



Department of Architectural Engineering
Faculty of Engineering
Najran University

Programme Handbook

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PREFACE

The Graduation Project Guidelines manual is officially prepared as a reference for graduating year students of Architectural Engineering Department. The manual is considered as a supplementary instrument in achieving the goal of completing the Graduation Project (GP): to equip students with key academic knowledge theoretically and practically for their professional competency in the future working life.

It is a concise reference contains essential information for students to comply in order to fulfill the university academic and practical requirements to graduate with resourceful competency. The content clarifies in details about the Graduation Project in terms of its two (2) phases i.e. GP I & GP II, definition, aim, objectives, pre-requisites to register the course, ABET criteria for Students' Outcomes (SO), project categories, level & scope, list of roles & responsibilities for students, supervisor, assessment panel and GP committees and coordinators; deliverables, details of the courses like course registration, details of project weekly schedules, assessment & grading related information like details of Course Learning Outcomes (CLO), detailed measurement guidelines assisting assessment, GP-related forms, and related sample in appendices.

Following part is on how to prepare the final submission of the report, which includes page margins, formatting its content like citation and referencing styles, footnotes or endnotes, tables and appendices, bibliography/reference, plagiarism issue, and other standard academic practice applied elsewhere in general.

It is hoped that this manual will be beneficial reference to ease the graduating year students in successfully accomplishing their Graduating Project proposal and final report at international standard typically implemented at university level worldwide.

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TABLE OF CONTENTS

PREFACE	2
LIST OF TABLES	8
CHAPTER 1: INTRODUCTION	9
1.1 GP Definition.....	Error! Bookmark not defined.
1.2 GP Aim.....	9
1.3 GP Objectives.....	9
1.4 Pre-requisite/s.....	9
1.5 Students Outcomes (SOs): ABET Criteria.....	10
1.6 Project Categories.....	10
1.6 Level and Scope.....	11
1.7 Roles and Responsibilities.....	11
1.7.1 Student.....	13
1.7.2 Supervisor.....	Error! Bookmark not defined.
1.7.3 Assessment Panel.....	14
1.7.4 GP Committee.....	Error! Bookmark not defined.
1.8 Deliverables.....	14
1.8.1 Logbook.....	15
1.8.2 Project Reports.....	15
CHAPTER 2: PROJECT SCHEDULE	16
2.1 Overview.....	16
2.2 Graduation Project I (491AE-2).....	16
2.2.1 GPI Course Description.....	16
2.2.2 Course Learning Outcomes (CLOs) of GP I.....	16
2.2.3 CLO-SO Matrix Mapping of GP I.....	17
2.2.4 Significant Activities for GP I.....	17
2.3 Graduation Project II (492EE-3).....	18
2.3.1 GP II Course Description.....	18
2.3.2 Course Learning Outcomes (CLOs) of GP II.....	18
2.3.3 CLO-SO Matrix Mapping of GP II.....	19
2.3.4 Significant Activities for GP II.....	19
CHAPTER 3: GRADING AND ASSESSMENT	21
3.1 Assessment.....	21
3.2 Conditions for Passing GP.....	21
3.3 GP I & II Deferment.....	22
3.4 GP I & II and Failure.....	22
CHAPTER 4: GENERAL REQUIREMENTS FOR GP REPORT/DISSERTATION	23
4.1 Introduction.....	23
4.2 Language.....	23
4.3 Technical Specifications.....	23
4.3.1 Report Title.....	23
4.3.2 Number of Pages.....	23
4.3.3 Page Layout.....	23
4.3.4 Type of Paper.....	23
4.3.5 Font Type and Font Size.....	23

4.3.6 Margins	24
4.3.7 Spacing.....	24
4.3.8 Pagination	24
4.3.9 Binding.....	24
4.4 Submission.....	25
CHAPTER 5: REPORT/DISSERTATION FORMAT.....	26
5.1 Title Page	26
5.2 Abstract.....	26
5.3 Acknowledgements.....	27
5.4 Declaration Form	27
5.5 Table of Contents.....	27
5.6 List of Tables	27
5.7 List of Figures.....	27
5.8 List of Abbreviations	27
5.9 Body of Report.....	27
5.10 Equations.....	31
5.11 References.....	31
5.12 Appendices.....	31
PREFACE.....	2
LIST OF TABLES.....	8
CHAPTER 1: INTRODUCTION.....	9
1.1 GP Definition	Error! Bookmark not defined.
1.2 GP Aim	9
1.3 GP Objectives	9
1.4 Pre-requisite/s	9
1.5 Students Outcomes (SOs): ABET Criteria	10
1.6 Project Categories	10
1.6 Level and Scope.....	11
1.7 Roles and Responsibilities	11
1.7.1 Student	13
1.7.2 Supervisor	Error! Bookmark not defined.
1.7.3 Assessment Panel.....	14
1.7.4 GP Committee.....	Error! Bookmark not defined.
1.8 Deliverables	14
1.8.1 Logbook.....	15
1.8.2 Project Reports.....	15
CHAPTER 2: PROJECT SCHEDULE.....	16
2.1 Overview.....	16
2.2 Graduation Project I (491AE-2).....	16
2.2.1 GPI Course Description	16
2.2.2 Course Learning Outcomes (CLOs) of GP I.....	16
2.2.3 CLO-SO Matrix Mapping of GP I.....	17
2.2.4 Significant Activities for GP I	17
2.3 Graduation Project II (492EE-3).....	18
2.3.1 GP II Course Description.....	18
2.3.2 Course Learning Outcomes (CLOs) of GP II	18

2.3.3 CLO-SO Matrix Mapping of GP II.....	19
2.3.4 Significant Activities for GP II.....	19
CHAPTER 3: GRADING AND ASSESSMENT	21
3.1 Assessment.....	21
3.2 Conditions for Passing GP	21
3.3 GP I & II Deferment	22
3.4 GP I & II and Failure	22
CHAPTER 4: GENERAL REQUIREMENTS FOR GP REPORT/DISSERTATION.....	23
4.1 Introduction.....	23
4.2 Language.....	23
4.3 Technical Specifications	23
4.3.1 Report Title	23
4.3.2 Number of Pages.....	23
4.3.3 Page Layout	23
4.3.4 Type of Paper.....	23
4.3.5 Font Type and Font Size	23
4.3.6 Margins	24
4.3.7 Spacing.....	24
4.3.8 Pagination	24
4.3.9 Binding.....	24
4.4 Submission.....	25
CHAPTER 5: REPORT/DISSERTATION FORMAT.....	26
5.1 Title Page	26
5.2 Abstract.....	26
5.3 Acknowledgements.....	27
5.4 Declaration Form	27
5.5 Table of Contents.....	27
5.6 List of Tables	27
5.7 List of Figures	27
5.8 List of Abbreviations	27
5.9 Body of Report.....	27
5.10 Equations.....	31
5.11 References.....	31
5.12 Appendices.....	31
Appendix 0: Application Form for 491AE-2 Graduation Project Phase One (GP I).....	32
Appendix A: Assessment Forms for 491AE-2 Graduation Project Phase One (GP I).....	36
Appendix B: Assessment Forms for 492AE-4 Graduation Project Phase Two (GP II).....	39
Appendix C: Graduation Project Grading Form	42
Appendix D: Assessment Guide for Supervisors and Examination Panels.....	45
Appendix E: Example of the Spine and Cover of a GP Report.....	49
Appendix F: Title Page.....	50
Appendix G: Table of Contents.....	51

LIST OF TABLES

Table 1: CLOs of GP I.....	17
Table 2: The Matrix Mapping between the CLOs and the SOs for GP I.....	17
Table 3: CLOs of GP II.....	18
Table 4: The Matrix Mapping between the CLOs and the SOs for GP II.....	19
Table 5: GP Marks Justification.....	21
Table 6: A Typical Layout of a Report	26
Table 7: Chapters Layout of a Report.....	28

CHAPTER 1: INTRODUCTION

This is the Graduation Project Handbook. It allows students to have a detailed idea about the Graduation Project (GP) process from commence to completion. It shows all the required steps that help students to perform the graduation project course in the final academic year in order to successfully obtain the Bachelor's degree offered at the Department of Architectural Engineering, Faculty of Engineering, Najran University, Kingdom of Saudi Arabia.

GP is implemented in two semesters, 9 and 10 - GP I & GP II:

- i) GP I: Two credit hours where a student must prepare a technical report and a set of technical drawings for a medium-size architectural project.
- ii) GP II: Four credit hours where a student must research on one the following building services: Structural system, Air conditioning systems, Electrical and lighting systems, and construction management and building construction and submit a dissertation by the end of the semester. The dissertation should be in accordance with the guidelines provided by the Najran University.

The below-mentioned guidelines are for all parts involved in the graduation project projects namely, students, supervisors, examiners and GP Committee.

1.1 GP Aim

The aim of GP is to train students to be able to apply theoretical knowledge gained throughout the previous years in the classes on a practical research project of their choice in order to acquire useful skills and experience during the learning process with the hope to produce skillful and competent engineering graduates.

