

**School of Engineering**

Report/Assignment Cover Page

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| **Student/Group Name(s):** | **Student(s) ID Number:** |
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| Class and Year (e.g. 1st Undenominated Engineering): |  |
| Subject Code and Name:  (e.g. EI140 Fundamentals of Engineering) |  |
| Lecturer Name: |  |
| Title of Report/Assignment: |  |
| Submission Deadline: |  |
| Submission Date: |  |
| Name(s) of Lab Partner(s) (where applicable) |  |

**Academic Integrity and Plagiarism**

Plagiarism is the act of copying, including or directly quoting from, the work of another without adequate acknowledgement. All work submitted by students for assessment purposes is accepted on the understanding that it is their own work and written in their own words except where explicitly referenced using the correct format. **For example, you must NOT copy information, ideas, portions of text, data, figures, designs, CAD drawings, computer programs, etc. from anywhere without giving a reference to the source.** Sources can include websites, other students’ work, books, journal articles, reports, etc. Self-plagiarism or auto-plagiarism is where a student re-uses work previously submitted to another course within the University of in another Institution.

You must ensure that you have read the University Regulations relating to plagiarism, which can be found on the University of Galway website: <https://www.universityofgalway.ie/plagiarism/>

**I have read and understood the University Code of Practice on plagiarism and confirm that the content of this document is my own work and has not been plagiarised.**

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| **Student’s signature** |  |

**Guidelines on format of report/assignment:**

To achieve consistency in student report structure and format across the School of Engineering, the following sections and general document format are recommended. However, section headings may be adapted by academic staff to suit the nature of specific assignments and module topics, e.g. shorter reports may not need the Table of Contents, Abstract, References or Appendices sections. Please ensure you are following the guidelines for the relevant modules, and adapt the recommend settings listed below if necessary.

**Recommended Sections:**

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**Table of Contents**

**Title**

**Abstract**

1. **Introduction** (Background, objectives, hypothesis, etc.)
2. **Methods or Design** (Methods, equipment, materials, etc.)
3. **Results** (Presentation and analysis of results)
4. **Discussion**
5. **Conclusions**

**References** (Standard referencing style: APA, Harvard or Vancouver)

**Appendices**

**Recommended document format:**

Font types: “Times New Roman” or “Calibri”, 11-pt or 12-pt.

Page layout: Normal margins, 1.15 Line spacing.

Page numbers must be included. Headers and Footers are optional.

Referencing style: Essential to use a standard referencing style (APA, Harvard or Vancouver).

Equations should be numbered using the format shown in the following example:

(1)

Figures (and Tables) should use the format shown in the following example:



*Fig. 1: An example figure showing the Alice Perry Engineering Building*

“X-Y” plots should be clearly labelled, including axes labels with units and a legend that clearly identifies and distinguishes different data sets.

**File Name Conventions**

When naming a file for submission, please use the following convention:

Module code\_Student Name and ID\_Assignment Name

e.g. CE227\_Jane Jones\_ID2234567\_Lab 1 Report

**File Type**

Upload files as PDF files (in Word Online, use the option to Save as pdf)

