Graduation Researches Guide

Al-Ayen University

College of-------------------------

Ministry of Higher Education
& Scientific Research
Al-Ayen University
College of Health & Medical
Technology

وزارة التعليم العالي والبحث العلمي
جـــامـــعـــة العيـــن
كـــــلية التقنيـات الصحيـة و الطبيـة

1-   Introduction about the Research Project and its Importance

The Research Project is like a scientific dialog to answer a research question or several questions. It should contain a description to an assigned protocol, clear goals, determined methods, outputs, start and completion date. It also considered a tool to enhance the knowledge, facilitate education and a method to comprehend different scientific, social and humanitarian issues and deepen the public awareness towards those issues, which in turns allows us to undermine the rumors and support various scientific facts. It also considered the most important document presented by the researcher that grant them the opportunity to prove their abilities and competence to search at their preliminary studies levels. This is by proving their capabilities to communicate complex thoughts clearly and criticize them accurately, since the research idea is the first step to any good research and one of the essential requirements to proceed and grant job positions in many research authorities..

In line with Al-Alyen University policy towards excellence through developing the teaching methods, to achieve its goals, provide scientific learning in all fields to keep pace with the rapid global development, work on regional and local levels, graduate competent and highly qualified students through commitment to high standards in teaching and research.

Here we are presenting this guide to our students which contains the main stages of preparing the research/ project and its implementing steps. Besides the most important standards they rely upon in preparing the final paper. This guide is a result of dedicated efforts and long experience of the Graduation projects committees and the teaching staff. It was prepared to contain many general concepts that suit all specialties and programs at the University depending on several references in Arab and foreign Universities. We hope that will benefit our final stages students and to be a reference for them and the discussion committees to assess various graduation researches /projects at the University

2- The Goal of Research

The graduation project is an independent effort by the student that is to be accomplished individually according to assigned schedule lasting for a whole year. During which, the student prepares a research in a subject of the main specialties studied at the University, and utilizes the University's assets including libraries, labs and teaching staffs. The final research will be presented in written and then discussed by a committee formed by council of the department were the supervisor is one of its members. The student contributes a lot in determining the concept of their project, as they are free to choose one of their essential academic branches to focus on with the help of their supervisors. This freedom granted to the students motivates their intellectual and scientific capabilities, and to search, detect and collect information from various genuine references besides the organization skills that require presenting thoughts in logical sequence. This Project has a great influence on the student personality to gain self-confidence, self-reliability to reach the information, enhancing the ability of scientific research, granting an opportunity to express themselves and their opinions. Besides having the ability to apply the concept of the project scientifically and obtaining the theoretical knowledge which represent the overall knowledge gained during their studying years at the University

3- Terms and conditions

The project is evaluated through highlighting its subject value by the student referring to the following criteria

- **Reaching an agreement with the supervisor upon the subject of the project**
- **Preparing a suggested written schedule for the project to be attested by the supervisor and projects committee .**
- **Reserving a daily (weekly) record of the procedures and keeping all documents, values, Laboratory's paperwork including the work and activities related to the project**
- **Completing the graduation project and listing all notes and comments given by the supervisor/members of the committee .**
- **Preparing a presentation about the project, and oral discussion on all aspects of the project in front of assigned committee**
- **The extent of the solutions validity suggested by the researcher**
- **The value of the obtained results**
- **The Importance of the outcome recommendations of the project**
- **Ensuring the accuracy of using the genuine references and following the scientific searching methods**
- **Ensuring accurate presentation of the subject and covering all its aspects .**
- **Ensuring eloquent description and meeting the results**
- **Paying attention to preserve the intellectual ownership**
- **Adopting eloquent language to describe the achievement**

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4- Enrolling for a Project

Only those who have past the third stage are permissible to enroll for a project

5- Time schedule for the requirements

The Project requirements are to be presented according to the below mentioned schedule which last for 30 weeks during the academic year