1.2 GP Objectives

The main objective of GP is to engage Architectural Engineering students, by simulating a real life experience, in many aspects of future professions, from the inception of an idea to the realization of a complete efficient building. The following points can realize the objective:

1. Acquire knowledge and learn how to conduct a wide range of independent research.
2. Participate in a complete product cycle from inception to a final real-like project.
3. Apply fundamentals to solve building design and building services problems creatively.
4. Use modern tools and technologies to produce novel solutions.
5. Translate users' requirements into practical constraints.
6. Apply a multi-disciplinary approach to solving problems.
7. Work with other technical and non-technical professionals in small teams.
8. Appreciate and consider non-technical constraints (ethical, artistic, economic, socio-cultural etc.) in their design.
9. Develop relations with client/s (whenever possible)
- 10 Enhance oral and written communication skills.

1.3. Eligibility for taking up GP1 and GP2:

GP1 is a pre-requisite for GP2 and qualifying the courses offered before semester 9 such as Design 5 (AE 316) is a pre-requisite for GP1. This means that any student who has completed the courses offered in previous semesters and gained the required number of credit points shall be eligible for undertaking GP1. The GP committee shall be the last authority to finalize the eligibility criteria for GP1 and GP2.

1.4 Students Outcomes (SOs): ABET Criteria

Upon completing GP, students are to be able to:

1. Identify and apply knowledge of mathematics and sciences and engineering in Architectural engineering problems. **(a)**
2. Design and conduct experiments, as well as to analyze and interpret data required for solving Architectural engineering projects. **(b)**
3. Design an optimum Architectural engineering system/component to meet desired needs with realistic constraints, such as economic, environmental, social, political, ethical, health and safety, manufacturability, and sustainability. **(c)**
4. Function effectively on multi-disciplinary Architectural engineering teams. **(d)**
5. Identify, formulate, and solve Architectural engineering problems and to evaluate and synthesize information in order to provide best alternative solutions. **(e)**
6. Act professionally and ethically and recognize the impact of liability issues in Architectural engineering projects. **(f)**
7. Communicate effectively, prepare professionally written materials, graphical communications, and deliver professional oral and written presentations. **(g)**
8. Recognize the broad education necessary to understand the impact of engineering solutions in economic, environmental and societal context, and to improve the quality of life. **(h)**
9. Recognize the need for and an ability to engage in life-long learning and continuing education of professional/engineering skills. **(i)**
10. Recognize the contemporary issues in Architectural engineering disciplines. **(j)**
11. Use techniques, skills, and modern engineering tools necessary for Architectural engineering practices. **(k)**

1.5 GP components:

a) GPI

It is composed of:

- 1) **Research** : Research must be on the above-mentioned four topics in the field of Architectural Engineering. Students are required to attend lectures on these topics and produce a technical report on them
- 2) **Case Study**: Students are asked to take one of their past architectural project or otherwise choose any architectural project approved by the graduation project committee to produce a set of technical drawings with all the technical solutions on them.

b) GPII

- 1) **Research**: Research must be on one the above-mentioned four topics in the field of Architectural Engineering. Students are required to attend lectures on relevant simulation tools expected to be used in the research.

- 2) **Case study:** Students should take one of their past architectural project or otherwise choose any architectural project approved by the graduation project committee to produce a set of technical drawings with all the technical solutions on them.
- 3) **Software (simulation tool).** Students must learn a simulation program that related to their project in order to be able to execute the research.

1.6 Level and Scope

GP is meant for application and practical learning of the previously gained theoretical learning for students to get adequate exposure to and imagination of the real research work.

In general, the scope of the project should be continuously consistent and specifically relevant to the field of Architectural Engineering and reach satisfactory level of a Bachelor's degree. Students also need to efficiently manage the time allocated to GP, which is 30 contact hours per semester for GP I students and 60 contact hours of study per semester for GP II students.

To meet the requirements of the level and scope of GP, several criteria should be followed:

- The research must be a feasible work for the allocation of 15 weeks for each semester (GP I and GP II).
- Each project must not exceed four maximum objectives to be achieved.
- Each project must be carried out in accordance to/within the university adequacy of its required equipment to conduct the study.
- The final dissertation must not exceed one hundred pages, excluding appendices.

1.7 Roles and Responsibilities

The success of GP implementation is determined by the enthusiasm, commitment and cooperation from all parties involved towards their roles and responsibilities.

1.7.1. Graduation Project Committee (GPC):

The committee tasks are as follows:

1. Set the specification of the GP.
2. Propose project (PP) titles to the students or vice versa.
3. Study the proposed GPs provided by faculty members if any.
4. Collect and Study initial proposal forms for approval.
5. Decide the number of students in a group, which take a similar GP.
6. Assign group for students who failed to group themselves.
7. Assign supervisors to the student groups.
8. **Collect weekly Logbook (LB).**
9. Create a timetable for collective activities such as criticism, seminars and any other presentations by assigning Committees and venues.
10. Investigate reports and supervisors evaluation forms.
11. **Collect Examiners evaluation forms.**
12. Compose and submit Grade sheets.
13. Participate in solving any arising problem, advising, giving support when needed.

The following members form the Graduation Project committee:-

1. The GP coordinator chair of the committee.

2. The chair of the department, a member.
3. A staff member.
4. A staff member.
5. A staff member.

1.7.2 The Graduation Project:

The Graduation Projects split into two semesters under the name Graduation Project I (GP1: AE-491-2), and Graduation Project II (AE GP2 492-4). The students should take the two courses in semester 9 and semester 10 respectively as stated in the department study plan. GP1 primarily focus on revising and amending any architectural design project that has been proposed by the students or the GP Committee. In case the student fails to put forward any research topic, the GP Committee will propose for him a research topic and that should be finally endorsed by the GP Committee. **The student should incorporate all the technical solutions namely, the structural construction, air conditioning, lighting, acoustical, plumbing, alarm and firefighting systems, and building management system into his GP1.** Students should perform their research on all these and similar issues and after addressing them all, should present their findings in the form of technical drawings and a professional report. The number of copies for each shall be decided by the consent of the GP Committee. A technical report is to be submitted in GP1 and the final report will be required in GP2 once the solutions have been tested after implementation. GP Committee

1.7.3 Students Group (SG):

The GP Committee is to assign and approve students into groups of **two or three** to take up a similar project.

1.7.4 Students' Responsibilities:

The student is to shoulder all the responsibilities that achieve the stated goals and objectives of the project. Students' responsibilities for GP1 are different from those for GP2.

A) Student's Responsibilities for GP1:

- 1.** To join a SG and submit a proposal form (PF).

Before the end of semester 8 the student must decide whether he will take GP1 and accordingly he should submit a PF to the GPC. Once the GPC receives all the proposals, it is the responsibility of the students to enquire and confirm which GP has been allotted to him and under which supervisor.

The students group (SG) has to visit their assigned supervisor/s within the first week of the semester 9 to **agree on the time of the weekly meeting.**

Failing to submit a proposal form before the deadline announced by GPC will result in course cancellation **unless a genuine reason is presented.**

- 2.** To attend the GP1 class as announced by GP Committee schedule/timetable. The GP coordinator will announce the GP1 course syllabus at the beginning of semester 9.
- 3.** To meet with the project supervisor for at **least 2 hours** a week and to get the Log Book signed by him.
- 4.** To submit all the assignments set in the schedule/timetable to the GP coordinator.
- 5.** To **submit five/seven technical** reports to the GP coordinator before the midterm break as stated earlier.
- 6.** **To sign an oath before the GP1 final submission and include it in the thesis.**
- 7.** To submit the LB to the GP coordinator before the final GP submission.
- 8.** To submit the final GP1 which is composed of a set of design drawings, a set of technical drawings and a report which is written in the format agreed by the faculty (Appendix E) together with a CD copy to the GP Committee.

9. The student should keep records of what he has done to make use of them in GP2.
10. Before the final submission of GP1, the student must decide which technical issue/s he will tackle in GP2 and make it known to the GP coordinator.

B) *Student's Responsibilities for GP2:*

1. The student must submit by the end of semester (9) or otherwise during the first week of semester 10 a PF for the GP2 to the GP Committee.
2. The student must have his approved GP2 topic early in the second week and should meet with his supervisor/s within the same week to decide on the time/s of the weekly meetings.
3. The student should have his LB signed weekly by his supervisor after they meet.
4. The student should attend the GP2 class as announced by GP Committee schedule/timetable.
5. The student should submit all the assignments set in the schedule/timetable to the GP coordinator.
6. The student should sign an oath before the GP2 final submission and include it in the thesis.
7. The student should submit the LB to the GP coordinator before the final submission.
8. The student should strictly follow the way the GP2 thesis is to be written which GP Committee should announce in advance.
9. The student should submit a soft copy of the final research three weeks before the final exams to the GPC.
10. The student should submit the final GP2 thesis as stated earlier together with a CD copy to the GPC.
11. The student must have a viva meeting for the final evaluation according to the schedule.
12. A Student who fails to submit his GP2 on time should present a genuine excuse to the GP Committee which **should send it to the dean of faculty and wait for the decision.**

1.7.5 GP Coordinator GPCO:

The departmental board according to **agreed criteria shall** select a coordinator for the graduation projects GPCO from amongst the staff member.

The GP Coordinator responsibilities:

The GP coordinator is a staff member who does the following tasks:

- a) Proposes the schedule of the GP1 GP2 to the GPC for approval.
- b) To make sure that the students are aware of all the GP literature and notes.
- c) To keep record of the attendance of the students.
- d) To act as a link between the students and the GPC.
- e) To act as a link between the supervisors and the GPC and the examiners.
- f) To help in resolving problems encountered by the students during the completion of their projects or during the course of the semester.
- g) To make sure that all students receive notification of the exam date.

