

Ministry of higher education
Majmaah university
College of Science
Department of Physics



جامعة المجمعة
Majmaah University

وزارة التعليم العالي
جامعة المجمعة
كلية العلوم
قسم الفيزياء

Manual Committee graduation projects

Kingdom of Saudi Arabia
Ministry of Higher Education
Majmaah University
College of Sciences
College of science



المملكة العربية السعودية
وزارة التعليم العالي
جامعة المجمعة
كلية العلوم

Manual Committee graduation projects



Prepared by
Commission for research projects

Chairman
Dr. Mohammad Abu Shayeb

1434 هـ - 2013 م

Dear students:

Strive to excellence ...

this motto in the College of science and through the study plan which reflects the requirements of the local community with parallel special requirements for College of science specially and the Faculty of Science with the university in general. Where the plan provides the basic concepts of science , which are compatible and take into account the surrounding environment to address the problems through scientific research subsidies from the university and the projects of the Hittite Support Section. We have developed the concept of a research project for the rehabilitation of the graduate student to be an effective element in all areas of scientific and practical research.

The college aims to provide education based on scientific grounds in the areas of applications of College of science meets the requirements of the labor market in our country for all sectors and at different levels, and also aims to produce graduates who are highly qualified in their specialization and by a commitment to high standards in teaching and research.

This guide contains all the instructions and outline to help the student with respect to graduation projects.

We are confident our students to carry on their shoulders the responsibility to advance scientific research in the country forward.

Regards

Commission for research projects

Science college

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Manual Committee graduation projects

Vision:

Keep abreast of developments and strive to achieve the demands of the local community to bring the projects of benefit to the university and the community

Message:

Self-development and the quest to uncover the reasons for the changes in the basic sciences

Objectives:

Committee aims to achieve several goals vital notably the following:

- Create and update programs graduation projects and development to keep pace with scientific and technological progress and knowledge and meets the requirements of developments and community.
- Publishing and establish the principle of the university community and the community of the university in order to move forward to see the most important practical projects that serve the community
- Adoption and implementation of quality standards and accreditation in graduation projects.

- Identify the most important obstacles facing students in the field of scientific research and the world's most prestigious universities linked to identify ways and methods that contribute to overcome these obstacles.
- Communicate with different sectors of society, especially those polarized outputs student projects through participation in meetings, workshops and seminars scheduled to be held during the software update procedures.

Members of the Committee are Commission for research projects

Functions of the Committee :

Is a specialized committee associated with the College of science , and consists of a number of members , academics , and specializes in examining and studying and evaluating the plans for research projects submitted to the Department in their compliance with the terms and requirements of the research projects

Functions and terms of reference of the Committee on Research :

- Consideration of research projects submitted to the department and to examine and consider and evaluate the initial plans for the projects , and to develop recommendations for each proposal whether or not the extent of its relevance or appropriateness with the amendment and take into account the following:

- To be proposed within the research areas of the department.
- To have a research proposal expected payoff applicable.
- That the number of the research team with an excuse to clarify the task of each member.
- Discuss the researchers to make the necessary adjustments on the research proposals.

B.sc Graduation project Guidelines

The purpose of this document is to provide guidelines for the preparation of a scholarly report, which is required of B.Sc. students in the College of science graduation. It is essential that you read and understand it thoroughly.

GENERAL REQUIREMENTS

The ability to identify, define, research, and solve an issue or problem in College of science is a necessity for an individual engaged in the professional practice. To develop this, the student is required to prepare a scholarly report that examines, in detail, an issue or problem in College of science and provides recommendations or solutions for addressing the issue or solving the problem through the application of

learned ideas and concepts. The subject of the report should be relevant to the theory, ideas, and practice of College of science or any subject related to science .

In addition to preparing the report, the student is required to present it to a group of College of science faculty. The student will be examined on the project and the knowledge contained in the report.

SELECTION OF TOPIC AND ADVISOR

The selection of a topic is the responsibility of the student in collaboration with an advisor from the faculty in the College of science. The work should involve the systematic investigation of a topic or design project that is significant and timely and that demonstrates the student's ability to work individually with self-motivation or as part of a team using newly acquired knowledge or building on previous learnt experience in the field to solve the relevant College of science problems. It is helpful for the student to become familiar with the research interests of the faculty and to discuss tentative topics with them. No later than two semesters before the student's anticipated graduation, the student with the advisor must choose a topic.

