

الجامعة الأهلية
AHLIA UNIVERSITY
BAHRAIN

GUIDELINES FOR THE UNDERGRADUATE PROJECT (XXXX 499)

VERSION: 3.0

Ref: UC/P 91 /2013

***As approved by University Council Decision No. UC/638/05/2012-13
of meeting No. UC/05/2012-13 held on Wednesday 22 May 2013.***

This document contains the complete guidelines for the supervision of Undergraduate Projects (XXXX 499).

This document supersedes document UC/P 72/2012 of Decision UC/531/01/2012-13 dated 12 September 2012.



GUIDELINES FOR THE UNDERGRADUATE PROJECT (XXXX 499)

Version 1: UC/P 03/2010

Version 2: UC/P 72/2012

Version 3: UC/P 91/2013 (current)

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Introduction

These guidelines are intended to provide standards of good practice for supervision of the undergraduate project (XXXX 499). The aim is to ensure uniformity of approach for staff and students across Ahlia University. This booklet should be utilised in conjunction with the *Faculty Handbook* and *Student Handbook*.

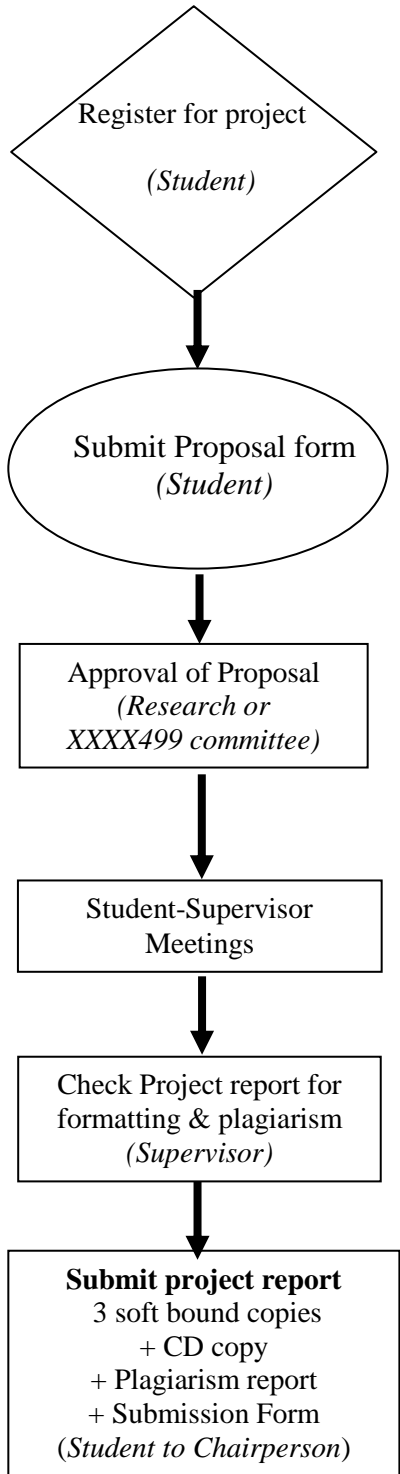
These guidelines are discussed under three main section headings (1) aims of the project; (b) roles and responsibilities; and (3) key milestones.

Aims of the project

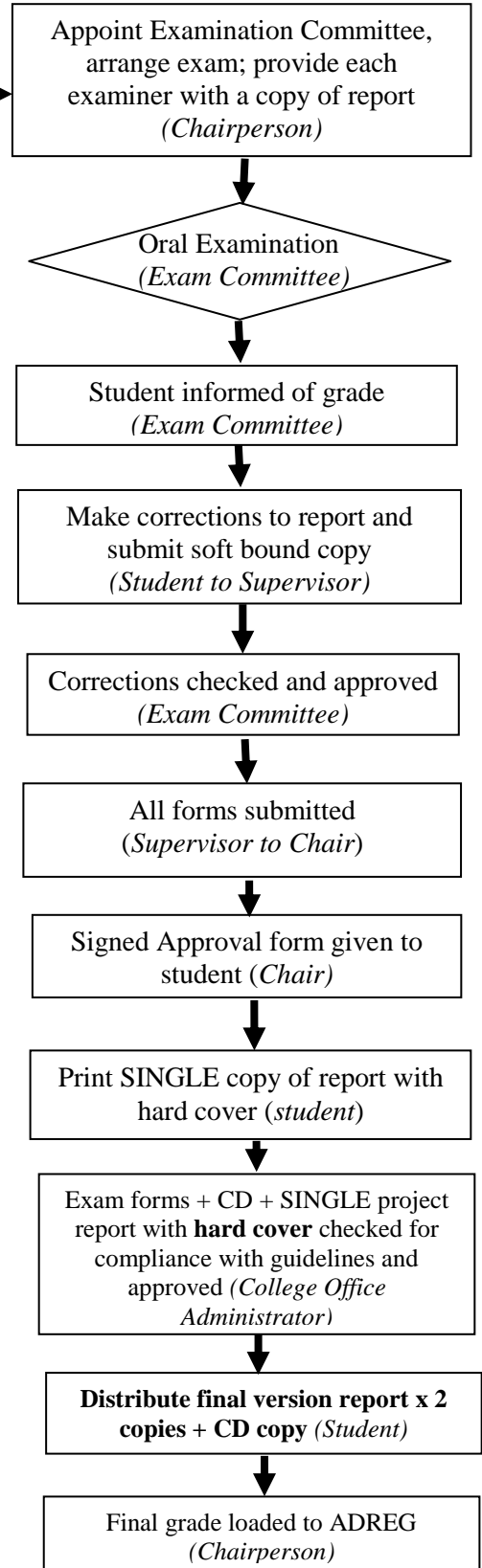
The final year undergraduate research project is a crucial element of all undergraduate degree programmes. It should be differentiated from other projects through its emphasis on addressing a clearly defined research question in the field of study. The projects aims are to provide students with an opportunity (a) to obtain practical experience in defining a research problem in the field, and designing and conducting the research project accordingly; (b) to demonstrate independence, academic originality, practical and written skills, as well as organization and time-management skills; and (c) where appropriate to develop skills in community service. Finally, it is seen as an instrument for differentiating between students' abilities.

