
The Module Form

CO 7203 Planning

Credits: 5 **Convenor:** Prof. J.L. Fiadeiro **Semester:** 2nd

Prerequisites: none

Assessment: Coursework: 100%

Lectures: 10 hours

Private Study: 27.5 hours

Subject Knowledge

Aims

Learning Outcomes The main learning outcomes of this module are in developing skills related to managing learning, data presentation, and communication. At the end, students should have improved their ability to:

- identify a credible research project, draw up a realistic research time-table, and identify the necessary resources to see it through according to the time-table;
- reflect on and write up results;
- present research clearly and effectively using appropriate IT resources;
- deliver oral presentations to professional standard;
- respond to questioning;
- write cogently and clearly.

Methods The students develop a project plan relating to a topic that they choose from a list. Each such plan should include: a fairly detailed problem statement; background information, including motivation and state-of-the-art; and a proposed high-level approach to solve the problem. At the same time, students will attend lectures on transferable skills related to technical writing and research, as well as presentation. Students will be assessed on the basis of a 10-minute oral presentation and a 2000 word document (excluding bibliography) that describes the project plan.

Assessment Marked Oral Presentation and marked Project Plan

Course Description The main learning outcomes of this module are in developing skills related to managing learning, data presentation, and communication. At the end, students should have improved their ability to:

- identify a credible research project, draw up a realistic research time-table, and identify the necessary resources to see it through according to the time-table;
- reflect on and write up results;
- present research clearly and effectively using appropriate IT resources;
- deliver oral presentations to professional standard;
- respond to questioning;

- write cogently and clearly.

The students develop a project plan relating to a topic that they choose from a list. The list will be made available at the end of the Autumn term and the students should register for a chosen topic at the beginning of the second semester. Each such plan should include: a fairly detailed problem statement; background information, including motivation and state-of-the-art; and a proposed high-level approach to solve the problem.

At the same time, students will attend lectures on transferable skills related to technical writing and research, as well as presentation.

Students will be assessed on the basis of a 10-minute oral presentation (30% weight) and a 2000 word document (excluding bibliography) that describes the project plan (70%).

Module Evaluation Course questionnaires, course review.

General Information

1 General Rules

The topics published on the course web page

<http://www.cs.le.ac.uk/~jfiadeiro/C07203>

are meant to help you frame a project; there should be room for you to tailor it according to your background and interests. This means that you should talk to the supervisors of the topics that interest you most and discuss with them more specific directions.

You can also challenge a member of staff to supervise you on a topic of your choice as long as it falls under the scope of the MSc.

Once you have decided on a topic and direction (and gained a supervisors approval), you can start preparing your plan. Each plan should include: a fairly detailed problem statement; background information, including motivation and state-of-the-art; and a proposed high-level approach to solve the problem.

The developed plan can be used for your individual project (CO7201) if you so wish and you are allowed to progress after the examinations.

2 Scheduled Sessions

There are 5 compulsory sessions scheduled for this course, details are as follows:

Date	Time	Topic	Location
21/01	14:30-16:30	Presentation Skills I	GP LTA
28/01	14:30-16:30	Presentation Skills II	GP LTA
04/02	14:30-16:30	Project Planning	GP LTA
11/02	14:30-16:30	Writing Your Dissertation	GP LTA
18/02	14:30-16:30	Careers	GP LTA

3 Coursework

There are two pieces of assessed coursework: a 10 minute oral presentation (30% weight) and a 2000 word document (excluding bibliography) that describes the project plan (70%).

The presentations are scheduled for the week starting on 25th April 2005. The project plan has to be submitted by 25th April 2005.

Coursework accounts for 100% of the total module mark.

You should appreciate that coursework is an essential component of the module, both as an important part of the learning process and also as a significant factor in the formal assessment. In particular, failure to attempt a worksheet has two consequences; first, you will find it much more difficult to understand the material, and second, you will find it harder to pass the module.

4 Attendance at Scheduled Classes

The nature of students' academic obligations varies from course to course. In the case of all the Computer Science modules offered by the Department of Computer Science, the obligations include attendance at all surgeries and laboratories. The surgeries and supervised laboratories offered on these modules make a vital contribution to the learning process needed if you are to pass the module. Experience has shown that students who fail to attend these sessions do significantly worse than those who do attend. It has therefore been decided that attendance at all surgeries and laboratories is a **requirement of this module** and registers of attendance will be kept. The department can decide that students who do not attend have **failed the module**. In addition, your attention is drawn

to the University's undergraduate regulations to the effect that students may be reported to the Faculty Board for serious neglect of their academic obligations. This can result in a variety of actions, such as a formal warning from the Dean or Sub-Dean of the Faculty, or even, in severe cases, a recommendation to Senate that the student's course be terminated.

