Title: Graduation Project Procedures

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Review: The procedures are subject to periodic reviews as per amendments
of University Policies/Regulations

1. Purpose

The purpose of this document is to describe the procedures used by Gulf University to guide, manage and assess the graduation project.

2. Scope

The procedures apply to graduation projects in all programs offered at Gulf University.

3. Acronyms

BQA	Education and Training Quality Authority
HEC	Higher Education Council
PMO	Performance Measurement Office

4. Definitions

Graduation Project: Graduation project is a mandatory course and is a part of degree requirements for all students at Gulf University. Graduation project requires students to apply the knowledge acquired from theoretical and practical courses to real-world problems, demonstrating analytical, management, problem solving and collaborative skills

Academic Advisor: Academic advisor is a faculty member at Gulf University, who is responsible for guiding the students according to University Guidelines and Regulations.

Academic Supervisor: Academic supervisor is a faculty member, appointed by Gulf University to arrange with the student for preparing the project plan, supervise and follow up with him/her according to the plan.

5. Graduation Project Assessment

Assessment of the graduation project comprises of various assessment tasks, aligned to assessment criteria developed from relevant CILOs. It includes written reports on student's work during the semester, a written final report and an oral presentation before a panel. The total mark comprises of:

- 20% allocated to student's work by the academic supervisor.
- 10% allocated to student's early seminar by the internal panel.
- 10% allocated to student's pre-final presentation by the academic supervisor.
- 60% allocated to student's presentation and final examination by the external panel.

6.   Procedures Details

6.1   During the Preceding Semester to Project:

6.1.1   Heads of Departments shall review and send feedback reports on previous graduation projects process, provided by Career Development Office to Academic Advisors, preferably within the 4th-5th Week of the semester.

6.1.2   Academic Advisors shall review students' progression, shall determine students eligible for enrolment in graduation project, based on the following eligibility criteria:

   i.   Student has completed 85% of total Credit hours of the program of study.

   ii.   Student has passed successfully the prerequisite course(s), which is expected to be the highest course in the specialization prior to graduation project as stated in relevant program's study plan.

6.1.3   Academic Advisors shall invite those students to discuss proposed projects according to their career plans and goals, taking into consideration any case of students with disability, and send the recommended lists of eligible students with their project themes to Heads of Departments, (Form GU-PR00GPA-F01), preferably within the 6th - 7th Week of the semester.

6.1.4   Heads of Departments shall assign Academic Supervisors and send the list of students, their project themes and academic supervisors (Form GU-PR00GPA-F02) to relevant Deans for approval, within 8th -9th Week of the semester.

6.1.5   Heads of Departments shall send the approved list to Academic Supervisors, Career Development Office and Staff Development Unit, within 10th -11th Week of the semester.

6.1.6   Staff Development Office shall conduct induction sessions for academic supervisors, based on feedback from previous graduation projects, within the 12th - 13th Week of the semester.

6.2   During the Project Semester:

6.2.1   Students enrolled in Graduation Project shall receive induction about the graduation project phases and the required commitment. Students

shall submit the research ethics form as mentioned in the Conduct of Research Procedures.

6.2.2 Academic Supervisors shall arrange with the students to prepare plans for the project phases, relevant to their study level and their special needs if any, (Form GU-PR00GPA-F03), at the first week of the semester.

6.2.3 Head of Departments shall appoint Internal Panels for early graduation seminars in their departments, at the first week of the semester.

6.2.4 Students shall present their project themes together with aim, plan, methodology and expected outcomes to Internal Panels, at the early graduation seminar, within the $2^{nd} – 3^{rd}$ Week of the semester.

6.2.5 The Panels shall assess students' presentations and shall provide formative feedback, (Form GU-PR00GPA-F04).

6.2.6 Students with their supervisors, shall consider the feedback of Internal Panels while developing their projects.

6.2.7 Students shall implement the project plans, shall write and submit a report for every project phase to their academic supervisors.

6.2.8 Academic supervisors shall meet their students on a weekly basis.

6.2.9 Heads of Departments shall prepare list of recommended Graduation Project Assessment Panels (including external members from academia and industry), for all projects' students in their departments in consultation with the Academic Supervisors, within the 9th - 10th Week of the semester.

6.2.10 Department Councils shall approve the recommended Assessment Panels in their departments, within the 11th - 12th Week of the semester.

6.2.11 Students shall prepare and present to their academic supervisors the pre-final reports and presentations in the 13th Week of the semester.

6.2.12 Academic supervisors shall assess pre-final reports and presentations of their students.

6.3   At the End of the Project Semester:

6.3.1 Academic supervisors shall prepare their final assessment forms, (Form GU-PR05INT-F05).

6.3.2 Students shall prepare and submit the final reports and presentations to their academic supervisors.

6.3.3 Academic supervisors shall check the plagiarism status of submitted reports before sending to the Panels.

6.3.4 Assessment panels shall conduct the final oral assessments for the students, (Form GU-PR00GPA-F06).

6.3.5 Academic supervisors shall collate marks and send it to relevant Department Councils for review and check, followed by sending them to relevant College Councils for final approval.

6.3.6 Academic supervisors shall upload the approved grades to the system.

6.3.7 At the end of the semester, academic supervisors and students enrolled in Graduation Project shall complete the feedback survey which shall be analyzed by PMO and reported to Heads of Departments, (Forms GU-PR00GPA-F07, GU-PR00GPA- F08).

7. Responsibilities

Students are responsible for:

- following this document appropriately.

Academic Advisors and Supervisors are responsible for:

- implementing this document appropriately.

Heads of Departments are responsible for:

- ensuring that all faculty members and students are fully informed of this document.
- implementing this document appropriately.

Deans are responsible for:

- ensuring that all faculty members and students follow this document.
- implementing this document appropriately.

Career Development Office is responsible for:

- implementing this document appropriately.

Staff Development Unit is responsible for:

- implementing this document appropriately.

Vice President for Academic Affairs is responsible for:

- ensuring that this document is appropriately implemented.

University Policy Development and Review Committee is responsible for:

- systematic review of the effectiveness of this document.

8. Related Policies

- Academic Advising Policy
- Assessment Policy
- Plagiarism and Academic Misconduct Policy
- Program Design, Development and Approval Policy
- Program Review and Development Policy
- Disability Policy
- Teaching and Learning Policy

9.   Related Procedures

- Academic Advising procedures
- Assessments Procedures
- Deferred and Late Assessments Procedures
- Plagiarism and Academic Misconduct Procedures
- Program Design, Development and Approval Procedures
- Program Review and Development Procedures
- Teaching and Learning Procedures

10.   Related References and Standards

BQA	National Qualifications Framework Handbook
BQA	Programs-within-College Reviews Handbook