

Engineering Capstone and Engineering Graduate Project (EGP) Student Guide

Alias	Subject Number	Subject Name
Capstone A	41029	Engineering Research Preparation
Capstone B	41030	Engineering Capstone
EGP A	42908	Engineering Project Preparation
EGP B	42003	Engineering Graduate Project
EGP B (part 1)	42013	Engineering Graduate Project (part 1)
EGP B (part 2)	42014	Engineering Graduate Project

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1 Purpose

The Student Guide for Engineering Capstone and Engineering Graduate Project (EGP) subjects (the guide), aims to provide students with good practice for Engineering Capstone and Engineering Graduate Projects (EGP) subjects and supports the implementation of these subjects' delivery. The guide should be read in conjunction with the relevant Subject Outline, UTS: Engineering Course Guide and the UTS Coursework Assessment Policy and Procedure Manual (reading required for all UTS subjects). These documents will contain additional relevant information.

The Subject Coordinator and support team for the Capstone and EGP subjects may change. Students should send all email correspondence to the dedicated email address and not to a specific academic staff member's email address.

Capstone in this guide means Engineering Capstone and not any other Capstone subjects.

The information in this student guide is correct at the time of publishing. Amendments will be announced and posted on UTS Canvas only.

2 Introduction to Capstone and Engineering Graduate Project (EGP) subjects

Engineering Capstone and EGP at FEIT UTS is a substantial project-based learning experience where undergraduate and postgraduate students are prepared to have the experience and skills needed to demonstrate the levels of performance expected of an Engineers Australia stage 1 level engineer within the final session of studies. It consists of two, 6 credit point (cp) subjects, to be completed over two sessions, ideally consecutive, where students will complete a significant engineering project (the project) under the guidance of an Academic Supervisor.

2.1 Completing the Project

Students are expected to complete the project with guidance of the Academic Supervisor. Students shall take initiatives in project communication management as well as completing assessment tasks. Assessments are individual based.

2.1.1 Educational Objectives

The Project has important educational objectives. Although each project is different and the relative emphasis will vary, the subject will involve students in:

- Integrating knowledge and skills gained in the course as a whole;
- Reinforcing and developing competencies that have not been sufficiently emphasised in your choice of subjects or engineering practice to date;
- Defining a substantial engineering study or design task and carrying it to completion within a specified time and to a professional standard;
- Completing a comprehensive written report that places the project in context, defines its objectives, and describes the work done and the resulting conclusions or recommendations;
- Bridging the gap between your undergraduate studies and your professional future, and demonstrating professional competencies and capabilities; and
- Demonstrating initiative and creativity, including taking pride in the achievement of a difficult task.

Undertaking the project will enable students to develop many of the attributes expected of a UTS engineering graduate. For example:

- Values and social and community contexts - the report should describe the project's value to society;
- Maturity - personal responsibility for the identification and formulation of a substantial problem or objective and writing a major formal report of the work;
- Academic literacy - projects will extend and further develop information retrieval, analysis, synthesis, argumentation and communication skills;
- Problem solving - projects will identify a significant engineering problem and describe a solution to that problem;
- Management skills - project management, self-management and time-management skills will be needed for the completion and reporting of a substantial project within an agreed timeframe;
- Technical expertise - application of design method, technical expertise and research skills to a real, substantial and complex problem to which the solution is not known in advance; and

Further reading: Engineers Australia Australian Engineering Competency Standards (Stage 1 Competency Standards for Professional Engineers). <https://www.engineersaustralia.org.au/sites/default/files/resource-files/2017-03/Stage%201%20Competency%20Standards.pdf>

2.2 Graduating

All capstone and EGP subjects are undertaken in the final sessions of study prior to graduation. Students are reminded that the requirements/eligibility for graduation can be checked via the Student Centre prior to the final session of study. This will provide time for graduation status to be confirmed, and for any administrative issues to be addressed to reduce the risk of delaying student's graduation.

3 Capstone and EGP subjects' enrolment

3.1 Autumn & Spring Sessions

All capstone and EGP subjects are run in Autumn and Spring sessions. Students can enroll in these subjects via My Student Admin. The same procedures and deadlines are applicable. My Student Admin enforces subject prerequisite constraints. Refer to the UTS: Engineering Handbook for details of prerequisite and co-requisite subjects.

