University of Nizwa

جامعة نزوى

بِسْمِ اللهِ الرَّحْمٰنِ الرَّحِيْمِ

GRADUATION PROJECT GUIDELINES FOR BACHELOR DEGREE PROGRAMS

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Chancellor of the University

التاريخ (Date): ٩ / ٦ / ٢٠٢٢

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POLICY REVISION FORM

Policy Title	Graduation Project Guidelines for Bachelor Degree Programs
Document Reference No.	UoN/AA-GUI-010/V3/2022
Policy Owner	Office of the Vice-Chancellor for Academic Affairs
Policy Developer	Office of the Vice-Chancellor for Academic Affairs
Policy Area	☑ Academic Affairs ☐ Student Affairs ☐ Administration and Finance ☐ Human Resources ☐ Research ☐ Graduate Studies Other:
Policy Date of Review	October-November, 2021
Purpose of Policy Review	☐ Abiding to the review date of the policy ☐ Adhering to new government legislation ☐ Addressing identified gaps ☐ Mitigating risks ☑ Addressing the needs of the stakeholders/University Other:
Policy Scope	The policy applies to all bachelor students at the University.
Impact of Policy	The students will have a better understanding of research and evidence-based practices which will enhance their future employment.
Needed Resources	None
Compliance with National Legislations, University Statutes and Policies	Complied
Supporting Materials	Not Applicable
Policy Communication	Email, Academic Affairs Portal, EBAA, College Board, School/Department Board, Annual College/FI General Workshop
Training Needs	Guidelines Awareness

Prepared by:

Name	Signature	Date
Dr. Maria Elisa Linda T. Cruz Academic Development Officer, Office of the VCAA	*(signature)*	29 September 2021

LEGAL COUNSEL REVIEW ☐ Required ☑ Not Required

If required, fill-out the needed information below:

Name	Signature	Date

Approved by:

Name	Signature	Date
Prof. Abdulaziz Yahya AlKindi Vice-Chancellor for Academic Affairs	*(signature)*	29 September 2021

DOCUMENT CONTROL INFORMATION

Guidelines Ownership:	Office of the Vice-Chancellor for Academic Affairs
Guidelines Approval:	Chancellor
Guidelines Reviewing and Approving Body:	Executive Board for Academic Affairs
Dates Reviewed:	17 February 2022, Executive Board for Academic Affairs 1/Spring 2022 2 December 2021, Executive Board for Academic Affairs 5/Fall 2021 24 November 2021, Executive Board for Academic Affairs 4/Fall 2021 14 October 2021, Executive Board for Academic Affairs and UoN Faculty on a Workshop
Date of Next Review:	3 years after implementation or when needed
Historical Records: (most recent first)			

Version Number	Date of Approval	Revisions Made	Guidelines Drafted by
3	25 May 2022	• Added the Graduation Project Report Manual and Template • Added the College Graduation Project Supervising Committee • Added provisions following EBAA's decisions	• Office of the Vice-Chancellor for Academic Affairs • Office of the Vice-Chancellor for Academic Affairs and Deanship of Research
2	28 September 2017	• Title changed from Final Year Project to Graduation Project • Standardized the implementation of Graduation Project among the colleges	Office of the Vice-Chancellor for Academic Affairs
1	2008	• N/A	The colleges drafted their own guidelines.

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GRADUATION PROJECT GUIDELINES FOR
BACHELOR DEGREE PROGRAMS

I. INTRODUCTION

Project activity together with governing guidelines has been in effect in several academic programs in the form of a Final Year Project (FYP) in the College of Arts and Sciences and the College of Engineering and Architecture. However, it was offered to a limited number of students. Some departments were conducting the FYP as a 3-credit hour course while others dedicated 6 or more credit hours throughout two semesters.

The Graduation Project (GP) will form an essential partial requirement for obtaining an undergraduate degree from the University of Nizwa. It is the firm opinion of the University that such an activity, with the specific objectives stated below, will help the students to acquire the basic skills necessary better understanding of research and evidence-based practices which will enhance their future employment.

This document has been informed by the experience of the past 13 years as well as review of previous FYP guidelines. It is designed to provide the requirements for the graduation project that must be observed by all programs. Within this framework, different schools/departments may develop more detailed information for their students, on the understanding that every school/department must have its internal instructions for the project approved by the respective University bodies.

II. OBJECTIVE

The main objective of the GP is to enhance students' soft and technical skills towards better preparation of the students for the job market.

III. COURSE LEARNING OUTCOMES

At the end of the Graduation Project, the students should be able to:

1. Identify a problem worthy of study, collect the required data/information, solve it, analyze the results, draw out the conclusions and prepare a well-organized report that can be easily understood by other readers.
2. Produce a comprehensive literature review of the problem within the report.
3. Complete the Graduation Project within the specified Teaching & Assessment (T&A) Plan and time of two semesters.
4. Prepare a presentation from the GP report.
5. Deliver an oral presentation of the GP effectively by demonstrating confidence, wide knowledge of the project, logical thinking and good communication skills.

IV.   THE NATURE OF GRADUATION PROJECT

The Graduation Project is a 6-credit hour (or more depending on the specialization) course spreading over two consecutive semesters. It is designed to train the student to acquire the necessary skills outlined in the course learning outcomes of Section III above. It could deal with, but not limited to, the following types of problems:

- The case study that will solve critical problems.
- An appropriate experimental program and data acquisition with analysis and sound conclusions.
- A parametric study using suitable computer analysis.
- A computer mathematical/simulation to model physical phenomena.
- Learning of new techniques and their applications leading to sound findings.
- Design and development of a system/product.
- Analysis of collected data from available literature or other sources with proper treatment, analysis and solid findings.
- Investigative case studies with proper and adequate findings.
- A sizable project involving a group of students to work on it.
- Other projects acceptable to the respective discipline with the approval of the Supervisor and the School/Department GP Supervising Committee.