SUGGESTION FOR REPORT PREPARATION AND REVIEW

The development of a work program or research study for the scholarly report can generally be organized into the following phases:

Identification of topic and preparation of project plan/schedule

- Literature review - a detailed literature search should be performed to identify prior work in the topic area
- Clear Statement of purpose and objective of the study
- Development of work or research methodology
- Data gathering, component procurement.
- Evaluation of results and formulation of conclusions
- Preparation of draft and final report
- Presentation of report

These phases are closely related to sections or chapters within the report and indicate milestones

at which progress can be evaluated. At the end of each phase, the student should consult the advisor to insure that the project is progressing satisfactorily.

Your supervisor is a very busy person and if you do not keep contact, he/she will not chase after you. Proper scheduling of the work is very important for its timely completion. It is suggested that the student perform the research and background

study over one full semester. It is highly advised that the study should be conducted in the following general sequence:

1. APPROVAL OF SCHOLARLY PROJECT TOPIC

- a. Select scholarly project topic and prepare a proposal
- b. Secure agreement from faculty member to serve as advisor,
- c. Secure approval of advisor of topic, and
- d. Begin work on the topic.

Else the student should select from the pre-submitted projects offered by faculty members in the department.

2. SUBMIT AN INTERMEDIATE REPORT FOR REVIEW

A detailed report of work done during the first semester should be submitted at the beginning of the second semester for the advisor for review. It should include a proper work plan and what has been achieved so far. It also should include a detailed presentation of previous work done in the subject of the project. This report should be the basis for the final graduation project report. An annotated bibliography, which identifies the work and provides a summary of it, must be prepared and must be submitted to the student's advisor.

3. SUBMIT WORK PLAN

A plan must be prepared that specified the objectives of the study, the activities that are to be performed during the study, how the activities are to be carried out, and a Gantt chart schedule showing all activities and their schedule dates.

4. STUDENT/ADVISOR CONFERENCE

The student should meet periodically with the advisor to clarify issues and prevent problems arising during the study. The student must meet with the advisor no later than two weeks prior to the student's anticipated report submission date to insure that the study and its results will satisfy the scholarly project requirements and to discuss the draft of the report. The student may request comments on the pre-final draft of the report before producing the final.

5. SUBMIT SCHOLARLY REPORT

The draft sections of the report should be given to the advisor for review according to the schedule that the advisor sets. The final report should be submitted to the advisor for approval and signature no later than one week before the student's anticipated presentation date.

You should be adhere to submission deadlines announced by the department. Four bound copies with original advisor signature are required and should be delivered to the department. You should submit four copies if you have a three-member

committee. You should attach a CD containing properly formatted and commented source code of any developed software. The CD should be inserted in an envelope attached to the back cover of each copy. Hard-copy listings can be included in an appendix in addition to the CD.

6. PRESENT SCHOLARLY REPORT

The presentation shall be made to a committee of the advisor and all faculty members of the department or a relevant in the college. It is possible to have one member from outside the faculty serving as an external examiner if possible. The presentation usually is conducted no later than one week before the final exams.

Plagiarism:

Plagiarism is the act of using other people's words as if they were your own. It is an attempt to gain an unfair advantage and is therefore one form of cheating. It is a very serious academic offence since it is a violation of the objectives of a university education. If you make a point, without saying where you got that idea from then the reader will assume that you created this idea. If however this is not the case then you have plagiarized it; you have stolen the idea and presented it as though it were your own. This is cheating.

Warning:

It is always obvious when a student has lifted words from a text without referencing, as there is a change of writing style each time. If you do not reference your work correctly, it will come across as if you had 'stolen' words or ideas from other sources. This is plagiarism; it is considered to be cheating and can have serious consequences.

Format Guidelines:

The graduation project's report manuscript must have a professional appearance; it must have standardized features and be attractively reproduced. Introductory material, text, and appendices must all be clearly and consistently prepared and must meet the following specifications

- ***Typeface***—Type size should be 14 point. Do not use script, or ornamental fonts. Print must be letter quality with dark black characters that are consistently clear, crisp, and easily read.
- ***Margins***— Margins of 2 cm on the four sides of the page. (Pagination, headers, and/or footers may be placed within the margin, but no closer than half an inch from the edge of the page.)