If you are not officially enrolled, you cannot be awarded a mark/grade for the subject. It is the responsibility of the student to ensure they are enrolled in the correct subject number. These subject numbers are described in the table below.

Table1. Capstone and Engineering Graduate Project (EGP) subjects

Alias	Subject Number	Description
Capstone A	41029 Engineering Research Preparation	Enroll in 41029 (6cp subject) in one session and in the following session enroll in 41030 (6 cp subject)
Capstone B	41030 Engineering Capstone / 48006 Capstone Project	41029 is the prerequisite for 41030 enrolments
EGP A	42908 Engineering Project Preparation	Enroll in 42908 (6cp subject) in one session and in the following session enroll in 42003 (6 cp subject) / 42013
EGP B	42003 Engineering Graduate Project	
EGP B (part 1)	42013 Engineering Graduate Project (part 1)	Enroll in 42013 (6cp subject) in one session and in the following session enroll in 42014
EGP B (part 2)	42014 Engineering Graduate Project (part2)	

3.2 Preparation before session start

3.2.1 The phases of Capstone and EGP Project

In this section the process of doing a project is broken down into several phases. The activities students need to be doing in each phase are outlined below.

3.2.1.1 The Exploration Phase

The aim of the exploration phase is to search for a suitable project topic. Students have the option of proposing a topic which should be approved by their Academic Supervisor. Being able to pose questions worthy of investigation is an important skill all engineers should cultivate, as out of such questions come innovations, new product ideas, and solutions to long-standing problems.

Topics may be suggested in many ways. In most cases, students develop their project ideas from engineering practice or from observations of the societal needs for future technological developments. Some students may also be interested in science and technology related managerial and social problems such as engineering management and engineering education.

Students can seek inspirations for valuable topics from:

- their Engineering Experience placements. Many employers understand the benefits of having projects that align with their business objectives, hence could suggest specific projects that they want to be completed, offering students the opportunity to work on real-world problems and contribute to the company's success.
- Identification of an area within their workplace for improvement or identified during work placement which could lead to an exciting project topic.
- Speaking with Academics and peers could generate potential project ideas that could extend into real-world applications or more comprehensive projects which could lead to the development of interesting

and challenging engineering projects.

Finding the right balance between a challenging yet achievable engineering project is crucial for a successful and rewarding experience. The key to successful problem-solving lies in problem definition and its continuous development reasons therefore carefully evaluate each project topic's feasibility. Consider factors such as the availability of resources (equipment, materials, data), time constraints, and your current knowledge and skill level. Discuss your ideas with Academics, or colleagues who have experience in the field. They can offer valuable insights, suggest modifications, or even connect you with potential Academic Supervisor who may have an interest / expertise in the field.

3.2.1.2 Preparation Phase

Thorough preparation can significantly contribute to a successful completion of the Capstone Project.

In the months leading up to project commencement, students can prepare by:

- Exploring potential project topics that align with their interests and expertise and that its feasible.
- Identify the skills and knowledge required for the chosen project and consider taking relevant elective courses or short courses to strengthen your expertise in those areas. For example, with electronics projects, a course on Protel printed circuit board development tools might be extremely useful. It is highly likely that you will use a specialist software package in your project - you could learn this package either on your own or Online based tutorial or short course.
- Reach out to Academics who specialise in the chosen field for guidance and insights into refining the project topic.
- Follow planned learning activities for 41029 and 42908.
- Review past students' Capstone Projects which is accessible via the UTS library. For details see "Capstone library" on the [Capstone webpage](#).

While undertaking later stage subjects, Students would have had the opportunity to interact with different academics and become aware of their expertise and research areas. Students are responsible for securing a UTS: Engineering academic as the principal Academic Supervisor for their chosen project during the preparation phase.

it is possible to have Academics from other faculties or Units of the University (e.g. IT, Nanotechnology, DAB) as co-supervisor for the Project. A co-supervisor is an additional academic staff member who collaborates with the principal Academic Supervisor to provide guidance and support to the student throughout the project. Having a supportive and knowledgeable Academic Supervisor / co-supervisor can bring diverse perspectives, provide valuable insights, enhance student's project experience and increase the likelihood of a successful engagement and project delivery.

