

جامعة الأمير
سقطام بن عبدالعزيز
PRINCE SATTAM BIN ABDULAZIZ UNIVERSITY



Graduation Project Regulations

Vice-Deanship of Educational and Academic Affairs

College of Science & Humanities

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**IN THE NAME OF ALLAH, THE
COMPASSIONATE, THE MERCIFUL**

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1	Introduction
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Graduation project is basically a research project in which students use the knowledge and skills they have acquired during their multilevel university education for solving real-life problems in their area of study by searching for solutions to these problems. A group of students (from 2 to 6) work together as one integrated team on a specific graduation project based on a timed work plan, whereby they acquire practical experiences, achieve distinctive professional standards and are trained on interpersonal interaction, problem statement and problem solving. Graduation projects might be a real opportunity for students to communicate with labour market, thus establishing a fruitfully cooperative link between the university and social institutions and enterprises. This would increase students' confidence and motivate their self-improvement and self-development. In this case, the graduation project would bring forth tangible results for improving university teaching and study plans thereof or developing new study programmes through stakeholders' feedback.

2	Graduation project
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A graduation project is a research course at one level or two titled "Graduation Project I" or "Graduation Project II". It is usually implemented at the advanced levels of the study plan after students have gained the basic knowledge and skills necessary for project completion. In some other programmes, the graduation project is labelled sometimes differently, such as "Research Project", "Graduation Research Project", or "Applied Research Project". The graduation project is a teamwork project in which a group of students work together on solving a certain problem in their area of study under the auspices of a faculty member (a supervisor), whereby a research problem is defined, examined and analysed, methods of problem-solving are identified, the best solution is selected and carried out, results and recommendations are provided and future work is recommended—all these according to an action plan prepared prior to the execution of graduation project.

3	Requirements for the registration for a graduation project
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The study plan of each academic programme specifies the requirements for the registration for a graduation project. The most often specified requirement is that students must complete a specific number of credit hours so that they will have gained the intellectual, behavioural and cognitive skills necessary for completing the project academically and professionally. See Table 1.

Table 1. Credit hours to be completed before undertaking GPs across the Departments

Department	Course Title	Course Code	Credit Hours Required	Prerequisite
English	Research Project	ENGL4980	4(4,0,0) 143	ENGL4180
Chemistry	Research Project 2	CHEM4990	3(2,0,1) 144	CHEM4980
Physics	Graduation Project	PHYS4990	3(3,0,0) 160	160 CHs
Mathematics	Graduation Project	MATH4820	3(2,2,0) 160	155 CHs
Biology	Research Project	BIO4980	3(2,0,1) 160	160 CHs

4	Graduation project outcomes
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By the end of the graduation/research project, students will have been able to:

1. Formulate the problem statement and the scientific method of investigation;
2. Analyze the dataset according to a proper scientific method;
3. Discuss the results in a scientifically appropriate manner;
4. Implement the scientific method in solving the project problem;
5. Make the right decision with his team to achieve the objectives; and
6. Follow the scientific research ethics while conducting the project.

5	Graduation project participants
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In addition to students who are the main beneficiaries of graduation projects, there are other participants or parties that manage the graduation projects properly, including:

1. College coordinator of graduation projects
2. Department coordinator of graduation projects
3. College committee of graduation projects
4. Department committee of graduation projects
5. Project supervisor
6. Defence or examination committee

The duties and responsibilities of each participant are as follows:

6	Student duties and responsibilities in the graduation project
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1. Participating in defining the research problem on which students are expected to work if applicable.
2. Participating in making an action plan for the project.
3. Executing the action plan according to a fixed timetable.
4. Abiding by the supervisor's follow-up schedule.
5. Working with the project team with high team spirit and without unnecessary arguments.
6. Attending research- or project-related workshops, lectures, or meetings held by the college or the university.
7. Consulting the supervisor in case of difficulties and obstacles.
8. Perusing project-related books, references and studies.
9. Providing all the requirements for project evaluation.
10. Attending the viva and answering the posed questions for a proper evaluation of the project.
11. Submitting the project to any relevant interdepartmental or intercollege competitions and meetings, particularly Student Conference competitions held by the Ministry of Education.

