

Report by: *"Name of author(s)"*                      Opponent: *"Name of opponent"*  
IEA - LTH  
Supervisor: *"Name of supervisor"*                      Opposition: *"Date", "time"*  
Examiner: *"Name of examiner"*    *"Place"*

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## Review of MSc project

**"Title of MSc project report"**

**By: "Name of opponent"**

### IEA requirements on the review

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To pass the reviewing assignment, the student should

- Prepare and give a 15-20 minute long presentation. It is recommended that PowerPoint or whiteboard are used to convey your message.
- The presentation should contain the following:
  - About 5 min review of the report, its contents and structure.
  - Some few minutes of formal comments.
  - About 5 min with direct questions giving a discussion.
  - Some few minutes oral feedback on the presentation of the work.
- This document should be filled in and handed to the MSc project student(s).

Try to base the session on a discussion by asking questions rather than on statements.

Some comments are better communicated as notes in the copy of the report than in the discussion. This applies particularly to grammar and spelling.

### Oral presentation

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<b>Introduction</b>	How well is the topic of the work introduced to the audience?
<b>Outline &amp; Contents</b>	How is the presentation structured? Is the outline followed or is the presenter deviating from the subject? How well do the contents of the presentation match the report?
<b>Presentation</b>	Contact with the audience? Is the presentation made interesting? Is it clear? Is the language OK? Are there any mistakes?
<b>Ending</b>	Are the conclusions clear? Is the end of the presentation well indicated?
<b>Overall impression</b>	

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## Report

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<b>Overall impression</b>	What is the overall impression of the report?
<b>How the report is organized</b>	<p><b>Titel and headings:</b> Do they describe the contents appropriately? Is the number of headings and heading levels appropriate?</p> <p><b>Structure:</b> Is there a clear structure? Examples are introduction – method – conclusions or purpose – method – empirical findings – conclusions.</p> <p><b>Purpose and questions to answer:</b> Is the purpose of the work well-defined? Are the questions brought up also answered?</p> <p><b>Theories and models</b> Are the theory and models used well-motivated? Are the assumptions on which the theory and models are based correctly handled? Are the theory and models the right ones? Are there any alternatives? Are the sources for theory and methods well indicated – author, literature? Are the theories and models described using the author's own words?</p> <p><b>Empirical data, analysis and results</b> Is the empirical data sufficient concerning width and depth? How well does the empirical data, the analysis and the results agree with the purpose of the work and the method/theory used? Is the analysis convincingly based in the empirical data and the theory?</p>
<b>Overall assessment</b>	<p>Are conclusions and recommendations well connected to the rest of the report?</p> <p>What are the strong and weak parts of the report?</p> <p>Are discussions and conclusions well motivated?</p>
<b>Details</b>	<p>Are calculations and equations correct?</p> <p>Are data in tables correct?</p>
<b>Formal comments</b> <i>(Only high-level comments illustrated by examples)</i>	<p><b>Language and readability (for whom):</b></p> <p><b>List of contents:</b></p> <p><b>Reference list and use of references:</b></p> <p><b>Layout:</b></p>

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**Summary**

Concluding comments on the work.  
What is the scientific and practical value of the work?  
What are the main results of the work?  
Can any general conclusions be drawn from this work?  
Has the purpose been fulfilled?

Issues to discuss

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