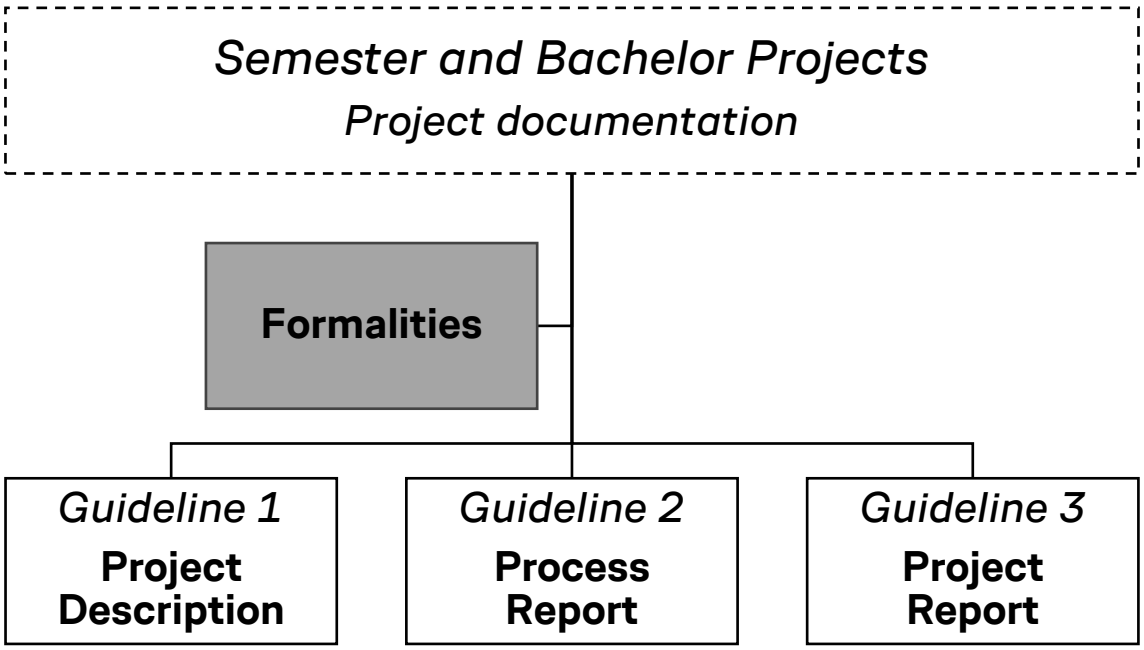
Formalities

VIA ENGINEERING



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Content

About this document

The formalities presented here are valid across all of VIA Engineering and describe requirements for the Project Descriptions, and Project and Process Reports.

This document is a part of a set of guidelines for project work in VIA Engineering. You can find more information about the guidelines in the document "**Problem-based Learning, VIA Engineering**". Applying these guidelines is mandatory in documentation of project work at VIA Engineering.

In these guidelines you will find information about general formality requirements.

1. Document structure

1.1. Title page

The design of the title page may be determined by the project group. However, the title page must include the following elements:

- name and logo of the educational institution
- the title of the project
- the names of the students and student numbers
- number of characters
- the name of the supervisor(s)
- the name of the study programme and semester
- date

1.2. Header and footer

The page header must include the title of the document, while the page footer must include page numbers. Additional information in the header and footer may be included if desired.

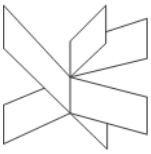
1.3. Table of contents

All reports must include a table of contents which outlines their structure and how information is organized.

1.4. Formatting

All reports must use a font that is reader friendly when displayed on a screen, such as **Arial**. These guidelines and all templates already use Arial.

Use a font size that is easy to read, not too small. Recommended size is at least 11 pt.



For quotes, put the text in quotation marks and highlight the text with *italics* to show that a section is a direct quote.

When inserting code, use a monospaced font such as `Courier New` to make it stand out and easier to read.

For line spacing, make the text manageable and easy to read.

Remember to ensure conformity for all sections when merging work from different group members.

2. Visuals

Visuals (such as sketches, graphs, diagrams, figures, and tables) should be used when they assist the reader in understanding the report more clearly. Visuals should be tailored to emphasize the writer's point. If the point is to compare two sets of data, for example, both sets should be included in one graph rather than two separate graphs.

All visuals must be numbered (the word processor can keep track of this automatically) and include a text description. ALL visuals must be referred to in the text.

If relevant, visuals should include the following:

- A legend to explain symbols.
- Scale, north arrow, and publisher for maps.
- Labelled axes for graphs.

In some cases, visuals included in a report are captured in pixel format in low resolution. This is especially a problem when a small visual is enlarged. Adequate resolution must be ensured.

3. References

A list of the references used must be included as a separate chapter. Each source in the list must be referred to in the text. In general, footnotes should not be used.

Many types of information sources or references may be used. These include reports, book chapters, peer reviewed papers in scientific journals, conference proceedings, dissertations, patents, standards, and interviews. Due to questions about objectivity, commercial web addresses, newspaper articles, and brochures are often used sparingly. The use of information sources allows academic writing to use supported arguments and to avoid subjective opinions where possible.