V. ORGANIZING TEAM AND THEIR RESPONSIBILITIES

The process of conducting the GP involves the School/Department Graduation Project Coordinator (S/DGPC), the supervisor, the examiners and the student. In addition, a co-supervisor may be assigned if required and must be nominated by the supervisor.

The following figure shows the overall organization and the structure of the GP organizing team.
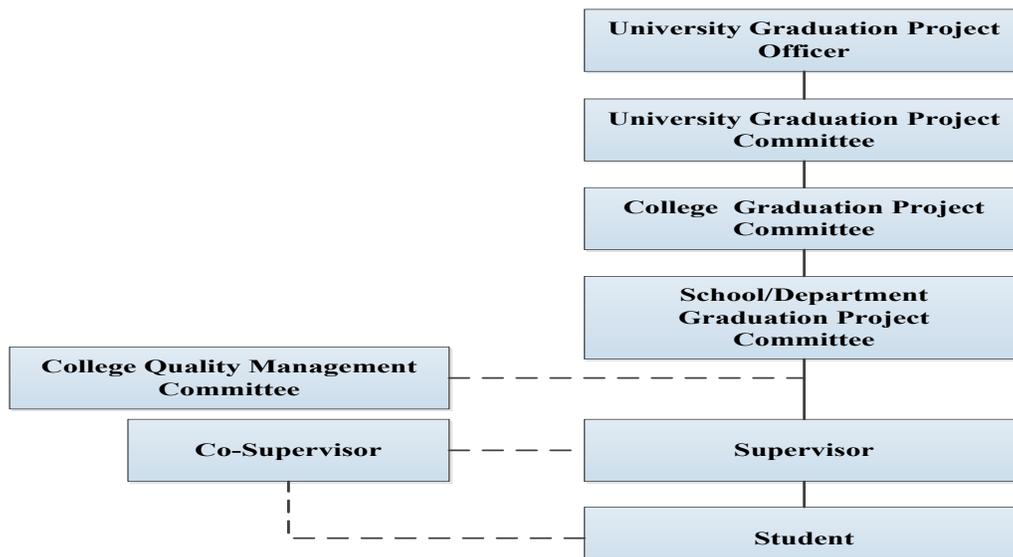
Each party is responsible for ensuring that the GP will be completed within the specified time frame. The S/DGPC shall be appointed by the School/Department Board (refer to the School/Department Graduation Project Supervising Committee roles and responsibilities).

1. **The University Graduation Project Officer**

   The University GP Officer shall be appointed by T.H. Chancellor upon recommendation by the VCAA and be responsible for:

   1.1 Oversee the GP activities in coordination with the School/Department GP Supervising Committee members.
   1.2 Ensure the proper implementation of the GP Guidelines.
   1.3 Ensure in consultation with the UGPC, that GPs are of high quality and if applicable, to be published in refereed journals and/or conference proceedings and presentations.

2. **The University Graduation Project Committee**

   This committee is composed of representatives from each college and chaired by the University GP Officer. It is entrusted with ensuring the quality of GP and carrying out the following responsibilities:

   2.1 Evaluate the implementation of the GP system of the University.
   2.2 Assist in publishing GPs in peer-reviewed journals.
   2.3 Prepare an annual report regarding GP status in the University to be forwarded by the University GP Officer to the Vice-Chancellor for Academic Affairs to be evaluated by the EBAA, and an annual report submitted to the Academic Council.

3. **College Graduation Project Supervising Committee**

   The Committee shall be formed by the College Board comprising at least three members and includes a member from each School/Department. The College Graduation Project Coordinator (CGPC) shall be the chairperson. It is responsible for overseeing the implementation and quality of the GPs in the College. The Committee shall:

   3.1 Evaluate the GP status of the College.
   3.2 Ensure quality and consistency of all projects conducted in the college together with the College Quality Assurance Committee.
   3.3 Prepare an annual report regarding GP status in the College to the University Graduation Project Committee.

4. **School/Department Graduation Project Supervising Committee**

   The Committee will be formed by the School/Department Board comprising at least three members with the School/Department Graduation Project Coordinator (S/DGPC) as a chairperson. The Chairperson should be an Assistant Professor or above. It is responsible for the overall organization of the projects. The Committee shall:

   4.1 Administer the process of GP including assigning the GP topics and the GP supervisor to the students subject to the approval of the School/Department Board (see Appendix B for the Graduation Project Approval Form).
   4.2 Ensure quality and consistency of all projects conducted in the School/Department together with the College Quality Management Committee.
   4.3 Arrange student's oral presentation.
   4.4 Convene the Committee for assigning grades for all the GPs.

5. The College Quality Management Committee

The College Quality Management Committee shall monitor the effective implementation of the GP guidelines across the colleges.