In the event of your missing a surgery or laboratory due to illness or other such reasons, it is essential that you inform the module convenor so that this fact can be recorded. If you are having problems, you should discuss them with the module convenor and/or your personal tutor (or other members of staff as appropriate).

5 Late Submission of Course Work Please note that every assessed worksheet has associated with it a deadline for submission. We need you to meet these deadlines, since it is in your interest that we keep to the prearranged timetable for the marking and return of coursework so that you receive constructive feedback on your progress in good time.

As a result of the need to get your work marked, the deadline stated for each worksheet is a **strict deadline**, that is there will be **no extensions** and work handed in late will receive **no marks**. In the event of your being unable to do a worksheet because of illness or other bona fide reason, allowance will be made provided that a medical certificate or other adequate documentary evidence is produced (see the section on Self Assessment).

In view of the importance of handing in work on time, you need to make a conscious effort to organize your time effectively. Note in particular that when we allocate, say, three weeks for a worksheet, we mean that it will take you three weeks (allocating the correct proportion of your time to the module) to carry out the work. You will not be able to meet the deadline if you spend two and a half weeks on something else and then try to do all the work in the last three days.

6 Plagiarism The University takes the issue of plagiarism very seriously. While you may certainly ask the lecturers for help if you are having difficulties on any part of the worksheets, and while you may discuss the worksheets with other students in general terms, the work you hand in must be your own. **Copying other people's work is a form of plagiarism, is strictly forbidden, and will result in all the people concerned being given no marks.** Given that coursework assignments (unless stated otherwise by the lecturer) are required to be individual pieces of work, this means that submitting work done in close collaboration with another student is also regarded as plagiarism, and any such submitted coursework will result in no marks for all concerned.

You should read the statement concerning plagiarism, which can be found in the MSc Handbook.

The Department operates the principle that both the plagiarised and the plagiariser are equally guilty. Students are therefore responsible for ensuring that their work is not plagiarised, and note that this includes ensuring that any work stored on the departmental and/or university computer systems is suitably protected.

Note that the Department reserves the right to exact any penalties which are in accordance with the University's code of practice on plagiarism. However, the following describes our normal procedure:

1. In all cases where plagiarism is committed, zero marks are awarded for the piece of coursework plagiarised. Relevant tutors, other departments etc will be informed where appropriate.
2. In all cases, the Department will exact additional penalties, in line with the University guidelines. For students registered in this department, the penalties are:
 - (a) First offence: warning from tutor and module convener;
 - (b) Second offence: departmental warning letter;

- (c) Third offence: deduction of 10% from the module mark (with a further warning letter);
- (d) Fourth offence: the module mark will be reduced to 0 (with a further warning letter);
- (e) Fifth offence: reduction of final degree classification by one class;
- (f) Sixth offence: recommendation of termination of course.

Offences would normally be cumulative **throughout the degree programme**.

For students registered outside this department, the first steps listed above will normally be followed, and the other department will be kept informed. Repeated offences will result in severe penalties which will be decided by (or in conjunction with) the other department.

Offences would normally be cumulative throughout the degree programme.

7 Self Certification The University is now operating a system in which students fill out a self certification form if they are absent from the University due to illness or physical incapacity for a period of less than five working days, where this has resulted in

- absence from teaching sessions at which attendance is compulsory;
- a failure to meet submission deadlines;
- interrupted study to a significant extent.

It is the responsibility of the student to make all reasonable efforts to hand in coursework to the Department on time, even if absent due to ill health. The Department will accept coursework handed in by other people, and also by mail, as long as the date on the post mark of the submission is the submission date (or earlier). If a student is too ill to get to a post box then we would strongly recommend the student call out a doctor.

In the case of electronic submission, late submission will be accepted as long as the last modification date of the relevant files is for the submission date (or earlier).

The self certification form can be obtained from the Departmental Office, and must be completed and returned to either the Departmental Office or the student's personal tutor within the first three days of return to the University. **SELF CERTIFICATION FORMS WILL NOT BE ACCEPTED IF RETURNED TO THE DEPARTMENT AFTER THE THREE DAY PERIOD.**

For a period of absence of five days or longer a medical certificate is still required.

Medical certificates and self certifications will be taken into account when producing the final mark for a module, and also when final degree classifications are being decided.