7	College coordinator of graduation projects
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College coordinator of graduation projects is a faculty member with sufficient experience in organising and managing graduation projects. At the beginning of the academic year, dean of the college issues an administrative resolution mandating the college coordinator of graduation projects, a mandate identifying his/her duties and responsibilities as follows:

1. Preparing and announcing the graduation project timetable at college.
2. Heading the college graduation projects committee and executing its resolutions.
3. Following up the execution of graduation projects at the college level and the extent of observing the timeline.
4. Contacting dean of the college and heads of the departments and carrying out the college council's resolutions relating to graduation projects.
5. Preparing and updating a graduation project guide at college and preparing the regulative forms according to this guide, quality and accreditation standards and regulations on undergraduate study and examinations.
6. Supervising and updating the database of graduation projects.
7. Submitting reports on graduation projects to dean of the college and supervising project-related files.
8. Holding meetings with students to orient and introduce them to the procedures of organising graduation projects.
9. Organising graduation project competitions and creativity-promoting events and activities for students.
10. Providing all data, statistics and students' results relating to graduation projects.

11. Providing college library with hard copies of all graduation projects and creating an online comprehensive depository of the graduation projects conducted earlier.
12. Solving all the problems emerging during the execution of projects and answering all the queries.
13. Collecting and examining all project-related questionnaires, surveying faculty members' critical views and drawing the conclusions that develop the organisation of graduation projects at college.
14. Contacting the university authorities concerned, submitting the necessary reports to them and attending all the relevant meetings, activities and events.

8	Department coordinator of graduation projects
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Department coordinator of graduation projects is a faculty member of the department with sufficient experience in organising and managing graduation projects. At the beginning of the academic year, the department coordinator of graduation projects is chosen and mandated by head of the department to perform the following duties and responsibilities:

1. Following up the execution of graduation projects timeline at the departmental level.
2. Heading the department graduation projects committee and executing its resolutions.
3. Collecting graduation project proposals from the faculty members of the department and submitting them to the departmental graduation projects committee and then to the departmental council for recommendations and approval.
4. Attending all the meetings held by the college graduation projects committee and executing its resolutions at the departmental level.
5. Contributing to the preparation and updating of the graduation project guide at college and preparing the regulative forms.
6. Forming defence committees in cooperation with the departmental graduation projects committee and submitting them to the departmental council for approval.
7. Contacting head of the department and carrying out the departmental council recommendations relevant to graduation projects.
8. Providing all the information relating to the departmental graduation projects to be uploaded online.
9. Collecting all the graduation projects prior to the defence, checking plagiarism percentages therein and submitting them to the examiners.
10. Preparing the defence timetable at the department in cooperation with the departmental graduation projects committee.
11. Providing project-related course files at the department.

12. Aiding the college coordinator in holding graduation project-related meetings, competitions, events and activities.
13. Providing all the data, information and statistics relating to graduation projects and students' results at the departmental level.
14. Contacting the external authorities concerned in case of joint projects between the college and external bodies or corporations.
15. Providing department and college libraries with hard copies of all the departmental graduation projects.
16. Assisting students and supervisors of the projects and answering their queries that relate to execution phases and project completion requirements.
17. Collecting the marks given by the supervisors and examiners and calculating the total to be inserted into the grading system.
18. Collecting and examining all project-related questionnaires, surveying the critical views of faculty members (supervisors and examiners) and drawing the conclusions that improve the organisation of graduation projects at the department.

9	College committee of graduation projects
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Dean of the college forms a college graduation projects committee at the beginning of the academic year. The committee includes college coordinator of graduation projects as chair and the department coordinators of graduation projects as members, to whom other faculty members can be added, and a managerial secretary (usually the college secretary of graduates' unit). The committee has the following duties:

1. Discussing the graduation project timeline before announcing it.
2. Following up the procedures of executing graduation projects at the college level.
3. Preparing and updating the graduation project guide at college and preparing the regulative forms.
4. Discussing the graduation project proposals before announcing them to students to ensure equality of efforts and numbers among participants in the projects at the college level.
5. Proposing graduation project-related meetings, competitions, events and activities.

10	Department committee of graduation projects
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The departmental council forms a department committee of graduation projects at the beginning of the academic year, which includes the departmental coordinator of graduation projects as chair and three or four of the faculty members of the department as members. The committee has the following duties:

1. Following up the procedures of executing graduation projects at the departmental level.
2. Discussing the graduation project proposals before submitting them to the departmental council.
3. Proposing graduation project defence committees and submitting them to the departmental council.
4. Preparing a timetable for graduation projects defence at the department.
5. Analysing projects follow-up reports at the department to overcome obstacles and solve problems.
6. Preparing forms of graduation project evaluation at the department.
7. Specifying the sections of graduation project document at the department.

