ALHAMD ISLAMIC UNIVERSITY

***We Change Lives***



**Registration No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Semester: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Assignment Topic: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Submitted To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Teacher’s Name

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**List of Abbreviation**

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| S# | Abbreviation | Description |
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**Bibliography/References:**

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**Teacher Remarks:**

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**Marks Detail:**

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| Marks | Total Marks | Obtained Marks |
| Numbers |  |  |

***Teacher Signature***

***Head of Department Signature***

**INSTRUCTIONS**

**Handwritten Submissions**

All assignments must be submitted in handwritten, with the following rules:

1. Write on white A4 paper on one side only, using a blue or black pen.
2. Write legibly – if a marker can’t read what you’ve written, your answer might as well be wrong.
3. If you make a mistake, use correction fluid or draw a neat line through the mistake.
4. If there are too many mistakes and your work looks messy, rewrite it.
5. Use a ruler for tables and graphs.
6. Underline headings.

**Assignment Format**

All the assignments should be hand written in following format:

1. Title Page
2. List of Abbreviations & Table of Content
3. Assignment Matter Presentation
   1. Abstract (optional)
   2. Introduction
   3. Background
   4. Main Body of the Assignment
   5. Discussion
   6. Conclusion
   7. Recommendations (optional)
4. References/Bibliography
5. Appendices (optional)
6. Teacher’s Remarks and Marks Details

**Tables, Pictures and Charts**

Leave one blank line before and after a table or figure. Every Table, Picture and Chart should have a number and a caption. Do not include tables or graphs unless there is at least a sentence or two (and often there is much more than this) in the text so that the reader knows why the information has been included and what it has to do with the discussion at that place in the assignment.

For example, Table 1 lists the estimated engine power required with vessel speed while Figure 1 illustrates the variation of engine power required with vessel speed. By convention, a table number and caption is placed above the table while a graph figure number and title is placed underneath a picture and charts.

**References**

All references should be listed here in alphabetical order as illustrated below:

Reeves, T.C., & Laffey, J.M. (1999). Design, assessment, and evaluation of a problem-based learning environment in undergraduate engineering. *Higher Education Research and Development Journal, 18*(2), 219-232.

Woud, H. K., & Stapersma, D. (2002). Design of Propulsion and Electric Power Generation Systems, London: IMarEST.

Use American Psychological Association (APA) referencing style both for in-text citation and the list of references at the end of the assignment.

**Proofreading**

The student is personally responsible for the careful proofreading of the assignment. Ask somebody to help – one easily misses errors in one’s own work. An excellent, though time-consuming method, is to read the assignment from back to front, because you then read words and not context. For important and major assignments of undergraduate students as well as masters students the services of text editors/dictionaries are recommended.