- **Starting from the 1st week up to the end of 3rd week :**

Enrollment process, listing names of students, assigning supervisors for each group and approving projects thoughts by the Department and College's Council

- **By the end of 5th week (i.e. during the 4th and 5th weeks) each student or group should present and discuss the project idea in front of their colleagues in a seminar, for 15 minutes per project**

- **By the end of 16th week :**

The Student (or the Group) should present a discussion session to include:

- o **The project idea**
- o **Its importance**
- o **Previous studies**
- o **The Theoretical Part**

- **By the End of 20th week:**

- **Each student (or a group) should present a detailed report which ought to be based upon the report presented by the end of 16th week and taking the following into account**

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- Arranging the report as illustrated in this system, so as to include the final form of the project's chapters

- All uncompleted works and activities of the advanced chapters should be described in details at their places with their date of completion according to the work plan .

- The required amendments are to be made according the instructions of the Course teacher through consultation among the students and their supervisors

- An additional attachment is added about the expected difficulties during executing the project and the preparation measures to overcome them, including any aids required from the University and its staff

6- Changing the Project Idea

The student (or the group) is not permitted even by the agreement of the supervisor to change the project idea or the formation of the group absolutely after the end of 8th week, in case of failure of the project or disability to complete the project by the student (or the group) for any reasons

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7- Final handover and discussion dates

The final handover date of the graduation project and the integrated reports is the final day of 29th week of the course (i.e. one week ahead of the final examination). No project will be received after this date no matter what

8- Assessment

The project will be assessed according to the forms of this system, so the final grade consists of the following:

%60 determined by the discussion committee

%40 determined by the supervisor

9- The role of the supervisor

The Supervisor is a member of the academic teaching staff, who has an experience in the subject of the project. The main duties of the supervisor include as an example not inclusive :

A. presenting a list of subjects to the students

B. Providing the required guide and advices, helping the student in planning, preparing, developing and executing the project

C. Solving issues with the departments inside and outside the University for students who conduct external projects whenever needed

D. Organizing meetings with the student and work together on the project

E. Discussing the suggestion and then the project and the challenges facing the student throughout the project

F. Following up the student's progress and keeping the Head of the Projects Committee informed through regular reports about the progress. Regarding the project which last for two terms, it is required to prepare a monthly report. In case of failure to achieve any progress, then the supervisor, the student and the Head of the Committee should meet to take whatever necessary. Whereas in case

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dissatisfaction of the supervisor about the student proposal, then the Committee has to be informed to take the right precaution

G. Reviewing and signing all the required forms related to the project

H. Directing the student towards the academic research standards, and advise them to early coordinate with the library to review all texts and references related to the research. Making them aware for the need of statistical analysis for the final results and highlighting the scientific integrity in the scientific citation from the reference

I. Approving the written project document after reviewing, providing recommendation before presenting it to the committee members

J. Informing the Committee members about any amendments in the project

10- Head of the projects committee role

The Head of the Projects committee is responsible to run the project activities as follow :

A- Determining the projects principles, terms, conditions, rules and other assigned, necessary and required documents for the project

B- Updating the teaching staff members who supervise the students with the latest forms and procedures

C- Providing recommendations and suggestions to meet the projects objectives and their schedules by the department based on the annual assessments, surveys and projects evaluation programs

D- Arranging for the department's research day when all students present their work

E- Preparing for the final presentation, oral discussion and announcing the presentation time schedule besides organizing for booking the hall etc.

F- Presenting the final record about the projects.