Supervision:

The GPC is to assign a staff member as a supervisor for each SG. Need may arise for a co-supervisor probably of a related specialty to the GP technical issues.

1.7.6 Supervisor's Responsibilities:

The role of the supervisor is to monitor the project group throughout the semester by providing guidance, offering technical help, ensuring that students remain on course, helping mitigate the group troubles.

The following are a list of tasks that the supervisor should consider

- A. **To meet with the students at least once a week (minimum of 2 hours per student).**
- B. Fill in the Logbook after each meeting and return it back to the student.
- C. To verify the work of the group and their documentation.
- D. To make sure that his students are abiding by the events scheduled throughout the semester.
- E. To fill in the Supervisor evaluation forms for both GP1 and GP2 and submit them to the GPC three weeks before the final exams.
- F. To submit student attendance for both GP1 and GP2 to the GP coordinator.
- G. To pass a copy of the student final reports to each examiner.
- H. The student will get disqualified for failing to submit assignments or forms to his supervisor on time. The supervisor should pass the case to the GPC, which will give a verdict on the matter. As for the final exam, if the students' score is marginal, the result will be incomplete. The GP Committee will decide on his case. The supervisor is obliged to continue supervise the student until the re submission is decided.

1.7.7 Examiners Responsibilities:

- 1. The examiners should be reminded of the examination time by the GP coordinator two weeks before the set date.
- 2. The examiners should receive the examination forms, evaluation forms, and a copy of the GP1 or GP2 two weeks before the exam time by the GP coordinator.
- 3. The examiner should be present on time but if he has an unavoidable excuse, the GP Committee shall decide whether the rest of the examiners will be enough and consequently an average will be drawn or otherwise.
- 4. The Examiners will be provided with the evaluation forms All forms completed by the Examiners and the reports handed to them must be returned to the committee within the day of the presentations.
- 5. The examiners must fill independently the examination forms for each student and submit them directly to the GP coordinator, who in turn will calculate the average results and submit them to the GPC.

The following points shall be followed by the Examiners:

- a. It is preferred that the Examiners allow the students to present their work first, before they start their questions.
- b. The Examiners must appreciate the time constraints.
- c. It is not allowed to leak grades
- d. Language issues must receive less weight than technical issues.

1.8 Defense of the GP (presentation and the Viva):

Each presentation should not take **more than 20 minutes for GP1 and 30 minutes for GP2. The discussion session should not take more than 20 minutes, so, the final GP1 examination time for each student should not take more than 50 minutes and 60 minute for GP2.**

The student should use A1 size Canon sheets or any type of papers approved by the GPC for the final presentation. All writings in the drawing sheets as well as in the report should be in English. **1.8 Deliverables**

1.9 Deliverables

Continuous monitoring and evaluation are crucial in the implementation of GP. To facilitate this process, students are required to provide the following deliverables:

1.9.1 Logbook

The logbook is the Student's record of accomplished work during the GP. The student should show the logbook to the supervisor every time they meet. The supervisor should certify the records he made.

These records include:

- Title, objectives, scope and work plan.
- Important dates related to the implementation and evaluation of the project.
- Dates of meetings with the supervisor, and outcomes of the meetings such as discussions, advice and instructions.
- Preparations, problems that have arisen, proposed solutions and equipment that is needed.
- Raw data and/or results achieved to date.
- Sketching of all relevant diagrams.

1.9.2 Project Reports

During the course of GP, the student must provide two types of project reports in English language, which is the graduate project 1 GP I report and the graduate project 2 dissertation GP II.

The student must prepare three (3) hard-bound copies of the final report. All hard-bound copies of the final report must comply with the University's report writing guidelines and must be endorsed by the supervisor. If any student failed to submit the hard-bound final report before the deadline assigned by the Department, he will be graded "F" (FAIL) for his entire GP.

CHAPTER 2: PROJECT SCHEDULE

2.1 Overview

In general the whole project comprises of two parts, namely Graduation Project I (GP I) and Graduation Project II (GP II), which are to be completed by the Year 4 students in their first and second semesters.

The students are expected to discuss project types and size with their respective supervisors before starting their work. Their supervisors are open for students' selection after the supervisors agreed together with the approval from the GP coordinator.

2.2 Graduation Project I GP1 (491AE-2)

GP1 is the first part of the GP. Students here, It is given in semester 9 as stated in the department study plan. Students take courses on technical solutions in this semester. GP1 primarily focus on revising and amending any architectural design project that has been proposed by the students or the GP Committee. In case the student fails to put forward any architectural project, the GP Committee will propose for him one and that should be finally endorsed by the GP Committee. The student should incorporate all the technical solutions namely, the structural construction, air conditioning, lighting, acoustical, plumbing, alarm and firefighting systems, and building management system into his GP1. Students should perform their research on all these issues and after addressing them all, should present their findings in the form of technical drawings and a professional technical report. The number of copies for each shall be decided by the GP Committee.

The progress on these activities will be monitored through regular weekly meetings with student supervisors. By the second week of the semester, students must have a short, written description of their project. Then, for the next 13 weeks, complete and precise sets of technical drawings and a technical report need to be developed, In addition, students must also prepare proposals for the type of technical service/s they intend to search on in GPII.

2.2.1 GPI Course Description

The graduation project 1 should be of medium complication proposed by the student and approved by Graduation Project committee (GPC). Concentration is to be placed beside a high standard of an architectural design and a comprehensive professional technical report on the knowledge of types of the mechanical systems, the electrical systems, the structural systems and the construction management for the chosen architectural design

The graduation project 1 is a culminating handy course work for which the students are expected to integrate and apply what they have learned through previous academic work and field experiences, with faculty supervision. These projects may be "new," continuation of work done in previous courses; or may be projects started in a previous course that become significantly expanded and enhanced for the thesis.

At the beginning of the semester, students propose a topic on which they are supposed to work as a group. Project students meet in class weekly, discuss their research, and screen their progresses for peer and faculty critique and suggestions. At the end of the semester, students present their thesis projects to the supervising committee.

2.2.2 Course Learning Outcomes (CLOs) of GP I

The CLOs of GP I and GP II are pre-specified by the curriculum committee of the Department. They periodically review and then recommend what is considered needs improvement or to keep updated with the contemporary practice internationally. The set CLOs of GP I are listed in Table 1. These CLOs are the focus of teaching for the Department and the focus of learning for the students throughout the Graduation Project. All these CLOs are oriented towards attaining the SOs specified by the department that each student supposed to

accomplish by the time of graduation.

Table 1: CLOs of GP I

No.	CLO
CLO1	Recall the knowledge of writing a professional architectural technical report.
CLO2	Understand the knowledge of architectural engineering concepts, principles, and procedures.
CLO3	Apply all architectural design principles.
CLO4	Apply all architectural technical principles.
CLO5	Investigate different issues of architectural engineering
CLO6	Work effectively as a team member.
CLO7	Act responsibly.
CLO8	Act ethically when asked to execute duties.
CLO9	Communicate effectively in oral and practical exercises.

2.2.3 CLO-SO Matrix Mapping of GP I

The CLO-SO mapping is decided by the curriculum committee. For the Graduation project all the SOs are significant. The students must demonstrate their abilities in all the 11 SOs from (a) to (k). The matrix mapping of GP I is shown in Table 2.

Table 2: The Matrix Mapping between the CLOs and the SOs for GP I

CLO \ SO	SO										
	A	b	c	d	e	f	g	h	i	j	k
CLO1	√				√		√		√	√	
CLO2	√		√	√	√		√	√		√	
CLO3	√		√	√	√		√			√	√
CLO4				√	√	√	√				√
CLO5			√		√						
CLO6				√							
CLO7				√							
CLO8						√					
CLO9							√				

2.2.4 Significant Activities for GP I

Following are the important tentative weekly schedules for GP I.

✓ Week 1

- Students re-confirm the previous registration for GP I subject.
- Students choose team member for the project – maximum is three members in a team.
- Students view the list of available GP projects and information.
- Students select the GP project and approach respective supervisor.

✓ Week 2

- Supervisor approves student/s to commence project.
- Students submit the GP Title Application Form (appendix 0) to the graduate project coordinator.

- Students must attend GP briefing.

✓ **Week 1 - 12**

- Students progressively fulfill GP activities e.g. from amending the chosen design project through writing the technical report to finalizing the technical drawings and report.
- Students regularly meet their supervisors at least once a week.
- Each student must complete the logbook after each meeting.

✓ **Week 13**

- Students submit the Interim Report and must assure that their report precisely complies with all the formatting requirements (e.g. layout, font size, references, etc.) together with sets of design and technical drawings.
- The GP Committee announces the students list for the presentation of the project.
- Students are informed about the presentation time by their supervisors.

✓ **Week 14 - 15**

- Project presentation.

2.3 Graduation Project II (492AE-4)

GP II students should take courses on how to use relative simulation programs in semester 10, if needed. GP2 primarily focus on revising and amending any architectural design project that has been proposed by the students or the GP Committee. In case the student fails to put forward any project, the GP Committee will propose for him a project and that should be finally endorsed by the GP Committee. The student should design one or two of the following systems: structural, air conditioning, electricity and lighting, acoustical, and construction management and construction systems. Students should perform their research on one or two of these issues and after addressing them, should present their findings in the form of technical drawings and a well written dissertation. The number of copies for each shall be decided the GP Committee.