There are two main ways to use an information source:

Paraphrasing: The typical case is to paraphrase the source, i.e. rewriting the information in the project group's own words. The source must still be referenced.

Quoting: When it is important to use the exact words of the previous work, direct quotes may be used. Quotes must always be 100% accurate, and quotation marks must be used. In addition to quotation marks, the source must be referenced. Quotes are rarely used and are generally for things such as standards or interviews.

3.1. APA reference system

When using references, the APA reference system must be used. This system describes how to reference a source of information in the text as well as how to structure the reference list in the final chapter. A quick guide can be found at: Reference standards (VIA Library)

3.2. Plagiarism

Plagiarism is the use of previous work in the form of words, figures, ideas, etc. without crediting the source. It is considered ethically dishonest and is not permitted. (VIA Library, 2024)

Examples of plagiarism:

- Copying or paraphrasing texts, thoughts, or ideas without indicating the exact source.

- Taking special or distinctive expressions from another work and using them in your own assignment without crediting the author.
- Borrowing an assignment from a fellow student or buy a completed assignment from an assignment bank on the internet and handing it in as your own.
- Handing in (parts of) one of your own previously graded assignments in a new exam situation, either in committee or in its entirety, without making this clear. This is an example of self-plagiarism.

The offence is serious and may result in a range of outcomes including re-writing the report, failure of the course or the student(s) being expelled from school.

Automatic tools, which scans for plagiarism at sentence level, are used to assist in the detection of plagiarism.

More details on plagiarism: Plagiarism (VIA Library)

3.3. AI

Although AI can be an excellent helper, there are some special conditions you need to be aware of. (VIA University College, 2024) :

- It is not permitted to use AI to generate text that you insert into your assignment unless this is explicitly stated in the exam description.
- Please note that an AI is not a scientific source, and that you should not base your knowledge on information from an AI. Always be critical of sources.
- If you refer to or quote an AI, you must be careful to provide a proper source reference. Find help in VIA Library under "References".
- If you use AI incorrectly for your project or exam, you risk cheating, which may result in the cancellation of your assignment, a used test attempt, and sanctions ranging from a warning to expulsion from the program. It is therefore important that you are aware of how you use AI properly.

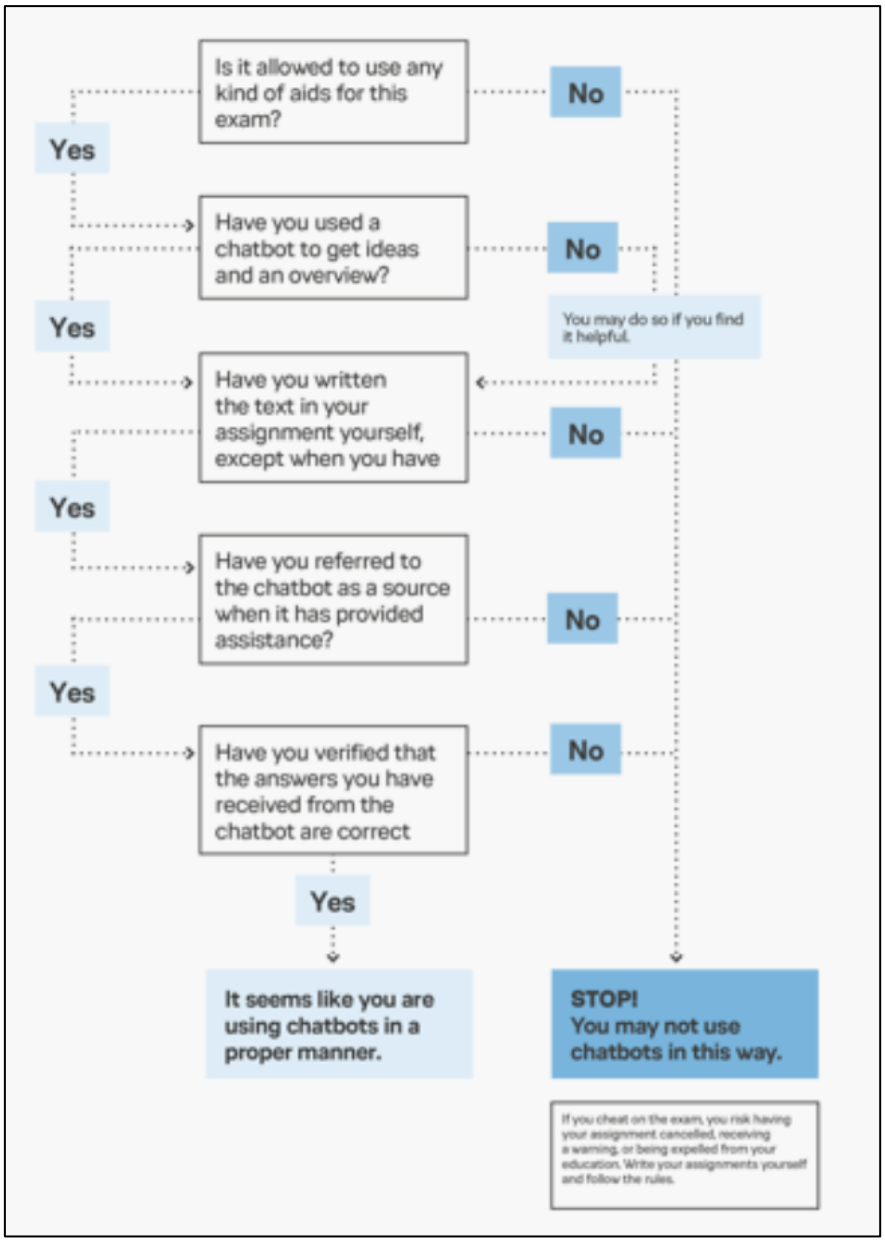
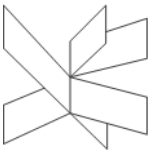


