



Al-Mustaqbal University

College of Science



Scientific Thinking and Research Skills

Third Year Students / 1st Semester

How To Write Your Graduation Project

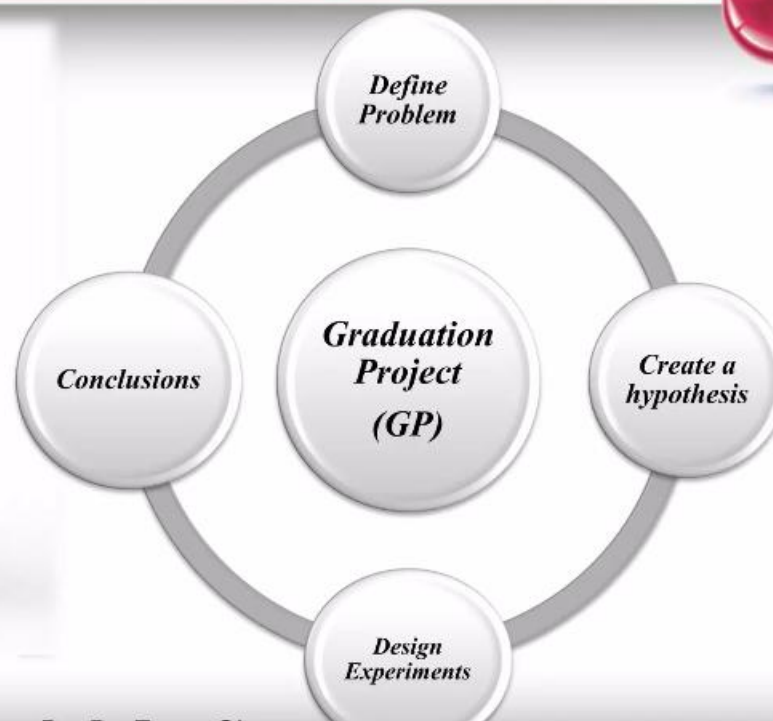
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Biochemistry Department

By

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What is the graduation Project??



Graduation project



One of The Requirements for Completion of the Graduation Degree



An Outcome of Efforts, Experience of different committees to suite various specializations and programs



Is a close to Professional Problem solving activity in the curriculum

Graduation project



Opportunity to work closely with a faculty advisor



Experience the group Dynamics and Behavior within a team



Ability to use the Available means in aplying theoritical knowledge



- ✓ The student has to take the responsibility to pass the graduate project and be eligible for graduation. This experience will;
- teach the student to manage his/her time by scheduling a weekly meeting with the advisor for following up the progress
- S/he is there to give you guidance on technical issues on thesis writing, such as: thesis outline and topics to be covered



- You need to work closely with your project advisor in getting the project ready for committee review and defense.
- It is not uncommon for a student to produce 4-5 drafts before arriving at a copy ready for distribution to the-committee
- creating a work plan to set goals and work productively during the following stages:

Stage 1: Selecting a Topic



- ✓ This stage should happen on the first week of the first semester every year and shouldn't last more than two weeks. Advisors must announce their proposed topics with a brief summary on the project requirements.
- ✓ Students will agree with their advisor(s) on a certain topic, on which students have to write an outline with a brief abstract, a description of the obstacles, problems, aims and tools etc.

Stage 2: Conducting Research




- ✓ At this stage, the plan of work should be scheduled within two weeks from announcing the projects and students will follow the steps consequently, starting from literature review to collect the relevant basic data.
- ✓ Based on the nature of their research project, students must prepare the required materials and agreed on methods.

Stage 3: Writing the final report



- ✓ It is recommended that the student starts writing the first draft as early as possible and keeps improving it accordingly.
- ✓ In spite of the differences in methodological approach based on the field of study, the format in organizing report chapters and layout should be applied for all, including:

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- ✓ Paper must be regular white A4 size.
 - ✓ for English language the left margin should be 2.5 cm and 2 cm for the right, top and bottom.



- ✓ The font used in writing the project should be Times New Roman (normal), size 14 for English Language.
- ✓ For the main titles the font size must be 18, and subtitles the font size must be 16, but in Bold.

Stage 4: Discussion and Evaluation


After the approval of advisors, student groups must submit to the designated project committees three copies of project report word document (MS Word format) as well as a 15 minutes PowerPoint presentation (using various ppt template) at least a week before second semester exams (or based on University Council decision).



PresenterMedia



- ✓ Usually such committees include 3 people, external examiner as a chair with internal examiner and the advisor and is recommended **not to repeat the same names every year**.
- ✓ Membership in these committees is considered as a scientific activity for teaching staff.

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- ✓ Advisors and midyear assessment committees (if applied) evaluate their students before the final discussion based on;
 - students' activity,
 - Cooperation,
 - progress in project works during the academic year.




This evaluation covers 40
% of the total marking,
while the evaluation of
the committee is
60%.



- ✓ Both students and their project committee are obliged to attend and any delay /absence of students will cause a cancellation of their discussion credits.
- ✓ Every student in the group must know the details of project and be ready for answering related questions




- ✓ Students have to incorporate all changes suggested by the committees during final discussion within two weeks of their presentation.
- ✓ Failure to do that will result in changing the project or give it another try on the following academic year.
- ✓ Students who passed successfully and got the approval of the project committee have to provide two well-covered copies of the report signed by committee members including their advisor (for their department and library).