11	Graduation project supervisor
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Graduation project supervisor is a faculty member who is a specialist in the project area and who had better be affiliated to the same department to which students and projects belong. If the department decides otherwise or if the number of the faculty members of the department is insufficient, non-departmental faculty members can help. The graduation project supervisor's duties and responsibilities are as follows:

1. Introducing the project proposal to the department coordinator of graduation projects.
2. If the proposal is approved and the target students are identified, the project action plan shall be prepared in consultation with the identified students.
3. Assisting students with understanding the project problem, setting the objectives, writing the project document and accessing sources and references relevant to the project.
4. Following up the execution of the mutually agreed action plan on a weekly basis and overcoming challenges to execution.
5. Ensuring that the project has been conducted by the students themselves, not plagiarised.
6. Submitting follow-up reports on project execution to the department coordinator of graduation projects.
7. Submitting a validity report and evaluating students in terms of specified criteria.
8. Perusing the project document prior to its submission to the department coordinator of graduation projects.
9. Reviewing all the prepared printouts, ads, brochures, maquettes and stereographs.
10. Organising students prior to presentation, setting their roles in the presentation and perusing the presentation for defence.
11. Attending student viva particularly in the first seminar and drawing student attention to any shortcomings in order to avoid them in the second.

12	Interdepartmental projects
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A joint graduation project can be conducted within the same department or between two or more departments within the same college or across different colleges. This is applicable only to joint majors in which students of each department register for their respective project on the academic e-system. Regarding joint projects, the following points must be considered:

1. There must be a supervisor of the project from each participating department.
2. Each supervisor has to submit a project proposal to the department he or she affiliates with.
3. Departmental councils have to approve the joint project.
4. Each supervisor has to evaluate his or her own students according to a specific evaluation form.
5. Each supervisor has to write follow-up and validity reports and submit them to the department he or she affiliates with.
6. If the departments affiliate to different colleges, names of the colleges, departments and supervisors must be written on the cover page of the joint project document.
7. Hard and soft copies of the project must be submitted to the participating departments.
8. The defence committee includes faculty members from the participating departments, each of whom evaluates the students that affiliate with his or her own department based on an approved evaluation form.
9. Project coordinators from the participating departments coordinate the procedures of project organisation.
10. A supervisor or examiner might request his or her own students to complete some parts of the project. Accordingly, the project would be deemed incomplete only for the students concerned; students of the other departments must be graded on the e-system.

13	Defence/examination committee
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The defence or examination committee includes two or three faculty members, preferably specialising in the area of the project under examination. The department committee of graduation projects proposes project defence committees and submits them to the department council. The defence committee performs the following duties:

1. Perusing the criteria of evaluation and the specified forms.
2. Perusing the project document and evaluating it according to specified criteria.
3. Attending the defence from start to finish and evaluating the presentation according to specified criteria.

4. Examining all the students participating in the project to ascertain originality of the project and student evaluation.
5. Making recommendations and remarks on the project to complete it if applicable and following them up if necessary.

14	Graduation project timeline
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The project timeline schedules the phases of project execution at the beginning of each semester. The college coordinator of graduation projects sets this timeline to organise graduation projects at college and submits it to the college committee of graduation projects. Then in the first week of the semester, the timeline must be announced to all students and faculty members according to the following template:

Phase	Week No.	Task	Executive
Pre-project execution	1	Announcing timeline	College coordinators of projects
	2	Collecting project proposals	Department coordinators of projects
		Setting numbers of students in the projects	
		Delivering a preparatory lecture to student project teams	College coordinator of projects
	3	Distributing students into project teams	Department coordinators of projects
		Making project execution plans	Project supervisors
Project execution	4	Embarking on project execution	Project supervisors
	5	Delivering a lecture on how to write a literature review and state a project problem	College coordinator of projects
	6	Collecting the first follow-up report	Project supervisors & department coordinators
	11	Collecting the second follow-up report	Project supervisors & department coordinators
		Supervisor's final and validity reports	Project supervisors
Post-project execution	12	Collecting project documents	Project supervisors & department coordinators
		Forming defence/examination committees	Department coordinators of projects
		Announcing defence timetables	Department coordinators of projects

Phase	Week No.	Task	Executive
		Organising projects defence	Department coordinators of projects
		Collecting and registering marks	Department supervisors of projects

15 Preparing students for graduation project

At the beginning of each semester, graduation project coordinator at the college calls for a meeting for preparing students who plan to register for graduation projects. In this meeting, students are informed of the procedures and system followed in graduation projects. Furthermore, students are given Student's Guide to Graduation Projects to ensure that procedures are properly executed, and to avoid any emerging problems. Students frequently asked questions would be answered, and their views would be considered for improvement.

16 Graduation project proposal

At the beginning of each semester, faculty members are required to provide graduation project proposals using the proposed form which contains the following basic details:

1. Academic year and session
2. Faculty name
3. Department name
4. Title of proposal
5. Abstract of the project
6. Objectives of the project
7. Number of students (from 2 to 4 students)
8. Expected outcomes of the project
9. Required materials and software (if any)

This form is required to include cells for the opinions of department graduation project coordinator, department committee of graduation projects, department council, and college committee of graduation projects.