In the event students are unable to secure an Academic Supervisor with knowledge and expertise in their chosen topic, it remains their responsibility to secure an Academic Supervisor to be able continue and meet the subject requirements. Academic Supervisors who are not an expert in the exact topic, will still have the capability in providing guidance and offer valuable mentorship throughout the phases of the project, which will enable students to structure and complete their project successfully. Academic Supervisors are full-time UTS academics.

Academic Supervisors typically want to confirm their Project students early to plan their work commitments for the following session. Initiating contact with potential Supervisors early can increase the chances of securing the Supervisor that best aligns with your interests.

3.2.1.3 Weeks leading up to the start of session

During this subject, students will engage and be guided by both the teaching staff in the subject and their Academic Supervisor. Canvas sites will be open as per the university plan.

3.2.1.4 Online Project registration

All enrolled students are required to register their project online by logging on to [ProjectMatch](#). Further information can be found in section 5, 'ProjectMatch', of this guide.

Students are to send all questions / enquiries concerning ProjectMatch to [ProjectMatch support](#).

3.3 During Session

3.3.1 Undertaking 41029 | 42908

41029 - Engineering Research Preparation and 42908 - Engineering Project Preparation emphasises the development of the theoretical framework and the associated project plan for a student's capstone and EGP project. These subjects are followed by the implementation phase in 41030/42003 / 42013 & 42014.

Within these subjects, students will be required to submit several tasks which serve as the foundation for the subsequent subject/s. This progressive structure is designed to provide students the opportunity to thoroughly prepare, and this logical progression of the project allows students to build upon their work incrementally to successfully complete their Capstone or EGP project.

Refer to the relevant Subject Outline on UTS Canvas for details and deadlines of tasks required to be submitted.

Taking responsibility and ownership of the project's outcome demonstrates professionalism and a commitment to the successful completion of projects. These are fundamental aspects of being a professional engineer. Students are responsible for ensuring their projects are delivered on time and to specifications. To do so consider all factors that could cause problems such as dependencies on component deliveries or on other people, other subject workloads, your social situation etc. Possible areas of uncertainty and risk are to be identified with proposed strategies and contingency plans for avoiding, minimizing or otherwise taking account of them.

3.3.2 Low risk student project application.

All capstone and EGP projects are subject to low-risk student project approval. This approval defines Capstone and EGP projects as low-risk student educational projects concerning workplace health and safety (WHS), research ethics and some basic confidentiality issues. Refer to 41029 and 42908 on the Canvas sites for details. Special ethics and WHS approvals are managed by the Academic Supervisor.

3.3.3 Undertaking 41030 | 42003 | 42013 & 42014 - Working on the Project

When enrolled in the subsequent subject, students will carry out their projects in line with the project proposal agreed during the pre-requisite subjects, 41029 or 42908. The method and frequency of student & Academic Supervisor engagements should be agreed as part of the proposal phase and both parties should commit to these arrangements.

Typically, students will communicate with their Academic Supervisor at a minimum once a fortnight, either by email or face-to-face. If it is a work or community-based project students may have a local co-supervisor as well as a UTS principal Academic Supervisor. In such case, it is highly desirable that all three meet at least once a month.

Enrolment in the subsequent subjects, Capstone B and EGP B, is not automatic and therefore students should complete their enrolment in the usual manner then re-register their project with their Academic Supervisor via [ProjectMatch](#).

Refer to the program schedule within the relevant Subject outline on UTS Canvas for details of the tasks required to be submitted.

3.3.4 Keeping a logbook or journal

As identified above, documentation control is considered normal practice for professional engineers. A common form of documentation is a logbook (journal) which serves as a comprehensive record of the project's progression throughout the duration of the session. Student should document important discussions and decisions made during meetings with the academic Supervisor, as well as any changes or modifications the project procedure.