6. The GP Supervisor

The GP is normally supervised by one main supervisor. The Supervisor shall:

6.1 Submit the GP title and summary (see Appendix A for the Graduation Project Proposal Form).
6.2 Provide effective supervision of students towards the timely completion of the GP process.
6.3 Nominate a co-supervisor if needed and seek approval of the School/Department GP Supervising Committee.
6.4 Ensure that all students' needs for GP requirements are met (see Appendix C for the Graduation Project Requisition Form).
6.5 Collect a minimum of three copies of graduation project final report from student(s).
6.6 Validate the originality of the graduation project report by using plagiarism detection software with a similarity index accepted by School/Department Boards.
6.7 Ensure that all soft documentation relating to GP is kept for appeal purposes.

7. GP Co-Supervisor

The GP Co-Supervisor assists the supervisor in supervising the GP. The GP co-supervisor can be internal (from UoN) or from outside.

8. External Examiner

8.1 Evaluate the GP implementation and assessment process and provide recommendations for improvement.
8.2 Ensure that student assessment is in accordance with the T&A Plan and the Graduation Project Assessment Form found in Appendix D.
8.3 Check the reliability, validity, and fairness of students' assessment of their GP.
8.4 Provide recommendations to improve the GP process.
8.5 Utilize the External Examiner Report Template.

9. Students

Students are responsible for their own projects and are required to carry out their GP being fully aware that they must satisfy all the GP course learning outcomes successfully.

Although the supervisor is responsible for being available for student advising, the primary responsibility to keep in touch with the supervisor lies with the student.

Students may find the following responsibilities helpful for carrying out their GPs successfully:

9.1 Contribute to the plan for executing the GP.
9.2 Adhere to all instructions and deadlines and submit GP requirements on time.
9.3 Report regularly to the GP Supervisor.

9.4 Observe necessary health and safety measures. Keep a logbook or portfolio of their GP related activities.

9.5 Sign a declaration stating the originality of the project report using the Student Statement of Authorship Form found in the Student Academic Misconduct Policy (Document Reference No. UoN/AA-POL-007/V3/2021).

9.6 Prepare the graduation project according to the format of the Graduation Project Report Manual (see Appendix F and template (see Appendix G for the Graduation Project Report Template).

VI. GRADUATION PROJECT WORKLOAD DISTRIBUTION

GP workload assignment is the responsibility of the School/Department Board which is done during the distribution of the faculty teaching load before the start of every semester. The student will register the GP course of 6 credits (or more depending on the specialization) at the beginning of the first semester. The load distribution must be aligned with the University standard faculty workload. The faculty workload compensation for GP is three students per one credit per semester for a maximum of two semesters. A total maximum of nine GP students can be allocated for one faculty. New GP students can be added to the same supervisor as earlier students finished their GPs. The cost (tuition) of the GP credit should exceed the cost of normal courses credit in various degree programs.

VII. GRADUATION PROJECT ADMINISTRATION

In order for the project to achieve its objectives, it is essential that the supervisor and the student carry out effectively their responsibilities as per the GP Guidelines. It is vital that students register for their two-semester projects at the same time as they register for other courses i.e., by the end of the first week of the semester. Also, they must finalize their reports and be examined, and their grades must be submitted together with other grades at the end of their second semester. For GP students who are potential TRC Undergraduate Research Grant (URG), Schools/Departments take the necessary steps to apply as per MoHERI rules and regulations.

To ensure that the GP is administered effectively, the following procedure should be implemented by all Schools/Departments:

1. **Assignment of Projects and Supervisors**
   Every student must be assigned a project and a supervisor at least one month before the end of the semester preceding the semester in which the student commences registration for GP (i.e., for a student to register for a project in the Fall Semester, the supervisor and project must be assigned to the student one month prior to the end of the preceding Spring Semester).

   To ensure that the assignment of projects and supervisors be carried out on time, the School/Department must:

   1.1 Ensure that the student does have at least thirty credit hours left in the degree program including GP, in order to register for the GP.
   1.2 Require every faculty member to submit at least two projects with a title and summary.
   1.3 The School/Department Graduation Project Supervising Committee (S/DGPSC) discuss the projects and finalize them with students' assignments to these projects using a set deadline.
   1.4 Display all the proposed projects including the respective supervisors for the students to choose the projects they want to do, or the students own graduation project ideas.

1.5 The S/DGPSC shall monitor the request for resources needed for the assigned projects.

2. **Supervision**

The supervision process is carried out as follows:

2.1 The supervisor ensures a smooth running of the project, in consultation with the students, provide an execution plan for the project and submit it to the S/DGPSC for approval. This plan is automated.

2.2 The student submits an interim report on the tasks of the first semester. The report is assessed according to the tasks assigned for the first semester and the student is given an IN PROGRESS (IP) grade and proceeds to the second semester. The Supervisor and the S/DGPSC shall assess the interim report. No marks shall be given to the student here, but the S/DGPSC, in the presence of the supervisor, shall inform the students about the level of satisfaction with their report to be aware of their general level of performance, and work in the second semester to correct shortcomings, if any.

2.3 The student submits the draft of the final report.

2.4 The supervisor returns the comments to the student for finalizing the report.

2.5 The student submits the modified final report for final approval to the GP Supervisor and a copy should go to the S/DGPSC.

2.6 The student prepares a presentation under the supervision of the GP Supervisor to be used for the oral presentation.

2.7 In the case of the need to change the supervisor, the S/DGPSC shall assign a new supervisor subject to the approval of the School/Department Board.

3. **Assessment of the Project**

3.1 Before assessment, the GP report should be checked for similarity by the supervisor using a similarity check tool (i.e., Turnitin) as per the Student Academic Misconduct Policy [Document Reference No.: UoN/AA-POL-007/V3/2021].

