
Week 16 17-06-2024				
Week 17 24-06-2024				

The above timetable should be used as a guide only, as it is subject to change. Students will be advised of any changes as they become known on the Subject's vUWS site.

3 Assessment Information

3.1 Subject Learning Outcomes

	Outcome
1	Conduct continuous review of existing literature in the fields of ICT, DS, AI, and Mathematics to identify the relevance to the proposed research project.
2	Execute a prepared research plan using appropriate methodologies.
3	Evaluate research findings against intended project outcomes.
4	Articulate research results in professional/formal and informal formats and contexts.
5	Apply self-management skills in executing research in computing contexts.
6	Demonstrate research ethics in synthesising complex information from a range of sources and referencing appropriately.

3.2 Assessment Summary

The assessment items in this Subject are designed to enable you to demonstrate that you have achieved the Subject learning outcomes. Completion and submission of all assessment items which have been designated as mandatory or compulsory is essential to receive a passing grade.

To pass this Subject you must:

Complete all the required items:

- attend the oral presentation session(s) and satisfactorily complete the oral presentation
- submit the progress report and the final report of professional standard by due dates
- achieve a minimum overall mark of 50%
- maintain a meeting register and/or meeting minutes for supervisor meetings

Item	Weight	Due Date	SLOs Assessed	Mandatory	Threshold
Presentation	20%	Monday-Friday, 22-26 April 2024 (week 8)	1, 3, 5	Yes	No
Progress Report	20%	By 6:00pm AEST, Friday, 3 May 2024 (week 9)	1, 2, 3, 4, 5, 6	Yes	No
Final Report	60%	By 6:00pm AEST, Friday, 7 June 2024 (week 14)	1, 2, 3, 4, 5, 6	Yes	No

Feedback on Assessment

Feedback is an important part of the learning process that can improve your progress towards achieving the learning outcomes. Feedback is any written or spoken response made in relation to academic work such as an assessment task, a performance or product. It can be given to you by a teacher, an external assessor or student peer, and may be given individually or to a group of students. As a Western Sydney University student, it is your responsibility to seek out and act on feedback that is provided to you as a resource to further your learning.

Students are expected to submit a draft final report to the supervisors at the end of week 12 and seek feedback before submitting the final report. Feedback for the final report can be expected two (2) weeks after the due date.

Academic Integrity and Student Misconduct Rule

Western cares about your success as a student and in your future career. Studying with academic integrity safeguards your professional reputation and your degree. All Western students must:

- be familiar with the policies listed above;
- apply principles of academic integrity;
- act honestly and ethically in producing all academic work and assessment tasks; and
- submit work that is their own and acknowledge any sources used in their work.

Each time you submit an assessment, you will declare that you have completed it individually, unless it is a group assignment. In the case of a group assignment, each group member should be ready to document their individual contribution if needed.

The Student Misconduct Rule applies to all students of Western Sydney University including Western Sydney University programs taught by other education providers. You must not engage in academic, research or general misconduct as defined in the Rule or you may be subject to sanctions. The University considers submitting falsified documentation in support of requests to redo, resit or extend submissions, including sitting of deferred examinations, as instances of general misconduct.

More information is available in the quick guide to academic integrity. It is your responsibility to apply these principles to all work you submit to the University.

Disruption to Studies and Requests for Extensions

Western recognises that there may be times when things outside of your control impact your ability to complete your studies.

You can complete the "Request an extension or apply for a Disruption to Studies Provision" to request that you are:

- granted an extension,
- excused from a compulsory teaching activity,
- provided an alternate assessment such as a supplementary, or
- awarded another Disruption to Studies Provision.

Before you fill in the form, you should:

- Compile any documentary evidence that you have which demonstrates that you have been impacted by an event outside of your control.
- The Supporting Documentation website outlines the type of documents that you can submit to substantiate any impact.

Please note that if you don't have documents, you should still submit the form but you may be asked for documentation at a later stage.

Need help?

