



KOMAR UNIVERSITY
OF SCIENCE AND TECHNOLOGY

GRADUATION PROJECT BOOKLET **June 2023**

— Outlines and instructions —





GRADUATION PROJECT BOOKLET

Table of Contents

Preface.....	1
Graduation Project Booklet.....	2
1. Overview.....	2
2. The Graduation Project Course KGP4495 (4 C.Hs.)	2
2.1 Pre-Requisites:.....	2
2.2 Course Description	3
2.3 Course Learning Outcomes.....	3
2.4 Course Requirements.....	3
3. Responsibilities	3
3.1 Student Responsibilities:.....	3
3.2 Department Chairperson Responsibilities.....	4
3.3 GP Academic Advisor Responsibilities:.....	4
3.4 GP Internal Academic Evaluator.....	4
4. GP External Academic Evaluator.....	4
5. Graduation Project Topics	4
6. Related Issues.....	5
Appendix I: Form for Selecting Partners and Topics.....	8

Appendix II: Proposal Submission Form.....	9
Appendix III: Time Table (schedule) Form	10
A. Dates are governed by the beginning and ending semester	10
B. The Academic Advisor and students are responsible to fulfil the stated dates.....	10
C. If a change occurred in the stated dates, a new form will be filled and attached to the first Form GP-TT.....	10
D. No change is allowed after mid-semester without the approval of the department chairperson	11
Appendix IV: Log sheet.....	11
Appendix V: Report Format.....	12
Below are some outlines for the chapters which could be used by the students during writing report.....	13
Chapter One: Introduction.....	13
Chapter Two: Literature Review.....	13
Chapter 3: Experimental work (if any).....	13
Chapter 4: Conclusions and Recommendations.....	13
Appendix VI: Progress Assessment Report.....	13
Appendix VII: Final Assessment Instructions.....	13
Appendix VIII: Report Assessment Forms.....	15
Appendix IX: Presentation Assessment Form.....	16
Appendix X: Final Grades Form.....	17
Appendix XI: Graduation Project / Research Rubrics.....	18
R1: Graduation Project / Research Rubrics.....	19
R2: Graduation Project / Presentation Rubrics.....	20

PREFACE

After taking 100 plus or (80%)* credit hours in different subjects, students will have a chance to implement their knowledge and practice their skills in an area of their own interests within their specialization. This will be achieved by taking Graduation Project Course, KGP4495. Komar University set several prerequisites prior to taking the course to enhance the quality of the graduation projects or papers and directed toward employment prospects.

The Graduation Project or paper Course will be governed by:

- International Accreditation Agency Guidelines for graduation projects or papers; therefore, each academic department in Komar University of Science and Technology (KUST) could modify the learning outcomes from the graduation project, accordingly.
- Research Graduation Guidelines approved by the Academic Committee KUST.
- Earning a “C” grade and better in the course based on an evaluation conducted by an examination committee, one of whom is an external evaluator.

Professor Salahaddin Saeed Ali (Ph.D.)
President of KUST
2023

GRADUATION PROJECT BOOKLET

1. Overview:

The Graduation Project is a formal assignment conducted by students on a topic related to the curriculum and involving out-of-class research, activities and development. The project is primarily a learning activity designed to provide students with an opportunity to confirm that they are eligible for graduation. The Graduation Project requires a variety of skills and knowledge to be completed which acquired during 4-5 years of study. It is important for students to follow the guidelines of this booklet carefully and check with their academic advisors frequently to be assure they are on the right track. Students will be ask to choose one partner or two partners to work with on the Graduation Project or Paper. The approval of the academic advisor is required for naming the group members.

The project will be assessed and evaluated by an examination committee that includes an external evaluator.

The GP Components are:

1. GP Course
2. Proposal
3. Initial Presentations
4. Report
5. Final Presentation

A minimum of a “C” grade is required to pass the course.

2. The Graduation Project Course KGP4495 (4 C.Hs.)

2.1 Pre-Requisites:

- A. Total Credit hours and GPA: Minimum 100 CHs or (80%)*. with GPA “C” (65-69).
- B. Four Departmental Junior Courses: assigned by academic department.
- C. Two Departmental Senior Courses: assigned by academic department.
- D. Professional Communication, as per the requirements of the academic department.
- E. Research Methodology.
- F. Internship Program.