3.2 The final assessment of all components of the project takes place at the end of the second semester.

3.3 The assessment is based on the GP course learning outcomes and carried out by the Supervisor along with the S/DGPSC as specified in Appendix D.

3.4 The presentation is assessed by faculty attending it.

3.5 The oral examination of 20-25 minutes is conducted by the examiners for every student individually.

3.6 The examiners shall complete their assessment forms and the chairperson of the examination panel gives them to the S/DGPSC to add the marks for every examiner and obtain the average mark for every project.

3.7 A meeting of all the examiners in the presence of the Head of School/Department decides on the grades, considering the project as one course. (This can be done by the chairperson of the S/DGPSC writing the total marks for projects on the board without the names and the examiners can decide on the cut-off points for the grades. Once the cut-off points are agreed upon, the grades are assigned). The final grades are submitted to the School/Department Board for approval by the chairperson of the S/DGPSC.

3.8 If a student fails to submit their project on time and the assessment of their projects is delayed, without proper justification, they will lose 10%.

3.9 A rubric is developed to objectively assess the different GP components (see Appendix E for the Graduation Project Assessment Rubric). This rubric also guides the assessors to complete the Graduation Project Assessment Form (Appendix D). Both the Graduation Project Assessment Form and the Graduation Project Assessment Rubric should be included in the T&A Plan.

3.10 All assessment components of the GP must be fulfilled to give the final GP course grade.

3.11 The students' GP grades shall be approved by the School/Department Board.

VIII. QUALITY MANAGEMENT

1. The School/Department Board shall follow this document and may alter some of its components, when needed according to the required GP competence of the specialization.
2. The College Board shall approve the School/Department Graduation Project modified guideline. The Dean of the College shall forward it to the Vice-Chancellor for Academic Affairs for final approval.
3. The GP Supervisors must comply with the GP guidelines.
4. The GP should adhere to the University regulations on research projects that include human, animal or genetic ethical or biosafety considerations.
5. The GP may result in a publication in a refereed journal or conference proceeding and/or conference presentation. Proper coordination between the University GP Committee and the University Publication Board shall be established to ensure appropriate guidelines for GP publication.
6. The College Quality Management Officer must ensure that the GP standards in the College are in accordance with this document.
7. The University GP Officer will systematically monitor the implementation of the GP Guidelines across the University.
8. The EBAA shall assess the output of the GP and ensure the proper implementation of the GP document.
9. The Center for Excellence in Teaching and Learning (CETL) shall oversee the automation of the GP process.
10. The Deanship for Planning and Quality Management (DPQM) shall evaluate the implementation of this GP Guidelines across the University.

IX. HISTORICAL RECORDS

This document was based on the Final Year Project document developed and presented to the University Academic Council (UAC) in 2008. The Council set up a subcommittee comprising the VCAA as chairman, Prof. Ibrahim Eltayeb and Prof. Mohamed Ismail as members to review the FYP Guidelines with a view of making the primary objective of the GP course enhancing students' soft skills to meet job market demand.

The 2008 GP Guidelines were modified by the Academic Development Officer at the Office of the Vice Chancellor for Academic Affairs (VCAA) under the direct supervision of the VCAA and in coordination with Pro Vice-Chancellor for Academic Support. Thereafter, a series of reviews were made by the EBAA. Finally, the University Academic Council subcommittee further reviewed the document and came up with the second version of the Graduation Project Guidelines.

The third version of the Guidelines was reviewed and revised to include the GP project report manual and template. The GP report manual and template were presented to the Deans, Assistant Deans, Heads of Schools/Departments/Sections and faculty in a workshop conducted by the Office of the Vice-Chancellor for Academic Affairs. During the workshop, participants made insightful ideas that were considered in refining the document. Furthermore, the EBAA members reviewed the Guidelines, which resulted in developing this third version of the Guidelines.

X. REFERENCES

University Academic Council (UAC) Minutes of Meeting dated *UAC 2/S2014/2nd June 2014*
Final Year Project Guidelines 2008
Quality Teaching and Learning Management Systems (QTLMS)

XI. APPENDICES

APPENDIX A

Document Reference Number
UoN/AA-GUI-010/FORM-001/V3/2022

University of Nizwa

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GRADUATION PROJECT PROPOSAL FORM

College		**Department**	

Project Title:

Suggested GP Supervisor (if any):

_____

Collaborator/s (if any):

_____

Abstract (short summary) of the research project:

Problem Statement: _____

_____

_____

Objectives:

_____

_____

_____

Methodology: _____

_____

_____

_____

Expected Project Outcomes
i.e., publications, case study presentation or conference presentation

_____

_____.

Tools/equipment required:

_____

_____

_____

_____

Supervisor's Signature		Date	

APPENDIX B

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GRADUATION PROJECT APPROVAL FORM

College		Department	

Name of the Student	
Student ID	
Title of the Project	
Subject Area	
Name of the GP Supervisor	
Name of Co-Supervisor	
Estimated Cost of the Project	
Projected Date of Completion	

Student Signature		Date	
Supervisor Signature		Date	

Please provide a copy of the project outline/synopsis signed by the Supervisor.

FOR OFFICIAL USE ONLY

The Project has been ☐ APPROVED ☐NOT APPROVED

Problem Statement: _____

_____

_____

Objectives: _____

_____

_____

Methodology: _____

_____

Remarks (if any): _____

_____

_____

_____

_____

Department GP Supervising Committee Chairperson Signature		Date	

APPENDIX C

	Document Reference Number
	UoN/AA-GUI-010/FORM-003/V3/2022

GRADUATION PROJECT REQUISITION FORM

(Note: The Supervisor can use this form to request (a) purchasing consumables and equipment, (b) technical support, (c) nomination of co-supervisors and other related resources to the project, (d) visit for data collection.)

