Graduation Project (PROPOSAL)

Business Administration Department

Prerequisite Courses

To register in a graduation project, a student should have successfully passed or completed 90 credit hours of his/her major in addition to the practical training course.

Rational:
Towards the Final year of the programme it is important to expose students to real or simulated work situations so that they can demonstrate the amalgam of knowledge they have gained through a substantial piece of work. It provides a vehicle to demonstrate transferable skills & offer suitable opportunity for the student to put into practice, other skills learnt in earlier part of the course. An individual project for each student forces full ownership of the work by the student. It incourages & stimulates the interest of the student in his/her area of choice.
Steps to Graduation Projects

1. Student, Staff, Industry offer project titles

2. Titles go to PPG

3. Check & Validate (approve)

4. All student have a project title

5. Students start project according to rules

6. Student submit 3 copies (first supervisor, second reader, department) at the specified dates

7. 2 weeks to read & mark

8. All students present on a “project day”

9. Student presents 15 minutes + 5 minutes questions

10. Final mark generated by staff discussion
**Procedure:**

A list of suitable projects is generated by inviting suitable titles from members of staff, industry & students. The PPWG/IPG would consider suitability of all such projects e.g. complexity & level, resource requirement & availability of expertise.

Each member of the teaching staff supervises no more than four projects. Typically a student would spend 46 hrs in one semester. Since this is an individual project, this time can vary.

**How to Supervise:**

The supervisor is responsible of the projects he receives. His supervision should be regular by organizing the work and directing students.

To follow up with students every week/approximately 20 minutes per student.

Helping the System build and the Projects Book (Diary).

Read & mark the final report & attend the project presentation.

**Assessment of Graduation Project**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>General conduct &amp; diary</td>
<td>30%</td>
</tr>
<tr>
<td>Report</td>
<td>50%</td>
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<tr>
<td>Research</td>
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<td>Readiability</td>
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<tr>
<td>Diagrams</td>
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<tr>
<td>Conclusion</td>
<td></td>
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<tr>
<td>Verbal Presentation</td>
<td>20%</td>
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</table>
The Format of the Project Report

Students make all necessary adjustment in the project (research)

Final copies of the project should be covered in blue with the emblem of the university in golden color. The name of the project is written in the middle.

The supervisor checks the adjustment then signs the certificate. The committee checks the Adjustments then signs the approval.

Three copies are delivered to the secretaries of department or the supervisors.

Three soft back-covered copies should be handed.

The Book should be written in English.

The first page from the outside should contain the following:

The project’s title, the student’s names, the University’s slogan, and the year.

The last page from the outside should contain the following:

A summary of the project in less than ten lines.

If the committee accepts the project, a copy should be handed to the Section within a restricted period containing all the amendments required. The copy should have a blue hardcover.

The Book should have: Format, Spacing 1.5, times New Roman, binding 2, left and right margins 1.5.
The first supervisor makes the project (write a small request)

The second reader reads & gives a marks. The two supervisors agree & put the final assessment to the committee.

**Incomplete Projects:**

Incomplete projects can’t be accepted unless a valid reason is presented or the supervisor presents a written application for that. The committee may give extension to complete the project.
Suggested method to write the project

1. Rational & introduction
2. Research
3. Analysis of the problem
4. Design of solution
5. Improvement
6. Conclusion
Project proposal

From:

Name:

Topic of interest:

Titles:

1.
2.