The Office of Student Affairs (OSAR) will check the student eligibility for the Graduation Project Course.

(*) completion of 80% of total credit-hours for Dentistry and Pharmacy (due to five-year format).

2.2 Course Description:

The course represents the culmination of the student's education, skills and experience in his/her major. The project topic will vary according to the major and sub-disciplines and will be determined by the student and his/her advisor. The course will be assessed by a committee named by the academic advisor and approved by the chairperson of the department. One member of the committee would be "external" from a higher education institution with an academic title approved by the Ministry of Higher Education of Kurdistan Regional Government.

2.3 Course Learning Outcomes:

Upon completing the course, the student is able to:

- a. Produce professional academic proposals and reports in English,
- b. Think critically and creatively about his/her major,
- c. Integrate several areas within the major, and
- d. Collect, recognize, analyze and interpret data and solve problems.

2.4 Course Requirements:

Students must fulfil the course requirements by:

- A. Submitting a proposal according to the professional requirement and time table (schedule),
- B. Collecting data for the proposed research based on the academic advisor's approval,
- C. Analyzing research data and getting the academic advisor's approval,
- D. Submitting the Graduation Project Report,
- E. Presenting the Graduation Project publically, and
- F. Passing the course with a "C" grade and above

3. Responsibilities

3.1 Student Responsibilities:

Students are responsible to complete the Graduation Project according to the instructions provided by this document, Department and Academic Advisor. Therefore, students' responsibilities include the following:

- (a) Choosing partner(s) for the Graduation Project.
- (b) A minimum of two (2) and a maximum of three (3) are allowed to work on a single project.
- (c) Choosing one topic for the Graduation Project and obtaining the academic advisor's approval on the selected topic.
- (d) Creating a Working Outline. The student(s) will have an idea of what to include on this outline after he/she has done some general reading on the topic. The outline will probably be modified as the project progresses. The purpose of the working outline is to help the student decide on what notes/she should take. The student will follow this outline to complete the project. She/he will continue to revise and expand this outline as he/she learns more about his/her topic. The form used for writing the working outline is called a Topic Outline Form.
- (e) Preparing a typed draft proposal which includes: Summary, Project Outcome(s) and list of preliminary references.

- (f) Delivering a short presentation before his/her classmates and academic advisor.
- (g) Working on the project according to the time table (schedule).
- (h) Submitting bi-weekly reports to the GP advisor.
- (i) Delivering a presentation before the committee.

3.2 Department Chairperson Responsibilities:

Chairperson responsibilities include:

- (a) Offering guidance to faculty members on the project, research topics, etc.
- (b) Approving a Graduation Project or paper committee comprising of three faculty members (2 from KUST and one external to evaluate the project proposals.
- (c) Supervising lectures, seminars and training related to the Graduate Project.
- (d) Co-signing the completion of the requirement for GP.
- (e) Students are allowed to suggest their own topics under the condition that an advisor is available and the topic is approved by the advisor and the chairperson.

3.3 GP Academic Advisor Responsibilities:

GP Academic Advisor Responsibilities include:

- (a) Accepting grouping within the course based on the guidelines.
- (b) Reviewing and accepting the timetable (schedule) for activities.
- (c) Providing assistance and advising students.
- (d) Monitoring the progress of the project according to the time table.
- (e) Co-Signing the completion of the requirement for GP
- (f) Sending the grades (A to F) to chairperson of the academic department
- (g) Submitting a progress report to the department chairman by mid-term and end of the semester.

3.4 GP Internal Academic Evaluator:

Reading the report carefully and evaluating the student report and project according to the guidelines set by the department.

3.5 GP External Academic Evaluator:

Reading the report carefully and evaluating the students report and project according to the guidelines set by the department.