The progress on these activities will be monitored through regular weekly meetings with student supervisors. By the second week of the semester, students must have their architectural project ready. Then, for the next 13 weeks, a complete and precise sets of relative technical drawings and a dissertation need to be developed. Students submit the final work and present it before the supervisors, coordinators and the examiners.

2.3.1 GP II Course Description

This is the second phase of the graduation project, during which students select to design one of the four technical services that are: structural system, air conditioning, electrical and lighting, and construction management and building construction system. The selected service should be designed on the architectural technical design produced in GP1. Each student/s is required to prepare a detailed, valuable dissertation with all the necessary illustrations.

2.3.2 Course Learning Outcomes (CLOs) of GP II

The prescribed CLOs of GP II are listed in Table 3.

Table 3: CLOs of GP II

No.	CLO
CLO1	Conduct enough literature review in the project domain.
CLO2	Design a system, component or process with defined constraints.

CLO3	Solve engineering problems and implement designed solution.
CLO4	Collect and analyze data, and draw conclusions through experiments while testing a project.
CLO5	Investigate different issues of architectural engineering
CLO6	Use techniques, skills and modern engineering tools necessary for engineering practice.
CLO7	Act responsibly and work effectively as a team member.
CLO8	Act ethically when asked to execute duties.
CLO9	Communicate effectively in oral and practical exercises.

2.3.3 CLO-SO Matrix Mapping of GP II

The CLO-SO matrix mapping of GP II is shown in Table 4.

Table 4: The Matrix Mapping between the CLOs and the SOs for GP II

SO CLO	a	b	c	d	e	f	g	h	i	j	k
CLO1	√				√				√		
CLO2		√	√								√
CLO3	√		√		√	√				√	√
CLO4	√	√	√							√	√
CLO5	√	√	√		√			√		√	√
CLO6										√	√
CLO7				√		√	√				
CLO8						√					
CLO9							√				

2.3.4 Significant Activities for GP II

Following are the important tentative weekly schedules for GP II.

✓ Week 1

- Students re-confirm the previous registration for GP II subject.
- Student decide which building service to research on.
- Students choose team member for the project – maximum is three members in a team.
- Students approach their respective supervisors.

✓ Week 2

- Supervisor approves student/s to commence project.
- Students submit the GP Title Application Form to the graduate project coordinator.
- Students must attend GP briefing.

✓ Week 1 - 12

- Students progressively fulfill GP activities e.g. from amending the chosen design project through simulation stages to finalizing the writing of the dissertation.
- Students regularly meet their supervisors at least once a week.
- Each student must complete the logbook after each meeting.

✓ Week 13

- Students submit the Interim dissertation and must assure that their dissertation precisely complies with all the formatting requirements (e.g. layout, font size, references, etc.) together with sets of design and technical drawings.
- The GP Committee announces the students list for the presentation of the project.
- Students are informed about the presentation time by their supervisors.

✓ **Week 14 - 15**

- Dissertation presentation and discussion.

CHAPTER 3: GRADING AND ASSESSMENT

3.1 Assessment

The GP assessment is based on the Student's accomplishment and capability to prepare a project proposal, project report, materials and poster for presentation, oral presentation during the seminars and effective use of the logbook. The proportion of GP I and GP II marks set by the Department are as follows:

- Logbook and Presentation : 35%
- Project Report/dissertation : 65%

Assessment is done by the supervisor and assessment panel separately and discretely. The distribution of marks for the two components above is:

- Assessment Panel : 50%
- Supervisor : 50%

The GP marks justification is shown in Table 5. The allocation of marks and criteria considered in the assessment process are shown in the assessment forms in Appendix A (GP I) and Appendix B (GP II). The graduation project grading form process is provided in Appendix C and the assessment guide for supervisors and assessment panels is provided in Appendix D. The data will be used for input to the GP template of CLOSO software. CLOSO will calculate the final grade and the satisfaction of each CLO and SO.

Table 5: GP Marks Justification

	Marks					
	GP I (491AE-2)			GP II (492EE-3)		
	Logbook	Project course work	Total	Logbook	Final dissertation Draft	Total
Supervisor	15	35	50	15	35	50
Assessment Panel	Presentation	Project report	Total	Presentation	Final dissertation	Total
	20	30	50	20	30	50
Total	35	65	100	35	65	100

3.2 Conditions for Passing GP

Students will pass their GP if they fulfill all of the following conditions ONLY:

Obtain at least 60 marks.

1/Fulfill all of the following conditions of assessment:

- Give presentations at both the GP I and GP II Seminars.
- Submit all deliverables stated in section 1.9.

2/Attend at least 80% of the weekly meetings with the supervisor allocated for each semester (GP I and GP II).

3/It is important to assure that the writing and binding formats of the final report precisely comply with report writing guide of the University.

4/The Final Report/dissertation submitted in hard-bound format is considered as the property of the University.

5/There is no element of plagiarism detected.

6/The student should submit his final GP1 which is composed of a set of design drawings, a set of technical drawings and a report which is written in the format agreed by the faculty (Appendix E) together with a CD copy to the GPC.

7/The GP1 Examiners board is composed of **three** members selected by the chair of the department.

8/If one or two of the examiners apologizes, the chair of the department can nominate another member instead.

9/The GP2 Examiners board is composed of **three** members; one of them should be specialized in the same area as that of the research project.

3.3 GP I & II Deferment

In the event of deferment by the University or withdrawal that is authorized by the Department, under provisions of the Academic Regulations, students may re-register their GP I or GP II in the following semester.

3.4 GP I & GPII Failure/incomplete

Students who have failed GPI or GP II must repeat it in the following semester. Those whose results are marginal will be granted incomplete. The GPC should decide on his case

CHAPTER 4: GENERAL REQUIREMENTS FOR GP REPORT/dissertation

4.1 Introduction

This guide is intended to assist the Bachelor students of Architectural Engineering Department, Faculty of Engineering, Najran University (henceforth the Department) in the preparation of their Graduation Project report in terms of formatting and writing regulations. Students must comply with the guidelines and seek clarification from the staff of the Department should any confusion arises.

4.2 Language

The GP report should be written in English. Language use should be consistent throughout the report, especially in terms of American or British spellings. The Roman alphabet should be used unless otherwise required by the discipline.

4.3 Technical Specifications

The GP report/dissertation must only be printed on a letter-quality or laser printer. Only the original copy of the report or good and clean photocopies will be accepted. Copies with correcting liquid will not be accepted.

4.3.1 Report Title

The title of the GP report should not exceed 20 words.

4.3.2 Number of Pages

The number of pages depends on the nature of the project and should not exceed 120 pages (excluding tables, figures and appendices). Students must obtain written permission from the department of Architectural Engineering before submitting a report longer than the prescribed length. Students should provide strong justifications to support their request.

4.3.3 Page Layout

The text should be presented in the portrait layout. The landscape layout may be used for figures and tables.

4.3.4 Type of Paper

A4 size (210mm x 297mm) paper (80g) or paper of equivalent quality should be used. Students must include an extra blank sheet for the front and back of the report. Photocopies of the report must be on similar quality paper.

4.3.5 Font Type and Font Size

The text of the report, including headings and page numbers, must be produced with the same font type. The font size should be **12** and should not be scripted or italicized except for scientific names and terms in a different language. Bold print may be used for headings. Footnotes and text in tables should not be less than **8**. Fonts appropriate for a report:

- Arial
- Times New Roman

4.3.6 Margins

The left margin should be at least 40 mm, and the right, top and bottom margins at least 25 mm. Margin specifications are meant to facilitate binding and trimming. All information (text headings, footnotes, and figures), including page numbers, must be within the text area (within page margins).

4.3.7 Spacing

The report should be 1.5-spaced, with two spaces between paragraphs and sections. The following, however, should be single-spaced:

- Footnotes or Endnotes (if absolutely necessary)
- Equations in a text box
- References or bibliography (except between entries)
- Multi-line captions (tables, figures)
- Appendices, such as questionnaires, letters
- Headings or subheadings

4.3.8 Pagination

All pages should be numbered consecutively throughout the report, including pages containing tables, figures and appendices. Page numbers should be centered either centrally or right flushed at either the top or bottom margins. Page numbers should appear by themselves and should not be placed in brackets, be hyphenated or be accompanied by decorative images. Text, tables and figures should be printed on **one (1)** side of each sheet only.

Preliminary pages preceding Chapter 1 must be numbered in lowercase Roman numerals (i, ii, iii etc). The title page should not be numbered although it is counted as page i. Page 1 is the first page of the Introduction (Chapter 4) but is not numbered.

4.3.9 Binding

Before making the required number of copies and binding the report, ensure that all the University requirements have been met and necessary signatures have been obtained. Check that all pages are in the correct order. The report should be bound with a **black** hard cover and the binding should be of a fixed kind in which pages are permanently secured. The following are requirements for the front cover.

a) **Report Spine** (refer to Appendix E for details)

The spine must be entirely lettered in gold, using a 20 font size and must contain the following:

- 1) Name of the university
- 2) Degree of study
- 3) Year of submission

b) **Front Cover**

The front cover must be entirely lettered in gold using font size 18 gold block font and contain the following:

- 1) Najran University Logo
- 2) Title of report
- 3) Name of student/s

- 4) Degree
- 5) Name of the University
- 6) Year of submission (in *Hijri* and *Gregorian* formats)

4.4 Submission

Any student, who intends to submit his report/dissertation, a submission form has to be filled and forwarded to the graduate project coordinator before the departmental deadline expires for assessment.

