

MA932 (MathSys Research Study Group) - Individual contributions record form

Study Group:

Academic leader:

Participation diary (see table at end of page for grade descriptors)

Student	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Overall grade	Pass or fail

Signature of academic leader:

Date:

Instructions

- The academic leader should keep a record of individual students' attendance at and contributions to the weekly project meetings. This includes contributing to discussions setting the direction of the project, delivery of actions assigned (coding, data analysis, calculations) and synthesis of results.
- These records should be used to assign an overall individual contribution grade to each student.
- This module includes a pass/fail hurdle to deter free loading. A student whose attendance at weekly meetings and/or participation in the group is consistently unsatisfactory can fail the module irrespective of the grade of the group as a whole.
- A copy of this form signed by the academic leader should be returned to the CDT Administrator at the end of the study group.

Marking guidelines

Contributions should be assigned grades with respect to the following criteria. For reference, a student with an overall MSc grade of B- or below is normally considered unsuitable for progression to PhD study.

Grades	Discussion	Deliverables	Synthesis
A+, A, A- (MSc distinction level)	Drives of the project overall, contributes useful ideas, recognises useful ideas proposed by others, shows originality and scientific maturity.	Plays a leading role in the formulation of action plan and/or implementation of key deliverables. Plays an essential role in making things happen.	Thinks critically and criticises constructively, plays a leading role in pulling the project together, helps to link different strands together coherently.
B+, B, B- (MSc merit level)	Participates sensibly in discussions and contributes some useful ideas.	Plays a supporting role in the organisation and implementation of the work.	Plays a positive supporting role in synthesis and pulling the project together.
C+, C, C- (MSc pass level)	Goes with the flow in discussions initiated by others. Passive participant.	Partial delivery of tasks assigned. Little contribution to overall organisation.	Adequate understanding of own contributions but little ability to link to the rest.
D (MSc fail)	Absent or minimal contribution to discussions.	Absent or fails to deliver on tasks assigned.	Absent or minimal/negative contribution to synthesis.