The logbook will not replace the written report but to accurately capture the work as it unfolds. Therefore, it is recommended that students capture the following information in their project logbook:

1. Planning: Document your project planning process, including the initial goals, objectives, and timelines. Keep track of any revisions or updates to the project plan.
2. Designs and Decisions: Record the designs you develop for your project and the decisions made based on those designs. Include the rationale behind these decisions to provide a clear understanding of your project's evolution.

3. **Records of Meetings and Conversations:** Maintain a record of relevant meetings, telephone conversations, or other interactions related to your project. Include details of agreements, actions, and any changes to intentions, scope, plans, and designs, along with the reasons for those changes.
4. **Personal Reflection and Learning:** Use the logbook as a personal journal to reflect on any significant learning experiences during the session. Highlight critical incidents that have contributed to your growth and understanding.

The project logbook and journal are considered "working" documents, so they do not need to be aesthetically pleasing. However, it is important to ensure clarity in organisation and legibility. The logbook may be formally assessed, so it should be shown to your academic Supervisor before assessment if required.

Furthermore, the logbook can serve as valuable evidence that the content of your submitted report is your own work, providing a clear link between your documented progress and the final outcomes of the project.

Overall, maintaining a project logbook or journal is a recommended practice that enhances accountability, facilitates effective project management, and supports the integrity of your work as a professional engineer.

3.4 Approaching end of session

Students' projects are assessed by their Academic Supervisor. Academic Supervisor may wish to interview their student/s about their report as part of the assessment process. This may be necessary, for example, if the specific contribution that the student have made to solve the problem is not made explicit. Regular student and Academic Supervisor engagements will help avoid such problem.

Students may appeal the grade awarded via the normal UTS procedures <https://www.uts.edu.au/current-students/managing-your-course/classes-and-assessment/results/request-review-result>.

4 Types of Projects

4.1 Individual projects

An individual Capstone or EGP Project means the project topic is undertaken by one individual student and the student does not work with any other students. The scope of this project shall be manageable and feasible to be undertaken within approximately 240 hours by an individual student.

4.2 Group projects

A group project refers to an umbrella project undertaken by a group of students, but each student must have an individual project topic and submit individual assessment work. Each student's topic and work also cannot rely on another student's concurrent work in the group, to ensure equitable opportunity for project progress.

As each student must have an individual project topic and submit individual assessment work, there must be a "division of labour" within the group, where each student addresses one aspect of the umbrella project or solves the same problem with a different approach. As such, EA and AQF requirements mentioned in the learning design section of this guide can be fulfilled as required.

The scope and amount of work need to take into consideration the standard student workload of 120 hours per student per semester. When a supervisor plans for a group Capstone/EGP project, it is also recommended that the teaching workload is also considered. It is recommended that a group project recruits less than 10 students.

If appropriate, group umbrella project topics can be used continuously over semesters because solutions to some "classic problems" vary and can be built upon as technology evolves. For example, initial designs can be done in one semester, while the detailed design may be achieved by another group of students a year later.

In summary, all Capstone projects are "intrinsically" individual. Assessments designed for all Capstone and EGP students are individual and students submit each assignment individually. Individual submission and marking do not limit the chance for students to learn from each other. Individual marking also addresses group dynamic issues e.g., students work at different levels and paces, may apply for special consideration during the study, etc.

In group projects, supervision time may be group supervision meetings to enhance the opportunity for peer learning. However, supervisor marking time is based on the assessment of individual student performance, though noting that marking time takes less than 20% of the expected capstone supervision baseload in the academic workload.

Here are some possible approaches to defining a group project.

1. **Systems design, modification, and development**
 - Each student may work on a sub-system
2. **Engineering design**
 - Basic design targeting the general layout
 - Detailed design targeting manufacturing
 - Testing and simulation can also serve as a Capstone or EGP project
3. **Scientific research**
 - Experiment-based study
 - Literature study
 - A general problem, such as water treatment, evaluated by different technological trajectories.
4. **Engineering practice and management**
 - Case studies in different industrial contexts such as risk control for construction or IT projects
5. **Engineering education**
 - Student internship experience by survey, quantitative approach
 - Student internship experience by interviews, qualitative approach
 - Student internship experience in different industrial contexts

4.3 Industrial projects

Industrial projects refer to Capstone and EGP projects that involve an industry partner as a key stakeholder. This industrial partner is regarded as a third party in the project, in addition to the student and the supervisor.

