**UTS Engineering and IT**

## Project/Directed Study Registration Form

**Project Number**

*Office use only*

***To formally enrol in this Project subject, please submit this signed form (and any***

***supporting documentation) by e-Request.***

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| --- | --- | --- | --- |
|   |  | Phone (mobile) |  |
| Student No. |  | Email |  |
| Course code & name | C |  |
| Major  |  |
| UTS Supervisor |  | Supervisor’s Faculty |  |
| Subject No. & name |  |  |
| Session |  | Year |  |

Project title

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|  |

Project description (*minimum two paragraphs, but no more than a page*)

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|  |

Your supervisor may want to review a brief outline of the project, using appropriate technical language by identifying what contributions your project can make to the Engineering/IT community in terms of scholarship, novel design, validation and verification of a method or model. The supervisor must agree to the proposed learning outcomes, deliverables and weighting of marks.

Learning outcomes (between 2-5) - expressed in “Subject Learning Outcome” format: *verb-content-context*

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| Upon successful completion of this study/project the student should be able to: |

Deliverables, due dates and % mark (total 100%) (between 1-5) – *must be specific to this project proposal*

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Provide name and contact details for **external or co-supervisors** for your project (if applicable):

(Note: **not your UTS supervisor – their name is entered over**…)

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If you are undertaking your project in a group, list the names of other group members here:

(Surname, First name, Student#)

**Note: Each student should provide a report at the end of project, describing who did what.**

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**CHECKLIST**: Student to complete (\* compulsory – must be completed)

[ ]  \*Supervisor’s signature on this form

[ ]  \*Student’s signature on the declaration on this form

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| --- | --- |
|  | Please tick one or more of the following to describe the project you are undertaking; |
|  | [ ]  The project topic was available from a list provided by my supervisor.[ ]  The project topic was my own idea and developed further through discussions with my supervisor.[ ]  The project topic is my own, and I have secured a supervisor who is interested in what I am doing.[ ]  The project topic was developed at my current, or previous place of work. Note: Please explain in the project description section, how this project is different from your current or past duties at work.[ ]  The project will be undertaken away from UTS and not require UTS support or resources (other than supervisor).[ ]  This project may require an Intellectual Property Agreement or Confidentiality Agreement.[ ]  This project may require me to visit external workplaces where I am not covered by my employer’s insurance.[ ]  This project requires a Human Research Ethics approval as determined by my supervisor  |

**Student Declaration**

I understand that I am responsible for my project and all activities associated with it. I undertake to adhere to the subject requirements, and student responsibilities and expectations. I will undertake all activities related to my project on my own (unless it is a group project) and will acknowledge all information sources and all assistance received.

I understand that completing this registration form does NOT formally enrol me in a project subject. I understand it is my responsibility to enrol correctly via the required UTS procedures into the correct project subject by the enrolment deadline.

I will discuss with my supervisor to determine if human research ethics approval is required.

I will follow risk assessment procedures to identify and reduce all risks. I will discuss the Faculty’s Environment, Health and Safety (EHS) policy with my UTS supervisor and follow all directions. I will obtain advice from my project supervisor as well as the Project subject coordinator before going to an external workplace where I may not be covered by my employer’s insurance.

**Student to sign:** … **Date:**

**Securing Project Supervision – Supervisor declaration**

I understand that by signing this I am agreeing to supervise this student project and thereby agree to adhere to all subject guidelines and requirements. I will review the project for any [human research ethics issues](https://studentutsedu.sharepoint.com/sites/research-ethics-and-integrity/SitePages/human-ethics-student-research.aspx).

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|  |  |  |  |
| Name | Faculty | Signature | Date |

**Subject Coordinator Authorisation**

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| --- | --- | --- | --- |
|  |  |  |  |
| Name | Faculty | Signature | Date |