- **Spacing**—double spacing is required in the main body of the manuscript except where conventional usage calls for single spacing; e.g., footnotes, indented quotations, tables, etc.
- **Word and Text Divisions**—Words must be divided correctly at the end of a line and may not be divided from one page to the next. Use a standard dictionary to determine word division. Avoid any heading or subheading at the bottom of a page that is not followed by text.
- **Language**—the report must be in English. However, some of the report's chapters could be in Arabic when necessary.
- **Style**—Select an appropriate style and use it consistently. However, gender-specific words should be avoided. Words like author, researcher, and physicists, for example, should be used instead of him or her. Using the third person is preferred.
- **Paper**—all copies must be on white, A4-size paper. Single sided copies.
- **Pagination**—each page of the manuscript, including all blank pages, and pages with photographs, tables, figures should be assigned a number.

Consistent placement of pagination, at least one-half inch from the paper's edge, should be used throughout the manuscript.

The following pagination plan may be used:

- For the preliminary pages, use small Roman numerals (i, ii, iii, iv, etc.). The title page does not have a number but counts as page i; the following page is ii.
- For the remainder of the manuscript use continuous pagination for text, illustrations, appendices, and bibliography—use Arabic numbers (1, 2, 3, etc.).
- Figures, tables and other illustrations should be titled as well as numbered (example – Figure 1 “The title of the figure.”).

References—All references must be complete and use the following format: last names and initials of all authors, year of publication, title of paper (in quotes) or book (underlined, name of periodical (underlined), volume number, issue number (in parentheses), publisher, city and state or nation of publication, and inclusive page numbers.

Reproducing the Report—Final copies of the report must be clear and attractive. Review each copy for evenness and clarity of type, missing pages and crooked text

Order and Content

1. Preliminary Pages

- a. **Title Page**—the format must be followed exactly; use upper case letters (see sample attached). The title of the report should be a meaningful description of the content of the manuscript. Use word substitutes for formulas, symbols, superscripts, subscripts, Greek letters, etc.
 - b. *Abstract*—200 to 500 words long.
 - c. *Dedication* (optional)
 - d. *Acknowledgments* (optional)
 - e. *Table of Contents*, with page references
 - f. *List of Tables*, with titles and page references (optional)
 - g. *List of Illustrations*, with titles and page references (optional)

2. Text:

- a. **Introduction** (part or chapter) including preliminary introduction to develop context and terminology, problem statement, and report overview. Reports submitted by multiple students should include a paragraph at the end of the introduction chapter that clearly specifies the author of each section of the report.
- b. **Main body**, with the larger divisions and more important sub-divisions indicated by suitable, consistent headings. The main body should include chapters for:

- Previous or similar work done (literature review)
- Description of the project
- Methodology followed
- Results

c. Conclusion (part or chapter) including work done, problems faced, lessons learned, and suggestions for future work.

3. References

4. Appendices

Cover page model 1

PROJECT TITLE

By

Student name

(Reg. No. -----)

A Research Report

Submitted in Partial Fulfillment of the Requirements for the Degree of

Bachelor of Science

in

Science

Session 2013-1435



Majmaah University
College of Science, Al-Zulfi,
KINGDOM OF SAUDI ARABIA
(2013)

Cover page model 2

CERTIFICATION

Certified that the contents and form of research report entitled “**project title**” submitted by
student name have been satisfactory for the Partial Fulfillment of the Requirements for the

Degree of Science in -----, The Majmmah University.

Supervisor signature:

Dean
Faculty of Sciences

Dean
Scientific Research

Cover page model 3

جامعة المجمعة
DEDICATED TO
Majmaah University

MY FAMILY

And especially to

MY GREAT FATHER and MY LOVING MOTHER



جامعة المجمعة
Majmaah University

Cover page model 4

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List of Figures

List of Tables

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Cover page model 5

ACKNOWLEDGEMENT



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Cover page model 6

Abstract



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Form 1



GRADUATION PROJECT PROPOSAL

Student Name (1)-----

Student Name (2)-----

Student ID ----- Grade ----- Email -----@-----

Student ID ----- Grade ----- Email -----@-----

Project Title -----

Brief Description

Project goal – Why did you choose this particular project? What do you plan to learn from this experience?