4. Graduation Project Topics

There are three types of graduation project topics:

1. **Free-Choice Topics:** These are topics that students themselves suggest. These topics are acceptable if they are related to the student's major and if they meet the approval of the student's academic advisor.
2. **Suggested Topics:** These are topics that the academic advisor suggests to his or her students. The academic advisor suggests topics to the students if the advisor finds that the student has failed to come up with a valid topic.

3. **Assigned Topics:** These are topics that the academic advisor assigns to the student. The academic advisor has the right to assign a topic to the student if the advisor finds that the student has failed to select a valid topic before the topic-selection deadline is due.

5. Related Issues

- (a) If one partner leaves the project team, he/she can form another team and choose a new topic.

This step requires the approval of the former advisor, new advisor, chairperson and the department's scientific committee, and should be completed within only one week of withdrawal.

- (b) KUST does not finance any student graduation project. Students are therefore responsible for the expenses required to complete their projects.
- (c) KUST is the sole proprietor of any graduation project's outcomes and/or products.
- (d) Data of the GP cannot be published unless the consent of VPA & S affairs office is received.
- (e) Chairpersons need to explain the details of graduation project to supervisors and the students.
- (f) GP should be given to students in regular semester (Fall/Spring)** otherwise VPA & S Affairs approval is required.
- (g) Maximum extension is two weeks and needs chairperson approval.
- (h) 25% of similarity is allowed excluding the references, appendix etc.

() Note: if the student/s failed in the GP, he/she may register in the next semester with the same topic (title), same GP academic supervisor and pay the necessary fees.**

Appendix I: Form for Selecting Partners and Topics

Komar University of Science and Technology Graduation Project

Form GP-TP: Selecting Partners (if possible) and Topics:

Name/Code of Students: 1. 2. 3.	Department: 	
Pre-Requisites: 1. Total Credit hours and GPA: Minimum 100 CHs or (80%*) with GPA “C” (65-69). 2. Four Departmental Junior Courses: provide by individual department. 3. Two Departmental Senior Courses: provide by individual department. 4. Professional Communication, if it is required by the department. 5. Research Methodology Course as per department 6. Internship Program,	Chairperson Verification: All pre-requisites are fulfilled. () Yes, () No If not, the student is missing: · 1 · 2 · 3 · 4 · 5 · 6 Name/Signature/Date: VP-Student Affairs Verification: All pre-requisites are fulfilled. () Yes, () No If not, the student is missing: · 1 · 2 · 3 · 4 · 5 · 6 Name/Signature/Date:	
Title and Description of the Topic: 		
Approval of the Academic Advisor: Name/Signature/date:	Academic Advisor Notes: 	
Student Acceptance: I accept to fulfill the responsibilities to complete the Graduation Project Course according to the instructions stated in this Graduation Project Booklet, set by the department and the Academic Advisor.		
Name/Signature/date:	Name/Signature/date:	Name/Signature/date:

Appendix II: Proposal Submission Form

Form GP-PR Instructions:

- A. The proposal should be directly related to the field of the study where student knowledge and skills can be measured.
- B. The proposal should have two parts: a **theoretical** part and a **practical** part.
- C. The proposal should identify clearly the goals of the project
- D. The proposal’s goals must be linked to the Learning Outcomes of the Academic Program.

Form GP-PR: Proposal Submission:

<p>Name/Code of Students:</p> <p>1. 2. 3.</p> <p>Date of Filling the Form:</p>	<p>Department:</p> <hr/> <p>GP Title:</p>	
<p>Approval of the Academic Advisor:</p> <p>Name/Signature/date:</p>	<p><u>Yes</u>, the proposal is accepted. The proposal covers the following major areas:</p> <p>And linked to the Department Learning Outcomes:</p> <p><u>No</u>, the proposal is rejected for the following reasons: (Please refer to A, B, C, D) for stating the reason.</p>	
<p>Students Submission:</p> <p>We, the undersigned, certify that we this project is original and meets all the requirements set by KUST. Should this be proven otherwise, we accept to comply with any regulations or orders set by the University.</p>		
<p>Name/Signature/date:</p>	<p>Name/Signature/date:</p>	<p>Name/Signature/date:</p>

Appendix III: Time Table Form

Komar University of Science and Technology Graduation Project

Form GP-TT: Time Table:

Form **GP-TT** Instructions:

- A. Dates are governed by the beginning and ending semester.
- B. The Academic Advisor and students are responsible to fulfil the stated dates.
- C. If a change occurred in the stated dates, a new form will be filled and attached to the first Form GP-TT.
- D. No change is allowed after mid-semester without the approval of the department chairperson.
- E. This form needs the approval of the **VPA & S Affairs**.

