**UTS: Information Technology**

## Project Registration Form

**Project Number**

*Office use only*

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

supporting documentation) by eRequest.

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Phone (home) |  |
| Student No. |  |  |  |  |  |  |  |  | Phone (work) |  |
| Course |  | Phone (mobile) |  |
| Major |  | Email |  |
| UTS Supervisor |  | Supervisor’s Faculty |  |
| Subject no. & Name |  |  |  |  |  |  |
| Session in which you will enrol in this project |  | 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 IT community in terms of scholarship, novel design, validation and verification of a method or model.

Learning outcomes

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Deliverables and estimated dates

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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:

(Please use this format: Paul NGUYEN Duy NG Anthony SMITH)

**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

[ ]  Other:

|  |  |
| --- | --- |
|  | 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. |

**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 nominated deadline.

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 Project subject guidelines and requirements.

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

**Subject Coordinator Authorisation**

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