Students should then submit the following to department after the acceptance of report/dissertation is notified:

- **Three(3)** hardcopy of the report
- **One (1)** softcopy of the report on CD

Students are also required to submit a bound copy of the report/dissertation to their respective supervisor.

CHAPTER 5: REPORT/DISSERTATION FORMAT

The following describes the conventional format of a GP report/dissertation. A report generally consists of three main parts: preliminary pages; text or main body (usually divided into chapters and sections), and supporting pages, containing references and appendices.

The preliminary pages include the title page, dedication, abstract, acknowledgements, approval sheets, declaration form, table of contents, and list of tables, figures and abbreviations. The typical layout of a report is shown in Table 6.

Table 6: A Typical Layout of a Report

No.	Items	Remarks
1	Blank Page	-
2	Title Page	Not to be paginated but counted as (i.) See Section 5.1
3	Dedications (if any)	-
4	Abstract	See Section 5.2
5	Acknowledgements	See Section 5.3
6	Declaration Form	See Section 5.4
7	Table of Contents	See Section 5.5
8	List of Tables	See Section 5.6
9	List of Figures	See Section 5.7
10	List of Abbreviations	See Section 5.8
11	Body of Report	Numbered consecutively from 1 onwards. See Section 5.9
12	References	Continue with the consecutive numbering
13	Appendices	See Section 5.12
14	Blank Page	-

5.1 Title Page

The title should describe the content of the report accurately and concisely. The title page should include the following (refer to Appendix F):

1. Name of country and the ministry.
2. Najran University logo.
3. Name of the faculty and the department.
4. Full title of report/dissertation.
5. Full name of student/s
6. Name of the supervisor/s
7. Degree for which the report is submitted
8. Month and year of submission

5.2 Abstract

The abstract is a summary of the entire report and should be given the same careful attention as the main text. It should not include any reference. Abbreviations must be preceded by the full terms at the first use. An abstract should be between **200** and **300** words. It includes a brief statement of the problem and objectives of the study, a

concise description of the research method and design, a summary of the major findings including their significance, and conclusions.

5.3 Acknowledgements

Acknowledgements shows expressions of appreciation for guidance and assistance received from individuals and institutions.

5.4 Declaration Form

The declaration form is as follows:

This report was written by (**name of student**) a student in the Department of **Architectural** Engineering at Najran University. It has not been altered or corrected as a result of assessment and it may contain errors and omissions. The views expressed in it together with any recommendations are those of the student/s.

5.5 Table of Contents

The Table of Contents lists in sequence all relevant subdivisions of the report with their corresponding page numbers (refer to Appendix G).

5.6 List of Tables

The list shows the **exact titles or captions** of all tables in the text and appendices, together with the starting page number of each table, and must be listed in sequence.

5.7 List of Figures

Figures include graphs, maps, charts, engineering drawings, photographs (plates), sketches, printed images, and any other form of illustration that is not a table. The **exact titles or captions** and their corresponding page numbers must be listed in sequence. Figures, including any in the appendices, should be numbered consecutively throughout the report.

5.8 List of Abbreviations

If abbreviations and acronyms are used in the report, they should be explained in a List of Abbreviations, even though the full names are given at first use. This list should be the last item in the preliminary section. It serves as a ready reference to readers not familiar with the abbreviations used in the report.

5.9 Body of Report

The body of a report normally consists of sections which are organized as chapters. A chapter may be divided into major sections and subsections. Main or primary headings within chapters are to be centered while sub-headings are left justified.

The main sections and subsections of a chapter may be identified by numbers where the former are regarded as being the first level. For example, Sections 2.1 and 2.2 would denote two consecutive main sections in Chapter 2, and Sections 3.1 and 3.2 would denote two consecutive main sections in Chapter 3.

A subsection would be found in a major section of a chapter, and is regarded as the second level. It should be numbered 2.1.1., 2.1.2 etc. The numbering style should be consistent throughout the report and should be limited to 4 levels. Students are advised to discuss the usage of tables and figures with their supervisor before their inclusion in the report, as different nature of projects may need different preferences. The way to format the chapters of a report is shown in Table 7 and Table 8.

Table 7: Chapters Layout of a report

Chapter	Item
1	Introduction (including objectives)
2	The body of the report
3	Conclusion and

Table 8: Chapters Layout of a dissertation

Chapter	Item
1	Introduction (including objectives)
2	Literature Review
3	Methodology
4	Data Analysis
5	Results and Discussion
6	Conclusion and Recommendations

Chapter 1: Introduction

Students should provide a brief introduction to the project prior stating the selected problem to be solved as indicated by the need of stakeholders (supervisor, industry sponsor or self-proposed). Project objectives and expectations of the need and constraints specified to the problem should be presented. It is important to remember that the research objectives stated in the report should match the findings of the project.

Chapter 2: Literature Review (only for dissertations)

A brief summary of the key literature that has been researched and used in the design effort should be presented. This can include books, manuals, textbooks, handbooks, journal papers, conference papers, technical papers, technical reports, web sources, codes and regulations. It should include a summarized comparison of similar designs, processes, or techniques where the strengths and weaknesses of your design compared to others are easily highlighted later in discussion section.

Chapter 3: Methodology (only for dissertations)

In this section, students should explain all methods, experiments, test, samples collected, standard used, method of analysis, software used to achieve, the stated objectives of the study carried out.

Chapter 4: Data Analysis (only for dissertations)

Students should list down the data collected or calculations that have been conducted in the project. Sample calculations can be used and the rest of the results should be presented.

Chapter 5: Results and Discussion (only for dissertations)

The section presents a complete account of the results obtained in the study in the form of text, figures or tables so that the key information is highlighted. Also, this section contains the analyses or interpretations of the results obtained, and the conclusions drawn.

Students should discuss these results in relation to the hypotheses or objectives set out in the Introduction, and how they fit into the existing or current body of knowledge. The significance and implications of the main findings should be made clear.

Chapter 6: Conclusion and Recommendations

This chapter is important since it illustrates the significance of the study and stresses the findings upon which a conclusion or conclusions are drawn in line with the objectives set, acknowledges the limitations, and suggests further research which may be carried out on the topic.

5.10 Equations

All equations are considered as text and numbered according to chapter. If detailed derivation is needed, it is to be placed in an appendix.

5.11 References

Students should list down all references used in their project (the references should be written in international standard format)

5.12 Appendices

Information or data that is too detailed for the main body of the report may be included as appendices. These are placed after the reference list. Appendices include original data, summary, sideline or preliminary tests, tabulations, tables that contain data of lesser importance, very lengthy quotations, supporting decisions, forms and documents, computer printouts, detailed engineering drawings and other pertinent documents.

Notes:

The students must be cautious regarding:

- Avoid plagiarism. Students should use their own English writing as much as possible. Direct copying from manuals or books is not allowed.
- Check the English grammar before submitting the report.
- Avoid redundancy. Be concise but coherent.
- The student may include tables, figures, pictures and technical drawings as needed.
- Figures and tables should be numbered with captions and they should be referred to in the text.

**Appendix 0: Proposal application Form for 491AE-2
Graduation Project Phase One (GP I)**

APPENDIX 0: Graduation Project Proposal Form

General Information

Faculty		Department	
Year		Course Title	
Semester		Course Code	
Student name		ID number	

