


Graduation Projects

Process Definition



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	Graduation Projects Process		Document	TIU.QM.PR.112E
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Steps:

1. The Head of the Department direct each lecturer to propose 3 projects at least.
2. The lecturer proposes each project by filling out the form entitled "Graduation Project Proposal Form" (TIU.FA.FR.403E).
3. The Head of Department announces the proposed projects on the department's webpage and on the pin-boards.
4. The students choose the title that meet their interests and approach the supervisor who proposed the project.

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5. The supervisor and the students sign the “Graduation Project Supervision Agreement” (TIU.FA.FR.401E).
6. The Head of Department assigns one of the Lecturers to be the Graduation Projects Coordinator.
7. The Department fills in the “4/5th Year Supervision List” (TIU.FA.LS.002E) and announces it to students.
8. The Graduation Projects Coordinator arrange a seminar for the 4TH/5TH Grade Students about how to conduct and write the graduation project.
9. The supervisor holds a weekly meeting with the students to discuss the progress and the challenges the students face in the project. The supervisor documents the meetings using “Supervision Log and Progress Sheet” (TIU.FA.FR.404E).
10. The Graduation Projects Supervisor follows up the progress in the projects on a monthly bases.
11. By the end of the academic year, the department prepares a list of defense committees for the projects.
12. During the defense sessions, the committee’s members evaluate the project and the defense abilities using “Graduation Project Evaluation Form” (TIU.FA.FR.402E).