

WESTERN SYDNEY
UNIVERSITY



School of Computer, Data and Mathematical Sciences



Subject Outline

INFO6003 Postgraduate Research Project
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:	INFO6003
Subject Name:	Postgraduate Research Project
Credit Points:	10
Subject Level:	6
Assumed Knowledge:	Not Applicable

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
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Location: ER.G.12, Parramatta South Campus
Email: J.Yang@westernsydney.edu.au

Consultation Arrangement:

Consultation hours: Tuesday 10:00-12:00 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 "INFO6003 PRP" 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. Master of ICT, Master of Data Science, Master of AI, and Master of Information Governance), in the email body, please indicate in which course 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.

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Note: The relevant Subject Outline Companion supplements this document

1 About Postgraduate Research Project

1.1 An Introduction to this Subject

This project-based subject provides students with opportunities to develop comprehensive research and project management skills. Students are matched with a supervisor to explore an area of research interest. Working closely with their supervisor, each student will identify their individual research topic then engage in theoretical and practical research investigations. Each student is expected to develop their skills to work independently as a researcher to manage their research project as well as produce and deliver a comprehensive research report on their findings. This subject provides students with the skills necessary to move on to higher academic research levels or pursue career opportunities in industry-based research.

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

Students must participate in the regular meetings with their supervisor(s).

Approach to Learning

This is a project-based subject that provides students with opportunities to develop comprehensive research and project management skills. Working closely with an academic supervisor, each student will identify their individual research topic then engage in theoretical and practical research investigations. More specifically, students are expected to develop their skills to work independently as a researcher to manage their research project as well as produce and deliver a comprehensive research report on their findings.

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 in starting up literature survey, defining research objectives and scope, establishing research methodology and preparing a research plan etc. A further development with real research activities is expected, e.g. completely establishing methodologies, distributing questionnaire, and data collection/analysis etc.

Project Allocation:

As students are from different programs, the research projects also come from different disciplines and in different shapes. In practice, students in each specific program will work on topics in their discipline and will be guided by supervisors with expertise in the field. That is, Master of Information and Communications Technology (ICT) and Master of Information and Communications Technology (Advanced) students will carry out ICT projects. Similarly,

Master of Data Science, Master of Artificial Intelligence, and Master of Information Governance students will work on Data Science, Artificial Intelligence, and Information Governance projects respectively.

Students are required to get a research topic and submit the Supervision Agreement Form by week 3. According to the timeline of the semester and the time management for the research activities, three weeks is long enough to select a research topic from a given list. After week 3, if a student cannot pair with a supervisor on a research project, the student's performance will be greatly affected. Some supervisors may not even accept students after week 3.

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 the research project, students are advised to meet with their supervisors ASAP and draft an initial 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:

Including 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:

- INFO6003 Postgraduate Research Project has replaced Postgraduate Project A/B in the following 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 Project Proposal 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.	Choose a topic of your interest and contact supervisor.	Weekly meeting the project supervisor if possible.	
Week 2 11-03-2024		Self-arranged two-hour learning session to consult vUWS with reference to learning modules. Draft initial project research plan.	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. Submission of Supervision Agreement Form .	- Learning Contract - Supervision Agreement
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 6] Submission of Project Proposal .	- Project Proposal

Teaching Weeks	Workshop	Session	Instructions	Assessment Due
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.	
Week 8 22-04-2024	Intra-session break	Intra-session break		
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.	
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.	
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.	

Teaching Weeks	Workshop	Session	Instructions	Assessment Due
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 . 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. Get ready with Oral Presentation scheduled in this week.	- Project Report - Oral Presentation
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	Critically analyse the relevant literature to identify potential research problems.
2	Generate research questions and hypothesis based on literature review.
3	Justify the research proposal in relation to its significance in literature and its anticipated impact.
4	Construct a plan and methodology to conduct research on an identified question/issue/problem.
5	Articulate research aims and findings in professional, formal and informal formats and contexts.
6	Apply self-management skills in planning and executing research.
7	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:

Item	Weight	Due Date	SLOs Assessed	Mandatory	Threshold
Learning Contract - Supervision Agreement		By 6:00pm AEST, Friday, 22 March 2024 (week 3)	2, 6	Yes	Yes
Project Proposal	25%	By 6:00pm AEST, Friday, 12 April 2024 (week 6)	1, 2, 3, 4, 6	Yes	No
Project Report	60%	By 6:00pm AEST, Friday, 7 June 2024 (week 14)	3, 4, 5, 6, 7	Yes	No
Oral Presentation	15%	3-7 June 2024 (within week 14)	1, 2, 3, 4, 5, 6, 7	No	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.

