**Vocational Training Projects @ BiRC**

A “Vocational Training Project in Bioinformatics” (VTPiB) is 10 ECTS project done in collaboration with a company (see course description in the Course Catalogue), which is carried out in consultation with a project supervisor at BiRC and a project supervisor at the involved company. A VTPiB require that the student has established contact to a potential company and company supervisor. If you are interested in doing a VTPiB, you should start by contacting kaspermunch@birc.au.dk who is the VTPiB coordinator.

**Signing up for a project:** You sign up for a project VTPiB in the same manner as you sign up for a regular class, i.e. during the first week of November, if you are doing a project in the Spring, or during the first week of May, if you are doing a project in the Fall. When you sign up, you can choose between “A”, “B” and “C” versions of VTPiB. This reflects whether the VTPiB that you are signing up for is the (A) 1st, (B) 2nd, or (C) 3rd VTPiB in your Study program.

Working in a group: You can do a VTPiB in a group of up to three students. Each group member must sign up for the VTPiB individually cf. above and each group member must make an individual contract cf. below (note in the contract that you are working in a group, and list your group members). The group hands in a single combined report and each group member has an individual oral exam cf. below.

**Project contract:** After you have signed up for a VTPiB, you must make a project contract in coordination with your supervisors. As part of the project contract, you must attach a pdf-document describing the problem statement, activity plan, and supervision plan for you project, i.e. fill out the information and paragraphs on the next page, and attach it to your contract.

The project contract, including attachment, must be submitted via <https://kontrakt.nattech.au.dk/> before **September 1**, if the project is done in the Fall semester, and **February 1**, if the project is done in the Spring semester. Note that you in the project contract must agree on a**submission date**in the exam period immediately following the project work. The submission must be chosen such that it is possible to do the exam in the same exam period.

**Project work:** When a project contract has been submitted, and approved, it is your responsibility, under supervision, to do the described project, and hand in the report (20-25 pages) via Digital Exam no later than the agreed submission date. If you are working in a group, the volume of the work and report must reflect this.

**Exam:** The exam is a 15 min presentation of the project, followed by a 15 min discussion of the presentation and the report. Besides the supervisor, an internal co-examiner (another BiRC researcher) must be present at the exam. The final grade is based on an overall assessment of the written report, the presentation, and the following the discussion, where the assessment of written report contributes the most. If you are working in a group, all group members have individual exams.

**Supervisor responsibility:**It is the responsibility of the supervisor (at BiRC) to conduct the exam during the exam period immediately following the project period, and plan accordingly with the student(s) and internal examiner. The supervisor (at BiRC) must submit name of the internal examiner to Christian Storm Pedersen (cstorm@birc.au.dk) before **Dec 1**, if the project is done in the Fall semester, and **May 1**, if the project is done in the Spring semester. The supervisor and internal examiner get the project report via Digital Exam, and must submit the final grade via Digital Exam.

See <http://birc.au.dk/studies/vtpib/> for more information.

**Vocational Training Project in Bioinformatics @ BiRC**

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group members: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Project title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Problem statement / project description:**

5-7 lines describing the overall aim of the project. Make it clear what the objectives are, e.g. analyse data sets, implement an algorithm, develop or use theory. Remember that the project should be doable in 14 weeks (~275 hours of work, including the final exam), and that it should be possible to document it in a report of 20-25 pages. If you are working in a group, the volume of the work and report must reflect this. **Think of the text as how you would explain your project and its objectives to others.**

YOUR TEXT HERE

**Problem statement / project goals:**

A brief and clear presentation of what the student should be able do to after the project. Formulated as 3-5 items, e.g.:

- The student should be able to describe ...

- The student should be able to implement ...

- The student should be able to analyse ...

- The student should be able to discuss ...

**Think of these items as what you and your project will be evaluated by at the exam.**

YOUR TEXT HERE

**Activity plan:**

A few lines describing the overall the timeline of your project activities, e.g. formulated bi-weekly milestones. **Think of the text as how you plan to do the project outline in the problem statement.**

YOUR TEXT HERE

**Supervision plan:**

A few lines describing the overall structure of your supervision and collaboration with the company as agreed upon together with your supervisor and company supervisor, e.g. “We plan bi-weekly meetings of ~45 minutes. Specific questions to be addressed at the meeting must be e-mailed to the supervisor at least a day before the meeting in order to give proper time for preparation. I plan to be at the company site 1 day per week”. **Think of the text as an alignment of expectations between you and your supervisors.**

YOUR TEXT HERE