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**ELEC4120 / TELE4120**  
**PHTN4120 / BIOM5910**  
**ELEC9120**



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

School of Electrical Engineering  
and Telecommunications

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**THESIS/PROJECT PART A**  
**TECHNICAL REPORT COVER-SHEET**

Study the marking guide and the requirements given overleaf. Complete the details required on this form and include it at the front of your report (first page).

**Student name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Thesis/Project 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*
- (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:** \_\_\_\_\_

## Marking scheme

<b>Reviewing work of others:</b> Problem statement; hypothesis and aims; literature review (comprehensive, up-to-date, critical assessment of existing work).	Weighting 65%
<b>Project planning and partial execution:</b> Articulating research question; ability to apply logical thinking in gathering information, analyzing available information, formulating plans, proposing solutions; thesis outline; preliminary work already completed like simulations, solving simpler sub-problems or becoming skilled in the use of relevant tools	25%
<b>Document presentation:</b> Physical presentation (report structure, legibility, layout); quality of writing (grammar, spelling, wording, style, clarity, adequately proofread); referencing (fully documented reference list, using correct citation conventions); report self-contained, (provide all information needed)	10%

## 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 <https://student.unsw.edu.au/plagiarism>)
2. Late submission of this report will be penalised
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 submitted as a single pdf file. The cover-sheet, completed and signed by hand, is scanned and included in this report as the first page.
2. The report is written and formatted using a word processing program: A4-paper size, 2.5cm margins, 12 pt font text, spacing of 1.5 lines, consecutively numbered pages.
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. There is an Appendix for the **Risk Assessment Form**.
9. The **sections** of the report are numbered and appropriately titled. If they are used, tables, diagrams, etc. are also clearly numbered.
10. There is a **Table of Contents** following the Abstract and on a page of its own.
11. 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.
12. The report has been proof-read and spelling, grammar, & punctuation have been checked.
13. Acronyms & jargon are either avoided or clearly explained.
14. Inclusive and nondiscriminatory language is used throughout.
15. Units and their abbreviations conform to SI standards.