
ELEC/TELE/PHTN4120
BIOM5910

Undergraduate Thesis
Part A

THESIS A (TECHNICAL) REPORT COVER-SHEET

Student name: _____ **Student ID:** _____

Thesis title: _____

Supervisor: _____ **Assessor:** _____

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

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

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.