Overview of processes for the undergraduate project

PREPARATION OF WRITTEN REPORT



EXAMINATION OF PROJECT



Roles and Responsibilities

Student

The role of the student is to manage and complete the project within the time limit provided by the University. The responsibilities of the student are:

1. Development of a project proposal
2. Complete the *Proposal Form* and submit it to the Chairperson.
3. Meet twice monthly with the supervisor; keep records of these using the *Supervision Record Form* (using either the paper-based form or the ADREG e-form)
4. Be aware of the University Regulations regarding academic misconduct
5. Submit three soft-cover copies of the report prepared as per the *Presentation Guidelines*, to the office of the Chairperson by the specified deadline. In addition:
 - a. A *Submission Form* should be attached to the project.
 - b. Where appropriate submit other output, for example drawings, models, multimedia, software, hardware devices and three dimensional pieces (e.g. design related courses).
 - c. An electronic copy of the report should be submitted along with the *anti-plagiarism report* – generated by the Supervisor (see section on Academic Misconduct).
 - d. Students studying the Mass Communications and Public Relations (Arabic) must submit a copy of the project abstract in Arabic language
6. Make an oral presentation of the project to the Examination Committee at a time and place specified by the Chairperson. During the presentation, the student will be expected to answer all questions from the Committee, and where appropriate may be required to demonstrate, for example, the functionality of software, hardware devices or multimedia.
7. Make corrections to the report as required by the Examination Committee, and submit a single soft-bound corrected version to supervisor for checking.
8. Provide Department Chairperson with a CD-copy and single (black colour) hard copy of the project which will be checked by the College Office Administrator.

9. Prepare two hard bound copies (in black colour; one for the Supervisor and One for the Chairperson) of the corrected final version of the project + CD copy for the Department by the specified deadline. Where appropriate submit other output, for example drawings, models, multimedia, software, hardware devices and three dimensional pieces (e.g. design related courses).

Supervisor

The Supervisor is normally a full-time member of the Department with the minimum rank of Lecturer, three years teaching experience at University level, and evidence of recent or current research activity.

The primary roles of the supervisor are (1) to provide academic guidance to the student throughout the report; (2) to advise the student on the University regulations and deadlines for completion of the project; (3) to participate in the Oral Examination; (4) to reach an independent judgment on the quality of the report and to record this assessment on the appropriate forms. The responsibilities of the supervisor are:

1. Confirm that the student is registered for the project
2. Identify and overcome any health and safety issues in relation to the report.
3. Meet twice monthly with student until submission of the report; keep records of these using the *Supervision Record Form* or the equivalent form in ADREG.
4. Preview communications which the student wishes to send to external organisations or individuals. Consult with Public Relations & Media Directorate if necessary.
5. Inform Chairperson of any serious difficulties which may affect completion of the report
6. Check the project report (1) to ensure that it complies with the formatting requirements in these guidelines; (2) for plagiarism using University approved software (TURNITIN; see section on Academic misconduct) and attach the plagiarism report to the *Submission Form*.
7. Liaise with Chairperson to organize oral examination

8. Participate in assessment of the report, and submit all forms to the office of the Chairperson
9. Provide the student with a list of any corrections
10. Check soft bound copy of corrected report to ensure all corrections completed

Chairperson

The primary roles of the Chairperson are to oversee the Research/ XXXX499 committee regarding project proposals (see later) and to appoint the examination committee. The key responsibilities are:

1. Oversee the Department Research Committee/ XXXX499 Committee in facilitating approval of student project proposals:
2. Register the student for the project on ADREG.
3. Resolve serious administrative or academic difficulties related to the project.
4. Check the student supervision record on ADREG for quality assurance purposes.
5. Receive three soft bound copies of the project + TURNITIN report + CD + submission form.
6. Appoint the internal examiners and organize the oral examination
7. Circulate copies of the project report to members of the examination committee prior to the oral examination.
8. Receive and file all the forms, related to the project from the Supervisor
9. Provide student with signed Approval Form
10. Keep a hard bound copy (in black colour) and electronic copy of each project.

Research Committee/ XXXX499 Committee

The key responsibilities of the Departmental Research/XXXX 499 Committee are:

1. Preparation of a list of approved project titles (based on do-ability, facilities and equipment required) and their respective supervisors
2. Approval of request from student regarding choice of project and supervisor from the above list.
3. Approval of student requests to conduct their own project proposals

Internal examiner

The Internal Examiner is normally a full-time member of the Department with at least a minimum rank of Lecturer, three years teaching experience at University level, and evidence of recent or current research activity.

