

Student Research Projects Tutorships and Multidisciplinary Projects



2021/2022

The tutorships and multidisciplinary projects of the Digital Systems for Humans Graduate School are an excellent opportunity for students to spend a whole semester discovering the world of research.

You are free to decide, semester after semester, which project you want to complete.

You are free to try, make the wrong choice and switch to another project offered by DS4H (among the research projects listed in this document, but also projects in the Humanities and Creative Industries (HIC) or even INVENT@UCA projects)!

Your contacts

For academic questions:

✉ anne-laure.simonelli@univ-cotedazur.fr

For administrative questions:

✉ virginie.valot@univ-cotedazur.fr

Important!

This document only presents research projects (tutorships and multidisciplinary).
For other types of projects (HIC and INVENT@UCA), explore [our website](#)

General information

- Students usually work on DS4H research projects (tutorships and multidisciplinary) on Fridays because that day is often left open for that purpose in their course schedule. But they can choose another day of the week, if their supervisor agrees.
- Students must check that they are available for the immersion week and make sure that their supervisor is also available.
- Students must make themselves available to attend any additional sessions organized in context with the research project throughout the semester.
- If the student and supervisor agree, the same tutorship/multidisciplinary project can be extended for one or even two additional semester(s) and ultimately serve as the master's internship.
- A tutorship/multidisciplinary research project corresponds to a minimum of 91 hours per semester (one day per week over a period of 8 weeks + a full week in immersion).
- Most tutorships/multidisciplinary projects grant 6 ECTS credits.

TUTORSHIPS

> Join a laboratory team associated with DS4H and work on a research topic under the supervision and with the assistance of a supervisor.

- Tutorships are open to M1 and M2 students.
- Doctoral students are encouraged to supervise students in tutorships.

MULTIDISCIPLINARY RESEARCH PROJECTS

> Join a team of students from different disciplines working on a shared topic.

- Multidisciplinary projects are a good opportunity to develop useful skills in project management, communication, cooperation with peers, teamwork, planning, and leadership, etc.
- These projects are open to M1 and M2 students.
- Each student participating in a multidisciplinary project has a supervisor from his or her own discipline.
- Doctoral students are encouraged to supervise students in multidisciplinary projects.

The different steps

of a tutorship/multidisciplinary research project

Before starting p. 5

1. Kickoff meeting
2. Wishes selection
3. Student/supervisor meeting
4. Choice and approval of the project
5. Project framing and paperwork

During the project p. 8

1. Workload
2. Mid-term meeting
3. "How to become an effective communicator" course
4. Oral defense practice session

End of the project p. 10

1. Evaluation session
2. Written report
3. Oral defense

Appendix: grading of research projects p. 12

Important!

At each stage, one or more deliverables are expected: tasks to be accomplished and approvals to be obtained before moving on to the next stage of the project.

Before starting

1. Kickoff meeting

- At the beginning of each semester (fall and spring), research topics available are presented at the DS4H kickoff meeting. The meeting is also the opportunity for students to meet the supervisors and explore the different topics.
- Invitations to this meeting are sent to the students' e-mail address @etu.univ-cotedazur.fr.
- Students are given a complete and precise overview of all the topics available each semester. Attendance is therefore mandatory.

2. Wishes selection

- After the kickoff meeting, students have a few days to enter their tutorships / projects wishes on the EREBE platform <https://ds4h.univ-cotedazur.eu/erebe>
- Note: students enter their choice of a minor on the same platform at the same time.
- Students can apply for up to three DS4H projects (among all the tutorships and multidisciplinary projects combined) which they enter in order of preference.

Important!

Students who do not wish to select a minor or complete a DS4H project must confirm this on the EREBE platform.

3. Student/supervisor meeting

- After submitting their wishes, students must immediately contact the supervisor(s) of the selected topic(s) to organize a meeting in person or by phone (Anne-Laure Simonelli must be copied on all emails between the student and the supervisor).
- This first student/supervisor meeting is designed to help students gain a more practical understanding of the project topic and help the supervisor determine how motivated and skilled the students are for the project.

4. Confirmation and approval of the project

- At the end of this first student/supervisor meeting, the students confirm or withdraw their application for the project and the supervisor approves or refuses the application (Anne-Laure Simonelli must be copied on all emails between the student and the supervisor).
- The head of the study program approves or refuses the student's application and confirms the requirements if necessary (Anne-Laure Simonelli must be copied on all emails between the student and the head of the program).

Important!

Applications for multidisciplinary projects can only be accepted if at least one student applies for each of the disciplines involved.

5. Project framing and paperwork

These mandatory documents must be submitted **before the start of a tutorship or a multidisciplinary project**.