GP Proposals

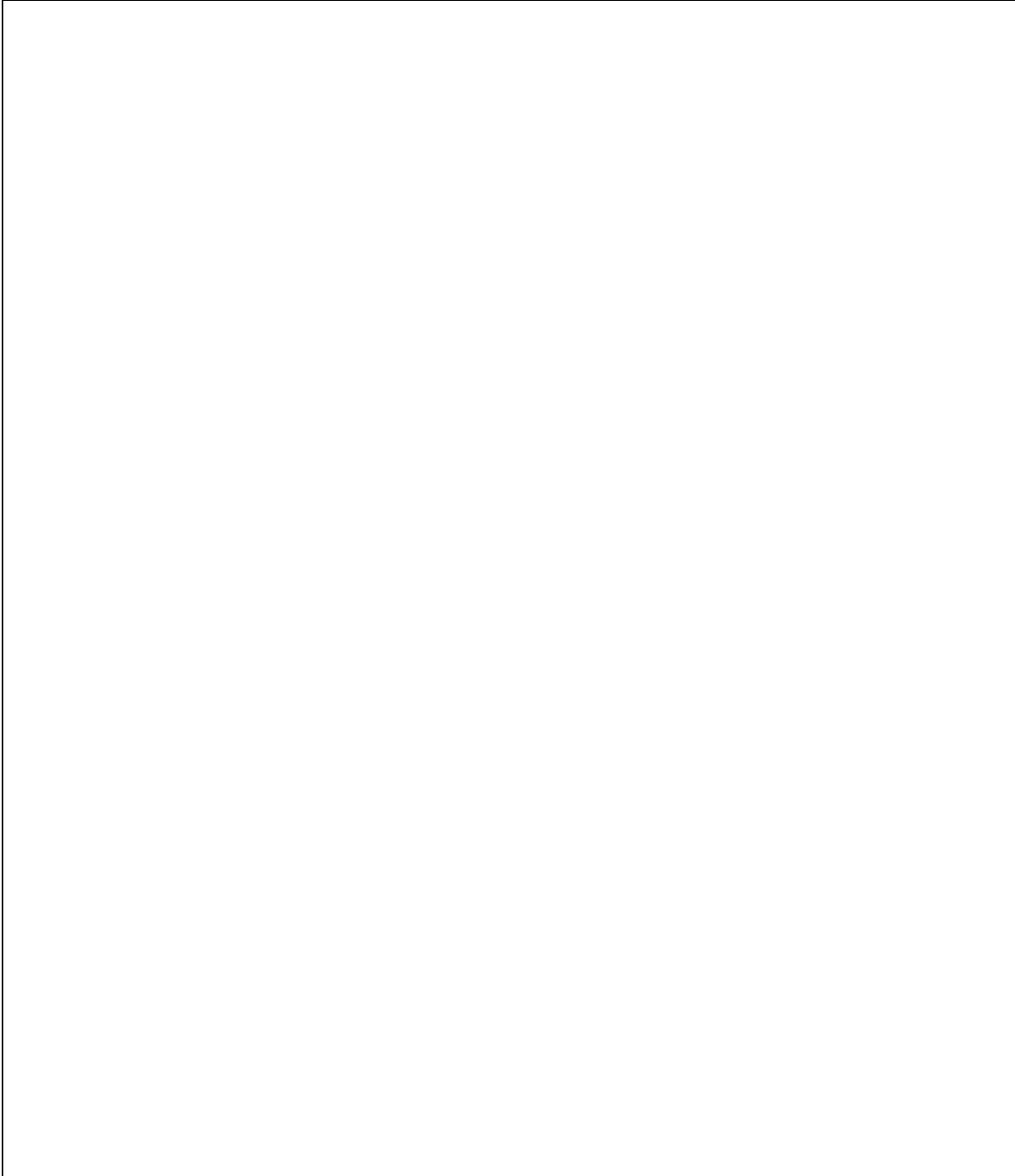
Item	Graduation Project Proposals	chosen
1		
2		
3		

Graduation Project Coordinator:.....

Graduation Project Committee

The Department Coordinator:.....

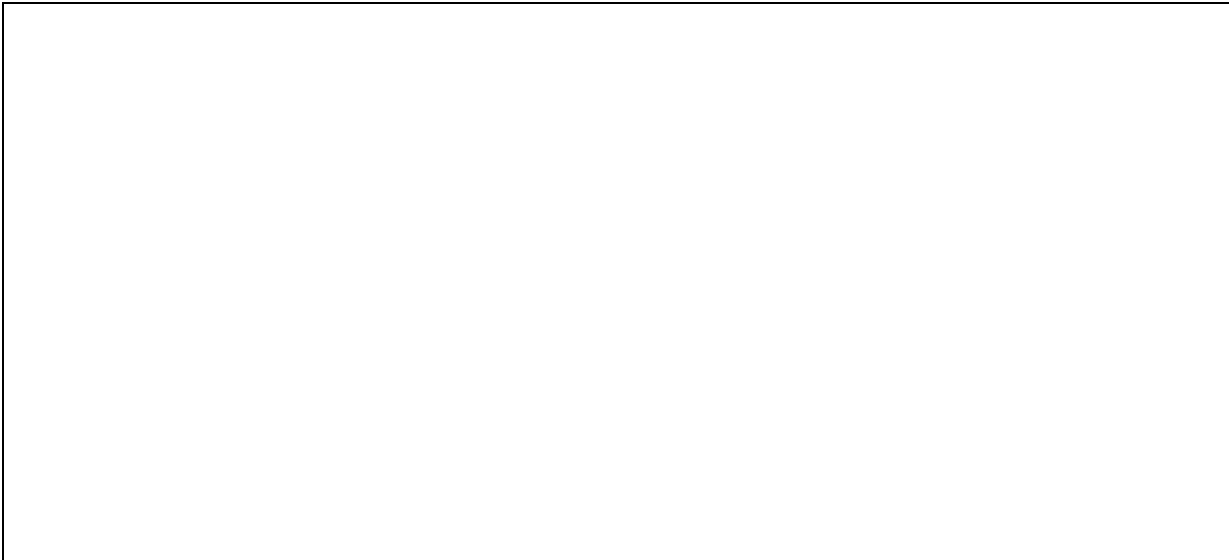
Short Abstract for proposal 1:



Short Abstract for proposal 2



Short Abstract for proposal 3



Student signature:.....

**Appendix A: Assessment Forms for 491AE-2 Graduation
Project Phase One (GP I)**

PART 1: Details of Student/s

Name of Student/s:	Student Number No.:
--------------------	---------------------

Graduation Project I Title:

PART 2: Logbook Assessment (15%)

Criteria	CLO	Weightage	Score				Total Score)
			1 st student	2 nd student	3 rd student		
a. Meeting with supervisor	CLO 6	4					
b. Attitude		4					
c. Project planning, implementation chart		3					
d. Weekly activities		4					

Total

PART 3: Project Assessment (35%)

Project Report

Criteria	CLO	Weightage	Score				Total Score
			1 st student	2 nd student	3 rd student		
a. Abstract	CLO 1	3					
b. Introduction (Background, objectives, and scope)	CLO 1	4					
c. Investigation of complex problems using proper techniques, tools and resources and Reports organization and language usage	CLO 2	8					

Project Drawings

a. Ability to conduct project and team work	CLO 6	6					
b. Effectiveness of project management	CLO 5	6					
c. Execution of project work/procedures	CLO 5	8					

Total

PART 4: Certification by Supervisor

<p>Overall Marks:</p> <table border="1" style="width:100%"> <thead> <tr> <th>Assessment Method</th> <th>Full Marks</th> <th>Marks Obtained</th> </tr> </thead> <tbody> <tr> <td>1. Logbook</td> <td>15</td> <td></td> </tr> <tr> <td>2. Project Report and drawings</td> <td>35</td> <td></td> </tr> <tr style="background-color: #d9ead3;"> <td>TOTAL</td> <td>50</td> <td></td> </tr> </tbody> </table>	Assessment Method	Full Marks	Marks Obtained	1. Logbook	15		2. Project Report and drawings	35		TOTAL	50		<p>Approved by Supervisor:</p> <p>Name: _____</p> <p>Date: _____</p> <p style="text-align: center;">_____ Signature</p>	<p>Remarks:</p>
Assessment Method	Full Marks	Marks Obtained												
1. Logbook	15													
2. Project Report and drawings	35													
TOTAL	50													

Note: Please use rubrics provided as the guidelines for evaluation of the Graduation Project.

PART 1: Details of Student/s

Name of Student/s:	Student Number No.:
---------------------------	----------------------------

Graduation Project I Title:

PART 2: Presentation Assessment (20%)							
Criteria	CLO	Weightage	Score				Total Score)
			1 st student	2 nd student	3 rd student		
a. Presentation contents	CLO 9	3					
b. Presentation organization		4					
c. Delivery methods and techniques		7					
d. Ability to answer questions based on contemporary issues		6					
Total							

PART 3: Project Assessment (30%)							
Criteria	CLO	Weightage	Score				Total Score
			1 st student	2 nd student	3 rd student		
c. Abstract	CLO 1	6					
d. Introduction (Background, problem statement, objectives, scope and limitation of work)	CLO 1	8					
e. Investigation of complex problems using proper techniques, tools and resources and Reports organization and language usage	CLO 2	16					
Total							

PART 4: Certification by Supervisor														
Overall Marks: <table border="1" style="width:100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width:30%;">Assessment Method</th> <th style="width:20%;">Full Marks</th> <th style="width:50%;">Marks Obtained</th> </tr> </thead> <tbody> <tr> <td>1. Presentation</td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td>2. Project Proposal Report</td> <td style="text-align: center;">30</td> <td></td> </tr> <tr style="background-color: #c6e0b4;"> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">50</td> <td></td> </tr> </tbody> </table>	Assessment Method	Full Marks	Marks Obtained	1. Presentation	20		2. Project Proposal Report	30		TOTAL	50		Approved by Supervisor: Name: _____ Date: _____ <div style="text-align: center; margin-top: 20px;"> _____ Signature </div>	Remarks:
Assessment Method	Full Marks	Marks Obtained												
1. Presentation	20													
2. Project Proposal Report	30													
TOTAL	50													

Note: Please use rubrics provided as the guidelines for evaluation of the Graduation Project.