Name/Code of Students: 1. 2. 3. Date of Filling the Form:	Department: <hr/> GP Title:	
Activity	Date	
<input type="checkbox"/> Submission of the Proposal	<hr style="border-top: 1px dashed black;"/>	
<input type="checkbox"/> First Presentation	<hr style="border-top: 1px dashed black;"/>	
<input type="checkbox"/> Second Presentation	<hr style="border-top: 1px dashed black;"/>	
<input type="checkbox"/> Submission of the Report	<hr style="border-top: 1px dashed black;"/>	
<input type="checkbox"/> Final Presentation and Project Evaluation	<hr style="border-top: 1px dashed black;"/>	
Students Submission: We, the undersigned, certify that we shall observe the schedule above. Should this be proven otherwise, we accept to comply with any regulations or orders set by the University.		
Name/Signature/date:	Name/Signature/date:	Name/Signature/date:
Approved by the Academic Advisor: Name/Signature/date:		

Attached: Form GP-PR

Appendix IV: Log Sheet

Komar University of Science and Technology Graduation Project

GP-Log Sheet:

For each GP, a log sheet is useful to be filled by the students and reviewed by the Academic Advisor. The Advisor can measure the progress of the GP by monitoring the Log Sheet.

Name/Code of Students:		Department:	
1.		GP Title:	
2.			
3.			
Date of Filling the Form:			
Week	Work	Achievement	Advisor's Notes
One			
Two			
Three			
Four	Proposal Presentation		
Five			
Six			
Seven			
Eight			
Nine			
Ten			
Eleven			
Twelve			

Appendix V: Report Format

Komar University of Science and Technology Graduation Project or Paper

Form GP-RF:

Form GP-RF Instructions:

- A. Length: The final GP-report or paper should have 6000 -10000 words plus appendices.
Font type and size for Headings: Times New Roman, Heading 1 size 14, heading 2 size 13 and heading three size 12.
- B. Font type and size for the body text: Times New Roman) font size 12.
- C. Space: Double-space ONLY between paragraphs and 1.5 space anywhere else.
- D. Margins: Margins all around should be 1 inch (25.4 mm).

The report should contain the following items:

1. Title Page:

- The Title (font size **16** capital letters)
- Student Group Names (font size 14 in capital letters)
- The submission statement: “Submitted in partial fulfilment of the requirement of the B.Sc./B.A degree in” (font size 14)
- The academic advisor’s name and academic title (font size 14)
- Submission date of the report (font size 14)

2. Abstract:

The abstract must be one paragraph long consisting of 200 words maximum. It should introduce and explain the content and findings of the report.

3. Table of Contents

The following example of the structure of the report or paper not limited to all departments and can be modified by the approved department instructions

	Page No.
Introduction	I
Literature Review	III
Methodology	IV
List of Figures	VIII
Chapter One	3

4. Acknowledgements

Sample statements of acknowledgements include:

- “I/We would like to express my/our deep gratitude to my/our advisor, Dr/Mr/Ms ____, for the valuable advice and support he/she”
- “I/We would like also to thank.....”

Below are a sample of the GP outlines and bases on the approval of the department:

Chapter One: Introduction

- Introduction
- Motivation for choosing the topic
- Aims and objectives of the project
- Link to the Academic Learning Outcomes of the department

Chapter Two: Literature Review

- Introduction
- Background information on the topic
- Works done by others on a similar topic
- Comments
- Methodology
-

Chapter 3: Experimental work (if any)

- Experimental work (if any)
- Results and Findings
- Analysis, evaluation and discussion

Chapter 4: Conclusions and Recommendations

- Conclusions
- Recommendations

References

- List of all the references that have been used during the project and should be cited in a complete format.
- References can be books, papers, journals, websites etc.