Student Signature 1

Student signature 2

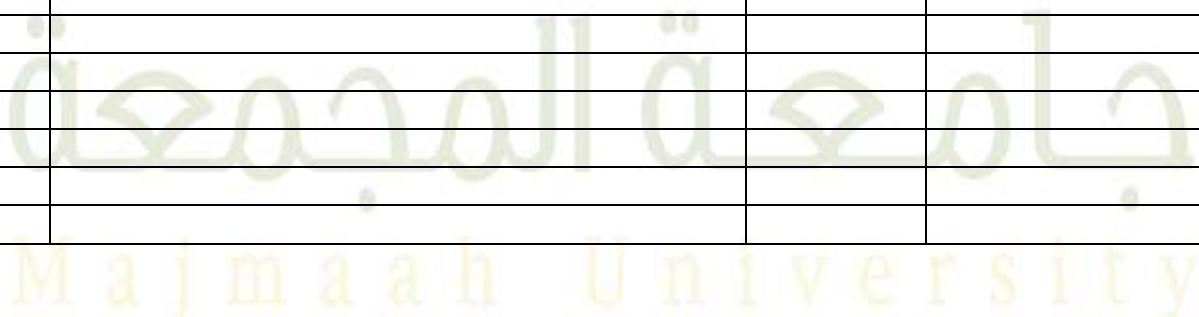
Supervisor signature 3

Form 2



Daily activity of student

Date	Activates/ Explanations	Time spent	supervisor comments



Student's Signature:

Supervisor's Signature

Form 3



Student name 1	
Student name 2	

Project Title	
Address	
Phone	
Email	

Standard	Marks from	Marks
Student follow up by the supervisor	50	
Novelty of the project	10	
Results of the project in terms of scientific and practical	10	
Explanation and presentation style	10	
Method of documenting the project	10	
Performance during the discussion	10	
Total marks	% 100	

Supervisor signature	
Committee member signature	

Form 4



Final Grades summited to Head of departments

Student name	Evaluation committee 50%	Supervisor 50%	Total

Project's Coordinator

Head of Department

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Form 5



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Model of submission the project

Student Name		Student signature
Supervisor name		Supervisor signature
Project title:		

Date		

Form 6



Session 1	Attendance time			Supervisor
9 : 0 0 a m - 9 : 1 0 a m	Exhibits Open	Dean of science talk		
9 : 1 5 a m - 9 : 3 0 a m		Chair man:	Title:	Talks by
				Dr.
9 : 4 0 a m - 9 : 5 5 a m		Chair man:	Title :	Talks by:
			Dr.	
9 : 5 5 a m - 1 0 : 5 a m		Tea break		
Session 2				
1 0 : 1 0 a m - 1 0 : 2 5 a m	Exhibits Open	Chair man:	Title:	Talk by:
				Dr.
1 0 : 4 0 a m - 1 0 : 5 5 a m		Chair man:	Title:	Talks by:
				Dr.
1 1 : 0 0 a m - 1 1 : 1 5 a m		Chair man:	Title:	Talks by:
				Dr.
1 1 : 3 0 a m - 1 1 : 4 5 a m		Chair man:	Title:	Talks by:
				Dr.
1 2 : 0 0 P m - 1 2 : 4 5 P m		Break : prayer time + tea time		

S e s s i o n 3					
1 : 0 0 P m - 1 : 1 5 P m	Exhibits Open	Chair man:	Title:	Talk by:	Dr.
1 : 3 0 P m - 1 : 4 5 P m		Chair man:	Title:	Talks by:	Dr.
2 : 0 0 P m - 2 : 1 5 P m		Chair man:	Title:	Talks by:	Dr.
2 : 3 0 P m - 2 : 4 5 P m		Chair man:	Title:	Talks by:	Dr.
2 : 4 5 P m - 3 : 0 0 P m		Chair Man	Title:	Talk by:	

Head of department

Project committee chairman

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