REQUESTED BY	
Supervisor Name	
Project Title	
Student Name	
Student ID	
Date	

No.	Description	Purpose	Quality

APPROVAL BY THE DEPARTMENT HEAD	
Name	
Program	
Signature	
Date	

Approval

Approved ☐   Not Approved ☐

Remarks:

_____

_____

_____

Name & Signature of Supervisor: _____

	Document Reference Number
	UoN/AA-GUI-010/FORM-004/V3/2022

GRADUATION PROJECT ASSESSMENT FORM

Course Learning Outcomes	Component	Assessor	Assigned Marks (%)	Actual Scored Mark (%)	Total Marks
1. Identify a problem worthy of study, collect the required data/information, solve it, analyze the results, draw out the conclusions and prepare a well-organized report that can be easily understood by other readers. (45%)	THE REPORT Identification of the Problem	Graduation Project Supervisor	45		
	Data Collection				
	Method of Solution				
	Analysis and Conclusions				
	Presentation				
2. Produce a comprehensive literature review of the problem within the report. (15%)	Literature Review		15		
Total Percentage of the GP Project			**45 +15 = 60**		
3. Complete the Graduation Project within the specified T & A Plan and time of two semesters. (10%)	Completion of Project on Time	Graduation Project Supervisor	10		
4. Prepare a presentation from the GP report. (10%)	Assessment of the Quality of the Prepared Presentation	S/DGPSC	10		
5. Deliver an oral presentation of the GP effectively by demonstrating confidence, wide knowledge of the project, logical thinking and good communication skills. (20%)	Seminar Delivery and Related Oral Examination	S/DGPSC	20		
TOTAL			**100%**		

* GP examiners from outside may be invited as well as examiners from other Schools/Departments within the College.

GRADUATION PROJECT ASSESSMENT RUBRIC

Course Learning Outcomes	Assessment Components	Marks	5	4	3	2	1
1. Identify a problem worthy of study, review the related literature review, collect the required data/information, solve it, analyze the results, draw out the conclusions and prepare a well-organized report that can be easily understood by other readers. (60%)	**THE REPORT** Identification of the GP Problem	5	The problem is well-defined and really worthy of study.	The problem is worthy of study and has few undefined elements.	The problem is somewhat worthy of study and somewhat defined.	The problem is not relevant and poorly defined.	The problem is not relevant and not defined.
	Literature Review	15	The literature review is relevant, includes current trends with a related studies reviewed and gaps identified in the literature.	The literature review is relevant, includes not so current trends with several related studies reviewed and few gaps in the literature are not identified.	The literature review is somewhat relevant, literature is somewhat current with few related studies reviewed and some gaps in the literature are not identified.	The literature review is irrelevant, the literature is obsolete with very few related studies reviewed and contains a lot of gaps.	The literature review is irrelevant to the topic and no related studies reviewed.
	Data Collection and the Method of Solution	20	The required data/information collected are complete and useful and the method of solving the problem is correct.	The required data/information collected are almost complete and useful and the method of solving the problem is correct with few inaccuracies.	The required data/information are somewhat complete and useful and the method of solving the problem is somewhat correct.	The required data/information collected are incomplete and the method of solving the problem is incorrect.	Most of the required data/information are missing and problem is left without a solution.
	Discussions and Conclusions	10	The problem is critically and appropriately analyzed. The conclusions are backed up by strong evidence.	The problem is analyzed critically and appropriately. The findings are logical with few missing evidence and backed up by substantial evidence.	The problem is analyzed somewhat critically and appropriately. The findings are slightly logical and backed up by few evidence.	The problem is poorly analyzed. The findings are completely illogical without substantial evidence.	The problem is not analyzed critically at all. The findings are incomplete.

Course Learning Outcomes	Assessment Components	Marks	5	4	3	2	1
	The Report Framework and Organization	10	The report is well-organized; the details are in proper order that can be easily understood by other readers.	The report is organized; the details are in order with few gaps.	The report is somewhat organized; the details are somewhat in order with some gaps.	The report is poorly organized; the details are not in order.	The report is very poorly organized and lacks basic details.
2. Complete the Graduation Project within the specified T & A Plan and time of two semesters. (10%)	Completion of Project on Time	10	The project report was promptly submitted by the deadline specified in the T & A plan.	The project report was submitted with a short delay on the deadline specified in the T & A plan.	The project report was submitted with a rather considerable delay on the deadline specified in the T & A.	The project report was submitted with so much delay on the deadline specified in the T & A.	The project report submission was very far behind the deadline.
3. Prepare a presentation from the GP report. (10%)	Assessment of the Quality of the Prepared Presentation	10	The presentation content is complete with no missing elements.	The presentation content has only few missing details.	The presentation content is somewhat complete.	The presentation content is disorganized, with several missing elements.	The presentation is incomplete with so many gaps.
4. Deliver an oral presentation of the GP effectively by demonstrating confidence, wide knowledge of the project, logical thinking and good communication skills. (20%) Seminar Delivery and Related Oral Examination	Presentation Skills	5	The student demonstrated great presentation skills.	The student demonstrated good presentation skills.	The student delivered the presentation acceptable way.	The student delivered poor presentation.	The student delivered very poor presentation.
	Knowledge of the Project	5	The student exhibited a thorough understanding of the project and its components and challenges.	The student exhibited a good understanding of the project and its components and challenges.	The student has a basic understanding of the project and its components and challenges.	The student has a very limited comprehension of the project and its components and challenges.	The student is unsure about the project with no comprehension of the project components and challenges.
	Ability to Answer Questions	5	The student answered questions confidently with relevant and correct information.	The student showed acceptable confidence in answering the majority of the questions.	The student answered questions with low confidence.	The student answered few questions with very low confidence.	The student could not answer the vast majority of questions and lack confidence.