The primary role of the Internal Examiner is to reach an independent judgement on the quality of the written report and the oral examination. The responsibilities are

1. Judge the quality of the written project and oral examination and record this information on the appropriate forms
2. Come to an agreement with the other Internal Examiner and Supervisor on the outcome of the examination

Examination Committee

The primary role of the Examination Committee is to evaluate the project according to University regulations. The committee normally consists of the supervisor and two other internal examiners. The responsibilities of the Examination Committee are:

1. Evaluate the project work and written report
2. Conduct and Evaluate the Oral examination
3. Complete all the required Examination Committee Forms for evaluating the report (i.e. Written Report and Oral Examination Assessment Forms, Evaluation Form,

Approval Form, Moderator's Report Form and Corrections Form). The Supervisor will submit these forms to the Office of the Chairperson.

4. Inform the student of his/her grade.
5. The Supervisor will provide the student with a list of any corrections and inform the student of successful completion of corrections.

College Office Administrator

The roles of the Administrator are (1) to receive all the forms from the Chairperson and to compile these into the XXXX499 course file; (2) for each student check the SINGLE hard cover project report and CD to ensure that it has been prepared as required and inform the student and supervisor of any final changes required before the student prints the three hard cover project reports; (3) complete the *Supervision of Undergraduate Project Summary Report*. This summary report should then be submitted to CAQA for review at the end of the academic year.

Centre for Accreditation and Quality Assurance

The role of this centre is to monitor and evaluate compliance with all the documentation requirements described in these guidelines. This involves reviewing the *Supervision of Undergraduate Project Summary Report* provided to CAQA by the College Office Administrator at the end of the academic year, and providing feedback where appropriate.

Preparations for the Examination

1. An invitation is sent by the Chair to the Internal Examiners and Supervisor to agree on a proper date for the oral examination.
2. Once the date has been fixed, the procedures will be conducted according to the procedures outlined in this document

Storage of the Project following Examination

It is the responsibility of the student to distribute the hard bound copies of the project as follows: (1) Supervisor; (2) Chairperson of Department.

A guide to deadlines for the Undergraduate Project (XXXX 499)

ITEM	RESPONSIBILITY	DEADLINE
1. Register for XXXX 499 project	Student	Add-drop
2. Submission of Project Proposal Form to office of chairperson	Chairperson	Two weeks following the end of add-drop period
3. Review and approve the Project Proposal	Department Committee (Research Committee or XXXX499 committee)	
4. Organisation of student-supervisor meetings	Student and Supervisor	On a fortnightly basis throughout duration of project or until submission of the project
5. Check Project report for formatting and plagiarism	Supervisor	When student is ready to submit for examination
6. Submit 3 soft –cover copies of project + CD + TURNITIN report + Submission Form to the Office of the Chairperson. Where appropriate submit other output, for example drawings, models, multimedia, software, hardware devices and three dimensional pieces (e.g. design related courses).	Student	First semester of registration; otherwise ‘IG’ grade awarded and must be submitted no later than one month before end 2 nd semester
6. Appointment of Examination committee	Chairperson	Five days following the Submission Form being received by Chairperson’s office.
7. Arrange the facilities, date, time and venue for the oral examination and inform the student and the examination committee	Chairperson	The oral examination will be conducted within twenty days of the Project Submission form being received by the Chairperson’s office.
8. Distribution of the three soft bound copies of the project report, to all members of the examination committee	Chairperson	At least five days prior to the oral examination.
9. Conduct Exam, complete the marking rubrics, the evaluation form, the Approval form and the corrections form	Examination Committee	Within one day following the oral examination
10. Inform student of grade	Examination Committee	Within one day following the oral examination
11. Provide student a copy of the corrections form	Supervisor	Within one day following the oral examination
12. Make corrections and submit soft bound copy to supervisor	Student	Within five days following the oral examination
13. Submission of all forms to Chairperson’s office	Supervisor	Within five days following the oral examination
14. Signed approval form given to student	Chairperson	Within five days following the oral examination
15. Print single (soft cover) hard copy of report to Chairperson’s office	Student	Within five days following the oral examination
16. Check All forms + e-copy + 1 x hard-cover copy of project compliance with guidelines	College Office Administrator	One day following receipt of all forms+ e-copy + hard-copy of project
17. Distribute two hard bound copies: (1) Supervisor (2) Chairperson. Where appropriate submit other output, for example drawings, models, multimedia, software, hardware devices and three dimensional pieces (e.g. design related courses).	Student	Five days following approval by CAQA
18. Final grade loaded to ADREG	Chairperson	One day following receipt of hard-bound copies

Registration Regulations

A student may register for XXXX 499 provided that they have completed the pre-requisite XXXX 498 (which requires the student to be of 4th year standing).