If you are having difficulties with understanding or completing an assessment task, contact your Subject Coordinator as soon as possible. Western also has a range of academic support services, including:

- **Library Study Smart**: book a one-to-one Zoom consultation with a literacy expert. You can discuss how to develop your assignment writing and study skills or seek assistance to understand referencing and citation requirements. Check the Library Study Smart website for how-to study guides and tools.
- **Studiosity**: Upload your assignment draft to Studiosity within vUWS to receive writing feedback within 24 hours.
- Online workshops, programs and resources: From maths and stats help to academic literacy and peer support programs, the University has a range of resources to assist.

Please also remember that there is a range of wellbeing support available - from counselling and disability services to welfare.

3.2.1 Presentation

Weight:	20%
Type of Collaboration:	Individual
Due:	Monday-Friday, 22-26 April 2024 (week 8)
Submission:	In-class presentation (15 minutes presentation followed by 5 minutes questions and answers session). Where if necessary, online (via Zoom or Blackboard Collaborate Ultra) or PowerPoint presentation with audio/video recording are also considered.
Format:	Structured abstract (.doc); PowerPoint slides or PPT presentation with audio/video recording. Useful documents for preparing presentations e.g. PPT Tips and Presentation Tips are provided in vUWS
Length:	20 minutes
Use of Artificial Intelligence:	Use of generative artificial intelligence (AI) tools to brainstorm ideas, summarise reading material or to edit your submission is permitted. The content of your final submission must be your original work. Be aware that the output from generative AI tools may be incorrect, incomplete or biased. Working with another person or technology in order to gain an unfair advantage in assessment or improperly obtaining answers from a third party including generative AI to questions in an examination or other form of assessment may lead to sanctions under the Student Misconduct Rule. Use of generative AI tools may be detected. More information is available on the Library web page.

Instructions:

Students are advised to collaborate closely with their supervisors in crafting presentations that effectively reflect the key objectives, methodologies and outcomes of their projects. Students are required to submit the structured abstract and the corresponding presentation slides on vUWS by the last Friday preceding the scheduled presentation week:

- Structured abstract (.doc).
- PowerPoint slides.

Twenty (20) minutes are assigned per project including 5-minutes of question and answer time. The presentation provides a good opportunity for getting feedback from supervisors, peers, and clients. It's compulsory for students to complete the presentation task; those who are absent will be awarded an FNS grade (Fail Non-Submission).

Oral presentations can be arranged on-campus, online, or through video recording.

If on-campus presentations are conducted, the presentation schedules and venue will be published nearer to the event. In this format, students must attend the presentation session. Absentees or non-participants will receive FNS.

- Dress presentably;
- Be informed about the whole project, not just the section they have rehearsed to present;
- Make eye contact with parts of the audience at all times, not talking to the wall on which their presentation is projected;
- Be prepared to answer questions on any part of the project, not to deflect the question to another member in the first instance;
- Speak only for as long as the shared timing allows, to enable all members of the group to speak.

More flexible options for the oral presentation may also be offered if necessary.

- Online presentation: Instead of physical on-campus presentation, we can organise a get-together online presentation via zoom.
- Presentation at a research meeting/seminar: This can be arranged by you and your supervisor. The presentation can be marked on site by your supervisor.
- Video submission: Record your presentation individually and submit the video clip onto vUWS for marking. With this option, you are encouraged to polish your presentation skills and condense your talk to 10-15 minutes' video.

The final presentation mode and submission details will be communicated in vUWS.

Marking Criteria:

Criteria	High Distinction	Distinction	Credit	Pass	Unsatisfactory
Structure and Contents (6)	Project background, aims & objectives logically and visually succinctly presented. Visually enhanced with the use of original ideas, illustrations or graphics that broaden the understanding of the topic. Correct citing of all sources.	Project background, aims & objectives logically and visually thoroughly presented. Visually enhanced with the use of original ideas, illustrations or graphics that broaden the understanding of the topic. Correct citing of all sources.	Project background, aims & objectives reasonably logically and visually presented. Some visual enhancement with the use of illustrations or graphics that broaden the understanding of the topic. Generally correct citing of all sources.	Project background, aims & objectives logically presented to some extent. Reasonably visually consistent, readable and clear. Incomplete citing of sources.	Project background, aims & objectives not presented and/or not visually consistent, readable, brief, clear and to the point and/or not all sources cited correctly.
Project Progress (8)	Methodology, discussion of results, suggestions for future work are presented clearly and logically. Insightful explanations and Concise transition between points.	Methodology, discussion of results, suggestions for future work are presented clearly and logically. Comprehensive explanations and concise transition between points.	Generally, clear and to the point. Mostly logically sequenced with comprehensive explanations.	Some lack of clarity and not always to the point. Reasonably logically sequenced.	Not clear and to the point and/or logically sequenced.
Presentation: Clarity of speech and demeanour (4)	Audible and very clear, excellent eye contact with the audience, fully engaged with the audience. Keeping to the time limit.	Audible and mostly clear, good eye contact with the audience, engaged with the audience. Almost keeping to the time limit.	Generally audible and mostly clear, good eye contact with the audience, reasonable engagement with the audience. Almost keeping to the time limit.	Some problems with the audibility clarity, limited eye contact and engagement with the audience. Not really keeping to the time limit.	Difficult to hear, avoided eye contact with the audience, disengaged. Does not keep to the time limit.
Independence from notes and reading from the screen, Q&A (2)	No reliance on reading from notes/cue cards/PowerPoint slides.	Minimal dependence on reading from notes/cue card/PowerPoint slides.	Some dependence on reading from notes/cue card/PowerPoint slides.	Significant dependence on reading notes /cue cards/PowerPoint slides.	Heavy dependence on reading from notes/cue cards/PowerPoint slides.

3.2.2 Progress Report

Weight:	20%
Type of Collaboration:	Individual
Due:	By 6:00pm AEST, Friday, 3 May 2024 (week 9)
Submission:	via vUWS and submit to the project supervisor
Format:	The report should follow a standard report format using Harvard WesternSydU Referencing Style. The students may use a different referencing style in consultation with the project supervisors.
Length:	1,500 - 2,500 words (includes figures, formulas, tables)
Use of Artificial Intelligence:	Use of generative artificial intelligence (AI) tools to brainstorm ideas, summarise reading material or to edit your submission is permitted. The content of your final submission must be your original work. Be aware that the output from generative AI tools may be incorrect, incomplete or biased. Working with another person or technology in order to gain an unfair advantage in assessment or improperly obtaining answers from a third party including generative AI to questions in an examination or other form of assessment may lead to sanctions under the Student Misconduct Rule. Use of generative AI tools may be detected. More information is available on the Library web page.

Instructions:

The progress report provides an overview of the project. Great care and thought should be given to this report, as it will determine the thrust of your project and allow you to get started with your work at the top of INFO7016 PPA.

The progress report comprises the problem statement to outline succinctly the nature of the project, objectives and aims of the project, and the major project components in the form of tasks to be performed in your project.
The progress report also comprises the research procedure for your project, which may include the structure of the project work, the methods/tools to be used in this project, a timeline of the project by which the project milestones (e.g. case studies, project evaluation) will be reached.

A brief bibliography that may be annotated. This will enable your supervisor to form an opinion of the quality of the sources available to you for your work.

Marking Criteria:

Criteria	High Distinction	Distinction	Credit	Pass	Unsatisfactory
Problem statement (5 marks)	Highly clear and concise presentation of the nature of the project, objectives and aims of the project, and the major project components.	Well-presented the nature of the project, objectives and aims of the project, and the major project components.	Satisfactory presentation of the nature of the project, objectives and aims of the project, and the major project components.	Confusing statement of the nature of the project, objectives and aims of the project, and the major project components.	Inappropriate presentation of the nature of the project, no or unclear objectives and aims of the project, missing major project components.
Research procedure (15 marks)	Great care and thought given to the structure of the project work, the methods/tools to be used, a timeline by which the project milestones. Brief bibliography correctly annotated to form an opinion of the quality sources.	Well-structured project work, well-explained methods/tools to be used, with a timeline by which the project milestones. Brief bibliography correctly annotated to form an opinion of the quality sources.	Satisfactory structure of the project work, generally well-explained methods/tools to be used, with a timeline of the project. Brief bibliography generally collect to form an opinion of the quality sources.	Confusing structure of the project work, broadly explained methods/tools to be used, with a rough timeline of the project. Patchy bibliography.	Poor structure of the project work, little explanation on methods to be used, no or inappropriate timeline. No or inappropriate bibliography.

