

Faculty of Science and Engineering

*School of Architecture and Built Environment*

*Assessment Brief 2, Project Proposal*

<b>Module</b>	7CV013
<b>Module Leader</b>	Dr Shashank Gupta
<b>Semester</b>	Cross Year
<b>Year</b>	2021-2022
<b>Assessment Number</b>	Component 2-Assessment 1
<b>% of module mark</b>	15%
<b>Due Date</b>	As per CANVAS
<b>Hand-in - what?</b>	Component 2: The proposal accounts for 15% of the marks towards your dissertation and must be submitted as per deadline on the CANVAS. This component includes a literature review and proposal write up as well as an interim progress presentation.
<b>Hand-in- where?</b>	Canvas
<b>Pass mark</b>	50%
<b>Method of retrieval</b>	N/A
<b>Feedback</b>	Written feedback via Canvas
<b>Collection of marked work</b>	In the classroom and online

## Submission of work

Your completed work for assignments must be handed in on or before the due date. ***You must keep a copy or backup of any assessed work that you submit. Failure to do so may result in your having to repeat that piece of work.***

### Electronic submission:

This is normally done via Canvas. Any special instructions will be available on the upload tag or within the assessment brief.

### Paper submission:

Your assignment should be handed in at the student office on the ground floor of MI building. It should have a barcoded front cover (available via eVision) and be neatly presented, preferably in a suitable plastic cover. Any item handed in must have, clearly written on the front:

**your name and student number**  
**the module number, title and the module leader's name**  
**the date of submission**

### Penalties for late submission of coursework

Standard University arrangements apply.

### Procedure for requesting extensions / mitigating circumstances

This is done via eVision. Further information can be found at

<http://www.wolvesunion.org/advice/academic/>

### Retrieval of Failure

**Where a student fails a module (less than 40% for undergraduate modules, less than 50% for postgraduate modules) they have the right to attempt the failed assessment(s) once, at the next resit opportunity (normally July resit period). If a student fails assessment for a second time they have a right to repeat the module.**

**NOTE: STUDENTS WHO DO NOT TAKE THEIR RESIT AT THE NEXT AVAILABLE RESIT OPPORTUNITY WILL BE REQUIRED TO REPEAT THE MODULE.**

### Return of assignments

Assignments will be normally returned within three working weeks.

If you have any questions regarding your feedback you normally have **two working weeks** from the date you receive your returned assessment and/or written feedback or receive your exam results to contact and discuss the matter with your lecturer.

### Cheating

Cheating is any attempt to gain unfair advantage by dishonest means and includes **plagiarism** and **collusion**. Cheating is a serious offence. You are advised to check the nature of each assessment. You must work individually unless it is a group assessment.

**Cheating** is defined as any attempt by a candidate to gain unfair advantage in an assessment by dishonest means, and includes e.g. all breaches of examination room rules, impersonating another candidate, falsifying data, and obtaining an examination paper in advance of its authorised release.

**Plagiarism** is defined as incorporating a significant amount of un-attributed direct quotation from, or un-attributed substantial paraphrasing of, the work of another.

**Collusion** occurs when two or more students collaborate to produce a piece of work to be submitted (in whole or part) for assessment and the work is presented as the work of one student alone.

For further details see: <http://www.wolvesunion.org/advice/academic/>

## **SUBMISSION IMPORTANT DATES**

### **COMPONENT 2: PROPOSAL**

#### **Part 1: Initial Literature Review and Research Proposal – AS PER CANVAS**

**Submission must include:**

- a. Initial Literature Review
- b. Research Proposal
- c. Research Plan
- d. Ethics Form, if required

**Part 2: Progress Presentation – Week Commencing 26th July  
2022 Please note all parts must be submitted/attended or you  
will be awarded 0% for that part.**

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## INTRODUCTION

This document offers guidance to all civil engineering students undertaking a level seven dissertation project within the Civil Engineering Department. It is intended as a first point of reference but should also be read in conjunction with the module guide and specific direction / guidance given within the scheduled dissertation lectures/class contact time, throughout the entire period of dissertation study.

The dissertation is a level seven 'individual project' module worth 60 credits and is normally studied over three semesters. This document focusses on the Proposal component only.

- Proposal (Component 2):
  - Part 1: Initial Literature Review and Research Proposal.
  - Part 2: Progress presentation.

