

# Laboratory Regulations for Power Devices and Systems Course

## Participation

1. Attendance at every class is obligatory.
2. Each absence should be explained with a written proof and the exercise scheduled should be caught up in another time. This can be done during other group's class or outside the schedule, after obtaining teacher's agreement. In exceptional documented cases, the teacher may allow another procedure for passing the exercise.
3. Students carry out exercises in teams. Permanent teams should be composed of two persons. If a group has more than 12 students, then an appropriate number of 3-person teams are formed so that the number of teams is not greater than 6. When persons catching up join, the total number of persons in a team cannot be greater than 4.

## Working on Computers

4. Without teacher's consent it is forbidden to start any program not related to the exercise being carried out as well as to install any application.
5. Each team is obliged to keep in its network folder, until the end of semester, files that prove it carried out measurements and simulations according to exercise manuals. This also applies to measurements using equipment not connected to the computer system. It is forbidden to modify files or folder contents after a class is over.
6. It is forbidden to copy files from one's own drives to network and local folders without teacher's consent. Results of the design and prototyping exercise obtained after class are an exception.

## Assessment

7. Necessary and sufficient conditions for passing the laboratory are:
  - (a) passing six tests,
  - (b) passing six reports on experimental exercises,
  - (c) passing the design and prototyping exercise.
8. The matters of assessment are:
  - (a) knowledge and computational skills—which are checked with tests;
  - (b) work and practical skills—which are monitored constantly during classes and through reports.

Each of the above items is awarded with points and the final mark is directly related to the total number of points obtained by the student, according to Table 2. When the number of points is sufficient to get a mark of 3, condition 7(a) is extenuated to five tests.

9. Points are awarded and considered according to Table 1 and to the following rules:
  - (a) tests are assessed and considered one by one throughout semester;
  - (b) work put into carrying out exercises and elaborating reports is assessed collectively from a semester's perspective;
  - (c) work put into carrying out the design and prototyping exercise is assessed separately taking into account design, assembly, tests and documentation.

## Tests

10. A test may concern the knowledge included in the manual and given references as well as knowledge and skills gained during exercise realisation and report elaboration.
11. During tests it is forbidden to use equipment that enables recording, storing or displaying texts or images, especially cell phones and programmable calculators.
12. The test on a given exercise takes place during the first class on the following exercise.
13. A failed test must be resit. A first resit time is common for all the year. If student gets more points at this term than at his/her first trial, the new number of points replaces the previous one.

14. Rules of organisation and assessment of further resits are established by the teacher. Conditions are then less favourable and it is not possible to finally get the maximum number of points. After a second failed resit, the teacher can require the student to repeat the entire exercise.
15. Independently of scheduled tests, the teacher is authorised at any moment to check if the student has prepared to the class within the problem scope listed in the exercise manual. In the case of failure, the teacher can dismiss the student from the class.

### **Reports**

16. Each team elaborates a report on each exercise. An individual student catching up a class elaborates a separate report comprising only the class caught up.
17. The report should be handed in to the teacher during the following class or—in the case of exercises caught up—in a 7 days' time.
18. Reports should be elaborated by the team itself and based on the results obtained by the team itself, or the exercise will be failed. Persons that submit someone else's work will also meet consequences provided for in the study regulations. The present rule can also be applied to reports already passed should new facts be revealed.
19. Report's cover page should contain: exercise number and topic, dates of its carrying out, team number and names of team members that carried out the exercise. On each page there should be placed page number, exercise number, academic year and team number; this also concerns handwritten pages, separately attached print-outs etc.
20. The report should contain, within the scope precisely defined in the exercise manual:
  - (a) results, source and processed;
  - (b) observations, made based on the results;
  - (c) interpretations, i.e., explanations of the observations based on knowledge;
  - (d) conclusions, drawn from results, observations and interpretations.

Other requirements, including those concerning the form of reports, are established and communicated by the teacher.

21. In evaluation of a team's work, the following rules are applied:
  - (a) a report not containing all the results or observations required cannot be passed unless this is agreed upon with the teacher;
  - (b) lack of interpretations or conclusions is one of the reasons for which a "Below Expectations" grade is awarded;
  - (c) completing all the steps marked in the exercise manual as optional, all the components listed under item 20 included, is a reason for an "Outstanding" grade to be awarded.

Additional criteria, a detailed grading scheme and report correction rules are established and communicated by the teacher.

### **Order and Safety**

22. The student is obliged to get acquainted with rules in force in the laboratory room, especially with the *Safety Regulations for the Power Electronics Laboratory Room*, and to observe them.

Łódź, 30th September 2012

Laboratory Supervisor  
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Table 1

Item	Knowledge and Computational Skills						Work and Practical Skills	
	1	2	3	4	5	6	1-6	7
Grading Scale	0 0,5 0,75 1 (each of two problems)						0 Below Expectations 1 2 Honest 3 4 Outstanding	0 Circuit not working, documentation missing 1 Circuit not working but team's commitment enables to pass 2 Circuit working properly 3 Outstanding construction or documentation
Maximum Number of Points	2	2	2	2	2	2	4	3
Pass Threshold	6×1 or 5×1 (see item 8)						0	1

Table 2

Total Points	Mark
7	3
9	3 ½
11	4
13	4 ½
15	5