Attendance Regulations

1. It is the responsibility of the student to ensure that the deadlines set by the supervisor, during the student-supervisor meetings, are achieved. Failure to meet three such deadlines will result in a warning letter from the supervisor. If the student fails to meet five deadlines then the supervisor is authorized to award the student a 'W' grade.
2. Normally the project is submitted within the first semester of registration. Alternatively an 'IG' (= In Progress) grade will be awarded. The project must then be submitted no later than thirty seven days before the end of the second semester following registration otherwise an 'IW' grade will be awarded.
3. Students who have (IW) grade in the project will have to re-register in order to submit their project and to be examined. Re-registering on the project will follow the normal registration procedure and will be allowed to complete their project within two semesters excluding the summer session.
4. Supervisors are required to submit copies of all records of supervision to the Chairperson immediately on completion of the examination.

Academic Misconduct

In a small number of cases there are students who are tempted to gain an unfair advantage in their assessments. This behaviour is considered unacceptable. There are at least three types of academic misconduct, which Ahlia University acknowledges and wishes to prevent: (1) plagiarism; (2) collusion; and (3) personation.

1. **Plagiarism** includes the practice of presenting ideas, words, data, diagrams, illustrations or other output as original pieces of work or without proper acknowledgment (including appropriate identification and referencing) of the source.
2. **Collusion** is an act, involving two or more students, to deceive or mislead the University by submitting identical assignments or other pieces of work and presenting it as individual efforts.
3. **Personation** consists of one or more individuals preparing assignments for another student, or taking the place of another student in an examination.

In order to address the issue of plagiarism the following procedures will be followed for the project:

1. Students are encouraged to make multiple submissions of the project to University-approved plagiarism detection software, and to receive a report(s) accordingly.
2. Supervisors need to utilise the plagiarism detection software to generate a report which will be attached to the submission form.
3. Plagiarism should not exceed 30% of text (in phrases of 6 or more matching words), excluding the reference list. Cases where the percent plagiarism exceeds this limit will be referred to the Disciplinary Committee of the University, and penalties imposed if the allegations are upheld. On the advice of the examination committee, projects with 15% - 30% plagiarism would normally require the student to rewrite the concerned sentences/paragraphs again and to resubmit their project report.

Summary

These guidelines are intended to provide standards of good practice for supervision of the undergraduate project (XXXX 499). The student, supervisor, chairperson and examination committee members must all be aware of their individual responsibilities for ensuring satisfactory progress and assessment of the project.

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Appendices

UNDERGRADUATE PROJECT

Proposal Form

To be completed by the Student

Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Proposed Project Title		Academic Year	
		Semester	
		First	Second
Proposed Supervisor	If unsure please enter 'not applicable'		
Aims of the Project			
Signature of Student		Date	

To be completed by the Chairperson

	Approved	Rejected	Remarks
Proposed Project Title			
Aims of the Project			
Proposed Project Supervisor			

Final date for Submission of Project	Thirty seven days before the end of the second semester following registration
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Name of Chairperson		Signature		Date	
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Cc: Dean of the College

UNDERGRADUATE PROJECT

Supervision record form

Student Name		Student ID	
Supervisor Name		Department	
College		Course Code	
Course Title		Academic Year	
Project/Project Title		Semester	
		First	Second

Summary of Discussion	
Work Required by Next Meeting	
Date of Next Meeting	

Signature of Student		Date	
Signature of Supervisor		Date	

[The supervisor may choose to complete this form using the electronic template available in ADREG]

Submission Form

To be completed by the student and attached to the front of the project report

Name of Student		Student ID		
College		Department		
Course Title		Course Code		
Name of Supervisor		Academic Year		
Project Title		Semester		
		First	Second	Summer
<p>By signing this document I confirm that I have read the Guidelines for the Undergraduate Project (XXXX499) and that my report has been formatted as per the Guidelines. I understand that the correct formatting of the report is my responsibility. I also confirm that the work presented in this project report is my own. It has not in part or in whole been copied from unacknowledged sources. I understand that academic misconduct is unacceptable at Ahlia University and if suspected the matter will be referred to the Dean of Student Affairs.</p>				
Signature of Student		Date		

<p>By signing this document I confirm that I have read the Guidelines for the Undergraduate project (XXXX499) and that the student's report complies with these guidelines. I also confirm that I have reviewed this student's project, checked it on University approved anti-plagiarism software and find it devoid of plagiarism and without violation of intellectual property. I agree that it can be submitted to the Examination Committee.</p>			
Plagiarism report	<p style="text-align: center;">%</p> <p style="text-align: center;">(Print results from anti-plagiarism software and attach to this form)</p>		
Signature of Supervisor		Date	

Name of Chairperson		Signature		Date	
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UNDERGRADUATE PROJECT

Marking Rubric for Written Report



Name of Degree Programme		Course Code	
Student ID		Course Title	
Student Name		Project Title	