As such, the dissertation represents a substantial piece of work requiring initiative and commitment on the part of the student. Therefore, the dissertation should not be underestimated in terms of level of commitment and effort required by the student, to achieve satisfactory completion. We expect the dissertation project to be:

- Experimental.
- Numerical (using software analysis tool).
- Innovative design.
- Combination of the above.
- Other type of projects (e.g. field studies) must be discussed with your supervisor.

This dissertation is part of a Technical MSc Programme and therefore should be of technical nature. To be of a technical nature it is likely that the topics covered will be from the JBM List A subjects (i.e. structures, materials, geotechnics) and/or fluid mechanics and water engineering, surveying, infrastructure and transportation engineering, public health and environmental engineering.

The guidelines from our professional body states;

*“A ‘Technical’ dissertation should also be in one of the above technical subjects, should demonstrate a sound understanding of engineering principles and an ability to apply them to analyse key engineering problems. It should involve the use of analytical methods or modelling techniques, and to have required the definition and investigation of a problem including consideration of aspects of the wider engineering context such as environmental and sustainability implications; ethical, health, safety, security and*

*risk issues; intellectual property; and legal, contractual, quality and cost issues. The assessment of the dissertation should have required the individual to demonstrate an ability to plan, manage and evaluate the outcomes of their work and an ability to communicate it to both technical and non-technical audiences.”*

In view of the above, the chosen dissertation topic should allow a student to demonstrate an appropriate range of: analytical; critical; evaluative; and synthesising skills. More specifically, the dissertation should meet the following learning outcomes of the AHEP3 output standards.

7CV013 learning outcomes as per the mapping with AHEP3 document	<p><b>LOvi EA</b> The ability to collect and analyse research data and use appropriate engineering tools to tackle unfamiliar problems, such as those with uncertain or incomplete data or specifications, by the appropriate innovation, use or adaptation of engineering analytical methods.</p> <p><b>JBM Cat. 2</b></p>
	<p><b>LOix D</b> Ability to generate an innovative design for products, systems, components or processes to fulfil new needs.</p> <p><b>JBM Cat. 2</b></p>
	<p><b>LOx EL</b> Awareness of the need for a high level of professional and ethical conduct in engineering</p> <p><b>JBM Cat. 2</b></p>
	<p><b>LOxiii EL</b> Awareness that engineering activities should promote sustainable development and ability to apply quantitative techniques where appropriate</p> <p><b>JBM Cat. 1</b></p>
	<p><b>LOxvi EP</b> Advanced level knowledge and understanding of a wide range of engineering materials and components;</p> <p><b>JBM Cat. 1</b></p>

## **Student participation in the module**

Participation in completing set tasks and activities and attending all scheduled lectures is considered crucial, as these contain highly relevant information which will assist in the timely production of your dissertation. During these weekly sessions, students are expected to meet with their respective supervisors on a regular basis and update them of their progress. Arrangements for the meetings should be discussed and agreed with individual supervisors, and will normally take place on Tuesday afternoon.

All academic indicators show that normally students who participate in all learning opportunities on a regular basis, and complete all tasks in a timely manner secure the best mark. This module is the epitome of independent student learning.

## COMPONENT 2: Proposal

### Part 1 – (95% of component 2 weighting)

Submission- to be submitted as per date on canvas

#### Part 1a: Initial Literature Review

- This part should be no less than 3000 words

#### Part 1b: Research Proposal

Your research proposal must include the following sections:

- Aim and Objectives (What do you intend to do?) *(state the general research aim and measurable objective[s] and explain why they are important in the context of the research- 100 words )*
- Research Context and Identified gap in research (Why do you wish to do this?) *(explain the background to the research: definition of research area / boundaries; subject area context – maximum 750 - 1000 words)*
- Proposed Methodology (How do you propose to do this?)(key methods) *(explain, and justify, the proposed research methodology: nature of data required and collection method[s] linked to your research objectives – maximum 250 words)*
- Expected outcomes and benefits *(explain the expected outcomes and how this will benefit the society-maximum 250 words)*
- Resources Required (What will you need?) *(explain any resources that you will need in order to meet the project's objectives. Examples include materials, Equipment, Software Tools, etc.)*
- References and Bibliography *(provide a list of references of material, collected to date, using the 'Harvard' referencing system, aim for a minimum of 10 sources – no word limit)*

#### Part 1c: Research Plan

##### Creating a research plan

The final year dissertation is a sizeable project that requires you to manage your time and undertake a variety of tasks. The dissertation module is running along concurrently with other modules and therefore an effective plan at the early stages of the project will assist you in monitoring your progress throughout the year. It is essential that you create a plan that helps you allocate enough time to each task you have to complete.