For a graduation project proposal to be approved, the following criteria are required:

1. The research problem could be solved academically based on students' cognitive abilities since students are not expected to innovate solutions to problems that are so far unsolved.
2. The idea upon which the project is based is quite up-to-date, authentic and empirical.
3. The project problem might have been raised before, but other variables could be considered, and new innovative solutions could be provided as well.

4. Work size and effort should be proportional to students' number and project timeframe.
5. Materials and software should be available.

A group of students are allowed to discuss an idea for a project with one of the faculty members who is required to prepare the project proposal and the list of students interested in this project.

The department coordinator of graduation project collects the project proposals and executes the following procedures:

1. All the details in the project proposals are to be fulfilled.
2. The number of project proposals should be higher than the number of student groups registered for graduation projects.
3. Project proposals are evaluated by the department committee of graduation projects, and then by the department council.
4. In case any modification of the project proposal is required, the project presenter is notified.
5. At the college level, accepted proposals are finally evaluated by the college committee of graduation projects to ensure that these projects are of almost the same level and proportional to the number of students.

17 **Distributing students to the projects**

There are two methods for distributing students to the graduation projects.

In the first method, proposals approved by the college committee of graduation projects are announced for students; the department graduation projects coordinator register students' names for their convenience; final groups are discussed by the department council.

This method quite remarkable since it allows the students to select the project which cope with his/her interests and abilities. However, one problem with this method is that all distinguished students will register in the same projects, and therefore projects would lack diverse academic levels.

In the second method, department committee of graduation projects distribute students to the projects seeking diverse academic levels based on student GPAs; then, final groups are discussed by the department council.

18 **Project action plan**

After distributing students to the graduation projects and in the first meeting between supervisors and students (in the third week), a project action plan is prepared according to a pre-defined form including all the data and information in the project proposal in addition to students' names. The action plan is required to distribute the project phases to 12 weeks, assign students' duties, and identify expected outcomes. After the supervisor and the

students concede to the project action plan, a copy is submitted to the department coordinator of graduation projects.

19 Follow-up reports

After distributing students to the projects and finalizing project action plan, students start working on their projects from week 4 to week 11. In week 6, the project supervisor submits the first follow-up report. In week 11, he/she submits the second follow-up report. In week 11, the supervisor submits validity report and project document in preparation for the project viva. A special form for follow-up reports should be prepared providing that it includes the following details:

1. Academic year and session
2. Faculty name
3. Department name
4. Project title
5. Names of participating students
6. Objective fulfilled and phases completed
7. Tasks performed by each student
8. Difficulties (if any) and proposed solutions
9. Mark given to each student

Department coordinator of graduation projects collects follow-up reports, helps with stalled projects, and encourages slack students to improve their performance, and submits a report in accordance with a specific form showing projects progress to department committee of graduation projects, head of department, college coordinator of graduation projects in order to explore possible problems and to provide suitable solutions.

20 Project validity report and qualification for the viva

In week 11, the project supervisor is required to submit a validity report to the department coordinator of graduation projects to show the progress of graduation project and to validate it for the viva. The form of validity report is required to include:

1. Academic year and session
2. Faculty name
3. Department name
4. Project title
5. Names of participating students
6. Objective fulfilled and phases completed
7. Objectives not fulfilled
8. Completion of project document

9. Plagiarism percentage
10. Presentation submitted to the viva members
11. Required materials (stand, maquette, stereographs, software, posters, etc.)

Based on validity reports, graduation projects are approved for examination by the viva after all validity reports are examined in the department committee of graduation projects. Each college is required to identify the standards of validity reports approval (the ratio of fulfilled objectives should not be less than 90% of the pre-defined project objectives; the ratio included in similarity reports developed by iThenticate should not be more than 40% for projects conducted in English, and not more than 40% for projects conducted in Arabic) in order to complete the procedures of project examination. Otherwise, students are given a chance to fulfill assigned requirements. In this case, the project would be counted and registered as 'incomplete' until all requirements are fulfilled. The final result is then modified within the next semester.

21	Graduation project document
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Project document is a final report in which students are required to identify the project procedures, related studies and findings. Should the graduation project consists of two parts in two semesters, students are required to submit the document of the second project which simultaneously includes the document of the first project completed in due time. The document of the second project is assessed, but students are not required to submit a copy of this document neither to the college library nor to the department. For the graduation document to be valid and complete, students are recommended to write the graduation document as they proceed to the different phases of the project. Moreover, they are recommended not to postpone writing the document to the end of the project in order to make sure that they write all necessary information, avoid typos, have it reviewed by the supervisor and correct the mistakes. In so doing, students will avoid plagiarism and copying from the internet and other references and studies due to the short time allowed for project document writing. The document includes a number of chapters and terms. Each college (or department) designs an MS-word form for document writing in accordance with the specifications defined by the college. This document is required to include the cover page, other pages, chapters, and terms based on the format of graduation projects at the college (or department). In general, the project document is required to include the following components taking into consideration that components of chapters may differ from one specialization to another.

