

## **Summer Research Scholarship 2013/2014**

# **REPORT GUIDELINES**

All summer students must submit their final report together with a supporting letter from the supervisor. The final report is necessary to receive the final payment. Please contact your faculty for the due date for the report and supervisor's letter.

### **Layout of Report**

1. The first page must list :
  - a. The title of the project carried out
  - b. The name of the student
  - c. The name of the supervisor
  - d. Host Unit where research was carried out
  - e. The degree/programme in which the student is enrolled for 2013. (If not enrolled please indicate so).
2. Page 2 - should be a brief statement by the student on how the scholarship has furthered their career development.
3. Page 3 - summary of research and its significance, suitable for general readership, e.g. press release.
4. Page 4 - an abstract of the research of not more than 250 words
5. The rest of the report should cover aims, methods and results/discussions
6. The text itself should be brief (no more than 4 x A4 pages, 12 point type)
7. Allow an extra one page limit for tables, diagrams etc.
8. Allow an extra one page limit for references (no more than 10 pages in total for whole report)
9. The report should read easily and be informative for fellow students

### **Supervisor's Letter**

The final report must be accompanied by a covering letter from the supervisor, stating his/her view on the research that has been carried out by the student.