It is useful to work out how many weeks you have until you need to submit your completed dissertation, and draw a chart showing these weeks. Please refer to module guide for the schedule of the dissertation. Block out the weeks when you know you will be unable to work, and mark in other main commitments you have that will take time during this period. Then allocate research tasks to the remaining time.

It is very important to be realistic about how long each task is likely to take. Some focused thought at the beginning, then at the planning stage of each phase, could save hours later on. Write down the resources needed for each stage. It could be time in the library; the resource of your working hours; or the use of equipment or room space that needs to be booked in advance.



**Part 1d: Ethics Form  
 Faculty of Science and Engineering-School of Architecture & the  
 Built Environment**

<b>DISSERTATION ETHICAL APPROVAL FORM</b>	
<b>YOUR DETAILS</b>	
<b>First Name:</b>	<b>Surname:</b>
<b>Student Number:</b>	<b>Supervisor:</b>
<b>Course:</b>	<b>Date:</b>
<b>Project Title</b>	
<b>State the aim and objectives of your project</b>	
<b>Will your project involve:</b>  <b>(a) human participants</b> <b>(b) Sensitive information</b>	<b>YES / NO</b>  If yes, please complete Page 2 of this form. Otherwise, please sign the top of Page 3.

**What research methodologies are you using?**

**(if questionnaires or interviews see Notes 1 & 2)**

Empty space for writing research methodologies.

<b>Human participants</b>	<b>Yes</b>	<b>No</b>
If your proposal involves healthy adult participants, does the project have characteristics that may be detrimental to their physical or mental wellbeing?		
Does the proposal involve vulnerable participants (for example, are they under 18 years of age, do they have a disability or are mentally unable to consent)?		
<b>Data Protection</b>		
Will you maintain the confidentiality and anonymity of all participants and data during collection, analysis, dissemination, storage and disposal in line with the <a href="#">Data Protection Act (1998)</a> ?		
Does the proposal involve tracking the location or observation of people without their knowledge?		
<b>General</b>		
Is any of your work likely to bring the University of Wolverhampton into disrepute on ethical, safety or legal grounds?		
If yes, are measures in place to prevent this happening?		
<b>Department specific instructions</b>		

**Note 1** - Final versions of questionnaires and interview questions to be submitted to supervisor for written approval BEFORE any data is collected.

**Note 2** – If undertaking interviews and/or questionnaires permission of participants been obtained using the templates provided in the dissertation assignment brief?

**Student Declaration:**

I confirm that the information I have provided is complete and accurate, and that in the case where any concerns arise which require ethical approval, or over which doubt exists, then work will be halted immediately and clarification sought from an Ethics Committee representative.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I am satisfied that the planned research procedures as discussed with me and as outlined in the attached proposal are appropriate for consideration by the Ethics and Safety Committee. I also concur with the classification of this project as **0** or **A1** and authorise continuation of the project

Supervisor Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Ethics classifications**

**CATEGORY 0**

Category 0 projects are non-hazardous; do not employ participants and use only existing material publicly and legally available in the UK. They do not meet the criteria for Category A or B.

**CATEGORY A**

Category A projects usually involve the participation of people, rather than secondary data sources such as published memoirs etc., but are not deemed hazardous to the physical or psychological welfare of the participant or the investigator. They do not employ vulnerable individuals, in the context of the specific research, or investigate issues likely to give grounds for offence. If a project appears to be a borderline case of category B it should be deemed to be category B in the first instance. A school ethics committee may subsequently determine it to be category A if it is required in pursuit of a professional qualification and carried out under suitable close supervision. Category A projects may be carried out by undergraduates and students, with appropriate training, on other courses below degree level but a first degree in an appropriate subject, or other relevant professional recognition, is a minimum requirement for carrying out category B projects.

**CATEGORY B**

In category B proposals there is likely to be significant physical intervention between the researcher and the subjects. This includes the use of any procedure (including administering of questionnaires or interviews on sensitive issues) that could cause psychological harm or suffering to the subjects. In such cases, the subjects' vulnerability is determined in relation to the methods and content of the research project rather than by an assumption of being 'at risk'.