Course Learning Outcomes	Assessment Components	Marks	5	4	3	2	1
	Presentation Slides Design	5	The presentation slides (texts and figures) are readable, well-organized, appropriate and creative, with no spelling errors. The essential points are presented.	The presentation slides (texts and figures) are readable, organized, appropriate with no spelling errors. The essential points are presented with few missing elements.	The presentation slides (texts and figures) are somewhat readable, organized, and appropriate with few spelling errors. The essential points are incomplete.	The presentation slides (texts and figures) are not organized, appropriate and contain a lot of typographical errors with unsuitable level of detail.	The presentation slides (texts and figures) are poorly organized, inappropriate and plagued with typographical errors with very poor details.

APPENDIX F

University of Nizwa

GRADUATION PROJECT REPORT MANUAL

GRADUATION PROJECT REPORT MANUAL

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I. INTRODUCTION

This manual is designed to guide undergraduate students in completing a well-organized graduation project report. It describes the report's format and how to write each section, including the introduction and research topic, the literature review and the discussion. The presentation of a project report is critical to its success. The report should be well-organized and consistent. This document summarizes the report's presentation, including font size, writing style, and report structure. It has to be read along with the Graduation Project Guidelines for Bachelor Degree Programs [UoN/AA-010/GUI/V2/2017].

II. CONTENTS OF GRADUATION PROJECT REPORT

The Graduation Project Report should contain the following:

2.1 Cover Page

The cover page must contain the UoN logo, Title of the Graduation Project, Student's Full Name and UoN ID Number, Name of the Department, Statement of Award for the Project Report and Name of Supervisor/s and Month and Year of Submission (*see the Appendix*).

2.2 Student Authorship Declaration [Document Reference No. UoN/AA-POL-007/FORM-001/V3/2021] states that the GP report is the student's original work and that all references and sources are properly acknowledged. Additionally, it states that the GP report is protected by a copyright.

2.3 The Similarity Check Report (i.e., Turnitin) Page should be attached as an Appendix.

Checking your material for plagiarism will reassure you that your work is, in fact, unique. Moreover, it may be easier for you to adjust where duplication happened. Additionally, it is critical to analyze your material for plagiarism so that you can observe how specific parts of text frequently appear in the same location on a page. This can also help you avoid accusations of plagiarism, as you have the opportunity to make modifications before submitting your material.

2.4 Acknowledgement Page

A page of acknowledgement is often included at the start of a Graduation Project, directly following the Table of Contents. Acknowledgements allow you to acknowledge everyone who assisted with the research. Careful consideration must be paid to individuals whose assistance should be recognized and in what sequence. The following is a list of persons who are often acknowledged: primary supervisor, secondary supervisor, other members of your Department's academic personnel, your Department's technical or support staff, other Departments' academic staff, other establishments, organizations, or businesses, family and friends. It should be noted, however, that each project is unique and your acknowledgements should be tailored to your specific scenario.

Example: I would like to express my gratitude to everyone who contributed to the successful completion of this project. The following words are intended to show my appreciation to my research supervisor.... for their guidance throughout the creation of this study.

In addition, I would like to convey my appreciation to........ for their...........................

2.5 Table of Contents

This page should list all headings and subheadings and the page numbers that correspond to them in the body of the Project Report.

2.6 List of Tables and Figures (if applicable)

This page should provide a list of all tables and figures in the Project Report along with their page numbers.

2.7 List of Symbols/Notations/Terminologies/Abbreviations/Acronyms (if applicable)

This page should list all symbols, abbreviations, notations, and terminology found in the Project Report in alphabetical order.

2.8 List of Appendices (if applicable)

This page should detail all the appendices that can be found at the end of the Project Report and their page numbers.

2.9 Body of the Graduation Project Report

The Body of the Project Report should contain the following:

   I.   Abstract
  II.   Introduction and Statement of the Problem
 III.   Aim of the Study
  IV.   Significance of the Study
   V.   Literature Review/Background of the Study
  VI.   Study Design and Research Methods
 VII.   Results and Discussions
VIII.   Conclusions and Recommendations
  IX.   References (See referencing style below)
   X.   Appendices