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- The final printed report has to go together with two CDs containing the detailed project, used tools, analysis and the PowerPoint presentation.
 - In general, a graduate thesis\project should have chapters and sections. Some chapters are mandatory; others will depend upon the nature of the work;

Contents of Graduation Project





Contents of the Graduation Project Report Based on international guideline for writing reports and scientific papers includes:

Preliminary Pages: All preliminary pages will be numbered by Roman numbers (I, II, III...) at the bottom centre of the page except the cover page, should be without numbering.

Figure shows an example of the layout we suggest for a project which implements a piece of software.

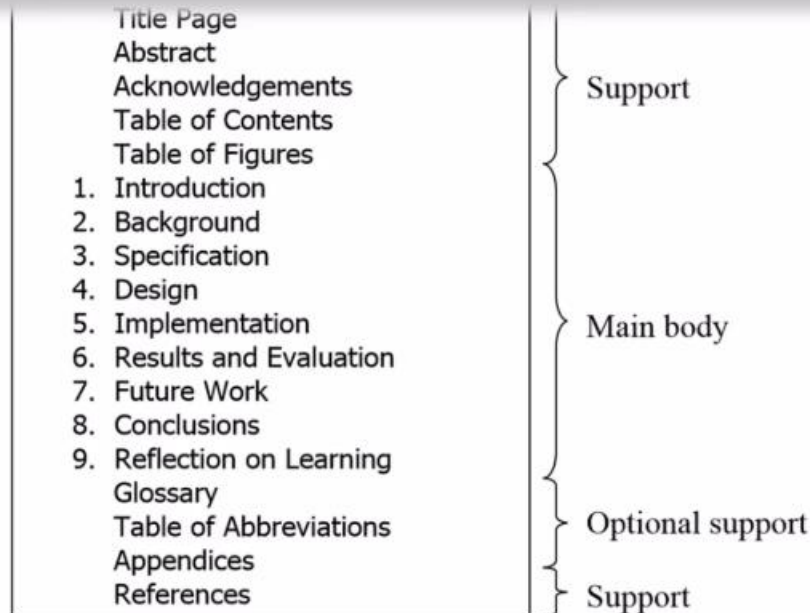


Figure 3.1: Suggested report structure for a project which implements a piece of software.

1- Cover page



The Title Page;

should be the first page of the report and should normally include:

- i.the title of the project report;
- ii.the name of the authors;
- iii.the name of the project supervisor;
- iv.the qualification for which the project report is a part;
- v.the name of the school, college and institution, e.g. college of Pharmacy, Baghdad or Alrasheed University;
- vi.the date of completion of the project report.



- ✓ The title itself should be short, yet should aim to describe the contents of the project report as accurately as possible.

2-Acknowledgment



- ✓ This optional section should be used to record indebtedness for the use of facilities or help from particular sources.
- ✓ You should mention any organisations who have helped you while you have been carrying out the project.

3- Tables Lists



- 1-Table of contents
- 2-List of Tables
- 3-List of Figures
- 4- List of Acronyms and Symbols
(Abbreviations)



- ✓ A project report that uses figures (i.e. diagrams or other pictorial techniques such as tables) to illustrate ideas will probably be easier to digest than one that does not.
- ✓ We therefore recommend that you use figures wherever appropriate
- ✓ All diagrams must be explicitly referred to somewhere within the text.



- ✓ Figures should be numbered according to the chapter where they are used

(i.e. Figure 3.1: Cumulative release profile of Nebivolol HCL in PH 7.4 phosphate buffer) using font size 12.

- ✓ Equations; Using Math type in Microsoft word is considered as the best choice in writing equations in the text. Equations must be numbered in sequence based on chapter number such as: 3.4 i.e. chapter No. 3 equation No. 4. Or, Eq. 1



- ✓ The table of contents gives the reader a view of the detailed structure of the report, by giving section and subsection headings and associated pages.
- ✓ If your project report contains many figures or it refers to the same figure many times you should consider listing them along with their page numbers in a table of figures.



Abbreviations;


If you use any abbreviations, obscure terms or esoteric acronyms in the project report then their meaning should be explained where they first occur. If you go on to use any of them extensively then it is helpful to list them all in a table at the end so that readers can quickly remind themselves of their meaning.

4- Abstract

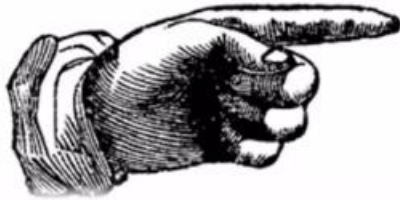


The abstract should outline of the project and providing the reader with a brief idea about the report. It includes the following:

- ✓ The problem with basic information about the project.
- ✓ Methods used in solving the problem.
- ✓ Main results, focusing on newly observed facts.
- ✓ Conclusions and argument discussed.

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- ✓ Abstract has to be written last to reflect precisely the content of the report, typed as one paragraph and not to exceed 250-300 words.
 - ✓ In addition to the English abstract, Arabic abstract must be included.

Please Notice This



it should not say anything not mentioned in the rest of the report (for this reason it is usually written last).