Figure 1 Overview of rules for using AI.

You will find a more visual overview of the rules here: [Cheating and plagiarism during exams (MyVIA)]



4. Scope

Page requirements are to ensure that the length of the written work reflects the intended workload of the students. It should be remembered, however, that length is only one element of a good Project Description or Report.

The overall principle is that quality goes before quantity.

Being below these numbers might indicate that you have not covered everything, and being above could indicate that you are not being concise in your writing. Therefore, these numbers should only be used as a guideline, and not as a strict requirement.

Standard page length is often cited as 2400 characters. Please note, however, that pages also include figures, tables, and blank lines, and may consist of significantly fewer characters.

Project Description: Normally, the length of the Project Description is 8-10 pages excluding appendices.

Project Report: Between 50,000 and 150,000 characters. This count applies to the entire Project Report excluding appendices, and includes spaces, as well as counting 800 characters per self-produced figure.

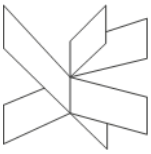
Factors influencing the length include total ECTS points of the project, number of students in the project group, which engineering field, amount of self-produced parts in appendices, etc. The supervisor has the final word in determining if the length of the Project Report is acceptable.

Process Report: No requirements.

5. Appendices

When handing in a project, make sure to include all relevant appendices.

This must be done by creating folders in a structured manner and compressing everything into a single file (.zip extension unless instructed otherwise).



To make referencing easier, use numbering or another prefix for your folders.

Mandatory appendices are: Project Description, Group Contract, project files (diagrams, calculations, drawings, source code, etc.).

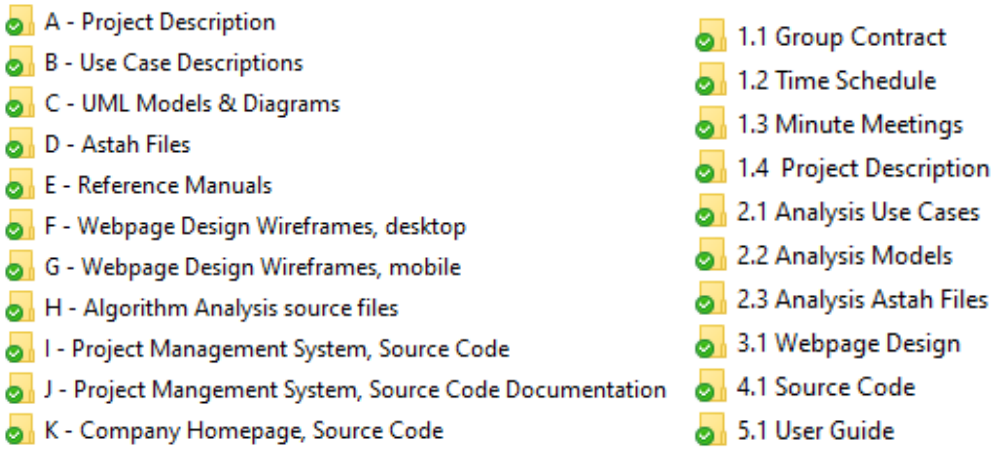


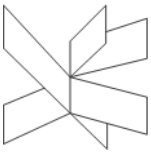
Figure 2 Examples from Software Engineering projects

6. Handing in projects

When handing in your projects, you will almost always do so digitally. If you need to submit anything physical, work out with your supervisor how best to do this.

Currently, projects are handed in on the digital platform WISEflow. To ensure proper plagiarism detection of your reports, both the Project Report and the Process Report must be handed in as a single .PDF file. To do so, either write both documents in a single document, or combine both documents using a .PDF merge tool.

Failure to do so could result in your submission being rejected.



7. References

VIA Library. (2024). *Plagiarism*. Hentet fra https://library.via.dk/written-assignments/reference-management/plagiarism/

VIA University College. (2024). *MitVIA*. Hentet fra Cheating and plagiarism during exams: https://my.via.dk/exam-and-tests/cheating-and-plagiarism-during-exams/