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11- The role of Projects Committee

A- The committee should contain at least three members

B- The members have to be aware of the examinations mechanisms in addition to the research subject

C- Among the committee's main duties are assessing the project, preparing the evaluation record of the student work which indicates whether the project is approved, otherwise the necessary amendments have to be mentioned. All research required official forms including the final exam have to be signed by all members

D- The committee have to meet three times in total. In order to approving the project, following up the work progress and conducting the final exam

E- It is recommended to document the minutes of the committee's meetings

12- How to present the research for discussion

- **Oral Presentation**

- **Posters**

    A- Oral Presentation :

    o **PowerPoint presentation with clear font and consistence background colors**

    o **Presentation duration is 10 minutes + 5 minutes for discussion**

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The required presentation specifications:

- o **Starting with research title, name of the participant and their place of study.**
- o **Arranging the presentation content to include: title, introduction, problem of the study, aims of the study, materials and methods of the research, results, discussion, conclusion and scientific references .**
- o **Minimizing the number of figures and tables whenever possible and should not include unnecessary details؟**
- o **Using clear font with consistence background colors**

 B- Method of preparing the posters

- **Clear font to be readable from 2m.**
- **Starting with research title, name of the participant and their place of study**
- **Arranging the presentation content to include: title, introduction, problem of the study, aims of the study, materials and methods of the research, results, discussion, conclusion and scientific references .**
- **Reducing the written scientific information as possible to present useful and concentrated information**
- **Minimizing the number of figures and tables whenever possible and should not include unnecessary details**
- **Wall mount stands will be provided to fix the posters of appropriate sizes such as A0 provided that they don't exceed (1x1)m .**
- **It is possible to put a label with information about the project or the name of participant at the edge of the poster**
- **The participant will bring the posters to the presentation hall**
- **The participant fixes the posters at the assigned stands, for that, equipment will be provided near the stands**
- **The posters should be fixed during the assigned period and the participant has to be beside the poster**
- **The participant will remove the poster directly at the end of presentation**
- **It is possible to bring extra copies of the posters to handover for who requests**

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Form of Suggested Graduation Research Project

Supervisor: **Signature**

Head of Department :   **Signature**

Title of the research in Arabic Language:

1. Title of the Proposed project (No abbreviations in the title)

2. Introduction and Hypothesis of the Study .

3. Aims of the study

4. Materials and Methods

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Document to be attached if necessary

Time schedule of the graduation project

Procedure	Suggested time/month
Dead line to handover the research for assessment	**Beginning of May**
Oral Presentation and Discussion	

The Supervisor	Signature

Progressing paper of the graduation

Student name: Subject

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_____   _____

Supervisor

_____

The form below is a record of the your progress that you will present. When meeting your supervisor, kindly ask him to sign and date it, then keep one copy for you and another one for the supervisor

Date / Time spent	A description of the work done	Used References	Next step of the plan

Are you following up with your time schedule?	
What are the challenges that you faced ?	

Student signature	Date	Supervisor Signature	Date

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The Supervisor Assessment

عنوان المشروع ....

Project Title…………………………………………………………………

اسم المشرف على المشروع…..

Supervisor…..

العنوان :	Address:
هاتف :	Phone:
البريد الالكتروني :	Email:

Actual mark	Top mark	Student name:	
	10	The student's commitment to deadlines and the implementation of the required tasks	Assessment Criteria
	10	Scientific and practical Compiling of the project and the extent of its implementation	
	10	Understanding the subject of the project and the awareness of all its aspects	
	10	The method of documenting the project in terms of language, sequence, logic, completeness and details of the project	
	% 40	Overall assessment of the supervisor	

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Assessing the graduation project by the supervision committee at the discussion session

	Name	
	Signature	**Supervisor**
	Date	

Project Title..

Supervisor

....

Names of the participants	No
	1
	2
	3
	4

Total	Third Debater	Second Debater	First Debater	Top degree	Documentation	No
				3	**Level of documentation language**	**1**
				3	**The extent to which the documentation is consistent to the required specifications**	**2**
				4	**Matching documentation with what has actually been implemented**	**3**
				4	**The extent of covering all aspects by the documentation**	**4**
				2	**Availability of illustrating diagrams**	**5**

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					and drawings	
				2	**Providing theoretical introductions to the subject**	**6**
				2	**Providing the required attachments including programs and achievements**	**7**
				20	**overall documentation assessment**	

Total	Third Debater	Second debater	First Debater	Top Degree	Performance of the students	ت
				10	**Presentation method during discussion**	**1**
				10	**Accuracy answers to the Committee questions**	**2**
				10	**Matching the work performed to the requirements**	**3**
				10	**Comprehending what has been accomplished**	**4**
				40	**Overall assessment of the Committee**	

Signature	Position	Names of the Committee members	ت
	Committee Chairman		**1**
	Member		**2**
	Member		**3**
	Project Supervisor		**4**

Final Assessment

عنوان المشروع ....