To undertake an industrial project as the Capstone and EGP project, a full-time FEIT academic is required as the principal academic supervisor to meet EA accreditation requirements. This principal academic supervisor is responsible for the supervision (including meetings), and the assessment marking. A co-supervisor from the industrial partner can be arranged.

This includes double-degree students and engineering students trying to work with non-FEIT academics on Capstone or EGP projects.

NDA's can only be issued to industrial projects based on the request of the industry partner. An NDA is not necessary for a Capstone and EGP project that does not involve a third party.

4.4 Group projects and its administration

All assessments are individual. Each student is required to submit separate documentation to ensure their individual contributions are properly evaluated. Here's a breakdown of the specific requirements:

1. **Individual Registration on ProjectMatch:** Each student must register individually on the ProjectMatch system. This step is necessary to create a record of each student's participation and contributions to the project.
2. **Separate Tasks 41029 and 42908:** All submissions are individual.
3. **Separate Individual Final Reports:** At the end of the project, each student is required to submit their own individual final report. This report should detail their specific contributions, achievements, and findings related to their assigned tasks in the project.

5 ProjectMatch

5.1 Student ProjectMatch workflow

Students enrolled in Capstone A or EGP A subjects are provided access to ProjectMatch

Students search for projects and Academic Supervisors on ProjectMatch

Students select or register a project on ProjectMatch and Academic Supervisor receives a supervision request email to accept/reject request

Students submit various tasks in the first subject (*overseen by Subject Coordinator and marked by Academic Supervisor*)

Students submit Project Ethics approval form (*available online from Spring 2023 at [Low Risk Student Research Application Form](#)*)

Students enrolled in Capstone B or EGP subject, re-register on ProjectMatch and continue to work on the same project under the guidance of the same Academic Supervisor

Final report submission - (*overseen by Subject Coordinator and marked by Academic Supervisor*)

5.2 Access to ProjectMatch

All students enrolled in 41029 or 42908 are required to have a project topic and secure an academic Supervisor on an online application called [ProjectMatch](#) by the end of week 1. This is known as the registration process.

Registering on ProjectMatch does not mean you are formally enrolled in the subject as far as the University is concerned! Students can enroll in these subjects via My Student Admin.

Access to ProjectMatch will be granted to students once their enrolment into the subject is confirmed. An email will be issued once access has been granted.

This process ensures that only eligible students have access to the platform and can register their projects with available Academic Supervisors.

[ProjectMatch](#) allow students to:

- Search for available Academic Supervisors
- Search for project ideas
- Secure an Academic Supervisor
- Register a project topic
- Keep on track with supervision requests

Note: Academic Supervisors are allocated supervision spots each session. Once at capacity, their name will not be visible to students on ProjectMatch. For more supervision options, it is best to commence the process early.

Students who encounter issues accessing the application or need assistance are to write to ProjectMatch support team at support.projectmatch@uts.edu.au who will be able to provide the necessary assistance and

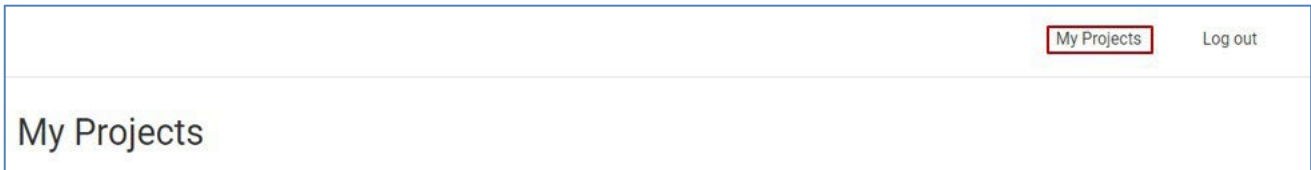
guidance to resolve any access-related concerns.

Students are expected to continue working with the same Academic on the same topic for the subsequent subject in the next session. If there is a need for a change in supervisor, students are required to notify us of their new supervisor's name and email along with evidence confirming that the new supervisor has agreed to proceed with the supervision.