- Any research involving covert procedures.
- Research that may be offensive. Also, research that is contentious in the sense that it may bring the university into disrepute.
- Research that requires access to, or creates, data about individuals of a highly confidential nature.
- Research involving participants who, within the context of the study to be undertaken, are considered to be vulnerable. Projects with vulnerable individuals may be designated category A if it is clear that the vulnerability of the individual is likely to be unaffected by participation in the study.
- Research that requires the administration of certain substances.
- Research that requires the approval of another ethics committee will usually be designated category B. Similarly, research requiring data collection abroad, especially if the supervisor remains in the UK, will usually require scrutiny by a school ethics committee.

# IMPORTANT: ETHICAL and SAFETY APPROVAL

: You must *not* distribute any survey material (e.g. questionnaires, letters etc.), undertake any interviews or experiments without first having received approval from the Department Ethics Panel and written approval from your UK Supervisor. Your module team will advise on this process and you will need to sign the form before it can be considered by the panel. You should allow due time for this approval process in planning the execution of your dissertation. There will be a lecture session on how to complete the ethics approval form.

Deferred Ethics form should be amended and submitted to Dr David Searle via e-mail. Amended Ethics form must be signed off by the end of group meetings in February 2018.

Final version of questionnaires and interview questions ***MUST*** be submitted to your UK supervisor for confirmation of fitness for purpose ***BEFORE*** any data is collected. Approval should be in the form of the Supervisors signature on a copy of your questionnaire or an approval email from your Supervisor (to be included in the final dissertation)

## Assessment Criteria

<b>Initial Literature Review</b> Identification of the main issues based on the literature (30 references minimum from a variety of sources).	60%
<b>Research Proposal</b> Succinct synopsis. Statement of problem, aims and objectives and an outline of its relevance.	25%
<b>Research Plan</b>	5%
<b>Report Presentation</b> Clarity and layout of report, use of English (grammar, spelling, language) and style.	5%

### Grading Criteria for Part 2 – Initial Literature Review and Research Proposal

Element	> 70% (excellent/outstanding)	60-69% (Very good)	50-59% (Good)	40-49% (Borderline)	30-39% (unsatisfactory)	<30% (inadequate)
<b>Initial Literature Review (60%)</b>	Excellent review of literature, demonstrating an excellent understanding of the underlining theory, with a critical analysis of relevant work from a wide range of sources.	A well written review demonstrating understanding of most of the major issues. Good use of relevant sources.	A good understanding of the underlying theory and related work in the topic area. Relevant source material cited.	Some understanding demonstrated of the underlying theory, but lacks depth or breadth. Some suitable sources.	Some understanding showed but rather superficial. Insufficient citing of source material.	Little understanding demonstrated, insufficient or irrelevant references
<b>Research Proposal (25%)</b>	Clear justification of the gap in research and appropriate and achievable methods to be used with comparison of alternatives. Clear aims and objectives and expected research outcomes.	Suitable and relevant information on research gap and methodology used with some evidence of the consideration of alternative research methods. Suitable and relevant aims and objectives and expected research outcomes.	Generally relevant information on gap in research, methodology, aims and objective, and expected outcomes.	Some relevant on gap in research, methodology, aims and objective, and expected outcomes.	Research proposal not well described. No consideration of alternative research methodologies.	Very poor research proposal or little evidence of a good background reading
<b>Research Plan (5%)</b>	Excellent standard of presentations and structure	A very good quality of research plan	Some good information and structure were included	Some relevant information was included	Some evidence of planning	Poorly prepared plan or no plan was included
<b>Presentation (5%)</b>	An outstanding standard of presentation and efforts.	A very good standard of presentation demonstrating a well organised report with the associated effort.	A good standard of presentation with evidence of suitable effort at this level.	Adequate standard of presentation with satisfactory effort applied.	Some effort evident but presentation of a poor standard.	Of an inadequate standard. Little effort demonstrated.

Part 2: Progress Presentation **(5% of component 2 weighting)**

Week commencing **25<sup>th</sup>** July 2022

Length is 10 minutes presentation plus 5 minutes for interview/questions. You will be assessed on the following.

<b>Technical Skills</b>
<ul style="list-style-type: none"><li>• Suitability &amp; relevance of material included in presentation, including clarity of explanation of ideas / points</li><li>• Technical contents/ability to answer questions</li></ul>
<b>Communication/Presentation Skills</b>
<ul style="list-style-type: none"><li>• Tone &amp; speed of delivery</li><li>• Quality and use of presentation aids</li><li>• Style &amp; non-verbal aspects of delivery (inc. timing)</li></ul>