



END OF STUDIES PROJECT

Memoir GUIDELINES

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TABLE OF CONTENTS

[The Memoir audience](#)

[The Memoir structure](#)

[The Memoir content](#)

[Presentation of the work environment](#)

[The work requested](#)

[State of the art](#)

[Analysis of the need \(examples of methods of analysis of the need\)](#)

[The way you have handled the project](#)

[Presentation of the various technical solutions which could answer the identified problem](#)

[Implementation](#)

[Critical viewpoint](#)

[Conclusions and perspectives](#)

[How your work could be reused:](#)

[Warning about the use of work already published \(plagiarism\)](#)

[The Memoir style of writing](#)

[The editing of your Memoir](#)

[The most frequent errors](#)



The Memoir audience

The End of Studies Project Memoir is intended for the:

- Institution which will award your diploma,
- Company in which you did your internship (in addition to other requested deliverables)
- Jury members.

An internship Memoir is not a purely technical document. It is mainly intended to explain your internship work and the way you managed it.

Members of Jury may be neither specialist in the scope of the technical domain you handled during your internship, nor in the functional speciality of your host company.

Therefore, ask yourself the following before writing :

- "To whom the document is addressed?"
- "What do we want the reader to understand?"
- "What do we want the reader to remember?"

In one word, your Memoir should satisfy both levels of readers : a non-specialist and a specialist of the subject field

The Memoir language

- For the Advanced Masters : using the english language is mandatory.
- For IENAC and Masters : depending on your host company policy , and on your own skills, the language can be either french or english.



The Memoir structure

A Memoir is composed of a number of well defined elements, such as a cover, table of contents, the body, bibliography, annexes. Some of these elements are mandatory (in **bold** below) and others are optional

First pages of the Memoir

- **Cover sheet/first page**
- Acknowledgements
- **Abstract** in French + keywords
- **Abstract** in English + keywords
- **Table of contents**
- Table of diagrams/figures
- Table of appendices/annexes
- **The subject of your internship** : The subject and detailed objectives having been assigned to you must be reminded here. This should be the same as what has been mentioned on your internship agreement , or within AURION (if an update has been agreed by your course director in the meantime)
- **Introduction** (it is not a summary!). This part is generally intended to introduce the general context of the subject.
- Reading guide (dealing with the organisation of your report); this index helps the reader find the precise parts that may interest him/her.

Body of the Memoir

The **body** of the Memoir is the **development** of your end of study project work. Keep in mind that even if sufficient details shall be provided, this is also a synthesis exercise. The number of pages must be in adequation with the work done and with the need to be synthetic. The very technical parts, as well as the minutes of the meetings, the detailed Project Plan, etc. will be in appendices or outside the report

Last Pages of the Memoir

- **Conclusion**
- **Glossary (acronyms)**
- **Lexicon (definitions)**
- **Bibliography and Web references:** the ENAC Library staff can bring you a great help to build up your bibliographic references in the right format. You are welcomed to contact them at Memoires@enac.fr. We recommend you to use the “[Harvard Referencing Quick Guide](#)”
- **Appendices:** can complement the Memoir in order to present pertinent elements of particular interest for the experts but not the common reader
- **Your confidentiality questionnaire (signed by the company)**



The Memoir content

The best way to write a Memoir is to do it as you proceed with your work, not at the very end. You may of course improve or shorten already written parts as time goes.

You should describe your choices and the work done as if it was aimed at somebody taking over your job. You must always justify your technical decisions.

Caution: It happens that some Memoirs present the results of a collective activity. It is essential that the Memoir enables the members of the jury to understand your personal contribution in the project. To achieve that goal you must present the status of the project when you started. You will then explain your role, your achievements and your proposals. The conclusion will highlight your proposals for the future of the project after the end of your internship

The following parts are a guide and can be seen as a **check-list**. It is not expected that you strictly follow the order below.

Presentation of the work environment

The purpose of this part is to present your work environment (the company you work for, the department you work in) and not necessarily the description of the whole corporate group especially if the company is part of a wide group. It must remain brief.

The work requested

- Description of the broader project to which your subject is related;
- The initial given subject
- The technical and/or scientific and/or commercial interest (etc.) of this subject;
- Team and the resources description.

State of the art

- Field of application, research of data, other projects etc. linked to your subject, context analysis, stakeholders;
- State of the art: scientific, technology, regulation etc.;

Analysis of the need (examples of methods of analysis of the need)

- Analysis of the situation;
- Analysis of the difficulties;
- Users' identification;
- Observations;
- Work Scenarios;
- Methodological choices for problem resolution;
- Justification of these choices (examples: iterative approach for a design work, with evaluations at every step, incremental approach etc.);
- Rewording of subject when necessary.

The way you have handled the project

- Organisation and structure of your work;
- Project Plan and its evolutions compared to the initial version

Presentation of the various technical solutions which could answer the identified problem

- Presentation of the various possible options / solutions to resolve the problem
- Advantages/drawbacks of each option or solution
- Presentation of the technical solution you have chosen and
- Justification of the options which were chosen (for example in terms of cost, efficiency, sustainability, ease to be implemented, ease to be reused etc.);



Implementation

- Implementation of the chosen action;
- Results
- Verification/Validation of the efficiency

Critical viewpoint

- A critical viewpoint on your work : the limitations of your solutions, why you had to follow some directions, what should be pursued ahead to finish the work...