3.2.3 Final Report

Weight:	60%
Type of Collaboration:	Individual
Due:	By 6:00pm AEST, Friday, 7 June 2024 (week 14)
Submission:	Turnitin via vUWS and submit to the project supervisor
Format:	The report is organised following a standard research reporting format (Cover page, Abstract, Table of Content [List of Figures, Tables, and Abbreviations if appropriate], Introduction and motivation, Literature Review, Methods, Results, Analysis, Conclusions, References, Appendix (when necessary)). The recommended referencing style is Harvard WesternSydU Referencing Style. Students may use a different referencing style in consultation with the project supervisors. Report template and sample report are provided in vUWS.
Length:	7,500 to 15,000 words (includes figures, formulas, tables)
Use of Artificial Intelligence:	Use of generative artificial intelligence (AI) tools to brainstorm ideas, summarise reading material or to edit your submission is permitted. The content of your final submission must be your original work. Be aware that the output from generative AI tools may be incorrect, incomplete or biased. Working with another person or technology in order to gain an unfair advantage in assessment or improperly obtaining answers from a third party including generative AI to questions in an examination or other form of assessment may lead to sanctions under the Student Misconduct Rule. Use of generative AI tools may be detected. More information is available on the Library web page.

Instructions:

The final report is to present, in your own words, the research undertaken during INFO7017 Postgraduate Project B. The report may incorporate contents from the progress report for Postgraduate Project B and the report completed in INFO7016 Postgraduate Project A with the research results and analysis obtained from the current study. It is to assess your ability to express the findings in a professional way at a high standard. Students need to demonstrate skills in writing technical documents and presenting research results.

Please refer to the Report Template for INFO7017 Postgraduate Project B on vUWS for the format and requirements of the final report. The final report should contain the following Sections: Cover Page, Abstract, Table of Contents, Introduction, Aims and Objectives, Literature Review, Methodology, Research Results and Discussion, Conclusions and/or Recommendations, References, Appendix (if necessary).

*There is one more option for the report writing. With the project research, if a **Springer style conference paper** (~16 pages) has been drafted out, submission of the research paper as the final report is also acceptable. This would encourage students to be more careful and selective with the report writing.*

Marking Criteria:

Criteria	High Distinction	Distinction	Credit	Pass	Unsatisfactory
Structure and clarity of writing (7 marks)	Clear and logical presentation, articulate prose, interesting to read.	In general, well-structured and well written.	Satisfactory structure to report, prose conveys information successfully, occasionally confusing.	Poorly structured, confusing prose, information can be extracted with perseverance.	Little or no logical structure, poor sentence construction, difficult to extract information.
Literature review (8 marks)	Excellent review, concise critical review, set into the context of the project, identifying gaps in knowledge.	A good, concise review of relevant papers, some critical appraisal, set into the context of the project.	Satisfactory review, concise review of relevant papers, limited critical appraisal.	Patchy review, an overview of a few relevant papers with no critical appraisal.	Little or no evidence of a literature review.
Methodology, Results and analysis (30 marks)	A creative and highly appropriate methodology is clearly articulated and justified. Excellent results, achieved more demanding project aims and advanced beyond these. Excellent analysis, evidence of original contribution to or development in the field.	The methodology is well-argued and justified. Commendable results, achieved basic and most of more demanding project aims. Commendable analysis, able to set conclusions in the context of current understanding in the field.	The methodology is explained and appropriate for the project. Satisfactory results, achieved most of the basic project aims. Satisfactory analysis, reliable conclusions.	An appropriate methodology is broadly outlined, but the details are not always clear. Patchy results, achieved some of the basic project aims. Patchy analysis, questionable reliability.	The methodology is either not appropriate for the project or is poorly articulated suggesting deficits in understanding. Little or no results, did not meet basic project aims. Little or no analysis of data.
Conclusions and/or recommendations (7 marks)	Clear presentation of fully justified findings. Logical conclusions based on research evidence. Critical competence.	Logical conclusion predominantly based on evidence. Evidence of critical evaluation. Results linked consistently to objectives.	Clear presentation of conclusions related to evidence. Results mostly linked to the objectives of the study.	Relatively deficient and unsupported conclusions - evidential or logical or both.	Conclusion not included and/or no recommendations.
Overall Presentation and References (8 marks)	With excellent proofread, grammatically correct with no typos. The report visually appealing (white spaces, breaks and/or colours are appropriately selected). All figures, graphs, charts, and drawings are accurate, properly labelled and cited. Bibliography correctly annotated to form an opinion of the quality sources.	Well proofread, grammatically correct with no typos. The report visually appealing. All figures, graphs, charts, and drawings are accurate, properly labelled and cited. Bibliography correctly annotated to form an opinion of the quality sources.	Satisfactory proofread, grammatically correct with little typos. The report generally in a professional presentation. Nearly all figures, graphs, charts, and drawings are accurate, properly labelled and cited. Bibliography generally collect.	With appropriate proofread, grammatically correct but with some typos. The report doesn't look professional. Patchy bibliography.	With many grammatical errors and typos. The report doesn't look professional at all. No or inappropriate bibliography.

4 Readings and Resources

4.1 Essential Readings

4.2 Recommended Readings

Additional Reading

Barnard, S., & St. James, D. (2012). *Listen, write, present : the elements for communicating science and technology*. Yale University Press.

Berger, A. A. (2008). *The academic writer's toolkit a user's manual.* Left Coast Press.

Bucchi, M., & Trench, B. (Eds.). (2008). *Handbook of public communication of science and technology.* Routledge.

Davies, J. W., & Dunn, I. K. (2011). *Communication skills a guide for engineering and applied science students* (3rd ed.). Prentice Hall.

Farquhar, J. D. (2012). *Case study research for business.* Sage publications.

Gastel, B., & Day, R. A. (2016). *How to write and publish a scientific paper* (8th ed.). Greenwood.

Gillham, B. (2010). *Case Study Research Methods* (1st ed.). Bloomsbury Publishing.

Katz, M. J. (2009). *From research to manuscript: a guide to scientific writing*. Springer.

Merriam, S. B., & Tisdell, E. J. (2016). *Qualitative research : a guide to design and implementation* (4th ed.). Jossey-Bass.

Mills, A. J., Durepos, G., & Wiebe, E. (Eds.). (2010). *Encyclopedia of case study research.* London : SAGE.

Patience, G. S., Boffito, D. C., & Patience, P. A. (2015). *Communicate science papers, presentations, and posters effectively.* Academic Press.

Reeves, C. (2005). *The language of science*. Routledge.

Speight, J. G. (2012). *Clear and concise communications for scientists and engineers.* CRC Press.

Theobald, T. (2016). *Develop Your Presentation Skills* (3rd ed.). Kogan Page.

Walliman, N. (2018). *Research methods : the basics* (2nd ed.). Routledge.

Yin, R. K. (2016). *Qualitative research from start to finish* (2nd ed.). Guilford Press.

4.3 Other Teaching and Learning Resources

5 Key Teaching and Learning Policies

The University has several policies that relate to teaching and learning. Links to important policies affecting students are below. It is your responsibility to ensure you familiarise yourself with these policies so that you are aware of your rights and responsibilities.

- Assessment Policy
- Assessment Policy - Review of Grade Procedures
- Bullying Prevention Policy
- Disruption to Studies Policy
- Enrolment Policy
- Examinations Policy
- Learning and Teaching Policy
- Progression Policy
- Student Code of Conduct
- Student Misconduct Rule