Project Title…………………………………….…………………

اسم المشرف على المشروع..........................

Supervisor…..

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Final Grades					
Total	Student performance Marks (40)	Documentation Marks (20)	Supervisor Assessment Marks (40)	Name of the Students	
					1
					2
					3
					4
					5
					6

Member   Member   Chairman of examination auxiliary Committee

Checklist for Student Oral Presentation

This checklist is meant to guide you in preparation for a successful oral presentation of your graduation project:

- Introduce yourself to panel members
- State the type of project you did.
- Describe, in detail, the procedures you followed in completing your project.
- Explain what you learned while completing your project.
- Describe how your project has impacted your personal growth.

Conclude your presentation by asking the panel members for questions

The Oral Presentation will be Judged on The Basis of The Following Categories

    a.   **Content, which includes**

        1.)   **15 minute minimum presentation**
        2.)   **Supporting information**
        3.)   **Conclusions**
        4.)   **Importance, value, or impact of the project**
        5.)   **Sources of information**
        6.)   **Vocabulary relevant to the topic**

    b.   **Effective speaking, which includes**
        1.)   **Presenting one's self with poise**
        2.)   **Maintains consistent eye contact with the review panel**
        3.)   **Enunciates clearly**
        4.)   **Varies tone, volume, and speed to enhance presentation**
        5.)   **Speaks alone, without the aid of an interpreter**

    c.   **Organization**
        1.)   **Is appropriate to the study**
        2.)   **Use of an engaging beginning and thought fending**
        3.)   **Supports a clear idea**
        4.)   **Flows smoothly from one idea to the next**

    d.   **Visual Media**

        1.)   **Effective use of graphic design**
        2.)   **Communicates significant information**
        3.)   **Clearly, accurately, and precisely communicates Information**
        4.)   **Photos should be mounted on poster board, Organized in an album, or placed in a computer/slide presentation**

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GRADUATION PROJECT PROPOSAL

Student Name_____

Student ID:_____ **Grade:** _____ **Email:** ------------------------------

Project: ---

Project goal: (Why did you choose this particular project? What do you plan to learn from this experience?) --

Student Signature _____

Project coordinator signature _____

For project committee:

Approved with conditions□   **Rejected**□   **Approved**□

 Comments _____

_____

Committee Chair Signature --

Date _____

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Weekly Project Activity Log

Date	Activates/ Explanations	Time spent	Mentor/ supervisor signature

Student's Signature: _____

Supervisor's Signature: _____ _____

Department: _____

Department Chief:_____**Date:** _____

Graduation Project Evaluation

GRADUATION PROJECT

Project Title: …………………………………………………………………………………..

Supervisor: …………………………………………………………………………………

Final Grades

Student name	Evaluation committee (average) 60%	Supervisor 40%	Total 100%

Signatures

Project's Coordinator	Head of Department
……………………………	……………………………..

Date: ………………………

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English cover page

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Title of the Graduation Research Project

BY

Student full name

Graduation project

Submitted in partial fulfillment of the requirements

for the award of Bachelor degree in---------

Supervisor: ....

College of-------------------------

Department of ------------------

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Mon/Year

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Arabic Cover Page

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كلية ------------------------

عنوان مشروع البحث

اعداد
اسم الطالب

مشروع بحث
مقدم للحصول على شهادة البكالوريوس في ------------

اسم المشرف العلمي والدرجة العلمية

الكلية --------------

جامعة العين

الشهر/ السنة