Graduation document components:

1. Cover page: It includes university name and logo, college name and logo (if any), name of academic department, project title, students' names and specializations (if there are minor specializations within the same department), supervisor's name, and academic year and session. It is recommended that each college has a specific color for the cover page.

2. Internal cover: It includes all information contained in cover page in addition to university ID, a statement that shows the academic degree to be obtained, and that is usually "A requirement for obtaining the bachelor's degree in"
3. Signature page: In this page, students, supervisor and examiners are required to sign. All signatures should be authentic; a copy is to be submitted to the department library and college library.
4. Dedication page: It is optional as students show gratitude to special persons such as parents, husband, or wife who provided them with social help, and set up convenient climate for finalizing the project. Dedication should be concise as possible to maintain the academic value of the project.
5. Acknowledgements page: In this page, students thank all people who offered help and academic advice. A supervisor is the one to be thanked first, followed by other professors who contributed to the project or who helped during doing the experiments related to the project. Thanks should be extended to all institutions, companies, bodies and laboratories which helped students to finalize their projects.
6. Table of contents page: This page contains the pages of all items included in the project starting from table of contents page, list of figures page, list of tables page, and list of equations page (if any), followed by titles of chapters and subtitles. Pagination should be reviewed more than once, especially after the project is finally done. It is recommended to use automatic table of contents to avoid mistakes.
7. List of figures page (if any): It lists numbers of figures, titles and pages.
8. List of tables page (if any): It lists numbers of tables, titles and pages.
9. List of equations page (if any): It list numbers and pages of important equations.
10. Project abstract: It should not exceed one page which includes all significant information on the project. The abstract is written after finalizing all research procedure, discussing results, and making recommendations. It includes a brief introduction to the research problem, literature review, objectives, methodology, tools and instruments, results statement and discussion, and recommendations for further research. The language of the abstract should be simple and quite informative rather than repetitive. It is recommended to end the abstract with keywords.
11. Chapter one (introduction): It consists of an introduction to the project stating its problem, significance, objectives, theoretical framework, expected results, literature review, procedure, methodology, action plan, and chapterization.
12. Chapter two (Problem analysis): It analyzes the research problem from all sides with special reference to the previous studies which underlie the rationale of the current study. Previous studies should be reviewed thoroughly and objectively, focusing on their most significant results. When reviewing related studies, the following criteria should be considered:
 - Previous studies should be relevant to the project since it is illogical to review studies irrelevant to the research problem.
 - The rationale of the research should be justified through highlighting gaps in previous studies.
 - Results relevant to the research should be described and discussed in accordance with a specific academic typology.

- Comments on previous studies should show points of strength and weakness to indicate that the students understand them well.
- Previous studies should be reviewed chronologically with special reference to their contribution to the proposed research problem.
- Previous studies should be listed in the list of references and cited wherever necessary in accordance with a documentation style predefined by the college.

Also, chapter two includes a description of all equipment and materials used in order to facilitate readability. Such description should be simultaneously concise and informative in order to inform the reader about the equipment and materials upon which results are based. For instance, students are required to:

- Describe samples and prepared materials and explain the method of and reasons for selecting these materials in addition to their quantity and specifications
- Describe equipment, software, materials and show how far they fit the research questions and hypotheses with reference to the manufacturers and date of production; it is also important to show the reasons for selecting these equipment, software and materials compared to others in terms of accuracy and reliability during experiences and measurements. Researchers should show how much they are convinced of such equipment, software and materials, and explain whether there are shortcomings which require other experiences and measurements using new equipment, software and materials.

13. Chapter three: It states various methodologies which could be applied to problem solving before selecting the most effective methodology, approach and procedure to be applied to the project. In some specializations, this chapter requires students to state the requirements for the software which would be produced in the project, whether functional or nonfunctional.
14. Chapter four: It forms the core of the project as it shows the theoretical framework of the experiments conducted by the project team, the program design, and the detailed procedure of project implementation in accordance with the predefined methodology.
15. Chapter five: It is concerned with the implementation of the program design/mechanism or the experiments defined in chapter four for reaching research results.
16. Chapter six: The program design is applied, tested and verified to make sure that it fulfills the requirements; finally results are analyzed.
17. Research results and discussion: In this section, results are discussed with reference to the project objectives. Indeed, this part is an authentic indicator of project success or failure. Accordingly, it is important to present results sequentially and hierarchically. Results are to be explained objectively to contribute to scope of the study. Hence, the following standards should be considered:

- Explaining results in terms of the available scientific facts

- Comparing the current results to the results of the relevant previous studies, if possible
- Justifying the difference between the results of the current study and those of the relevant previous studies, if any.
- Justifying similar results (if any) while showing specific features of the current study
- Conducting some statistics which explain results coherence

18. Recommendations and suggestions: This section summarizes significant recommendations for applying the project in reality in addition to suggestions for improving this project in the future. It is worth mentioning that recommendations and suggestions should be:

- Relevant to the project
- Well-identified and precisely described
- Applicable

19. References and resources: This section is one of the essential components of the project as it lists all the references mentioned in the literature review. References include all electronic websites, academic researches, books, and theses used in the project. All references have to be comprehensive and relevant to the research project, and should vary to include different academic schools. All references should be cited within the project. Each college should identify the documentation style for each graduation projects as citations could be done through reference number, author's name, or any other form as defined by the college.

20. Appendices: They include subcomponents with titles containing detailed information relevant to the project. Such information is not recommended to be cited within the text of the project such as programming codes, forms and templates, verifications of mathematical equations, abbreviations, etc.

Writing technical properties mean the following:

1. Name of typing software, version number, font size and type for titles, subtitles and text, page size and margins, line and paragraph spacing and indentation
2. Method of pagination as well as commenting on tables, figures and equations

The whole graduation project should have two covers: one in English and the other in Arabic. If the language of research is English, the other (right) cover is written in Arabic, and vice versa. This applies to the cover page, internal cover, signature page, dedication page, acknowledgements page, project abstract, research results and discussion, and recommendations and suggestions following the same sequence from outside to inside. If the research is written in Arabic, the other (left) cover is written in English. This also applies to the front cover, internal cover, signatures page, dedication page, acknowledgement page, project abstract, research results and discussion, and recommendations and suggestions following the same sequence from outside to inside.

22	Graduation project assessment
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Both supervisors and defence committee should have clear standards for assessing students' graduation projects. For the supervisor, assessment should be continuous since specific ratios are specified for the first report (20%) and and the final follow-up report (30%) which is written by the end of the semester. These two reports contain all assessment standards.

COLLEGE COUNCIL RESOLUTION NO. (11) ON 27-06-1442

UNIFIED CRITERIA FOR GP ASSESSMENT

(1) SUPERVISORIAL CRITERIA FOR GP ASSESSMENT (50 MARKS)

S	CRITERION	MAX MARK	MARK OBTAINED
1	Contribution to writing the research problem statement, objectives and scope	5	
2	Contribution to the identification and optimal use of resources	5	
3	Ability to work and communicate effectively with a team	10	
4	Ability to compare, analyze and criticize	5	
5	Self-development (attendance of training sessions and workshops organized by the College and University)	5	
6	Commitment to the scientific research ethics and standards	10	
7	Ability to assume responsibility and commitment to the project execution plan	10	
GRAND TOTAL		50	

(2) DEPARTMENTAL CRITERIA FOR GP ASSESSMENT (10 MARKS)

S	CRITERION	MAX MARK	MARK OBTAINED
1	Correspondence between the title and content of the project	1	
2	Rationale for the significance and contribution of the project	1	
3	Originality of the project	1	
4	Clear distribution of tasks and roles among the project team members	2	
5	Clarity and achievability of the project objectives	1	
6	Impeccability of the written language, scientific content and bibliographic documentation	2	
7	Clarity of the findings, conclusions and abstract	2	
GRAND TOTAL		10	

(3) EXAMINATORIAL CRITERIA FOR GP ASSESSMENT (40 MARKS)

S	CRITERION	MAX MARK	MARK OBTAINED
1	Clarity and visibility of the PowerPoint Presentation	10	
2	Self-confidence and self-expression during the examination	12	
3	Efficient utilization of technology	5	
4	Ability to write, analyze and interpret the results and make recommendations for future research	13	
GRAND TOTAL		40	

23 Forms required for projects organization

Forms play a pivotal role in organizing graduation projects, and any disregard for such forms might cause an immense confusion. For instance, an action plan would specify tasks required to be accomplished by each student and the timeframe for executing this action plan. Accordingly, students' work would be effectively completed. Also, the supervisor would be able to follow them up for achieving valuable results in their projects. Each college has to

design all forms mentioned in the regulations included herein, forms viewed as necessary for a proper organization of work in graduation projects, and forms required by regional and international academic accreditation bodies.

