February 08 Newsletter

External Examiner

The EngD external examiner is visiting on the 18th February. Volunteers are required please to meet him and have a brief chat about the course, free lunch is provided. Exam results will be released following the Examiners meeting.

I.D Numbers

Can all students (Sala Odeen) please ensure that they no their I.D numbers prior to any exams or coursework submissions to avoid any confusion with marking.

Conference

Conference abstract is required in by **31st March** at the very latest (Same deadline as the report). Please make sure that your sponsor has cleared the abstract so submit it to them at least two weeks beforehand. The abstracts will be sent to central printing to be complied in to a conference folder the day after they are due in so anybody who doesn't submit on time will either be left out of the folder or will have to photocopy their own abstracts and put them in to the folders themselves.

Conference Abstract Style Guide

Line 1:   Title – Bold, Font Size 12, Centred

Leave Line

Line 2:   Authors - Not Bold, Font Size 10, Aligned Left

Leave Line

Line 3:   Address – Not Bold, Font Size 10, Aligned Left, Company, Road, Name, Town, Postcode

* N.B   Include Student Industrial Supervisor(s) and Academic Supervisors

                 Use Subscripts to Identify Each Authors Postal Address

Line 5:   Main Body of Text, Font Size 10, Use Time New Roman Font Throughout

                 Include Figs/Pictures/Sems

                 Limit – 2 sides of A4

                 References at END Using Numbering