Mandatory documents to be provided			
Type of project	Documents to be provided	Document provided by	Document sent to
Tutorship	Health insurance certificate (<i>attestation assurance maladie</i>)	Student	Virginie Valot
Tutorship	Civil liability insurance (<i>attestation responsabilité civile</i>)	Student	Virginie Valot
Tutorship and multidisciplinary project	Semester schedule specifying: <ul style="list-style-type: none"> • The day of the week selected to work on the project (in the lab for a tutored project) over a period of at least 8 weeks (usually Friday or another day if agreed by student and supervisor). • The dates chosen for the project immersion week (i.e. 5 full and consecutive days to work on the project (in the laboratory for a tutored project) during which the supervisor will be available as much as possible to help the student). Do not hesitate to contact the head of the study program to schedule the immersion week. • The date of the first day of work and the last day of work. 	Student and supervisor	Virginie Valot and Anne-Laure Simonelli
Tutorship and multidisciplinary project	Roadmap This one-page document outlines the main milestones of the tutorship/multidisciplinary project roadmap, the objectives and deadlines, as well as the name of the supervisor(s).	Student and supervisor	Anne-Laure Simonelli and the head of the study program

Important!

Deadlines for submitting the "mandatory documents to be provided":

October 1 for the fall semester

and February 15 for the spring semester.

Students: use your email address @etu.univ-cotedazur.fr

During the project

1. Workload

A research project (tutorship or multidisciplinary project) corresponds to a minimum of 91 hours per semester including:

- The project immersion week, i.e. 5 full and consecutive days to work on the project (in the laboratory for a tutorship) during which the supervisor will be available as much as possible to help the student).
- One day per week over a period of at least 8 weeks (usually Friday or another day on which the student and supervisor agree).

2. Mid-term meeting

- A meeting is organized by the supervisor and the student after five to seven days of work on the project. The date of the meeting is communicated to Anne-Laure Simonelli, who may possibly attend.
- Following this meeting, the student writes a summary report with the help of the supervisor.
 - Requirements regarding the content of the report are detailed in the appendix p.15.
 - It should mention any problems encountered so that solutions can be found and implemented if necessary.
 - The report is reviewed by the supervisor, then sent to the head of the study program and to Anne-Laure Simonelli at the latest one week after the mid-term meeting.
 - It is graded by the supervisor.

3. “How to become an effective communicator” course

- Organized and taught by Anne-Laure Simonelli.
- As part of the course assignment, students must give a one-minute speech on a non-scientific subject.
- Students who are unable to attend can send their speech to Anne-Laure Simonelli by video.
- Speeches or videos are graded by Anne-Laure Simonelli.

4. Oral defense practice session

- A practice session for the final oral defense is usually organized a week before the defense date to give students the opportunity to practice speaking in public and improve the presentation of their results and project.
- Anne-Laure Simonelli is in charge of this practice session. Doctoral students are also invited to attend and provide constructive feedback in an informal atmosphere.
- During the session, students present their research project in progress, i.e. in its state at the time of the presentation.
- Students who are unable to attend the practice session can send their presentation to Anne-Laure Simonelli by video.
- Presentations or videos are graded by Anne-Laure Simonelli.

End of project

1. Feedback session

- Towards the end of the project, a meeting with all the students involved in the research projects (tutorship or multidisciplinary project) is organized and led by Anne-Laure Simonelli.
- The purpose of this session is to give students the opportunity to share their experience with the other students and identify the new skills they have learned.
- Following the feedback session, each student submits a one-page essay: "Reflect on your learning and evaluate the development of your interpersonal skills", graded by Anne-Laure Simonelli.

2. Final written report

- After completing their research project, all students must write a final written report, which varies depending on the type of project (tutorship or multidisciplinary project):

Tutorship	Short 10 to 15-page paper (excluding references) including an abstract, an introduction (presentation of the context, state of the art), the materials and methods used, the results obtained, a discussion and a conclusion.
Multidisciplinary project	<p>Short 20-page paper excluding references (its length can vary depending on the number of disciplines involved in the project) including an abstract, an introduction (presentation of the context, state of the art), the materials and methods used, the results obtained, a discussion and a conclusion.</p> <p>The introduction and the conclusion are written jointly by the different students, each writing from the perspective of their discipline.</p> <p>For the "materials and methods", "results" and "discussion" parts, the students of the different disciplines involved write a paragraph for each of these parts highlighting what their discipline has contributed to the multidisciplinary project.</p>

- Requirements regarding the content of the scientific report are detailed in the appendix p.13.
- The final written report is submitted by the student to the head of the study program, the supervisor, and to Anne-Laure Simonelli.
- The students send a draft of their report to their supervisor no later than one week before the final deadline. Supervisors are responsible for helping the students in their discipline by giving them constructive feedback on their draft.

- The report is graded by the head of the study program (or, in the case of a multidisciplinary project, by the head of the program in each discipline represented) or by a competent person appointed by the head of the study program.
- The head of the study program must send the grade to Anne-Laure Simonelli before the deadline.