Appendix

- All relevant but not important details are put
- Sample calculations
- Tables, Figures, Photos

Appendix VI: Progress Assessment Report

Komar University of Science and Technology Graduation Project

GP-Assessment by Academic Advisor:

Name/Code of Students: 1. 2. 3. Date of Filling the Form:	Department: <hr/> Title of GP:	
Activity	Date	Passed or Failed (filled By the Academic Advisor)
First Presentation (3-4 week) Students clarify the following: 1- Understand the guidelines stated in the booklet 2- Familiarity with the project via presentation 3- Validity of references 4- Checking Form GP-Proposal 5- Checking Form GP-TT		
Second Presentation (7-8 week) 1- Progress is made according to the Advisor's satisfaction (4 Marks) 2- Enough efforts are in place to prepare the GP report (3 Marks) 3- Team work is functioning properly. (3 Marks)		
Scores by the Academic Advisor (out of 25%)		

Student Name and ID	1.....	2.....	3.....
First Presentation: (out of 10):			
Second Presentation: (out of 10):			
Punctuality and attendance: (out of 5):			
Total:			

Approved by the Academic Advisor: Name/Signature/date:

Appendix VII: Final Assessment Instructions

Komar University of Science and Technology Graduation Project or Paper

GP-Assessment by GP Committee:

General Instructions:

The department will name a committee (called GP Committee) which consists of three faculty members: (Academic Advisor, Internal Evaluator, and External Evaluator). The Committee must be formed after the confirmation letter from the advisor to the chairperson of the related department and within the graduation project progress time table (schedule).

After approving the proposal and conducting the second presentation, no change is allowed.

A tentative schedule for completing GP is:

- Weeks 1-4: Preparing for the first presentation
- Weeks 4-8: Naming the GP committee and preparing for the second presentation
- Weeks 12: Distributing the GP report over the GP Committee members and preparing the GP final presentation.
- Weeks 13: Conducting the final presentation and defense and correction for the required exam committee feedbacks.
- Weeks 13: Sending the Final Grade to OSAR. In case two weeks of extension are given the final grade need to be sent to OSAR no **later than week 15**.

The total score is calculated as follows:

- 25% by the Academic Advisor based on the first and second presentations.
- 75% by the GP Committee based on the GP Report and Final Presentation.

The 75% score will be calculated as 40% for the GP Report and 35% for the Final Presentation.

First: Assessment of the GP Report (conducted by the GP-Committee)

Students must submit three bound copies of the GP Report to the department

The GP Report will be assessed via the GP Report Assessment Form to be filled out by an individual evaluator.

Second: Assessment of the GP Final Presentation (conducted by the GP-Committee)

Students must prepare a professional final presentation for their work and the presentation not to exceed 15-20 minutes long.

The GP Final Presentation will be assessed via the GP final Presentation Form to be filled out by an individual evaluator.

For the oral final presentation, students should

1. Dress professionally
2. Be present 30 minutes before the presentation
3. Use their own laptops
4. Meet the time limits set by their academic advisors and the committee

Appendix VIII: Report Assessment Form

Komar University of Science and Technology Graduation Project

Form GP- Research or Paper Assessment:

Name/Code of Students: 1. 2. 3. Name of the Academic Advisor:	Department: GP Title:
Name of the Evaluator	<input type="checkbox"/> Internal <input type="checkbox"/> External
<input type="checkbox"/> The GP Report is missing the Standard Format The Evaluator stops here and inform the Academic Advisor.	<input type="checkbox"/> The GP Report is ready to be evaluated. <i>The Evaluator continues evaluating the merit of the GP Report.</i>
Topic	Weight
1. Overall GP Report (format, organization, neatness, etc.)	7-10 Good 4-6 Intermediate 1-3 Poor
2. Achievements of the GP objectives	11-15 Good 7-10 Intermediate Below 7 Poor
3. Students' ability to collect/design and analysis the data/product	7-10 Good 4- 6 Intermediate Below 7 Poor
4. Students ability to reach right conclusion	4-5 Good 2-3 Intermediate 0-1 Poor
Total Score (out of 40)	
Evaluator Name/Signature/date:	