**Appendix B: Assessment Forms for 492AE-4 Graduation
Project Phase Two (GP II)**

PART 1: Details of Student/s

Name of Student/s :	Student Number No.:
---------------------	---------------------

Graduation Project II Title:

PART 2: Logbook Assessment (15%)

Criteria	CLO	Weightage	Score				Total Score
			1 st student	2 nd student	3 rd student		
a. Meeting with supervisor	CLO 7 CLO 8	4					
b. Attitude		4					
c. Project planning, implementation chart and budgeting		3					
d. Weekly activities		4					
Total							

PART 3: Draft of Final Report Assessment (35%)

Project Report

Criteria	CLO	Weightage	Score				Total Score
			1 st student	2 nd student	3 rd student		
a. Abstract	CLO 1	3					
b. Introduction	CLO 1	4					
c. Design and investigation of complex problems using proper techniques, tools and resources	CLO 4	7					
d. Results and discussion including societal/health/safety impact	CLO 3	5					
e. Reports organization and language usage	CLO 9	4					
f. Conclusion and recommendation and assessment on implication to society/environment	CLO 4	4					

Project Work

a. Ability to conduct project and team work	CLO 7	3				
b. Effectiveness of project management		2				
c. Execution of project work/procedures		3				
Total						

PART 4: Certification by Supervisor

<p>Overall Marks:</p> <table border="1" style="width:100%"> <thead> <tr> <th>Assessment Method</th> <th>Full Marks</th> <th>Marks Obtained</th> </tr> </thead> <tbody> <tr> <td>1. Logbook</td> <td>15</td> <td></td> </tr> <tr> <td>2. Draft of Final Report</td> <td>35</td> <td></td> </tr> <tr> <td>TOTAL</td> <td>50</td> <td></td> </tr> </tbody> </table>	Assessment Method	Full Marks	Marks Obtained	1. Logbook	15		2. Draft of Final Report	35		TOTAL	50		<p>Approved by Supervisor:</p> <p>Name: _____</p> <p>Date: _____</p> <p style="text-align: center;">_____ Signature</p>	<p>Remarks:</p>
Assessment Method	Full Marks	Marks Obtained												
1. Logbook	15													
2. Draft of Final Report	35													
TOTAL	50													

Note: Please use rubrics provided as the guidelines for evaluation of the Graduation Project.

PART 1: Details of Student/s

Name of Student/s :	Student Number No.:
---------------------	---------------------

Graduation Project II Title:

PART 2: Presentation Assessment (20%)

Criteria	CLO	Weightage	Score					Total Score
			1 st student	2 nd student	3 rd student			
a. Presentation contents	CLO 9	4						
b. Presentation organization		4						
c. Delivery methods and techniques		5						
d. Ability to answer questions based on contemporary issues		7						
Total								

PART 3: Draft of Final Report Assessment (30%)

Criteria	CLO	Weightage	Score					Total Score
			1 st student	2 nd student	3 rd student			
a. Abstract	CLO 1	3						
b. Introduction	CLO 1	4						
c. Design and investigation of complex problems using proper techniques, tools and resources	CLO 4	8						
d. Results and discussion including societal/health/safety impact	CLO 3	7						
e. Reports organization and language usage	CLO 9	4						
f. Conclusion, recommendation and assessment on implication to society/environment	CLO 4	4						
Total								

PART 4: Certification by Supervisor

<p>Overall Marks:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Assessment Method</th> <th style="width: 20%;">Full Marks</th> <th style="width: 50%;">Marks Obtained</th> </tr> </thead> <tbody> <tr> <td>1. Presentation</td> <td style="text-align: center;">20</td> <td></td> </tr> <tr> <td>2. Draft of Final Report</td> <td style="text-align: center;">30</td> <td></td> </tr> <tr style="background-color: #d9ead3;"> <td style="text-align: center;">TOTAL</td> <td style="text-align: center;">50</td> <td></td> </tr> </tbody> </table>	Assessment Method	Full Marks	Marks Obtained	1. Presentation	20		2. Draft of Final Report	30		TOTAL	50		<p>Approved by Supervisor:</p> <p>Name: _____</p> <p>Date: _____</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Signature</p>	<p>Remarks:</p>
Assessment Method	Full Marks	Marks Obtained												
1. Presentation	20													
2. Draft of Final Report	30													
TOTAL	50													

Note: Please use rubrics provided as the guidelines for evaluation of the Graduation Project.

Appendix C: Graduation Project Grading Form



Department of Architectural Engineering
Faculty of Engineering
Najran University, Saudi Arabia

**491AE-2 GRADUATION PROJECT I
GRADUATION PROJECT GRADING FORM**

PART 1: Details of Student/s

Name of Student/s :	Student Number No.:
---------------------	---------------------

Graduation Project I Title:

PART 2: Overall Marks

(To be Completed by Graduation Project Committee)

Key Assessment	Marks Allocation	Marks Given by:				Average
		Supervisor	Examiner 1	Examiner 2	Examiner 3	
1. Logbook	15%					
2. Presentation	20%					
3. Project Report	65%					
Total	100%	Total				

PART 3: Certification by Coordinator

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #d9ead3;"><th style="padding: 5px;">Marks Obtained</th></tr> <tr style="height: 40px;"><td></td></tr> <tr style="background-color: #d9ead3;"><th style="padding: 5px;">Grade</th></tr> <tr style="height: 40px;"><td></td></tr> </table>	Marks Obtained		Grade		<p>Approved by:</p> <p>Name: _____</p> <p>Date: _____</p> <p style="text-align: center; margin-top: 20px;">_____ Signature</p>	<p>Remarks:</p>
Marks Obtained						
Grade						



Department of Architectural Engineering
Faculty of Engineering
Najran University, Saudi Arabia

**492AE-3 GRADUATION PROJECT II
GRADUATION PROJECT GRADING FORM**

PART 1: Details of Student/s

Name of Student/s :	Student Number No.:
---------------------	---------------------

Graduation Project II Title:

PART 2: Overall Marks

(To be Completed by Graduation Project Committee)

Key Assessment	Marks Allocation	Marks Given by:				Average
		Supervisor	Examiner 1	Examiner 2	Examiner 3	
1. Logbook	15%					
2. Presentation	20%					
3. Final Dissertation	65%					
Total	100%	Total				

PART 3: Certification by Coordinator

<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #d9ead3;"><th style="padding: 5px;">Marks Obtained</th></tr> <tr style="height: 40px;"><td> </td></tr> <tr style="background-color: #d9ead3;"><th style="padding: 5px;">Grade</th></tr> <tr style="height: 40px;"><td> </td></tr> </table>	Marks Obtained		Grade		<p>Approved by:</p> <p>Name: _____</p> <p>Date: _____</p> <p style="text-align: center; margin-top: 20px;">_____ Signature</p>	<p>Remarks:</p>
Marks Obtained						
Grade						

**Appendix D: Assessment Guide for Supervisors and
Examination Panels**

Assessment of Logbook

Score	Description
Excellent (5)	<ul style="list-style-type: none"> – Meets the supervisor more frequent than weekly basis. – Very enthusiastic towards the project and obviously seen in striking inquisition, extraordinary commitment, and seamless teamwork spirit. – Project proposal is very soundly prepared, neatly organized and affirmatively applicable. – Activities progress earlier than planned as well as adjusting swiftly and creatively to changes.
Good (4)	<ul style="list-style-type: none"> – Meets the supervisor on weekly basis. – Enthusiastic towards the project and seen in constant inquisition, full commitment, and functioning teamwork spirit. – Project plan is efficiently prepared, well-organized and convincingly applicable. – Most of the activities are conducted in accord to plan and adjusting appropriately to changes.
Average (3)	<ul style="list-style-type: none"> – Meets with the supervisor fortnightly or less. – Lack of enthusiasm towards the project, which is seen in lack of inquisition, commitment, and teamwork spirit. – Project plan is prepared but lack of organization but seemed applicable. – The activities are mostly slightly delayed compared to the planned and adjusting rather slowly to changes.
Poor (2)	<ul style="list-style-type: none"> – Meets the supervisor on monthly basis or less. – Less enthusiasm than the average where inquisition, commitment and teamwork spirit are all at lower level or being more dependent on the supervisor than own initiative. – Project plan is ambitiously or not fully prepared with lower level of organization, and less convincingly applicable. – The activities are all delayed longer than the planned and adjusting poorly to changes.
Very Poor (1)	<ul style="list-style-type: none"> – Rarely meets the supervisor less than two-monthly or less. – Hardly shows enthusiasm towards the project with almost no initiative, inquisition, commitment and team spirit seen. Almost ignorant and senseless. – Project plan is not prepared in completion. – The common activities lag unacceptably behind and refused to adjust to any change.

Assessment of Presentation

Score	Description
Excellent (5)	<ul style="list-style-type: none"> – Impressive presentation that is fascinating and smoothly revealing excellent talent of multi-skills. – Amazingly prepared slides and catchy drawing that successfully highlight the critical aspects of the project. – Answer questions informatively convincing, creatively coherent, and smoothly cohesive.
Good (4)	<ul style="list-style-type: none"> – Interesting presentation that is enjoyable and traceable main skills of communication. – Well-prepared and appealing slides/drawings that highlight the main aspects of the project. – Answer question convincing, coherent, and cohesive.
Average (3)	<ul style="list-style-type: none"> – Ordinary presentation with lower level of needed skills of communication. – Satisfactorily prepared slides/drawings covered only some important aspects of the project. – Answer some questions unconvincingly with lack of coherence and cohesion.
Poor (2)	<ul style="list-style-type: none"> – Inappropriate presentation due to lack of skills of communication. – Poorly prepared slides/drawings covering unimportant aspects of the project. – Answer most of the questions poorly convincing with poor coherence and cohesion.
Very Poor (1)	<ul style="list-style-type: none"> – Insignificant presentation due to lack of too much or almost absence of skills in communication. – Carelessly prepared slides/drawings missing most important aspects of the project. – Hardly able to answer the questions convincingly.