Students enrolled in Capstone B and EGPs B (subsequent subjects) are required to log in to ProjectMatch and re-register their projects using the provided 'Re-registration' link. This step is crucial to ensure that your supervisor is properly matched with you and has access to your submissions on Canvas.

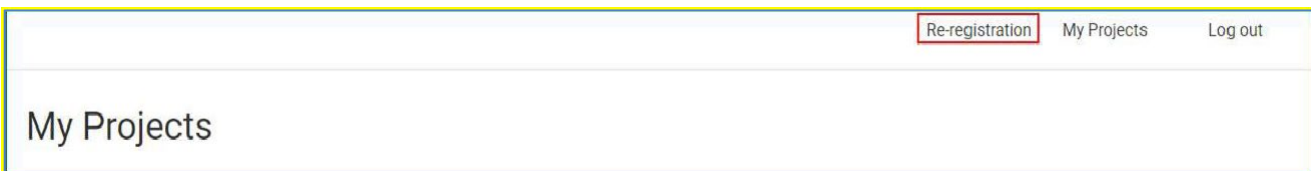
Login to [ProjectMatch](#) using your credentials.

Navigate to "My Projects" to check if your project has been correctly re-registered under the correct subject and session that you're enrolled in.



If your project is yet registered for the subject and session you're enrolled in, navigate to the 'Re-registration' link and follow the on-screen instructions to re-register your project. Ensure that all required fields are filled out accurately.

If your Academic Supervisor is not visible on ProjectMatch, ask them to contact support.projectmatch@uts.edu.au.



5.3 Registration Communications workflow

Students and Academic Supervisors will be promptly notified of the status of requests.

The request for supervision and approval process for an Academic Supervisor is summarised below:

1. **Supervision Request Submission:** When a student submits a supervision request via ProjectMatch, the nominated Academic Supervisor is notified of the request.
2. **Academic Supervisor's Response:** The Academic Supervisor has the option to either "Accept" or "Reject" the supervision request.
3. **Acceptance Confirmation:** If the nominated Academic Supervisor accepts the supervision request, an "Approved" email notification will be sent to the student (requester). This email confirms that the Academic Supervisor has agreed to supervise the student's project.
4. **Rejection Notification:** In case the nominated Academic Supervisor "Rejects" the supervision request, the student will be notified of the rejection. In this situation, the student is encouraged to seek alternative supervision by submitting a new request to another available Academic Supervisor as soon as possible.

5.4 Registration outcome and next steps

Students who have received approval for their projects (*their supervision requests accepted by the supervisor*) can begin collaborating with their supervisor on the project. If there is a need to change the project title or topic, please send an email to support.projectmatch@uts.edu.au to ensure that the updates are reflected on ProjectMatch.

Students whose supervision requests have been rejected must continue their search for another supervisor. Without an approved supervisor, students will be unable to fulfill the subject requirements, leading to a failure in the subject.

5.5 Withdrawal of projects from ProjectMatch

Students who have decided not to proceed with the subject must formally withdraw from that subject before census date, via the university's designated process. In such cases approved project on ProjectMatch must also be withdrawn to enable future registration. To do this, write to support.projectmatch@uts.edu.au.

Census date is a crucial deadline in the academic calendar as it is the last day for students to make certain changes to their enrolment without incurring academic or financial penalties.

6 Project Ethics Approval form

6.1 Step by Step Guide – New Request

Due to the short timeframes available for the completion of these projects, it is recommended that students undertake projects that are of nil/negligible or low risk.

6.1.1 Open the [Low Risk Student Research Application Form](#)

6.1.2 Complete Section 1 “GENERAL INFORMATION”

Select “New Request” and complete all mandatory fields i.e. session will prefill as “Autumn” or “Spring” ensure year is inputted correctly “2025”. This field is editable for those who submit beyond their enrolled semester.

SECTION 1 : GENERAL INFORMATION

Request ID	* Project Title	* Subject Code	* Supervisor	* Session
<input type="text"/>	<input type="text"/>	41029	Xi Jin	No Session

Title is Mandatory

6.1.3 Complete Section 2 “ETHICS RISK ASSESSMENT”

If you have answered “Yes” to any of the questions in this section, it will be highlighted in red and deemed as high risk which must be reviewed by the UTS Human Research Ethics Committee (HREC). You will not be able to continue to section 3. Please contact your supervisor to redesign the parameters of your research or contact Faculty representative for further approvals/discussion. You can also contact research.ethics@uts.edu.au for more information.

