



Norwegian University of
Science and Technology

**SPECIALIZATION PROJECT
DEPARTMENT OF MECHANICAL AND
INDUSTRIAL ENGINEERING**

PROCEDURE FOR PROJECT EXECUTION

STUDY YEAR 2022 – 2023

(Last update: September 22, 2022)

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1. Target Group of the Document

This document contains information about Specialization Projects and Specialization Courses at Department of Mechanical and Industrial Engineering (MTP), for students from the following study programs:

5-year MSc programs:

- Mechanical Engineering (MTPROD),
- Engineering and ICT (MTING)
- Materials Science and Engineering (NT/MTMT)
- Nano Technology (NT/MTNANO)

2-year MSc programs:

- Mechanical Engineering (MIPROD)
- Subsea Technology (MIUVT)
- Reliability, Availability, Maintainability and Safety (MSRAMS)
- Project Management (MSPROMAN)
- Global Manufacturing Management (MSGLOMAN)

2. Introduction

The objective with this memo is to present administrative information about the specialization project. It is important that you read this information carefully and that you follow what is written in the document. If you have questions, please, get in touch with your supervisor or one of the contact persons mentioned at the end of the document.

2.1. Project Start

The official project start is week 34 (from August 22, 2022).

2.2. Start-up Meeting

1. Your supervisor will invite you to a “start-up” meeting during week 34/35. During this meeting the following topics will be discussed/agreed upon.
2. Definition of the project content including a project title. The following has been decided for MTP projects:

A plan for the Specialization Project shall be developed by the student and discussed and agreed with the main supervisor no later than 2 weeks after the start-up of the project. During the project period this plan can be revised.

3. Establish a routine for supervision/follow up meetings between the student and the supervisor(s).
4. Expectation from the supervisor regarding e.g. working methodology and working effort.
5. Discuss alternative specialization courses (“fordypningsemner”) and agree upon one course.
6. For specialization projects executed at an external company premise, a special agreement describing rules and responsibilities has to be developed and agreed upon between the student and the supervisor(s).
7. Please, be aware that NTNU’s rules related to the Corona situation shall be implemented also for the specialization project execution.

2.3. Student Workspaces

All our student workplaces will be clean desk.

Updated information on our website: [Master's Programme - MTP - NTNU](#)

2.4 Standard Agreements

If you have a project where an external company is involved, please consult with your supervisor before you implement a contract with the company.

MTP has established a system where projects defined by an external company will be charged with a fee to cover internal direct costs at MTP. *It is the responsibility of the supervisor to negotiate with the external company to cover this cost. The student shall not be involved in this discussion.*

3. Voluntary Courses

MTP offers the following courses to help you in executing the research work and to prepare the research report:

3.1. HSE Introduction including Risk Assessment

Target Group: All MTP project and master students

Date: Monday, August 29th, 2022

Time: 14:15-16:00

Place: Valgrinda 2000, VG1

(No streaming; the slides will be made available to the students after the lecture.)

Lecturer: Håvard Vestad

Content/Information on:

- how to get access to the labs,
- how to do a risk assessment,
- how to use/fill in NTNUs “Risk Assessment Form”.

3.2. Literature Research and Citation Management

Target Group: All MTP project and master students

Date: Tuesday, September 6th, 2022

Time: 8:15-10:00

Place: Adolf Øien-bygget (Handelshøyskolen) A32

(The slides will be made available after the lecture: Students who cannot make it to the lecture will get access to last year’s recording.)

Lecturer: Almuth Gastinger

Content/Learning outcome:

- Know how to choose relevant information sources
- Be able to create a good strategy for your search and choose meaningful keywords
- Know how to use the CRAP-test (source criticism and information evaluation)
- Be able to use the library catalogue Oria, manage your loans and order material
- Know how to use the scientific search engine Google Scholar, and the citation database Scopus, find full text material in these tools and save it to your preferred reference management system
- Know how to use subject databases, find full text material and save it to your preferred reference management system
- Know how you can refine your result lists
- Know where you can find eBooks offered by the library
- Be able to get citations right and to avoid plagiarism
- Know that there are several reference management systems to choose between

3.3. Scientific Writing (Last Year's Recording Online)

Target Group: All MTP project and master students

Lecturer: Anita Romsdal

Content/learning outcome:

- Know what characterizes scientific writing
- Understand that scientific writing takes practice
- Know how to structure a scientific report/thesis
- Know what to include in the main parts of a scientific report/thesis
- Know how to carry out and document a literature study
- Know how your thesis will be assessed
- Understand the benefits and basic functions of a reference management software

(The Recording of Last year's Lecture will be made available to the students.)

