MIT School of Information Technology & Engineering (SITE) Capstone Project Selection and Development Process

1. MIT will send invitations for substantial industry projects that fit within the requirements of the SITE (School of IT & Engineering) project units (BN301, BN304, MN691 and MN692) including information package.

2. Industry clients/supervisors will put written project descriptions (in a given template) of about 250 words, to MIT Course Coordinators, indicating the main goals and objectives of the projects.

3. Each project description will aim to attract student interests, since students will be selecting projects.

4. Industry supervisors will describe the proposed location of practical work, whether at company facilities or some combination of MIT and company facilities.

5. MIT SITE will form a Project Review Panel (PRP) of 3-5 members to review and approve projects for each Trimester.

6. Course Coordinators are required to submit all project descriptions to the PRP two weeks prior to the commencement of each Trimester for approval.

7. The PRP will assess each project description to ensure it fits with the requirements of relevant unit description.

8. The PRP will notify the relevant Unit Coordinators about the outcome (approved/rejected/make changes) before Trimester starts (Week 0)

9. Unit Coordinators will make all approved projects available for students in week 1

10. All projects will have an internal supervisor from the SITE's academic staff (preferably Full/Part time).

11. Academic supervisors are required to meet with their students on a weekly basis during the Trimester, typically for one hour.

12. Industry supervisors will have an opportunity to approach SITE's staff members directly with a view to arranging supervision of their projects.

13. The Unit Coordinators are available to facilitate the process of matching up industry supervisors with MIT internal academic supervisors.

14. With most of modern businesses transacted online, it is appropriate for MIT to consider getting projects from interstate and overseas, including addressing questions of physical project supervision. The PRP will have additional requirements for SITE projects.

Intellectual Property Rights

(a) An Industry Client (IC) may share its proprietary information with students and MIT to make the Industry Project a better experience and learning case. Students may be asked to individually sign a Non Disclosure Agreement (NDA) with an IC in order to receive such information. Such NDAs directly involve the student and the IC and assert ownership rights in the Intellectual property (IP).

(b) During the industry project period, and after the industry project period, the Student acknowledges and agrees

(i) that any Intellectual Property Rights developed by the Student during the course of the Industry Project period are hereby assigned to and vest in MIT immediately as created. In this Agreement Intellectual Property Rights mean all present and future registered and unregistered rights in relation to patents, copyright, designs, trademarks, inventions, trade secrets, and all other intellectual property.

(ii) to MIT using any Intellectual Property developed by the Student without reference to the Student and without regard for the Student's moral rights and the Student releases MIT from any liability, which may arise, in relation to the Student's moral rights in the Intellectual Property.

(iii) that MIT, at its sole discretion, may cede Intellectual Property created by the student for the benefit of the Industry Client.

(iv) not to apply for registration of, nor in any way do anything to infringe on, harm or contest the right of MIT, or any person approved in writing by MIT, to any Intellectual Property created by the Student during the Industry Project.

(v) to execute all documents and do all things that are necessary or desirable to give effect to this clause to enable any Intellectual Property developed by the Student during the Industry Project to be vested in or assigned to, MIT.

Glossary of Terms

Warning: uncontrolled when printed.
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1) Project – appropriate technical tasks involving the design and implementation of solutions to industry based problems in networking and telecommunication disciplines. Students will apply their broader knowledge and skills gained from other course units to produce the desired (unique) outcomes.

2) Industry client – an organisation that provides the requirements for MIT student projects.

3) Industry supervisor – a person(s) (external to MIT), who co-supervises MIT students and is a representative of the organisation.

4) **Substantial Project – To recognise that "the client" in projects is the organisation/industry that gives the project; the person who meets with (supervises externally) the students and represents the organisation.**

5) Internal supervisor – an academic staff who is capable of working with project students and clients/industry supervisors.

6) PRP – a panel of selected SITE academic staff, who discuss, review and approve/reject project descriptions based on the requirements of industry project units.

7) Membership of Project Review Panel

   a. Three Coordinators (BNet/MNet, BEngTech and MEng) from SITE.

   b. Academic staff representatives from Melbourne & Sydney campuses (one from each campus)

8) Enrolment/Eligibility of students into project process - The School should have a strategy to verify and ensure that the students undertaking the projects are identified and communicated with in a timely manner prior to enrolment periods.

Associate Documents

Student Charter http://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MIT-Student-Charter

Industry Internship Program for MIT Students Policy http://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/industry-internship-program-mit-students-policy

Student General Misconduct Policy and Procedure http://www.mit.edu.au/about-mit/institute-publications/policies-procedures-and-guidelines/MIT-Student-General-Misconduct-Policy-Procedure

Networking/Telecommunication Industry Project Description

Networking/Telecommunication Project Exemplars