Assessment of Dissertation Proposal

Score	Description
Excellent (5)	<ul style="list-style-type: none"> – The research background, statement of problem, aim, objectives, scope and importance are outstandingly defined. – The supporting literature is very significantly focused and is meticulously reviewed. – The proposed methods are very applicable and are clarified in minute details. – The expected results are very perceptibly drawn and very agreeable with the objectives stated. – The sources of reference are very reliable and citations are very consistent with the list of references. – The project plan is extraordinarily prepared and easily approved by the supervisor. – The entire proposal preparation is very carefully compliant with the set format.
Good (4)	<ul style="list-style-type: none"> – The research background, statement of problem, aim, objectives, scope and importance are clearly defined. – The supporting literature is focused and is thoroughly reviewed. – The proposed methods are applicable and clarified in details. – The expected results are perceptibly drawn and agreeable with the objectives stated. – The sources of reference are reliable and citations are consistent with the list of references. – The project plan is thoughtfully prepared and approvable by the supervisor. – The proposal preparation is generally compliant with the set format.
Average (3)	<ul style="list-style-type: none"> – The research background, statement of problem, aim, objectives, scope and importance are satisfactory defined. – The supporting literature is relevant but not focused and is incompetently reviewed. – Some of the proposed methods are applicable and clarified in details. – Some of the expected results are hesitantly drawn and doubtfully agreeable with the objectives stated. – Some of the sources of reference are of unconvincing reliance and some citations are not consistent with the list of references. – The project plan is plainly prepared and approved at the mercy of the supervisor. – The proposal preparation is a careless compliant with the set format.
Poor (2)	<ul style="list-style-type: none"> – The research background, statement of problem, aim, objectives, scope and importance are unclearly defined. – The supporting literature is mostly irrelevant with poor focus and is poorly reviewed. – The proposed methods are mostly inapplicable and poorly clarified. – The expected results are poorly drawn and poorly agreeable with the objectives stated. – The sources of reference are poorly reliable and most citations are poorly consistent with the list of references. – The project plan is poorly prepared and difficult to be approved by the supervisor. – The proposal preparation is a loose compliant with the set format.
Very Poor (1)	<ul style="list-style-type: none"> – The research background, statement of problem, aim, objectives, scope and importance are unsatisfactorily defined. – The supporting literature is completely irrelevant, and is ill-reviewed. – The proposed methods are completely inapplicable and deficient of clarity. – The expected results are weakly drawn and disagreeable with the objectives stated. – The sources of reference are highly unreliable and citations are very inconsistent with the list of references. – The project plan is very ill-prepared and easily disapproved by the supervisor. – The proposal preparation is incompliant with the set format.

Assessment of the Final Dissertation

Score	Description
Excellent (5)	<p>The abstract writing is extremely catchy, concise and comprehensive.</p> <p>The research background, statement of problem, aim, objectives, scope and importance are outstandingly defined.</p> <p>The supporting literature is extremely focused, relevant and the review is meticulous, comprehensive, and critical.</p> <p>The methods are extremely applicable and are very manifestly clarified.</p> <p>The results are very brilliantly reported and significantly interpreted, and the discussions are enjoyably very perceptive.</p> <p>The conclusions very appealingly highlight the key findings and include decent significance and limitations of current work, and recommendations for future work sections.</p> <p>The sources of reference are extremely reliable and citations are extremely consistent with the list of references.</p>
Good (4)	<p>The abstract writing is very catchy, concise and comprehensive.</p> <p>The research background, statement of problem, aim, objectives, scope and importance are visibly defined.</p> <p>The supporting literature is very focused, relevant and the review is thorough and critical.</p> <p>The methods are very applicable and are manifestly clarified.</p> <p>The results are very brightly reported and considerably interpreted, and the discussions are perceptive.</p> <p>The conclusions appealingly highlight the key findings and include proper significance and limitations of current work, and recommendations for future work sections.</p> <p>The sources of reference are very reliable and citations are very consistent with the list of references.</p>
Average (3)	<p>The abstract writing is common, lengthy and incomprehensive.</p> <p>The research background, statement of problem, aim, objectives, scope and importance are plainly defined.</p> <p>The supporting literature is quite focused, relevant and the review is incomprehensive and lack of criticality.</p> <p>The methods are quite applicable and are plainly clarified.</p> <p>The results are plainly reported and interpreted, and the discussions are boring due to lack of interest.</p> <p>The conclusions lack of appeal to present the key findings and include plain significance and limitations of current work, and recommendations for future work sections.</p> <p>The sources of reference are quite reliable and citations are quite consistent with the list of references.</p>
Poor (2)	<p>The abstract writing is very simple, short, incomprehensive and inaccurate.</p> <p>The research background, statement of problem, aim, objectives, scope and importance are poorly defined.</p> <p>The supporting literature is poorly focused, poor relevancy and it is poorly reviewed at poor criticality.</p> <p>The methods are poorly applicable and are poorly clarified.</p> <p>The results are poorly reported and interpreted, and the discussions are dull.</p> <p>The conclusions lose appeal to present the key findings and include poor significance and limitations of current work, and recommendations for future work sections.</p> <p>The sources of reference are poorly reliable and citations are poorly consistent with the list of references.</p>
Very Poor (1)	<p>The abstract is ill-written, very incomprehensive and incorrect.</p> <p>The research background, statement of problem, aim, objectives, scope and importance are ill-defined.</p> <p>The supporting literature is not focused, irrelevant and it is ill-reviewed at ill-criticality.</p> <p>The methods are inapplicable and are very unsatisfactorily clarified.</p> <p>The results are ill-reported and interpreted, and the discussions are disintegrating.</p> <p>The conclusions lose appeal to present the key findings without significance and limitations of current work, and recommendations for future work sections.</p> <p>The sources of reference are unreliable and citations are inconsistent with the list of references.</p>

Appendix E: Example of the Spine and Cover of a GP Report

Spine

NAJRAN UNIVERSITY

NAME OF DEGREE

YEAR

(Bold, 20 font size, gold-colored font)

المملكة العربية السعودية
وزارة التعليم

KINGDOM OF SAUDI ARABIA

Ministry of Education



College of Engineering

Electrical Engineering Department

(Uppercase, centered, Bold, 18 font size, Gold-colored font)

EE491

(PROJECT TITLE)

(Uppercase, centered, Bold, 18 font size, Gold-colored font)

By

STUDENTS' NAMES AND ID

(Uppercase, centered, Bold, 18 font size, Gold-colored font)

Supervisor

(SUPERVISOR'S NAME)

(Uppercase, centered, Bold, 18 font size, Gold-colored font)

NAME OF DEGREE

NAJRAN UNIVERSITY

Year

(Uppercase, centered, Bold, 18 font size, Gold-colored font)

المملكة العربية السعودية
وزارة التعليم

KINGDOM OF SAUDI ARABIA

Ministry of Education



**College of Engineering
Electrical Engineering Department**

(Uppercase, centered, Bold, 14 font size)

EE491

(Project Title)

(Uppercase, centered, Bold, 14 font size)

By

(Students' names and ID)

(Uppercase, centered, Bold, 14 font size)

Supervisor

(Supervisor's name)

(Uppercase, centered, Bold, 14 font size)

*Submitted in Partial Fulfillment of the Requirement for the B.Sc.
Degree, Electrical Engineering Department, Faculty of Engineering,
Najran University, Najran, Kingdom of Saudi Arabia*

Rajab 1437 H (May 2016)

Appendix G: Table of Contents

	Page
ABSTRACT	ii
ACKNOWLEDGEMENTS	
DECLARATION	?
LIST OF TABLES	?
LIST OF FIGURES	?
LIST OF ABBREVIATIONS	?
CHAPTER	
1 INTRODUCTION	1
1.1 Background	?
1.2 Statement of Problem and Motivation	?
1.3 Research Objectives	?
1.4 Scope of Research	?
1.5 Organization of the Report	?
2 LITERATURE REVIEW	?
2.1 Introduction	?
2.2 Sub-heading 1	?
2.3 Sub-heading 2	?
2.3.1 Sub-subheading 1	?
2.3.2 Sub-subheading 2	?
2.3.3 Sub-subheading 3	?
2.4 Sub-heading 3	?
2.5 Sub-heading 4	?
2.6 Summary	?
3 METHODOLOGY	?
3.1 Introduction	?
3.2 Sub-heading 1	?
3.3 Sub-heading 2	?
3.3.1 Sub-subheading 1	?
3.3.2 Sub-subheading 2	?
3.3.3 Sub-subheading 3	?
3.4 Sub-heading 3	?
3.5 Sub-heading 4	?
3.6 Summary	?
4 DATA ANALYSIS	?
4.1 Introduction	?
4.2 Sub-heading 1	?
4.3 Sub-heading 2	?
4.3.1 Sub-subheading 1	?
4.3.2 Sub-subheading 2	?
4.3.3 Sub-subheading 3	?
4.4 Sub-heading 3	?
4.5 Sub-heading 4	?
4.6 Summary	?

5	RESULTS AND DISCUSSION	?
5.1	Introduction	?
5.2	Sub-heading 1	?
5.3	Sub-heading 2	?
5.3.1	Sub-subheading 1	?
5.3.2	Sub-subheading 2	?
5.3.3	Sub-subheading 3	?
5.4	Sub-heading 3	?
5.5	Sub-heading 4	?
5.5	Summary	?
6	CONCLUSION AND RECOMMENDATIONS	?
6.1	Conclusion	?
6.2	Recommendations	?
	REFERENCES	?
	APPENDICES	?