Following are the most important templates which should be available for graduation projects organization:

1. Graduation project proposal
2. Graduation project action plan
3. A follow-up report by the department coordinator of graduation projects for showing progress in projects achievement in the department
4. Supervisor's final report on graduation project (1st project, 2nd project, if any)
5. Validity report and project approval for the viva
6. Examination committee's assessment of graduation project (1st project, 2nd project, if any)
7. Departmental assessment of graduation project
8. Student Conference (Poster Day)
9. Graduation Project Competition

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Graduation Project Proposal

Year	Term	Department	Course Code	Section	Supervisor Name
Project Title (in Arabic)					
Project Title (in English)					
Project Description					
No	Objectives of Graduation Project (1)	Weight (%)	Duration of execution (per week)		
1					
2					
3					
4					
Total duration of execution (weeks)					
Expected Results					
Soft and Hard Requirements		-			
No	Objectives of Graduation Project (2)	Weight (%)	Duration of execution (per week)		
1					
2					
3					
4					
Total duration of execution (weeks)					
Expected Results					
Resource Requirements		-			
Number of Students					
Decision of the Department Graduation Project Coordinator		<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted Name:		Signature	
Decision of the College Graduation Project Coordinator		<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted Name:		Signature	
Decision of the Department Council		<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted Name:		Signature	

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Graduation Project Action Plan

Year	Term	Department	Week	Course Code	Section	
Project Title						
Students Names and IDs	1	Name		ID		
	2	Name		ID		
	3	Name		ID		
	4	Name		ID		
No	Objectives of Graduation Project			Weight (%)	Duration of execution (per week)	
1						
2						
3						
4						
Total duration of execution (weeks)					12	
Project Work Plan						
No	Task	Objective	Weight	Student ID	Duration	Expected Outcomes
1						
2						
3						
4						
5						
6						

Project Supervisor		Signature	
Department Project Coordinator		Signature	

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First Assessment Report by Project Supervisor

Year	Term	Department	Course Code	Section No,	Male/Female	Dare
Project Title						
Student Name			ID			
No	Assessment Criteria			Full Mark	Student Mark	
1	Contribution to writing the research problem statement, objectives and scope			2		
2	Contribution to the identification and optimal use of resources			2		
3	Ability to work and communicate effectively with a team			4		
4	Ability to compare, analyze and criticize			2		
5	Self-development (attendance of training sessions and workshops organized by the College and University)			2		
7	Commitment to the scientific research ethics and standards			4		
8	Ability to assume responsibility and commitment to the project execution plan			4		
Total				20		
Marks in words						
Strengths						
Weaknesses						
Student's skills						
Student's characteristics						
Project supervisor				Signature		
				Signature		

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Final Assessment Report by Project Supervisor

Year	Term	Department	Course Code	Section No,	Male/Female	Dare
Project Title						
Student Name			ID			
No	Assessment Criteria			Full Mark	Student Mark	
1	Contribution to writing the research problem statement, objectives and scope			4		
2	Contribution to the identification and optimal use of resources			4		
3	Ability to work and communicate effectively with a team			5		
4	Ability to compare, analyze and criticize			4		
5	Self-development (attendance of training sessions and workshops organized by the College and University)			3		
6	Commitment to the scientific research ethics and standards			5		
7	Ability to assume responsibility and commitment to the project execution plan			5		
Total				30		
Marks in words						
Strengths						
Weaknesses						
Student's skills						
Student's characteristics						
Project supervisor				Signature		
				Signature		

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Graduation Project Validity Report for the Viva

Year	Term	Department	Course Code	Section No.	Male/Female	Week
Project Title					Supervisor	
Students Names and Ids	Name:				ID:	
	1					
	2					
	3					
	4					
No	Executed Objectives					
1						
2						
No	Not Executed Objectives				Reason	
1						
2						

For Official Use (To be filled by the Chairman of the Defense Committee)

Is the project report completed?	
What is the percent of plagiarism in the project report?	
Is the presentation ready?	
Are the other components of the project prepared?	

Decision of the Defense Committee		
The project is ready for defense	Requirements must be completed before defense	The project is not ready for defense
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Name:	Signature:	
1-		
2-		
3-		

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Graduation Project Assessment by Examiner

Year	Term	Department	Course Code	Section No,	Male/Female	Dare
Project Title						
Student Name				ID		
No	Assessment Criteria				Full Mark	Student Mark
1	Clarity and visibility of the PowerPoint Presentation				10	
2	Self-confidence and self-expression during the examination				12	
3	Efficient utilization of technology				5	
4	Ability to write, analyze and interpret the results and make recommendations for future research				13	
Total					40	
Marks in words						
Notes						
Project Supervisor				Signature		

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Graduation Project Assessment by Department

