

THESIS A (TECHNICAL) REPORT COVER-SHEET

Study the marking guide below and the requirements given overleaf. Complete the details required on this form. Staple it to the front of your report with this side uppermost.

Name: _____ Student ID: _____

Supervisor: _____ Thesis title: _____

I declare that this assessment item is my own work, except where acknowledged, and has never been submitted for academic credit elsewhere, and acknowledge that the assessor of this item may, for the purpose of assessing this item,

- (i) reproduce this assessment item and provide a copy to another member of the University, and/or*
- (ii) communicate a copy of this assessment item to a plagiarism checking service (which may then retain a copy of the assessment item on its database for the purpose of future plagiarism checking).*

I certify that I have read and understood the University Rules about Student Academic Misconduct.

Signature: _____ Date: _____

FORMAT Physical presentation, legibility and layout. The report should be stapled or comb-bound with this page uppermost. Folders should not be used.	
STRUCTURE Abstract, table of contents, and numbered sections (with headings), including introduction and conclusions, performing their respective functions. Diagrams and tables numbered, with captions, and discussed in the text. Report self-contained.	
LANGUAGE USAGE Standard of writing (grammar, spelling and punctuation). Expression (fluency, correct word choice, conciseness, avoidance of clichés). Style (degree of formality; see overleaf). Conventions (SI units, etc; see overleaf). Adequately proofread.	
REFERENCING Fully documented reference list, using correct citation conventions. Identification of all sources of information: captions of diagrams and tables, wherever paraphrased or quoted in the text of the report, etc.	
CONTENT Content quality (balance, depth and appropriateness, use of sufficient reference material, synthesis). Quality of conclusions (relationship to content, merit as summary).	

Marking scale: 9–10 excellent, 8 very good, 7 good, 5–6 satisfactory, 4 poor, 1–3 very poor.

The **overall mark** is the weighted sum of the marks for the components: format (5%), structure (10%), language usage (15%), referencing (10%), and content (60%).

OVERALL MARK (max 10): _____

Comments: _____

Marker's name: _____

(Supervisor / Assessor)

Signature: _____

Date: _____

Overall directives and checklist

1. You must not commit plagiarism. Any report considered to contain plagiarism will be passed to the Head of School for further action. (see www.lc.unsw.edu.au/plagiarism/index.html);
2. Late submission of this report will be penalised, at 20% per day late;
3. If your report is unsatisfactory (i.e. not suitable for a professional engineer), then you may be required to resubmit an amended version. A report can be judged unsatisfactory for ANY of these reasons
 - a. use of units not conforming to SI standards;
 - b. use of discriminatory or non-inclusive language;
 - c. failure to follow correct referencing conventions;
 - d. a consistently inappropriate style (e.g. as though written for school-children, a sales brochure, or a tabloid newspaper, rather than for professional engineer to read);
 - e. failure to have an appropriate structure (abstract, introduction, conclusion, *etc*); or unreadable text, symbols or figures.

The following checklist will assist with various aspects of preparing your report. Before submitting, check these issues. They are requirements:

1. The report is securely assembled with this cover-sheet, completed and signed, as the front page;
2. The report is legibly written in ink (blue/black) or printed in 12 pt type on A4-paper (single-sided). Pages are consecutively numbered;
3. The report is the specified length. I have attempted to make it concise (i.e. "brief but comprehensive in expression" - *Concise Oxford Dictionary*).
4. The report is intended to be understood by someone less well versed in the topic than the author. It does not verbosely repeat material from the references. It attempts to convey to the more informed reader the extent of the author's understanding of the topic.
5. There is a **title-page**, which includes the name of the author, title of the report, the course code & name, and the date, following this cover-sheet.
6. The **Abstract** and **Introduction** fulfill their purposes, as conventionally understood (*i.e.* the abstract stands on its own as a summary of the report, whereas the introduction states the issues, places them in context and, perhaps, suggests the general line of argument, the scope of the following sections, and the conclusions).
7. The **Conclusion** summarises and assesses the arguments, emphasises the more important ones, and mentions unresolved issues.
8. The **sections** of the report are numbered and appropriately titled. If they are used, tables, diagrams, etc. are also clearly numbered.
9. There is a **Table of Contents** following the Abstract and on a page of its own.
10. The **references** are contemporary, cover the breadth of the topic, and demonstrate my familiarity with its major aspects. References are correctly included in the body of the report.
11. The report has been proof-read and spelling, grammar, & punctuation have been checked.
12. Acronyms & jargon are either avoided or clearly explained.
13. Inclusive and nondiscriminatory language is used throughout.
14. Units and their abbreviations conform to SI standards.