

Guidelines on **Project Report Feedback** for students

We recognise the importance of giving appropriate feedback to students preparing their project presentations and reports and of doing this with a level of consistency that is fair to all students. The feedback we give should supplement the training that is inherently associated with the supervision of the project and this includes giving students advice on how and what data are to be presented etc. The following guidelines hopefully will address this point:

1. The report should be the student's own work and we must avoid the report including large elements of the work of the supervisor(s). Students undertaking computational analysis and using pre-written programs to generate data should be considered in the same way as students who are undertaking experimental work using existing equipment. It is the analysis of the data that is of importance.
2. In order to provide a suitable level of guidance in project preparation each student should receive feedback, covering the correctness as well as presentation style, on approximately 10 pages of material (submitted at least 1 weeks before the hand-in deadline). The feedback from the staff should be in the form of a discussion highlighting both good points and areas that need addressing rather than a re-writing of material.
3. In order to promote consistency across the department the supervisor(s) should not be involved in an iterative process of correction of, or input to, the report material. Guidance along the lines of "I think that you should include these data etc" is appropriate.
4. At the same time we stress the importance of general feedback throughout the project and report writing. For example, wherever practicable supervisors should point out significant mistakes (for example, this figure plots the wrong quantity or this equation is incorrect). Care should be taken to avoid getting into a loop where the student is continually told that something is wrong but not directed on how to address the problem.
5. The Department will produce a list of the common mistakes made when producing a project report – e.g labelling of figures, referencing
6. The Department will, subject to a receiving agreement from the relevant students, post examples of good reports on Myplace. There will be an example of a theoretical report and an experimental report.
7. The Department will also ensure the project marking schemes are posted on Myplace.

N. Langford 10th October 2013, 4th December 2013.

Modified and Approved by Departmental Committee on 6th December 2013