Year	Term	Department	Course Code	Section No,	Male/Female	Dare
Project Title						
Student Name				ID		
No	Assessment Criteria			Full Mark	Student Mark	
1	Correspondence between the title and content of the project			1		
2	Rationale for the significance and contribution of the project			1		
3	Originality of the project			1		
4	Clear distribution of tasks and roles among the project team members			2		
5	Clarity and achievability of the project objectives			1		
6	Impeccability of the written language, scientific content and bibliographic documentation			2		
7	Clarity of the findings, conclusions and abstract			2		
Total				10		
Marks in words						
Notes						
Project Supervisor				Signature		

Project Title

Project Objectives

Research Method

Research Findings

Supervised by
Dr.

Semester
AY | AD

Students

مسابقة أفضل مشروع تخرج

الفئة المستهدفة :



كلية العلوم والدراسات الإنسانية بالخرج - طلاب
مشاريع التخرج بأقسام الكلية المختلفة (الرياضيات
والفيزياء والكيمياء والأحياء واللغة الإنجليزية) للفصل
الدراسي الأول بالعام الأكاديمي (1443-1444).

هدف المسابقة :



إتاحة الفرصة أمام طلاب مشاريع التخرج للإبداع
والابتكار في مجالي العلوم والدراسات الإنسانية بتقديم
أفضل مشروع تخرج على مستوى كل قسم بشكل
تنافسي ومتميز يخدم الأهداف الاستراتيجية لرؤية
المملكة العربية السعودية 2030 عن وطن طموح
ومجتمع حيوي وفي مقدمتها تعزيز ودعم ثقافة الابتكار
وريادة الأعمال.

جوائز المسابقة :



جائزة عينية عبارة عن شهادة تقدير لكل
طالب حاصل على المركز الأول في مشروعه.

آلية الاختيار :



- 1- ارتباط المشروع برؤية 2030.
- 2- قابلية المشروع للتطبيق العملي.
- 3- الحد الأدنى للفريق ٢ والأقصى ٤.
- 4- ألا تزيد نسبة الاقتباس على ٣٠ %.

تسليم الجائزة :



توزع الجوائز على الفائزين يوم الملتصقات (Poster Day) بحضور سعادة
عميد الكلية والوكلاء والمشرفين على المشاريع الفائزة.

Professional Ethics has become one the most important courses in modern study plans and a requirement for accreditation by international bodies. Graduation project is an important opportunity for students to practise professional ethics. Furthermore, students could participate in developing the code of ethics and in preparing the documents of social responsibility for external bodies in their specialization and the relevant necessary reports as well. The code of ethics of graduation projects should state the measures taken in case of misbehavior. It is recommended to align the code of ethics of graduation projects with the code of ethics applied in specialization, provided that it includes all general controls and ethics that students should abide by. Following are some cases which might occur during graduation projects, and some guidelines of recommended actions in such cases:

1. One student in the graduation project may publish, sell, or copy the whole project or a part of it without a written permission from other students participating in the project or from the project supervisor. The code of ethics applied in each college should state the measures to be taken to settle this problem in accordance with the professional ethics in the field of specialization.
2. Should it be made sure that students did not conduct the project - or a part of it – themselves, or that they purchased parts of the project such as forms, programming codes, etc., the whole case is referred to the College Discipline Committee for taking suitable measures in accordance with clauses 13 and 15 of the College Discipline Regulations issued by the standing discipline committee at PSAU.
3. Should the percent of similarity report of the project document exceed the predefined limit, students are informed and given another chance to modify the document.
4. The students do not fully grasp the theoretical basis and practical skills necessary for project completion. In this case, faculty members are invited to help students acquire knowledge and skills necessary for project completion in a short time without intervening in the problem statement and solution. Project tasks are redistributed to students participating in the project.
5. Should a student withdraw from the project and the number of students is quite enough to complete the project, the project objectives and tasks are minimized and redistributed.
6. Should the supervisor have an emergency which prevents him/her from completing the project, the department appoints another supervisor. The names of both supervisors might appear on the cover page of the project document, or only one of them while the other supervisor is acknowledged if the size of work does not require putting both names on the cover page.
7. Should external bodies benefit from the graduation project, the college has to make a cooperation agreement with these bodies.
8. One student might claim that one of his/her colleagues does not participate in the project, and that the claimer is the one who performs the tasks. To solve this problem, the project action plan should state all the project objectives and the tasks assigned for each student in a specific timeframe and in light of the expected outcomes of each task. The supervisor should follow up this action plan to make sure that each student has performed the assigned tasks. If the student's claim is true, he/she is given the marks of the tasks he performed on behalf of his/her colleague provided that he is forced to do so.