3. Final oral defense

- After completing their research project, all students must give an oral defense, which varies depending on the type of project (tutorship or multidisciplinary project):

Tutorship	Length: 15 min + 10 min of questions.
Multidisciplinary project	Length: about 5 min to present the context + 10 min of presentation per discipline + 5 min of conclusion + a total of 5 min of questions per student. The context is presented jointly by the different students of the different disciplines. Then, each student presents what his or her discipline has contributed to the multidisciplinary project (materials and methods, results and discussion). The final conclusion is presented jointly by the different students of the different disciplines.

- Requirements regarding the content of the oral defense are detailed in the appendix p.14.
- The final defense is open to all students who have completed a tutorship or a multidisciplinary project, to the supervisors, the head of the study program and DS4H members.
- The jury is made up of the head(s) of the study program (or the person appointed by the head of the program) + DS4H member(s)
- The jury takes into account the answers given to all questions including those from the public (and not exclusively questions from the jury).
- The jury grades the oral defense (an individual grade for each student in the case of a multidisciplinary project).

Appendix

Grading of research projects

Tutorships and multidisciplinary projects are graded on 3 aspects:

- **Grade for the written assignments (35% of the final grade)**
- **Individual grade for the oral assignments (35% of the final grade)**
- **Supervisor grade (30% of the final grade)**

Students are free to write the report and give the defense in French or in English. The choice of language does not have an impact on the grade.

WRITTEN ASSIGNMENTS (GRADE OUT OF 20 - 35% OF FINAL SCORE)	
SCIENTIFIC REPORT including	/ 18
Presentation (first page) <ul style="list-style-type: none"> • Precise, concise and pertinent title of the research project • Personal information (name, student ID, master's degree, discipline) • Name(s) of supervisor(s), host laboratory • Name(s) of the report recipient(s) • Period of the research project • Other information 	/ 2
Main parts of the scientific report:	
<ul style="list-style-type: none"> • Compliance with instructions 	/ 2
<ul style="list-style-type: none"> • Abstract 	/ 1
<ul style="list-style-type: none"> • Introduction and context 	/ 2.5
<ul style="list-style-type: none"> • Materials and methods 	/ 2
<ul style="list-style-type: none"> • Results 	/ 2
<ul style="list-style-type: none"> • Discussion 	/ 2.5
<ul style="list-style-type: none"> • Conclusion 	/ 2
<ul style="list-style-type: none"> • References 	/ 2
PAPER "Reflect on your learning and evaluate the development of your interpersonal skills"	/ 2

ORAL ASSIGNMENTS (INDIVIDUAL GRADE OUT OF 20 - 35% OF THE FINAL GRADE)	
FINAL DEFENSE including	/ 17
Oral presentation /12	
Speaking skills in general <ul style="list-style-type: none"> • Good time management • Enthusiasm of the speaker • Well-supported thesis • Consideration for the audience • Effective delivery and transitions 	/ 3
Structure <ul style="list-style-type: none"> • Presentation of a pertinent outline • Compliance with the required structure 	/ 1
Media <ul style="list-style-type: none"> • Content of slides • Creativity • List of references 	/ 1
Scientific content:	
<ul style="list-style-type: none"> • Quality of the presentation of the topic (context / state of the art) 	/ 2
<ul style="list-style-type: none"> • Relevance of the method(s) chosen to address the topic 	/ 1
<ul style="list-style-type: none"> • Quality of the presentation of results, quality of the description (visuals: graphs, photos, articles, etc.) 	/ 1
<ul style="list-style-type: none"> • Quality of the discussion 	/ 2
<ul style="list-style-type: none"> • Quality of the conclusion 	/ 1
Questions / 5	
Enthusiasm, curiosity	/ 0.5
Quality of the intellectual process leading to the answer	/ 2
Pertinent answers	/ 1.5
Competency in holding a scientific discussion	/ 1
RELATED ACTIVITIES including	/ 3
Speech (or video) during the course "How to become an effective communicator?"	/ 1
Practice of the final defense (or video)	/ 2

SUPERVISOR GRADE (out of 20 - 30% of the final grade)	
STUDENT OVERALL PARTICIPATION IN THE PROJECT including	/ 11
Attitude in general	/ 2
Communication with the supervisor	/ 2.5
Initiative, autonomy	/ 2.5
Completed tasks defined with the supervisor	/ 2
Attendance at research project meetings and appointments	/ 2
QUALITY OF WORK PERFORMED (EXCLUDING THE FINAL REPORT AND EXCLUDING THE ORAL DEFENSE) including	/ 6
Overall reasoning, interest and curiosity for the project	/ 1.5
Identification of relevant issues	/ 1.5
Bibliographic research work	/ 1.5
Scientific viewpoint	/ 1.5
MID-TERM MEETING REPORT including	/ 3
Context / State of the art of the research topic in progress, i.e. at the time of writing	/ 1
Description of student accomplishments during the first part of the research project	/ 1
Description of remaining work during the 2nd part with deadlines	/ 1

The supervisor must send the grade to Anne-Laure Simonelli and to Virginie Valot within the deadline.