3.4. Presentation Techniques

Target Group: All MTP project and master students

Date: Monday, October 3rd, 2022

Time: 14:15-16:00

Place: Valgrinda 2000: VG1

(No streaming; the slides will be made available to the students after the lecture.)

Lecturer: Eirik Sande

Content/learning outcome:

General tips and tricks for better presentations, techniques for handling stress and anxiety, exercises for storytelling.

3.5. HMS/Introduction course for the particular lab(s) you will be using

The scientific groups will inform the concerned students about the specific dates. This course may be classroom-based or online.

4. Risk Assessment

Performing a risk assessment is mandatory for any experimental work. A specific “*Risk Assessment Form*” is available and shall be used. This form will be presented in the HSE Introduction including Risk Assessment course (see above). Known main activities must be risk assessed before the work can start. You are requested to do such a risk assessment within 3 weeks after having received your assignment. The form must be signed by you and delivered to your supervisor who signs, as well. You keep this form with both signatures and attach it to your final report. Risk assessment is an ongoing activity. It must be carried out before starting any activity that might cause injuries or damage materials/equipment or the external environment. It’s the supervisor’s responsibility to decide if such a risk assessment is not required, e.g. in case of a purely theoretical work.

5. Project Report

Reference is given to the information given in the *voluntary course* “Literature Research and Report Writing”.

The report must be written as a *scientific report* with summary of important findings, conclusion, literature references, table of contents, etc. Specific problems to be addressed in the project are to be stated in the beginning of the report and briefly discussed. The number of the report pages should be limited and *preferably* not exceed 50 pages. Additional pages with tables, drawings, detailed sketches, photographs, etc. can be included in an appendix at the end of the report. References to the appendix must be specified. Figures and tables must be presented with explanations.

Literature references should be indicated by means of a number in brackets in the text, and each reference should be further specified at the end of the report in a reference list. References should e.g. be specified with name of author(s) and book, title and year of publication, and page number.

Integrating your formal Problem Description into the Report:

A detailed problem description is supposed to be part of the introduction, e.g. such as below:

1. Introduction	1
1.1 Background and Motivation	1
1.2 Problem Description	2
1.3 Project Scope	3
1.3.1 Objectives	3
1.3.2 Research Questions	3
1.4 Thesis Structure	4

5.1. Report Submission

- The official deadline for the submission of the project report is **Tuesday, 20 December, 2022 at 2 p.m.**
- You will submit your report via NTNU's digital examination system [Inspera \(ENG\)](#). Your study advisor will **open** Inspera for **submission a few days before the deadline**.
- Don't use Internet Explorer, but Chrome or another browser, when you log in to Inspera Assessment.
- Click on the exam sets ("prøvene") you see there. Make sure to choose the set in the correct specialization project course code.
- There you submit one **PDF-file including attachments** which belong to the report.
- It will also be possible to upload **supplementary attachments** as a zip-file (e.g. data files, model files, programming codes, multimedia files).
- To change the language setting in Inspera, press the gear wheel in the right corner.
- **When your exam set in Inspera** is open (a few days before the official deadline), you can submit your report any time until the deadline.
- You can submit your report **as many times as you want** until the final submission deadline. The sensor(s) will get access to the report after your final submission deadline.
- **After the submission** you will find a copy of the report under "Archive".
- You do NOT have to submit a printed report.

5.2. Need for a postponed Submission Deadline

Under certain circumstances you can apply for an extended deadline.

In case of sickness a doctor's certificate is required. If you have other reasons, please, be aware that your supervisor needs to approve your application, and that this can take a few days.

If necessary, get in touch with your supervisor, explain your reasons and suggest a specific new deadline. Please, forward the supervisor's approval (signature or e-mail confirmation), to your study advisor, who will register the new deadline.

5.3. Assessment

The project reports will be assessed by the supervisor. An external sensor will participate in the assessment every 3. year. Attachment 1 shows the Assessment Form that will be the basis/guideline for the evaluation. One Assessment Form will be submitted to the department.

5.4. Library Resources

MTP's contact person at the NTNU university library is Almuth Gastinger (almuth.gastinger@ntnu.no). You can get in touch with her with questions on how and where to find literature for your project, how to get your citations and references right, how to use a reference management system (like EndNote) or how to search in the library tool Oria or in subject databases like Scopus or Compendex.