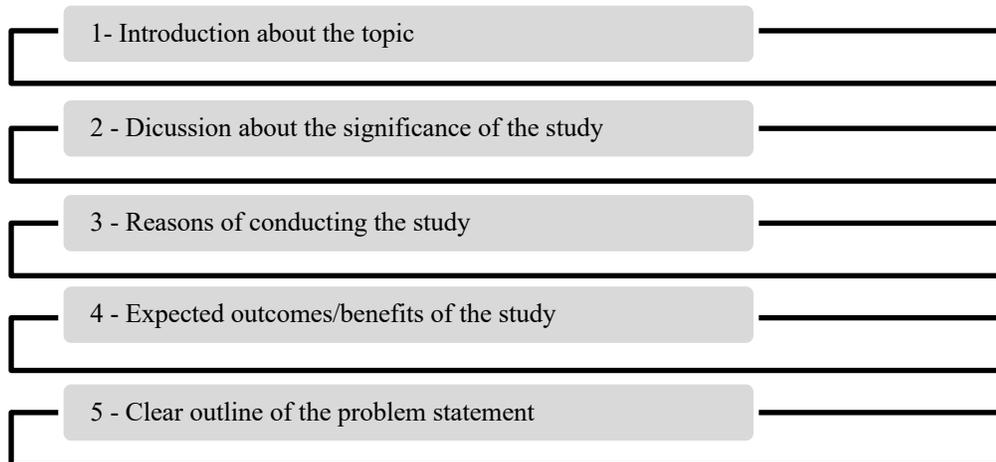## III. STRUCTURE OF THE GRADUATION PROJECT REPORT

The body of the **Graduation Project Report** should contain the following sections:

3.1 Abstract Page

The abstract is a short description of the entire research proposal and it should provide the reader a sense of the project's main points and conclusion. It usually includes a brief background on the topic as well as a brief overview of the research, methodology, findings or significant outcomes, suggestions, and project conclusions. It should not include any references, abbreviations and table or figure citations.

3.2 Introduction and Statement of the Problem

The main purpose of the introduction and statement of the problem is to briefly explain the significance of your research, present the problem and provide a strong argument for why the study is needed. It should stimulate the reader's interest. Normally it should include the following:

1- Introduction about the topic

2 - Dicussion about the significance of the study

3 - Reasons of conducting the study

4 - Expected outcomes/benefits of the study

5 - Clear outline of the problem statement

3.3 Aim of the Study

The primary aim of the study is a broad statement outlining the project's or research program's long-term objectives, followed by specific aims of the study. The study's objective must be stated clearly and logically tied to the problem statement.

3.4 Significance of the Study

The significance of the study merely explains why the research was conducted. It discusses why the research is necessary and the potential impact on a certain discipline. Additionally, this section should emphasize the community's socioeconomic benefits and its contribution to newer scientific knowledge.

3.5 Literature Review/Background of the Study

The purpose of the literature review/background section is to provide the reader with current information about the topic of the study that they may not be familiar with. It should present the significance of the research problem described in the report and clearly show the problem that has not been solved yet. It involves a survey of the most relevant references. Good literature review allows you to: discover what has been written about the topic, find out the relationship between various contributions, outline the contradictions and define the gaps or unresolved questions.

The literature review demonstrates your knowledge and grasp of the research issue while also allowing you to gain new insights into your study.

When writing this section, assume you are writing a story or a novel; the story should be arranged, therefore utilize subheadings to provide sequences and consistency to your review. Start with the main theme and "break it down into small bits," avoid repetitions of words or sentences, cite any influential papers, use up-to-date papers to stay current on the topic you're researching, critically evaluate those cited papers and avoid irrelevant, trivial references or secondary sources. Include all the topics mentioned in the specific objectives.

It is important to remember the "four C's" when writing a literature review:

Compare the following arguments, ideas, techniques, and conclusions from the literature: What do the writers have in common? Who use comparable methods for examining the research problem?

Contrast the numerous arguments, themes, methods, approaches and conflicts stated in the literature: What are the main points of dispute, controversy or debate?

Critique the literature: Which arguments are more convincing and why? Which methods, conclusions or procedures appear to be the most dependable, valid, or suitable and why? Take note of the verbs you use to express what an author says/does [for example, claims, demonstrates, argues and etc.].

Connect the literature to your own field of inquiry and investigation: how does your work build on, deviate from, synthesize, or provide a fresh perspective on what has been expressed in the literature?

To represent the purpose of your study, your literature review/background section should conclude with the research problem you are seeking to answer.

3.6 Study Design and Research Methods

The research method is a description of how you have achieved your research objectives and completed your project. When you start writing the methods, always keep in mind the specific objectives. Therefore, it should be written in the same order as the objectives.

Thus, the purpose of this section is to persuade the reader that your overall study design and analytic techniques adequately address the topic and that the methodologies enable successful interpretation of the obtained data. Your design and techniques should be related to the study's specific objectives.

What statistical methods (see below) did you employ to analyze your data? Additionally, Methods for data collection, inclusion and exclusion criteria should be mentioned, as well as the elimination of any bias in the selection of participants.

The tense usually used to describe the procedures that have been carried out in the graduation project report is the simple past tense. Because you are describing a work that has already been completed. The past simple tense is formed by using 'was' or 'were' plus the past participle. Here are some examples: "This study was ethically approved". "100 ml of water was added…etc.".

Statistical Analysis

Statistical analysis should be written below the methods. All statistical methods used in a study should be described in this section and the software used to analyze the data with its version number should be named. Any exclusion of subjects during analysis should also be stated.

3.7 Results and Discussion

The results must be presented in a clear manner; use, where appropriate, tables, figures, and other suitable diagrams to present your results. Figures and tables must also be described in the text and any significant differences should be presented using the p-value.

You should always keep in mind the research questions (RQ), hypothesis (if any) and main goals when writing your discussion. Do your results answer the RQ/approve your hypothesis or not? Discuss your interpretations of the results. Connect, compare and contrast your findings with already published results. Do your results agree or disagree with already published findings by other researchers? Do your results and the methods (study design) have limitations? Anticipate any potential barriers and pitfalls that may affect your findings.