Performance Area	Exceeds Standards (Score =11.0-14.0)	Meets Standards (Score =7.5-10.5)	Partially Meets Standards (score =4.0-7.0)	Fails to Meet Standards (score=0.0-3.5)	Score
Problem Definition	Student posed a thoughtful, creative question. The question is original and contributes to knowledge in a focused and specific area.	Student(s) posed a focused question involving them in challenging research.	Student(s) constructed a question that lends itself to readily available answers	Student(s) relied on lecturer-generated proposal or developed a question requiring little creative thought.	
Literature Search	Information gathered from a variety of quality electronic and print sources. Sources are relevant, balanced and include critical readings relating to the thesis or problem.	Information gathered from a variety of relevant sources both print and electronic	Limited range of information and minimal effort in selecting quality resources	Information lacked relevance, quality, depth and balance.	
Methodology, Results & Analysis	There is a clear and appropriate methodological approach to the problem. Results, information, designs or solutions are clear and complete. Careful analysis/testing of the results, information, devices or solutions presented, with appropriate and inventive conclusions supported by high quality evidence.	Good effort was made in designing the methodology and in presenting clear and complete results, information, designs or solutions, as well as analysis or testing; but a few aspects are unclear, superficial or incomplete. There are appropriate conclusions supported by moderate-to-high quality evidence.	Some effort was made in designing the methodology and in presenting clear and complete results, information, designs or solutions, as well as analysis or testing; but a number aspects are unclear, superficial or incomplete. The conclusions are supported by low-to-moderate quality evidence.	Little effort was made in designing the methodology and in presenting clear and complete results, information, designs or solutions, as well as analysis or testing; many aspects are unclear, superficial or incomplete. The conclusions are supported by low quality evidence.	
Format	There is an appropriate structure to the report, incorporating variety of quality sources. Information is logically and creatively organized with smooth transitions.	There is a logical organization of the report and good connections among ideas	There should have been greater effort put into organizing the report	The report is not logically or effectively structured.	
Documentation	Complete documentation of all sources, including for example any visuals, sounds, and animations. Sources are properly cited, both in-text/in-product. Documentation is error-free.	Evidence of documentation with some care, Sources are cited, both in-text/in-product A few errors noted.	Greater care needed in documenting sources. Documentation was poorly constructed or absent.	Student(s) clearly plagiarized materials.	
[Note that the score for the written report is worth 70% of the final mark for the project]					Total Score (out of 70)

Name of Examiner		Signature of Examiner		Date
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UNDERGRADUATE PROJECT

Marking Rubric for Oral Examination



Name of Degree Programme		Course Code	
Student ID		Course Title	
Student Name		Project Title	

Performance Area	Exceeds Standards (Score =7.5-10.0)	Meets Standards (Score =5.5-7.0)	Partially Meets Standards (score =3.0-5.0)	Fails to Meet Standards (score=0.0-2.5)	Score
Organization, Eye Contact, & Delivery	Logical sequence, provides explanations and can elaborate. Maintains eye contact with audience throughout the presentation. Speaks clearly and loud enough for all in audience to hear, and pronounces all terms correctly and precisely.	Logical sequence, provides explanations but fails to elaborate. Maintains eye contact with audience most of the time, with occasional reference to notes. Voice is clear, but too quietly to be heard by all of audience. Pronounces all terms correctly and precisely.	Logical sequence but cannot provide explanations or elaborate. Maintains eye contact with audience some of the time, but refers frequently to notes. Voice is clear, but too quietly to be heard by all of audience. Presenter mispronounces some terms.	No logical sequence. Reads most or all of report, making little to no eye contact with audience. Voice is unclear and too quietly to be heard by many in audience. Presenter mispronounces many terms.	
Time Management & Presentation Skills	Speaker uses the allotted time effectively and finishes on time. Balanced use of appropriate multimedia that enhances the overall presentation. Where appropriate demonstrates full functionality of supporting material such as software, hardware devices or multimedia.	Finishes on time but has to rush through last points of presentation. Limited multi-media that enhance the overall presentation. Easy to read and informative, but not outstanding. Where appropriate demonstrates near full functionality of supporting material such as software, hardware devices or multimedia.	Finishes on time but rushes through most of the presentation. Limited multi-media that enhances parts of the presentation. Easy to read and informative in parts only. Where appropriate demonstrates partial functionality of supporting material such as software, . hardware devices or multimedia	Does not finish on time or finishes well before allotted time. No multimedia or uses it in distracting or ineffective manner. Difficult to read and uninformative. Where appropriate demonstrate little functionality of supporting material such as software, hardware devices or multimedia.	
Questions & Answers	Addresses all questions in a manner that demonstrates a thorough command of the topic(s)	Demonstrates an ability to address most questions in a thoughtful and effective manner	Answers only basic questions about the topic in an acceptable manner	Cannot address basic questions about the topic or addresses them in a superficial manner.	
[Note that the score for the Oral Examination is worth 30% of the final mark for the project]					Total Score (out of 30)

Name of Examiner	Signature of Examiner	Date	
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UNDERGRADUATE PROJECT

Evaluation Form



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Project Title		Semester	
		First	Second

EVALUATION RESULTS	Examiner 1 (Supervisor)	Examiner 2	Examiner 3
Name of Examiner			
Mark for Written Report Out of 70			
Mark for Oral Presentation Out of 30			
Total Mark Written Report + Oral Presentation	$T_1 =$	$T_2 =$	$T_3 =$
Signature of Examiner			
Date			
Average Total Mark To be Completed by Supervisor	$(T_1 + T_2 + T_3) / 3$		
Final Grade awarded			

Name of Chairperson		Signature		Date	
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UNDERGRADUATE PROJECT

Moderator's Report Form



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Project Title		Semester	
		First	Second

In the event that there is a difference in marks awarded between any two examiners of >20% the matter will be referred to the Chairperson for moderation.