Conclusions and perspectives

- Technical synthesis of the work performed and the perspectives and recommendations for the future.
- Work done versus planned;
- Difficulties and constraints (time, availability of the users, project supervisor, ability to access to the information etc.);
- How your work could be reused;

Warning about the use of work already published (plagiarism)

For your information (translation from the French legislation):

At the end of paragraphs 2 and 3 of the article L. 122.5 of the code of the intellectual property rights (IPR), the following items are authorized:

- Copies or reproductions strictly reserved for the copyist's private use and not intended for a collective use (as for example the final report);
- Analyses and short quotations justified by their critical, polemical, educational, scientific character or information of the work into which they are incorporated, under reserve of clear identification of the author and the source.

Other representation or complete or partial reproduction, made without the consent of the author or his/her legal successors is illicit (article L.122.4). It's the same for the translation, the adaptation or the processing, the arrangement or the reproduction by any mean.

- The representation or reproduction, whatever the process, would constitute a forgery punished by articles L. 335.2 and following ones of the code of the IPR

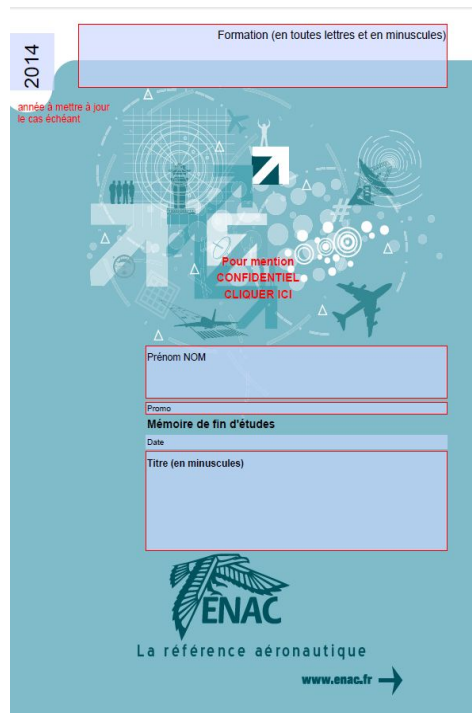
The Memoir style of writing

A Memoir must be beyond reproach as far as presentation and writing are concerned. Typos or syntax errors are of course banished but the organization of the document is also important. The readers, members of ENAC's jury, expect a clear, easy to read, precise but concise document. The number of pages is irrelevant of its quality. Some readers are experts from the field, some aren't. All must be able to appreciate it.

- It is important to start drafting the report very early during the internship.
- The various chapters are generally completed and improved during the internship.
- Favour a synthetic style, with balance/achievements diagrams, figures and a concise text.
- Using first person singular style is not mandatory and may be used to clearly identify your own contribution
- Every chapter has to be readable independently from the others: a short introduction and, at the end of the chapter, a transition to the following one is recommended, and when necessary an intermediate conclusion to the chapter.
- For each part of your report, do not hesitate to request re-reading from non specialists.
- Write in correct English or French. The use of spell and grammar checkers is useful.
- The appearance of the Memoir shall be clear, sober and make use of style sheets.
- Any bibliography, figure etc. must be numbered and referenced in the text. All references are compiled in the bibliography section.
- All the jargon terms must be explained.
- The first time you use an acronym, it has to be clearly defined and identified in the glossary.

The editing of your Memoir

- Margins: should be 2,5 cm right and left, and 3 cm top and bottom of page;
- Pagination: at the bottom of page. Odd numbers are on right-hand pages and even numbers on left-hand pages.
- The pages intentionally left blank may or may not be numbered. It is recommended to point out the blank pages.
- Chapter headings always begin on the right hand page (front page)
- Chapters and subchapters shall be adequately numbered
- Your Memoir can be printed by the ENAC printing service in black and white only.
- The cover should be laid out following the hereafter model. This model is directly available on the e-campus web page dedicated to internships: “Stages et entreprises”
<https://e-campus.enac.fr/stages>



2014

Formation (en toutes lettres et en minuscules)

année à mettre à jour le cas échéant

Pour mention CONFIDENTIEL CLIQUER ICI

Prénom NOM

Promo

Mémorial de fin d'études

Date

Titre (en minuscules)

ENAC
La référence aéronautique
www.enac.fr →

The most frequent errors

- The structure (chapters or paragraphs):
 - lack of depth (ex: 1 chapter for 10 pages of text, without subchapters),
 - without numbering or page number,
- The abstract:
 - Often non-existent and when existing, frequently confused with the introduction.
- The acknowledgments:
 - forgotten.
- Figures and tables:
 - without number, nor title, neither legend,
 - not referenced in the text,
 - not explained in the text,
 - too much detailed or too dense,
 - sources are missing (bibliographical source is hardly quoted).
- Abbreviations:
 - Too many used,
 - Rarely explained,
 - forgotten in the glossary (planned for that purpose).
- Appendices
 - used as hodgepodge
 - forgotten in the table of contents (list of appendices),
 - Rarely referenced in the text,
 - not readable
 - used for irrelevant elements.
- The text:
 - too long,



- too descriptive,
- full of mistakes,
- written in a very "spoken" style,
- in inadequacy with the title of the paragraph which includes it,
- Introduction and conclusion generally miss for every chapter, lack of connection between the various chapters.

END OF GUIDELINES