All statistical analysis should be mentioned in the results, whether in the text or in tables. For significant or insignificant results, write exact P values (to three decimal places) with confidence

intervals. P value, on the other hand, can be expressed as P 0.05, P 0.001, or P 0.0001, where P is the international standard (large italic).

3.8 Conclusions and Recommendations

The purpose of the conclusion section is to concisely restate the research findings and their significance. The remarks following the conclusion section focus on the most important aspects and proof for your findings. In a word, the conclusion section should succinctly summarize the key findings of the research without repetition. Recommendations are frequently made in conjunction with the findings. Recommendations shall be brief one-sentence statements. Each recommendation may be followed by a few phrases of explanatory text as an alternative. The recommendation emphasizes specific measures that can be utilized to solve the questions tested in the research.

3.9 References

Students should use periodicals (such as journals, and conference proceedings) as references. These types of references may be more useful than websites and textbooks, because they are more specialized and up to date. To avoid any type of plagiarism, students must cite the source/s of information that has been written in the report.

If you copy a whole sentence/s from a source, then make sure that you use quotation marks and italics font and mention the source.

The frequently used method of referencing in developing the Graduation Project Report is the APA (American Psychological Association). However, other methods such as MLA (Modern Languages Association, Harvard and MHRA (Modern Humanities Research Association) can be used if needed. When producing your report, you should adhere to a single format. Your supervisor may require that you utilize one of the four systems indicated above or they may advise you to use another.

The following points should also be adhered to:

a. Reference Style must be **uniform**.
b. References must be arranged **alphabetically** in the Reference Section or they may be presented number wise.
c. Any data, table, figure, value or important information taken from other sources must be **properly acknowledged** in the graduation project.
d. Reference of the sources should be added below each photograph or table/graph taken from other sources.
e. **Citation in Text** should follow a chronological order (i.e., John *et al.* (2020) or (John *et al.*, 2012, 2016 & 2020).
f. For single author (John, 2020), two authors (John and Michelle, 2018) and for more than three authors (John *et al.*, 2020) will be used.

g. The student may benefit from available software applications, such as EndNote, Mendeley, etc. to properly present reference style.

IV. SPECIFICATIONS AND FORMAT OF THE GRADUATION PROJECT (GP) REPORT

Specification/Format	Description
Language	American English should be used to write the project report (or depends on the course languages).
Size and Color of the Paper	A4-sized paper in a white color.
Printing/Binding	The report must be typewritten on a computer using a word processor and printed double-sided with comb binding or permanent binding.
Total Number of Printed Copies of the GP Report	2 copies (hardcopy) for grading; 1 hardcopy and 1 softcopy following approval.
Cover Page	Times New Roman with an 18-point font size should be used to enter the text on the cover page of the document.
Number of Words	The Graduate Project Report's body content should not exceed 10,000 words, omitting the title, abstract, references and appendices.
Margin of the Page	Left and right margins are 2.0 centimeters each, bottom margin is 2.5 centimeters and header and footer margins are 1.5 centimeters each.
Layout of the Body Text	Font size: Times New Roman 12-point font with 1.5 line spacing Title in all capital characters, bold and in the center.
Numbering the Headings and Subheadings	Arabic numbers must be used to number the headings and subheadings.
Tables Inside the Text	All tables must be numbered consecutively using Arabic numerals in relation to the chapter. Each table must include a caption, which should be centered at the top. All tables should be word processed before being incorporated into the Project Report. Inserting photocopies/images of tables/figures within the body of the report is not allowed (except figures or tables that generated from instrumentation process).
Textual Illustrations	All figures must be numbered in Arabic numerals in relation to the chapter. Each figure must have a caption, which should be placed at the bottom. All numbers should be word processed before being incorporated into the Project Report. Inserting photocopies/images of tables/figures within the body of the report is not allowed (except figures that generated from instrumentation process).
Writing Styles for Date, Numbers and Units	The International System of Units (SI) should be followed when writing units, symbols, numerals and so on in the Project Report.

APPENDIX G.

GRADUATION PROJECT REPORT TEMPLATE

University of Nizwa

University of Nizwa

TITLE OF GRADUATION PROJECT	

In Fulfillment of the Requirement for the Graduation Project

_____

Student Full Name

_____

UoN ID Number

_____

Name of Department and College

_____

Name of Supervisor/s

_____

Month and Year of Submission

University of Nizwa

STUDENT STATEMENT OF AUTHORSHIP

I understand that I am responsible for any academic work I submitted to the University of Nizwa. I declare that this assignment/project is my original work and any references and sources I have used were properly acknowledged. I claim the sole ownership of this academic work which was not done by any other person.

If the University of Nizwa discovers that the foregoing declaration is incorrect and/or that cheating or plagiarism has occurred, the University reserves the right to impose academic sanctions against me.

The copyright of this project report belongs to the University of Nizwa. The student should adhere to the University Authorship Policy [UoN/GSRER-DOR-POL/007/V1/2021].

Course Code:　　　　　　 _____

Course Title:　　　　　　 _____

Title of Assignment/Project:　 _____

Name of Student:　　　　 _____

Student ID:　　　　　　　 _____

Student Signature:　　　　 _____

Date:　　　　　　　　　　 _____

SIMILARITY CHECK REPORT

ACKNOWLEDGEMENT

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Symbols/Notations/Terminologies/Abbreviations/Acronyms Used	Meaning

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II. **Introduction and Statement of the Problem**

III. **Aim of the Study**

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