Agreed final mark	
Please give justification to the agreed final mark.	
[Continue on A4 paper if more space required]	

Name of Examiner 1 (Supervisor)		Signature		Date	
Name of Examiner 2 (Internal)		Signature		Date	
Name of Examiner 3 (Internal)		Signature		Date	
Chairperson		Signature		Date	

UNDERGRADUATE PROJECT

Required Corrections Form



Name of Student		Student ID	
College		Department	
Course Title		Course Code	
Name of Supervisor		Academic Year	
Project Title		Semester	
		First	Second

The following corrections to the project report are required at request of the Examination committee. If there are no corrections then please insert "Not Applicable"

(to be continued on extra A4 pages if required)

Name of Examiner 1 (Supervisor)		Signature		Date	
Name of Examiner 2		Signature		Date	
Name of Examiner 3		Signature		Date	

Date for submission of corrected report to supervisor
(5 days following the oral examination) if applicable

I confirm that I have reviewed the corrected report, and that the requested corrections have been made.

Name of Examiner 1 (Supervisor)		Signature		Date	
Name of Examiner 2		Signature		Date	
Name of Examiner 3		Signature		Date	



UNDERGRADUATE PROJECT (XXXX 499)

Format of the Project Report

Appearance

1. **Front cover.** The colour of the front cover is black for undergraduate projects
2. **Font.** The whole project report must be in Times New Roman font on A4 white paper, size 12.
3. **Margin.** Leave a margin of 40 mm on the left edge of the page to allow for binding; at the right-hand-side of the page, at the top, and at the bottom leave 25 mm borders.
4. **Spacing.** Double-line between paragraphs.

Order of sections of the project report

- a. **Front Cover and Spine**
- b. **Title Page**
- c. **Approval Page**
- d. **Acknowledgements (Optional)**
- e. **Table of Contents**
- f. **List of Symbols, Notations and Abbreviations (where appropriate)**
- g. **List of Tables/Figures/Graphs/Cases**
- h. **Abstract**
- i. **Body of the Text (including citations)**
- j. **Mathematical Text**
- k. **Appendices to the Project**
- l. **Citations/referencing in the text**
- m. **Reference list**
- n. **Bibliography**

(a) Front Cover and Spine

Front cover

The colour of the front cover is black for Undergraduate students. The top and bottom margin for the front cover must be 60 mm. All the information printed on the cover must be centred and in gold-coloured letters.

Information printed on the front cover should be centred and in 20-point font size except the title of the Project report/project should be in 24-point font size, using gold coloured letters.

Information should be in the following order:

- University Logo
- The TITLE of the Project report should be 24-point font size in SMALL CAPS and should appear at the top of the cover. The title should include meaningful keywords descriptive of the subject and content. Formulae, symbols, superscripts, Greek letters, acronyms and abbreviations in general should not be included in the title.
- The First and Last Names of the candidate should appear exactly as in the Approval Form and declaration page.
- The Month and Year of final submission of the Project appears at the bottom of the page.
- City and Country, i.e., Manama, Kingdom of Bahrain

For an example of the Front Cover please see Appendix

Spine

Information printed on the spine must be in gold-coloured letters in 18- point font size and in the following order:

- Name of the candidate (e.g. I.A. Ebrahim)
- Degree Acronym (BSPT, BBF, etc.)
- Volume number (if more than one volume)
- Year, e.g. 2005

The top and bottom margin for the spine should be 60 mm. .

(b) Title Page

The title page is counted but not numbered. Similar to the cover page, all information printed on the title page is centred and a top and bottom margin of 60 mm is maintained. Information should be in the following order:

- The TITLE of the Project report should appear at the top of the Title Page.
- The First and Last Name of the candidate should appear exactly as in the Approval Form and declaration page.
- The Month and Year of final submission of the Project appears at the bottom of the page.
- The status of the Project report in relation to the fulfilment of the requirements of Bachelor's degree:

**A PROJECT IN PARTIAL FULFILMENT OF THE REQUIREMENTS
FOR THE DEGREE OF BACHELOR OF, COLLEGE OF,
AHLIA UNIVERSITY**

For an example of the Title Page please see Appendix.

(c) Approval Form

The Supervisor will issue to the student the Approval Form (Appendix I). A photocopy of this form is not acceptable; the examiners' signatures must be original and not photocopied.

(d) Acknowledgements (Optional)

Acknowledgements ought to be word-processed in accordance with guidelines specified above under **APPEARANCE** with 1½ spacing. Written on the top of the page of this section ought to be **ACKNOWLEDGEMENTS** in which the candidate should give credit to all those who have assisted in the preparation of the Project report. It is also a good idea to list and thank your sponsors on this page. The Acknowledgements should be concise (certainly not exceeding the length of a single page).

(e) Table of Contents

The table of contents must include a list of all items in the Project report. Title page, approval, dedication page, acknowledgements and page(s) where the Table of Contents

appears should not be listed in the Table of Contents. Everything else must be listed. Headings and sub-headings must show consistency between the Table of Contents and the body of the text. Although headings may be shortened in the Table of Contents to fit space requirements, the wording must be consistent to enable the reader to recognize the correct headings.

(f) List of Symbols/Notations/Abbreviations

Each list should be placed under a separate heading and, if necessary, on a separate page.