5.5. Your Contact at MTP

Administrative questions:

Please send an email to studier@mtp.ntnu.no

Problem with supervision:

Deputy Department Manager: Christer Westum Elverum (christer.elverum@ntnu.no)

6. Attachment: Standard Assessment Form Specialization Projects

CANDIDATE				DATE:	
ASSESSMENT PARAMETERS			ASSESSMENT OF CANDIDATE		
Category	Criteria	Max. score	Score	Comments/grounds	
Introduction and theory (max 25)	Academic foundation	10			
	Theoretical insight	10			
	Description of objectives	5			
Methods and working practice (max 25)	Skill level	10			
	Working methods	5			
	Effort	5			
	Degree of independence	5			
Results and discussion (max 35)	Results/ Work	10			
	Analysis and discussion	20			
	Conclusion and achievements	5			
Presentation of the report (max 15)	Structure	5			
	Language	5			
	Form	5			
SUM		100			
GRADE					
SIGNATURE					
Supervisor:			Co-Supervisor (opt.) / External sensor (every 3. year):		

Use of the Standard Assessment Form

The purpose of the Assessment Form is mainly to be a working document for the examiner(s).

The Assessment Form will be useful documentation in case of complaints. It will be sent to the student when s/he asks for an explanation of a given grade.

Assessment Criteria

The examiner(s) will assess the degree to which the candidate has achieved the specified objectives for the following criteria on the Standard Assessment Form.

- **Academic foundation**

Is the theoretical and scientific basis described well enough so that the work is in line with international research in this field?

- **Theoretical insight**

Does the work, especially the introduction, document that the candidate has good knowledge of the theory and methods in this field in general and specialization in a defined area that is particularly relevant to the issue addressed? Does the candidate use relevant resources (databases etc.) to provide current and updated literature and background knowledge for the work?

- **Description of objectives**

Are the objectives and/or current hypotheses presented in a clear and understandable manner?

- **Skill level**

Does the candidate have command of the relevant methods (e.g. test methods) and can use them in his/her work in a suitable and integrated manner?

- **Working methods**

Does the candidate show ability to systematic and methodical work?

- **Effort**

Does the candidate show ability to high effort and solid professional commitment?

- **Degree of independence**

Assess the candidate's ability to work and use relevant methods in an independent way, and to complete an independent research- or development project under guidance. Does he/she show personal initiative? What kind of help and guidance has the candidate received in the different stages in the work? Does the candidate have ability to make use of the research groups' professional competence in their own work?

- **Results/Work**

Does the work demonstrate creativity and/or contribute to new knowledge/innovation? Does the work appear extensive? How do you assess the quality and importance of the new knowledge/new results generated in the work?

- **Analysis and discussion**

Are the analysis, interpretation/synthesis and discussion scientifically grounded, justified, and clearly linked to the issue addressed? Is the discussion at a high disciplinary level? Can the candidate apply his/her knowledge and skills in new areas and place the results in a more extensive context? Does the candidate provide a reasonable assessment of the significance of the results? Is the candidate critical to various sources of information? Are uncertainties, methodological errors, measurement errors, and other sources of error considered and discussed?

- **Conclusion and achievements**

Are the conclusions clear and unambiguous? Are the results clearly linked to the objectives set at the beginning? Is there a good explanation for any deviations from the objectives?

- **Structure**

Is there a logical and structural form in the written work (Standard IMRaD: Introduction, Methods, Results and Discussion)? Is the work generally well-arranged?

- **Language**

Does the candidate present the given task/problem and the results with the necessary scientific precision? Is the work readable and in high-quality language?

- **Form**

Is there a uniform style for the references, figures and tables? Is the quality of figures and tables satisfactory? Does the candidate master the forms of expression in this scientific field?

Scoring

There is a max score for each assessment point, so the total is 100. Every sub-assessment criteria has a score, so that the sum of the sub-criteria equals the main assessment's max scoring. If a sub-criterion, like "academic foundation" has a max score of 5, the points shall be divided after the following scaling:

5 points – Almost perfect

4 points – Very good, only minor shortcomings

3 points – Good, but with clear shortcomings

2 points – Just enough to be an acceptable performance for the master's grade.

1 point – Something(s) of value, but not enough to be acceptable.

0 points – Little or nothing of value

This means that the assessment of the sub-criteria is done according to the primary description of grades. Where other maximum results than 5 points is used, the scaling must be done accordingly.

Assessment

The supervisor (and the external sensor) edit/s an Assessment Form. The document has to be signed by the supervisor (and co-supervisor if option used) and external sensor (every 3. year) and submitted to the responsible study advisor MTP.

Table of grades and scores

Grade	Scores (intervals)
A	89 – 100
B	77 – 88
C	65 – 76
D	53 – 64
E	41 – 52
F	0 – 40