

Checklist for Proposals, Progress Reports, and Theses

Name-Surname:.....**Student ID:**.....

Program: ☐ M.Eng ☐ M.Sc ☐ Ph.D

Division: ☐ Energy ☐ Environment ☐ Energy T&M ☐ Environmental T&M
☐ Environment, Climate Change and Sustainability ☐ Sustainable Energy Systems

Semester:.....

Examination: ☐ Proposal ☐ Internship ☐ Progress ☐ Final Thesis
☐ Special study I ☐ Special study II ☐ Special study III

For use by:

- Students before submission to Advisors.
- Advisors before submission to the Division.
- Committee members and Examiners before examinations.

[] Is the general layout and formatting of the document acceptable?

Does the document have the following items (if required) with nothing missing, page numbers all correct, and the lists in the correct numerical and alphabetical order?

[] Title and approval page.

[] Abstract.

[] Biodata (of Student and Advisor).

[] Acknowledgements.

[] Contents.

[] List of Tables.

[] List of Figures.

[] List of Abbreviations.

[] List of Symbols.

[] Chapters of the document.

[] Glossary.

[] References.

[] Is the document free from typing errors (wrong spelling, wrong capitalization, missing spaces, misalignments, etc.)?

[] Is the English language grammar and choice of words correct and easy to understand?

[] Is every reference in the text listed at the end of the document, and does every reference in the list appear in the text?

[] Can the reader understand every table without reading the main text, and is every table mentioned in the main text with the correct number?

[] Can the reader understand every figure without reading the main text, and is every figure mentioned in the main text with the correct number?

[] Are all the abbreviations defined in the text, and in the List of Abbreviations?

[] Are all the algebraic symbols defined in the text, and in the List of Symbols?

[] Are all numerical quantities given units of measure in the international (SI) system, or in other appropriate units defined in the text?

[] Is the standard chemical nomenclature used for naming chemical compounds, and are all the abbreviations for long chemical names defined in the List of Abbreviations?

Advisor's signature: _____ Date: __/__/__.

(_____)

After examination

[] Is the report correct according to the comments of the examining committee?

Advisor's signature: _____ Date: __/__/__.

(_____)