(g) List of Tables/Figures/Graphs/Cases

A list is required if there are more than two of the above referenced items in the paper. Titles and/or captions should be listed exactly as worded in the text. A single listing does not require a separate page and may be listed at the end of the table of contents or at the end of another list. Any list should be under the heading of LIST OF.....

(h) Abstract. The heading of ABSTRACT OF THE PROJECT is to appear centred and in full capital letters beneath the top margin. The abstract consists of:

- A brief statement of the problem
- A brief explanation of the methods or procedures used
- A condensed summary of the findings of the study.

The length of the abstract should be about 250 words, with a minimum of 50 words, and should certainly not fill more than one page.

(i) Body of the Text

In the preparation of the body of the text, rules pertaining to margins, type face, type size, line spacing, *etc.*, under APPEARANCE must be observed at all times, without exception. Phrases in a language other than English (for example, *et al.*) should be typed in *italics*.

(j) Mathematical Text

Students whose projects include mathematical, statistical or engineering content should ensure that when using equation mode in Scientific Word or LaTeX they take action to ensure, for example, that du/dt appears as du/dt , e or exp appear as e or exp , etc. All mathematical operators *must* be typed in Roman font; all matrix names and all variables should be typed in *italics* and all vectors should be typed in **bold** lettering.

(k) Appendices to the Project Report or Project

Using photocopied material from other sources is permissible provided that clarity and cleanness is observed and that the size of the copy comports with A-4 paper. Page numbers other than those of the Project should be erased. Only relevant material should be attached as appendices.

(l) Citations/Referencing in the Text

When writing a project, it is essential that you indicate very clearly the work that you did not do, the ideas which are not yours, and the sentences that you did not compose to describe a concept. **If you do not do this then you are committing plagiarism** because you are taking someone else's words, thoughts or ideas and presenting them as if they were your own. Plagiarism is a form of cheating and is taken very seriously.

Looking at this another way, referring to research papers, books, internet sites, etc., shows the readers of your Project report or project (the Examiners) that you have studied thoroughly the available literature in your area of research. This is likely to impress them!

Referencing is the way that you indicate in your writing that something is not yours. There are lots of different styles of citation and referencing. Your choice of method should be approved by your Supervisor.

The most frequently-used referencing style is the author – date system, of which the *Harvard System* is used widely. Its use is illustrated in the following specimen text (from an imaginary project):

“Mathematical modelling serves to facilitate the understanding of complicated physical, chemical, bio-medical and engineering systems. Often, this obviates the need for costly, time-consuming laboratory or workshop experiments. Examples in the literature include a study of the spread of measles in Bahrain by Al-Showaikh & Twizell (2004). Bashir and co-workers studied the flow of water in the Gulf and reported their findings in 1989 at a conference in Australia (Bashir et al. 1990). Problems arising in astrophysics are described in the renowned book by Chandrasekhar (1961) and in the research papers by Baldwin (1987a, 1987b). The modelling of diabetes mellitus and related issues has received much attention in the literature and is reported in Boutayeb & Derouich (2002), Derouich & Boutayeb (2002), the World Health Organisation (2002), and on many web-sites, for example the BBC WORLD On-line (1999). Sowan & Horwood (1987) describe the presentation of references in greater detail.”

(m) Reference list

The references in this piece of text above would be arranged in alphabetical order, based on the family name of the first-named author, as illustrated:

Al-Showaikh, F.N.M. & Twizell, E.H. 2004 One-dimensional measles dynamics. *Applied Mathematics and Computation* **152**, 169 – 194.

Baldwin, P. 1987*a* A localized instability in a Bénard layer. *Applicable Analysis* **24**, 117 – 156.

Baldwin P. 1987*b* Asymptotic estimates of the eigenvalues of a sixth-order boundary-value problem obtained by using global phase-integral methods. *Phil. Trans. R. Soc. Lond.* **A322**, 281 – 305.

Bashir, M., Khaliq, A.Q.M., Al-Hawaj, A.Y. & Twizell, E.H. 1990 An explicit finite difference model for tidal flows in the Arabian Gulf. In *Computational techniques and applications. Proceedings of the computational techniques and applications conference held at Griffith University, Australia, 10 – 12 July 1989* (eds W.L. Hogarth & B.J. Noye), pp. 295 – 302. New York: Hemisphere Publishing Corporation.

BBC WORLD On-line 1999 *Diabetes*.

[http://news.bbc.co.uk/2/hi/health/medical_notes/253464.stm]

Boutayeb, A. & Derouich, M. 2002 Age structured models for diabetes in East Morocco. *Mathematics and Computers in Simulation* **58**, 215 – 229.

Chandrasekhar, S. 1961 *Hydrodynamic and hydromagnetic stability*. Oxford: Clarendon Press. (Reprinted 1981 New York: Dover Books.)

Derouich, M. & Boutayeb, A. 2002 The effect of physical exercise on the dynamics of glucose and insulin. *J. Biomechanics* **35**, 911 – 917.

Sowan, F. and Horwood, E. 1987 *Publishing with Ellis Horwood*, 2nd edn. Chichester: Ellis Horwood, Ch. 2, pp. 90 – 93.

World Health Organisation 2002 Reducing risk: promoting a healthy life. *The World Health Report 2002*. Geneva: The World Health Organisation.

