Graduation Projects Rules and Policies:

Project management:

* Each team should choose a team leader who will be the main contact person for the team.
* It is the responsibility of each team member to communicate and work productively towards a common goal with the other team members.
* For the execution of the project, the contribution of each team member should be made clear.
* Each team should agree with their advisor on the type (meeting, video conferencing, email, etc.) and frequency (weekly, biweekly, etc.) of the meetings.

Deliverables and deadlines:

* Each team must respect the deliverables deadlines. Late submission of the deliverables will result in the deduction of 2 marks from the final grade given to each team member. The project teams should submit the deliverables to the GPC.
* Each team should use state of the art SE CASE tools (project management, requirements management, modeling, coding, testing, etc.) to implement the project tasks. It is required that each project team uses the provided templates for preparing the deliverables.
* It is fully the responsibility of the advisor to evaluate the content of each deliverable and give feedback to the students to improve their work before the deliverable is approved and emailed to the GPC.
* According to the “Project Deliverables and Deadlines” document, each team is required to submit a revised version of the **final** report after the evaluation by the examination committee. The revised version of the project report should take into consideration the feedback from the examination committee. There will be 5 marks of the advisor score assigned to this revised final report. If a team fails to submit the revised version or the revised version does not address the comments by the examination committee within a week, the team will lose 5 marks.
* Project I teams are required to submit two **formal** copies of the **final (revised) report** to the GPC in addition to a CD containing the report and the PowerPoint presentation. Project II teams are required to submit 3 **formal** copies of **the final (revised) report** in addition to a CD containing the report, PowerPoint presentation and all source code, data files, models, configuration files, etc. Project II teams are also required to get a clearance form signed by the department chair as a proof of this submission.

Evaluation

* Every team is assigned two examiners. The examiners should provide feedback on the student deliverables and evaluate the final report and presentation. Out of 100 marks, the team’s advisor provides 60 marks and the examiners provide 40 marks of the final grade assigned for each team member. The GPC has the right to change the final grade to take into account other considerations.
* The final grade of a student does not necessarily have to be equal to the final grade given to the team. The advisor and examiners should differentiate the final grades given to the team members based on the individual level of contribution by each team member.
* The GPC will deliver one to two seminars during the term. Every student must attend the seminars. If a student does not attend a seminar, one mark will be deducted from his final grade. •
* An evaluator must justify his/her evaluation for every item in the Evaluation Form.
* The GPC will flag any project in which an evaluator differs from another evaluator by more than 2 grade levels (for example, A+ and B). The grades are A+, A, B+, B, C+, C, D+, D, and F. Mapping marks to grades follows the same mapping system at KSU. The GPC deserves the right to re-evaluate the flagged projects.
* If a group submits the final report and delivers the final presentation, then students of the group are not eligible for an ‘Incomplete’ grade. It is the responsibility of the group’s advisor to inform the GPC of the decision for ‘Incomplete’ grade before the final report submission deadline.

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| **Final Mark out of 100** |  | **Penalties** |
| **Advisor** 60 marks | Team work  Deliverables Attendances etc… |  |
| **Examiners** 40 marks | Evaluation of the final report and presentation |  |
| **GPC** Can deduct up to 10 marks from the final grade assigned by advisor and examiners | Late submission of the deliverables | 2 marks per deliverable |
| Absence in the seminars | 1 marks per seminar |
| Late submission of the revised version of the final report or the revised version does not address the comments by the examination committee | Up to 5 marks |