

POLICY AND RULES FOR LABORATORY EXERCISES

Lab exercises

General

The maximum number of students in a lab work group is indicated on the Course Information Form. Should students leave a work group for whatever reason such that only one student remains in a group, this student may join another team provided there is still room in that team without exceeding the above maximum number.

Missed Lab exercises

It is mandatory to perform all lab exercises according to course requirements. Failure to perform one or more lab exercises results in a grade of "F" for the course.

Lab Reports

Submission

It is mandatory that all lab reports must be submitted on time as specified by the lab instructor! The typical submission is next experiment date. Late submission may award you penalty marks.

Collection

The evaluated report must be collected at the announced time only.

Plagiarism

Plagiarism will not be tolerated and may result in a grade of "F" for the course. Any material taken from sources like books, manuals, web sites, magazines, etc. must be clearly referenced as a footnote or under a bibliography!

A re-write of a report will be granted only under exceptional circumstances!

Missed Lab exercises

In some cases group lab reports may be allowed by the lab instructor. The group's composition is also determined by the lab instructor. If a student fails to perform a lab exercise with his/her group he/she will have to write his/her own individual lab report!

Late Submission

The submission schedule (due date) will be made known by the attending lab instructor. Late submission results in a deduction of 0.5 marks per day out of 10 full marks.

No or Partial Submission

A final date for submission will be clearly indicated on the sign-up sheet and/or announced by the lab instructor. If after that date not all lab reports have been submitted, the student will receive a grade of "F" in this course

GENERAL INFORMATION

Equipment

If equipment needs to be signed out, contact one of the Lab assistants. The person signing it out is responsible for it! Your marks will be held back until all equipment, books, data manuals, tools etc. are returned (i.e. your grade/degree might depend upon it!). Signed-out equipment has to be returned to the same technologist from whom you signed it out! Assure your name is then removed from his sign-out list! No equipment may be removed from any of the laboratories without explicit permission!