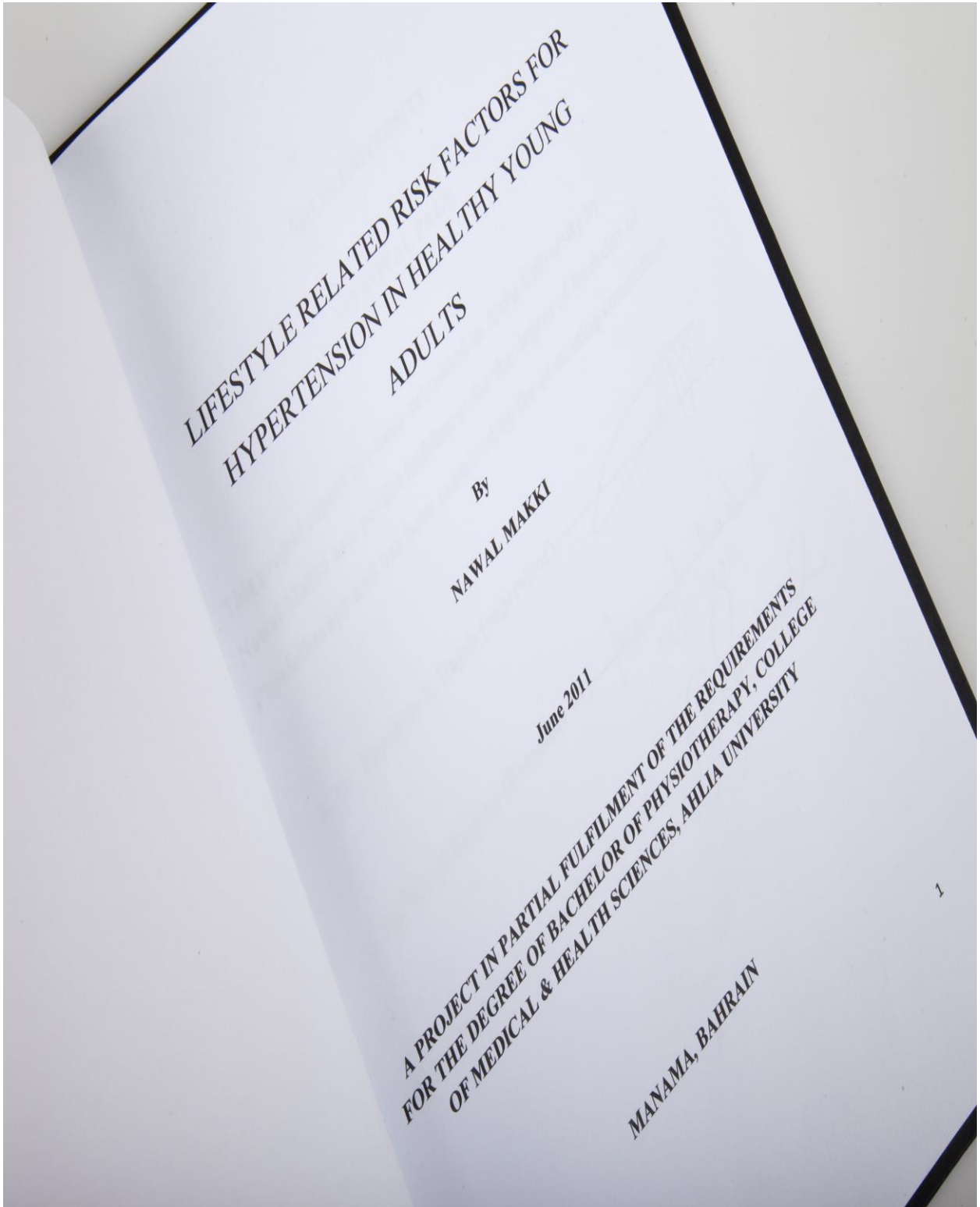
(n) Bibliography

This section could alternatively be entitled “Additional Reading”. It contains references that *aren't* cited in the text; in fact, they must *not* be cited in the text.

The presentation of each item in the Bibliography should be in exactly the same format as that used in the Reference list (see the Addendum).

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Sample title page



AHLIA UNIVERSITY

Approval Page

The project report has been submitted to Ahlia University by -----

as a partial fulfillment for the degree of Bachelor of -----

and has been examined and approved by the examining committee:

1. Supervisor -----

2. Internal Examiner #1 -----

3. Internal Examiner #2-----

Date: _____

Supervision of Undergraduate Project Summary Report

(To be completed by the College Office Administrator and submitted to CAQA)



Department:		College:					
Course title:		Course code:					
Number of projects :		Year:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Semester:</td> <td style="width: 25%;">First</td> <td style="width: 25%;">Second</td> <td style="width: 25%;">Summer</td> </tr> </table>	Semester:	First	Second	Summer
Semester:	First	Second	Summer				

For each project enter whether the respective form has been completed correctly in all sections (✓=Yes; X = No)

Project title	Student ID(s)	Proposal form	Submission record form	Plagiarism report	rubric Oral exam	rubric written report	Evaluation form	Moderators form	Required Corrections	All forms stored in XXXX499 course file	Hard cover copy of project stored in Dept Office	CD copy of project stored in Dept Office
1.												
2.												
3.												
4.												
5.												

CONT'D >

Name of Office Administrator:		Signature		Date	
Name of Chairperson:		Signature		Date	