



BIRZEIT UNIVERSITY

*Department of Mechanical and Mechatronics Engineering
Measurements & Statistical – ENMC 3351*

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Lab Grade Distribution and hints:

Formal Report:

Table (1): Formal Report grade distribution.

Scale + Equations + Graphs +tables	10%
Cover Page	5%
Abstract	10%
Objectives	5%
Theory	10%
Procedure	5%
Calculations	15%
Results	10%
Discussion of Results	15%
Conclusion	10%
Appendix+ References	5%
Total	100%

- For experiments with no calculations (exp8, exp6) the calculation mark will be passed to the results and discussion of results.
- The Arabic report will be treated as the formal report.

Technical Report:

Scale + Equations + Graphs+ tables	15%
Cover Page	5%
Abstract	15%
Objectives	5%
Calculations	20%
Results	20%
Discussion of Results	20%
Total	100%

- A quiz question will be asked at the beginning of each experiment and it will be evaluated with the report mark, so you must read and prepare the experiment before.
- No late reports will be accepted.
- Soft copy of the report must be submitted through ITC.
- The report will be checked through turn it in Plagiarism Checker and more than 10% copy will be considered as a copy report and take zero mark.
- Any copy the report will take zero mark.
- For the equations and symbols the student must use equation tool in Microsoft word and numbering all equations as following:

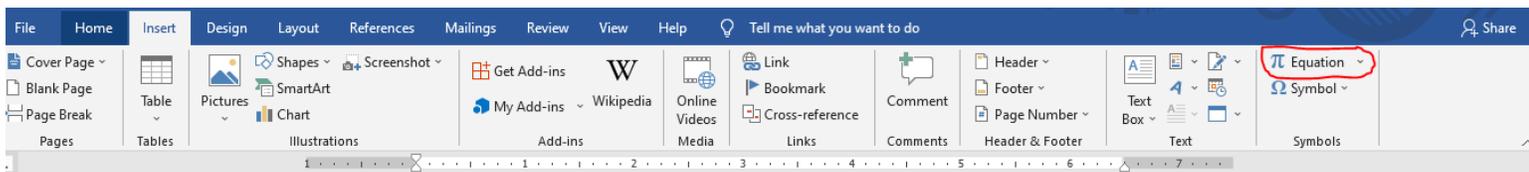


Figure (1): Equation tool

$$x = e^y \times \frac{y}{10} \times \sin \theta \quad (1)$$

- For the table the title must be written at the top of the table as following:

Formal Report:

Table (1): Formal Report grade distribution.

Scale + Equations + Graphs +tables	10%
Cover Page	5%
Abstract	10%

- For the figures the title must be written under the figure as the following:

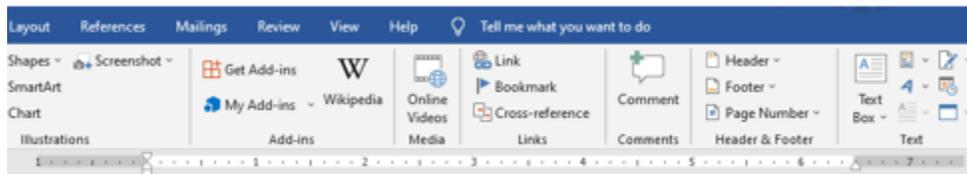


Figure (1): Equation tool

- For font use only Times New Roman 14 for headings and 12 else.
- Do not copy the objectives as it is in the manual, rewrite using your words.
- Use passive writing for the procedure and do not copy the manual procedure or the operator procedure as it is example:

The distance was measured using the ultrasonic sensor.

- Do not copy theory from websites and manual as it is, read and write your own words and use equations and figures.
- Do not forget to write units for any number in calculations.
- Show the calculations for a one sample if you use the Microsoft excel to calculate.
- Do not insert a table of data in calculation, the data sheet must be in the appendix only.
- If the results include graphs with multiple curves use a legend to define each curve, always put a title with units for the axis.
- The questions in the manual must be answered in the results part.
- Discuss all the experiment calculation and results in detailed and use theory to support your results.
- Do not put figures in the discussion of results.
- No report will be accepted without the data sheet with the teacher signature.

- Reference anything you write from outside source.

Example of reference:

- [1] "How to Calculate Press Brake Tonnage (By Chart, Formula & Calculator)," MachineMfg, 1 4 2020. [Online]. Available: <https://www.machinemfg.com/calculate-press-brake-tonnage/> . [Accessed 3 5 2021].