SECTION 2: ETHICS RISK ASSESSMENT
Does your research involve any of the following

2.1. Potential for participants to experience harm E.g. physical, psychological, social, economic and/or legal (Chapter 2.1, page 12) Yes No

6.1.4 Complete Section 3 “PROJECT INFORMATION”

If you select “No” on Question 3.2, you may proceed to question 3.5.

If you select “Yes” on Question 3.2, it is mandatory to complete 3.3 & 3.4. Consent template can be found at 3.4. Completed consent forms from your participants must be uploaded.

3.2. Would you be requiring participants and their consent for research project? If yes, please complete the next 2 questions. If no, please move to Methodology.

3.3. Consent
Briefly outline the consent process to be used in the study
If informed consent will not be collected/ is not required please indicate why?

3.4. Participant information and consent forms
[Consent Form - Template](#)
Attach file

If you have selected “Yes” to question 3.9, you must obtain approval from the Dean of FEIT by email via FEIT.Dean.Approvals@uts.edu.au by having your supervisor email the dean and cc yourself. You could use the below template:

“Dear <Name of FEIT Dean>,”

My name is <<NAME>> and I am supervising <<student name>> on his/her Capstone project. Our project is << PROJECT TITLE>>. I'm writing to request permission from you to <<survey and/or interview and /or other data collection >> <<FEIT staff or students >>. My approach will still be subject to ethics review, but first, I need your permission before proceeding with my ethics application.

Project Brief:

Methodology:

Purpose of recruiting FEIT Staff or Students:

Risks discussed or identified:

Action plan to mitigate risks (if applicable):

Let me know if you have any questions or otherwise you can simply reply Yes approved.”

Once approval is obtained, upload to question 3.10.

3.9. Recruitment of UTS FEIT staff and/or FEIT students (or access to their data)
Please note: If you are recruiting participants from other faculties, you will need to gain approval from their faculty

Yes

3.10. Attach Dean Approval

There is nothing attached.

Attach Files

Please note you are also required to complete “FEIT CAPSTONE RESEARCH PROJECT SAFETY PLAN.pdf” found on canvas and add the completed form as an attachment to question 3.11.

6.1.5 Submit your application

If your application is considered low risk, it will only be reviewed and approved by your supervisor. If your application consists of participants or is deemed high risk, it will be reviewed firstly by your supervisor **followed** by a delegate from HREC.

6.2 Existing Request

6.2.1 Review status

To review your submission, select “**View Request**” from the homepage of the form.

The status will show as either “**Pending**” or “**Approved**”. It will also provide you a status whether **approval from HREC delegate** is required.

Request ID	Title	Student Name	Session	Supervisor	Supervisor Approval Status	Ethics Approval Status	Edit	View
LR000113	Food waste to fertiliser technologies and their environmental impact	[REDACTED]	Spring	[REDACTED]	Pending	Not Required		>

6.2.2 Making amendments on your application

You can edit your application if it has not been submitted or rejected. The reviewer (either your supervisor or ethics delegate) will provide feedback on how to appropriately address the risks or offer recommendations to ensure it is low risk.

7 Communication Channels

7.1 Key Contacts

Get answers to your questions or queries. Find the right contact and connect with us.

Question topic	Related subject/s	Contact
Workshop, seminar arrangements, submission extensions	41029 41030	FEITCapstone@uts.edu.au
	42908 42003 42013 42014	feitpgprojects@uts.edu.au
ProjectMatch Support	ProjectMatch issues	support.projectmatch@uts.edu.au
Project Ethics Approval Form	41029 42908	research.ethics@uts.edu.au Low Risk Student Research Application Form FEIT.Dean.Approvals@uts.edu.au
Writing support	41029 41030 42908 42003 42013 42014	UTS Helps
Special considerations		Student Services support
Concurrent enrolment		eRequest.
Enrolment in summer session	41030	support.projectmatch@uts.edu.au Followed by an eRequest.