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## Specialization project at the Department of Telematics (for students)

### Accomplishment of the project

*After you have been allocated a project:*

- Contact the professor responsible for the project and your supervisor (if it is not the same person) and ask for a meeting as soon as possible.

*After the first meeting:*

- Make a suggestion for a problem description, see below, and send it to your supervisor and to the professor responsible for the project.
- Make a project plan including the following points
  1. background
  2. premises and limitations
  3. description of the problem area
  4. objectives of the work
  5. criteria for goal achievements
  6. uncertainty and risks
  7. work plan
- Make a plan for weekly meetings with your supervisor
- Make plan for monthly meetings with the professor responsible for the project (if he/she is not your supervisor)

*Within one month after registered start-up date (Aug. 22 2011, unless otherwise agreed upon)*

- Submit a final project description formulated in cooperation with your supervisor and the professor responsible for the project.

*Within the last month before the submission deadline (some time in Dec. 2011; the exact date is yet to be decided)*

- Give an oral presentation of your project (10 min presentation + 3 min for questions). The presentation should give an overview of what has been done, and should be directed towards your fellow students. The presentation is not a part of the grade, and the external examiner will normally not be present.

*Within the project submission deadline*

- Submit your project report, see below.

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| Address           | Org.no. 974 767 880     | Location                | Phone            |
|-------------------|-------------------------|-------------------------|------------------|
| Sem Sælandsvei 5  | E-mail:                 | Rom B-211               | + 47 73 59 43 24 |
| NO-7491 Trondheim | postmottak@item.ntnu.no | O.S. Bragstads plass 2B | <b>Fax</b>       |
|                   | http://www.item.ntnu.no | NO-7034 Trondheim       | + 47 73 59 69 73 |

All correspondence that is part of the case being processed is to be addressed to the relevant unit at NTNU, not to individuals. Please use our reference with all inquires.

## Project description

You must write, in cooperation with the responsible professor and the supervisor for the project, a short description of the project that *you* will do. It is usually based on the original project proposal, but should define more precisely what *you* plan to do and the objective(s) of the project. You should consider this document as a contract between you and the department.

The project description will be assessed by the responsible professor on It's learning within 2 weeks after the submission deadline (that is within Oct. 6 2011 unless otherwise agreed upon).

### *Length:*

10-20 lines

### *Template:*

Templates for the project description can be found at <http://www.item.ntnu.no/student/project>

### *Submission:*

On It's learning, access the course TTM45x1<sup>1</sup> corresponding to the project you are taking. Access then the folder whose name is your project number. Access finally the assignment named *Prosjektbeskrivelse* and upload your project description file.

If you do not have access to the TTM45x1, check that you are registered to the classes for this courses on studweb (undervisningsmelding). Note that it may take a day before you get access to the course on It's learning once you have registered for the course on studweb.

If you cannot find a folder with you project number, take contact with Mona Nordaune ([monano@item.ntnu.no](mailto:monano@item.ntnu.no), B213).

### *Submission deadline:*

Sept. 22 2011 (unless otherwise agreed upon)

### *Changes to the project description*

Changes to the project description should only be done in agreement with your supervisor and the professor responsible for the project.

No change can be made to the project description after the submission deadline has passed.

## Project report

### *How to write a project report*

A course on the subject will be held in Sept./Oct. 2011.

### *Format:*

PDF.

Check the instructions given for the master's thesis formatting at [http://daim.idi.ntnu.no/faq\\_innlevering.php#pdf](http://daim.idi.ntnu.no/faq_innlevering.php#pdf) and [http://daim.idi.ntnu.no/faq\\_innlevering.php#b5](http://daim.idi.ntnu.no/faq_innlevering.php#b5) (in Norwegian). It is a good idea to follow these instructions already when producing your project report and avoid problems later when writing your master's thesis.

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<sup>1</sup> x is equal to 1, 2, 3, 4 or 5 depending on your specialization track.

### *Submission*

On It's learning, access the course TTM45x1 corresponding to the project you are taking. Access then the folder whose name is your project number. Access finally the assignment named *Prosjekt* and upload your report file.

### *Submission deadline*

Dec. 21 2011 12:00 (unless otherwise agreed upon)

### *Submission deadline extension*

You may request a deadline extension in case of illness, particular social conditions or specific technical issues (incl. late delivery of equipment necessary for the project). To do so, fill in the dedicated form available at [http://www.item.ntnu.no/media/student/project/project\\_deadline\\_extension\\_request.pdf](http://www.item.ntnu.no/media/student/project/project_deadline_extension_request.pdf) and submit it to Laurent Paquereau (B215).

Note that the application must be submitted at least one week prior to the submission deadline otherwise applying. Note also that neither your supervisor nor the professor responsible for the project may grant you an extension. It is the department that grants extensions.

### *Attachments*

All the attachments to the project report should be uploaded as a tarball or similar together with the report on It's learning (*Prosjekt* assignment).

### *Grading*

See <http://www.item.ntnu.no/academics/grading/proj-grad>

### *Plagiarism*

The project reports are checked for plagiarism.

Plagiarism means that a submitted text does not credit the source or provide a reference to where the text is taken from. It is also plagiarism if a cited text is not clearly identified by quotation marks or similar. This applies to texts downloaded from the Internet, taken from textbooks, other books or papers. It is also plagiarism if a student submits a paper that another student has previously delivered or is a text that the student has obtained by other means from other students.

Plagiarism can be considered cheating and can result in an examination being voided. More serious cases of cheating can lead to the student being expelled from NTNU for one or two semesters. Students who are expelled from NTNU will also be prevented from taking examinations for the same period at other institutions of higher education that are governed by the Act relating to Universities and University Colleges.

Source: [https://innsida.ntnu.no/intern\\_lesmer.php?kategori=nyheter&dokid=4c84b39262a781.48487934](https://innsida.ntnu.no/intern_lesmer.php?kategori=nyheter&dokid=4c84b39262a781.48487934)

### *Some advices*

- Write an open report, avoid restriction agreements.
- Start the writing process early! The report is the project deliverable and is what is evaluated.
- Study the criteria for evaluation of projects.
- Take advantage of others - ask for comments during the ongoing project process
- In due time before the final submission of the project report, make a plan for reading and commenting of the final report by supervisor and/or responsible professor