Appendix IX: Presentation Assessment Form

Komar University of Science and Technology

Graduation Project

Form GP- Final Presentation Assessment:

Name/Code of Students: 1. 2. 3. Name of the Academic Advisor:	Department: GP Title: () Internal () External																																																																
Name of the Evaluator	() The GP presentation is missing the Professional Layout Or () Students and Academic Advisor are not present at the time of judgment. The Evaluator stops here and inform the Academic Advisor.																																																																
() The GP Poster is ready to be evaluated. The Evaluator continues evaluating the merit of the GP Report.																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 70%;">Topic</th> <th style="width: 30%;">Weight</th> </tr> </thead> <tbody> <tr> <td colspan="2">1. Overall GP Layout (format, organization, neatness, etc.)</td> </tr> <tr> <td style="width: 20%;">First student in the list</td> <td style="width: 20%;">Seconded student in the list</td> <td style="width: 20%;">Third student in the list</td> <td style="width: 40%;">7-10 Good</td> </tr> <tr> <td></td> <td></td> <td></td> <td>4-6 Intermediate</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0-3 Poor</td> </tr> <tr> <td colspan="2">2. Students' ability to explain the merit of the GP</td> <td></td> <td>7-10 Good</td> </tr> <tr> <td>First student in the list</td> <td>Seconded student in the list</td> <td>Third student in the list</td> <td>4-6 Intermediate</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0-3 Poor</td> </tr> <tr> <td colspan="2">3. Students' ability to answer questions professionally</td> <td></td> <td>7-10 Good</td> </tr> <tr> <td>First student in the list</td> <td>Seconded student in the list</td> <td>Third student in the list</td> <td>4-6 Intermediate</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0-3 Poor</td> </tr> <tr> <td colspan="2">4. Students' ability to work in a team</td> <td></td> <td>4-5 Good</td> </tr> <tr> <td>First student in the list</td> <td>Seconded student in the list</td> <td>Third student in the list</td> <td>2-3 Intermediate</td> </tr> <tr> <td></td> <td></td> <td></td> <td>0-1 Poor</td> </tr> <tr> <td colspan="2">Total Score (out of 35)</td> <td></td> <td></td> </tr> <tr> <td>First student in the list</td> <td>Seconded student in the list</td> <td>Third student in the list</td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Topic	Weight	1. Overall GP Layout (format, organization, neatness, etc.)		First student in the list	Seconded student in the list	Third student in the list	7-10 Good				4-6 Intermediate				0-3 Poor	2. Students' ability to explain the merit of the GP			7-10 Good	First student in the list	Seconded student in the list	Third student in the list	4-6 Intermediate				0-3 Poor	3. Students' ability to answer questions professionally			7-10 Good	First student in the list	Seconded student in the list	Third student in the list	4-6 Intermediate				0-3 Poor	4. Students' ability to work in a team			4-5 Good	First student in the list	Seconded student in the list	Third student in the list	2-3 Intermediate				0-1 Poor	Total Score (out of 35)				First student in the list	Seconded student in the list	Third student in the list					
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Evaluator Name/Signature/date: 																																																																	

Appendix X: Final Grades Form

Komar University of Science and Technology Graduation Project

Form GP- Final Grade:

Semester and Academic Year: (e.g. Spring 2020)

<p>Name/Code of Students:</p> <p>1. 2. 3.</p> <p>Name of the Academic Advisor:</p> <p>Name of the Internal Evaluator:</p> <p>Name of the External Evaluator:</p>	<p>Department:</p> <hr/> <p>GP Title:</p>																																				
<u>Scores</u>																																					
Academic Advisor	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th colspan="3" style="text-align: center;">Student Names</th> </tr> <tr> <th></th> <th style="width: 20%;">1</th> <th style="width: 20%;">2</th> <th style="width: 20%;">3</th> </tr> </thead> <tbody> <tr> <td style="padding-left: 20px;">First Presentation (10)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Second Presentation (10)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Punctuality and attendance (5)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Student Names				1	2	3	First Presentation (10)				Second Presentation (10)				Punctuality and attendance (5)																			
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Assessment committee	<table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="padding-left: 20px;">Academic Advisor (40)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Internal Evaluator (40)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">External Evaluator (40)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">GP Report Average (40)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Academic Advisor (35)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">Internal Evaluator (35)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 40px;">External Evaluator (35)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">GP Final Presentation Ave (35)</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="padding-left: 20px;">Total-Final Grade (out of 100)</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Academic Advisor (40)				Internal Evaluator (40)				External Evaluator (40)				GP Report Average (40)				Academic Advisor (35)				Internal Evaluator (35)				External Evaluator (35)				GP Final Presentation Ave (35)				Total-Final Grade (out of 100)			
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Notes:

I. Graduation Project Folder should include the following documents:

1. A copy of the GP Paper Research or report.
2. All Forms filled by the Academic Advisor and Evaluators.

II. Final Grade will be sent to Office of Student Affairs and Registration (OSAR), after the approval from the **VPA & S Affairs.**

APPENDIX XI

GRADUATION PROJECT ASSESSMENT RUBRICS

The student graduation project is made up of three components:

1. The Graduation Project Research Paper
2. The Graduation Project Poster
3. The Graduation Project Presentation

The basic component is the Research Paper. Both the Poster and the Presentation will be based on and derived from it. Therefore, the first rubric to be completed should be the Research Paper Rubric. Only after completing it can the evaluator move to the Graduation Project Poster Rubric. Then finally the evaluator should complete the Graduation Project Presentation Rubric.

Each component has its own assessment rubric. Each rubric scores the component in question on a scale of **0 to 100**. The **three scores** obtained from the application of the **two** rubrics will then be calculated according to the equation provided in this booklet in order to obtain the total GP score.

Below are the **two** rubrics for the three GP components:

1. The Graduation Project or Research Paper Rubric (R1)
2. The Graduation Project or Research Paper Presentation Rubric (R2)

R1: GRADUATION PROJECT RESEARCH PAPER RUBRIC

The score in this rubric is independently calculated. The total score will be divided and added to the total GP score as required in this booklet. This rubric is designed to cover eleven assessment areas:

1. Relevance
2. Academic honesty
3. Structure
4. Content
5. Data validity and reliability
6. Documentation and referencing
7. Evidence support
8. Logic
9. Language, style and mechanics
10. Formatting and layout
11. Aesthetics

Some of these assessment areas are embedded within the stated issues in the rubric. No graduation project or research paper is accepted if it lacks an introduction, body or conclusion:

	Area of assignment	weight
1	Title	5%
2	Abstract	5%
3	Table of content	3%
4	Acknowledgments	2%
5	Introduction	5%
6	Literature review	5%
7	Body	40%
8	Conclusion and back matter	8%
9	Documentation	7%
10	Language and mechanics	15%
11	Formatting and layout	5%
	Total	100%

R2: GRADUATION PROJECTORAL PRESENTATION RUBRIC

The score in this rubric is independently calculated. The total score will be divided and added to the total GP score as required in this booklet. This rubric is designed to cover fifteen assessment areas:

1. Relevance
2. Academic Honesty
3. Structure
4. Content
5. Data Validity and Reliability
6. Evidence Support
7. Logic
8. Language and Style
9. Interaction
10. Delivery and Enunciation
11. Body Language
12. Attitude
13. Slideshow
14. Aesthetics
15. Time Management

Some of these assessment areas are embedded within the stated issues in the rubric. No presentation should be delivered if:

1. No slideshow is ready.
2. The presentation does not have an introduction
3. The presentation does not have a body
4. The presentation does not have a conclusion
5. Academic Advisor's Approval is not available
6. The presentation has not been scheduled
7. The place has not been assigned and approved

	Area of assignment	weight
1	Title	5%
2	Introduction	5%
3	Body	40%
4	Conclusions	5%
5	Interaction	5%
6	Language and style	15%
7	Delivery, voice, and body language	5%
8	Attitude	5%
9	Slideshow	10%
10	Time management	5%
	Total	100%

***** End of GP Booklet *****