

## **Guidelines for MEME research project reports**

The structure should be that of a scientific paper (Abstract, Introduction, Materials and Methods, Results, Discussion, References). The length depends on the time spent on the project (ECTS points):

3 ECTS project = 2 weeks of full-time research, plus a minimum 6 - 8 page report (12,000 - 16,000 characters, including spaces).

6 ECTS project = 4 weeks of full-time research, plus a minimum 8 - 10 page report (16,000 - 20,000 characters, including spaces).

9 ECTS project = 6 weeks of full-time research, plus a minimum 10 - 12 page report (20,000 - 24,000 characters, including spaces).

12 ECTS project = 8 weeks of full-time research, plus a minimum 12 - 14 page report (24,000 - 28,000 characters, including spaces).

15 ECTS project = 10 weeks of full-time research, plus a minimum 14 - 16 page report (28,000 - 32,000 characters, including spaces).

You should use a 12 point font (e.g. Times New Roman) and double-spacing. All reports need to be handed in by March 1st or September 1st for winter or summer semester, respectively. If the report is handed in after this deadline, you will not be able to get credits for that semester. Your supervisor should send the grade to the MEME coordinator by March 31st or September 30th for winter or summer semester, respectively.

### **Considerations for grading:**

#### **General**

Is the report clearly structured and understandable?

Are the lengths of the individual sections ok?

Is the English correct?

How effectively did the student incorporate your comments/edits into the final version?

Are there sections that could be improved?

#### **Abstract**

Are the questions and methods clear?

Are the results summarized well?

Is the abstract concise, including only necessary information?

#### **Introduction**

Is the goal of the study clear?

Is the adequate background information provided?

Are clear questions or hypotheses stated?

#### **Materials and Methods**

Could you replicate this study based on the information given?

Are the statistical analyses clear and appropriate?

#### **Results**

Is the structure of the Materials & Methods section replicated in the Results?

Are the statistics appropriate?

Are the figures and tables appropriate and explained clearly in the legends?

#### **Discussion**

Are the conclusions logical?

Do they follow from the observations?

Are the conclusions evidence-based?

Are the results placed in context of previous studies?

#### **Are the citations and references correct?**