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 Learning Contract - Supervision Agreement

Weight:	
Type of Collaboration:	Individual
Due:	By 6:00pm AEST, Friday, 22 March 2024 (week 3)
Submission:	via vUWS
Format:	Supervision Agreement Form in MS word format, which is downloadable in vUWS.
Length:	1-2 pages
Threshold Detail:	To pass this subject you must submit your signed Supervision Agreement by the due date of Friday, Week 3.
Use of Artificial Intelligence:	<p>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.</p> <p>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.</p>

Instructions:

A copy of the Supervision Agreement Form is available for download in vUWS. You will need to complete and sign this form before re-uploading it to vUWS.

Students are required to get a research topic to work on and submit the Supervision Agreement Form by week 3. According to the time line of the semester and the time management for the research activities, three weeks is long enough to select a research topic from a given list. After week 3, if a student cannot pair with a supervisor on a research project, the student's performance will be greatly affected. Some supervisors may not even accept students after week 3.

3.2.2 Project Proposal

Weight:	25%
Type of Collaboration:	Individual
Due:	By 6:00pm AEST, Friday, 12 April 2024 (week 6)
Submission:	via vUWS
Format:	<p>The proposal should follow a standard proposal format using Harvard WesternSydU Referencing Style. The students may use a different referencing style in consultation with the project supervisors.</p> <p>A proposal template and sample proposals are provided in vUWS.</p>
Length:	1,500 - 2,500 words
Use of Artificial Intelligence:	<p>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.</p> <p>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.</p>

Instructions:

The project proposal provides an overview of the overall project. Students are required to submit 1,500 - 2,500 words (approx.) for the project proposal report which should provide the project title in consultation with the project supervisor and an overview of the research area, formulate objectives and aims of the project, define methodologies, develop timeline, and determine the resource requirements.

Marking Criteria:

Criteria	Rubrics	Expected Standards
Structure and Details (10 marks)	<ul style="list-style-type: none"> - Background Content (completeness of preliminary literature review, Identifying Knowledge Gap, Significance) (3.5 marks) - Objectives (2 marks) - Research Questions (1.5 marks) - Methodology and its presentation (1.5 marks) - Program of Work (1.5 marks) 	<p>The proposal is organised following a standard research proposal format and provide details on Project Title, Project Overview/Introduction, Objectives, Methodology, and Timeline.</p> <p>The timeline is provided using either a Gantt Chart or a table.</p>
Writing and Presentation (15 marks)	<ul style="list-style-type: none"> - Quality of Proposal Writing (10 marks) - Presentation of Proposal (figures/tables) (2.5 marks) - Referencing and Citation Style (1 mark) - Number and quality references (2.5 marks) 	<p>The proposal is well proofread, grammatically correct with no typos.</p> <p>The proposal is easy to read and understand. All applicable figures, graphs, charts, and drawings are accurate, correctly labelled (captioned) and cited in the text.</p> <p>The Harvard WesternSydU Referencing Style (or a standard referencing style [such as APA, IEEE, standard Harvard style] as agreed by the supervisor(s)) is used for citations and references. The proposal is produced using a font size of 11 or 12 and contains about 3 pages.</p>

3.2.3 Project 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 if required)
Format:	<p>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)).</p> <p>The recommended referencing style is Harvard WesternSydU Referencing Style. Students may use a different referencing style in consultation with the project supervisors.</p> <p>Report template and sample report are provided in vUWS.</p>
Length:	5000 - 7500 words (includes figures, formulas, tables)
Use of Artificial Intelligence:	<p>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.</p> <p>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.</p>

Instructions:

The project report is to demonstrate students' knowledge of previous work undertaken in the chosen field, and their ability to express the findings in a professional way and at a high standard. Students need to demonstrate skills in writing technical documents and presenting research results.

Please refer to the report template for INFO6003 Postgraduate Research Project on vUWS for the format and requirements of the project report. The project report should contain the following Sections: Abstract, Introduction, Aims and Objectives, Literature Review, Methodology, Research Plan and Timeline, Preliminary Results, Summary or Conclusions, References, and if applicable 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.*

Specific University policies on Research include: - Research Ethics policy: https://www.westernsydney.edu.au/research/research_ethics_and_integrity - Research Code of Practice: <https://policies.westernsydney.edu.au/document/view.current.php?id=166>

Marking Criteria:

Criteria	Expected Standards
Structure, Clarity of Writing, and Overall Presentation (10 Marks)	<p>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, Current Progress, Conclusions, References, Appendix (when necessary)).</p> <p>Clear and logical presentation throughout the report.</p> <p>The report is easy to read and understand.</p> <p>The report is well proofread, grammatically correct with no typos.</p> <p>All figures, graphs, charts, and drawings (if and when necessary) are accurate, properly labelled (captioned) and cited in the text.</p>
Aims and Objectives (10 Marks)	The aims and objective(s) and the underlined research questions are clearly articulated.
Literature Review (15 Marks)	<p>Comprehensive but concise literature review.</p> <p>Literature review clearly leads to the knowledge gap and/or the justification of the project.</p>
Methodology (10 Marks)	A methodology as appropriate for the project is clearly articulated.
Current Progress, Timeline, Resource Requirements, Results/Analysis, and Conclusions (10 Marks)	<p>The current progress is described clearly.</p> <p>Resource requirements are clearly specified. For resources that are currently not available, a plan for acquiring those resources is presented.</p> <p>The timeline is provided as a Gantt Chart or a Table.</p> <p>Commendable results/analysis; achieved project aims.</p> <p>A conclusion which captures the progress of the project is provided.</p>
Referencing (5 Marks)	<p>The Harvard WesternSydU Referencing Style (or a standard referencing style [such as APA, IEEE, standard Harvard style] as agreed by the supervisor(s)) is used for citations and references. All external sources are correctly cited and included in the list of references (bibliography). [Note: information on the Harvard WesternSydU Referencing Style can be found at https://library.westernsydney.edu.au/main/guides/referencing-citation]</p> <p>Students are encouraged to use a referencing system such as EndNote, Mendeley or RefWorks (more information is available via the library website and tutorial videos can be found on YouTube).</p>

3.2.4 Oral Presentation

Weight:	15%
Type of Collaboration:	Individual
Due:	3-7 June 2024 (within week 14)
Submission:	On-campus oral presentation. Where if necessary, online (via Zoom) or PowerPoint presentation through video recording are also considered. The final presentation mode and submission details will be communicated in vUWS.
Format:	PPT presentation based. Within a time slot 10-15 minutes presentation followed by 5 minutes questions and answers.
Length:	15 - 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. Useful documents for preparing presentations, such as PPT Tips and Presentation Tips, are provided in vUWS.

Students are advised 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.

10-15 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.

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 a zero mark.

- 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
Introduction, Structure and Contents (5)	<p>Project background, aims & objectives logically and visually succinctly presented.</p> <p>Visually enhanced with the use of original ideas, illustrations or graphics that broaden the understanding of the topic.</p> <p>Correct citing of all sources.</p>	<p>Project background, aims & objectives logically and visually thoroughly presented.</p> <p>Visually enhanced with the use of original ideas, illustrations or graphics that broaden the understanding of the topic.</p> <p>Correct citing of all sources.</p>	<p>Project background, aims & objectives reasonably logically and visually presented.</p> <p>Some visual enhancement with the use of illustrations or graphics that broaden the understanding of the topic.</p> <p>Generally correct citing of all sources.</p>	<p>Project background, aims & objectives logically presented to some extent.</p> <p>Reasonably visually consistent, readable and clear.</p> <p>Incomplete citing of sources.</p>	<p>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.</p>
Project Progress (6)	<p>Methodology, discussion of results, suggestions for future work are presented clearly and logically.</p> <p>Insightful explanations and concise transition between points.</p>	<p>Methodology, discussion of results, suggestions for future work are presented clearly and logically.</p> <p>Comprehensive explanations and concise transition between points.</p>	<p>Generally, clear and to the point.</p> <p>Mostly logically sequenced with comprehensive explanations.</p>	<p>Some lack of clarity and not always to the point.</p> <p>Reasonably logically sequenced.</p>	<p>Not clear and to the point and/or logically sequenced.</p>
Presentation: Clarity of speech and demeanour (3)	<p>Audible and very clear, excellent eye contact with the audience, using body language appropriately, fully engaged with the audience.</p> <p>Keeping to the time limit.</p>	<p>Audible and mostly clear, good eye contact with the audience, using body language appropriately, engaged with the audience.</p> <p>Almost keeping to the time limit.</p>	<p>Generally audible and mostly clear, good eye contact with the audience, reasonable engagement with the audience.</p> <p>Almost keeping to the time limit.</p>	<p>Some problems with the audibility clarity, limited eye contact and engagement with the audience.</p> <p>Not really keeping to the time limit.</p>	<p>Difficult to hear, avoided eye contact with the audience, disengaged.</p> <p>Does not keep to the time limit.</p>
Independence from notes and reading from the screen; Q&A (1)	<p>Shows a clear understanding of the topic.</p> <p>Able to answer questions professionally.</p> <p>No reliance on reading from notes/cue cards/PowerPoint slides.</p>	<p>Able to answer most questions professionally.</p> <p>Minimal dependence on reading from notes/cue card/PowerPoint slides.</p>	<p>Able to answer questions addressing key points.</p> <p>Some dependence on reading from notes/cue card/PowerPoint slides.</p>	<p>Significant dependence on reading notes /cue cards/PowerPoint slides.</p>	<p>Heavy dependence on reading from notes/cue cards/PowerPoint slides.</p>

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](#)