

Everyone's Smart University
College of Management
Graduation Project



Graduation Project Course Guide

Academic year 2022-2023

Preamble:

Graduation projects are the fundamental building block for students and researchers to begin a prosperous future because they are a crucial practical experience that will serve as a bridge to their working lives after graduation and a true test of their abilities to analyze problems and come up with new solutions to them. The importance of the graduation project stems not only from the fact that it reflects the researcher's abilities and skills, but also from its significance in fostering teamwork and team spirit, mastering work practices that are similar to practical reality, and being familiar with how to produce and manage entrepreneurial projects that can be community projects and which represent an engine of global economic growth.

From this vantage point, Everyone Smart University, Faculty of Management has placed a strong emphasis on the permanence and sustainability of the development and upgrading of the quality of graduation projects over time, as well as increasing their interoperability with novel axes and topics in the specialization of management, project management, and risk management.

- Graduation Project Objectives:

- A. Describe the nature of the scientific method and the traits of scientific thinking to the student.
- B. Defining the fundamental ideas in management research and related domains (management - project management - risk management).
- C. Introducing the student to several scientific research techniques and outlining each one's applications in the student's area of concentration.
- d) Give the student the ability to recognize the procedures, curriculum, and resources used in administrative research for gathering and analyzing data and information.
- C. teach the student how to create a proposed plan for administrative research using data gathering methods.
- (h) Making a proposed study strategy using scientific research techniques.

As a result, this guide was divided into two main sections: the first discusses the components that must be included in the proposal for the graduation

project, along with a thorough explanation of each component. The second is about setting up, managing, and directing the graduating project (Thesis).

Controls of graduation projects:

- The group is formed of 8 students up to 10 students.
- All team members should represent the same department (Project Management / Project Management / Risk Management).
- Three days after the study's start, a proposal containing the names of the team members is submitted (team leader and 4 members).
- Within two days of the course's delivery, the general supervisor must approve the team's formation.
- the weekly review of the course's recorded lectures and periodic practical application of these stages in the graduation project.
- The team is committed to submitting the project plan (Proposal) during the third week of the semester.
- The project plan is discussed by the faculty members in a seminar held in the fourth week to approve the registration of the project position with the university administration or not.
- The deadline for the delivery of all plans is the fifth week of the semester.
- The team leader should distribute a copy of the research plan to the faculty members attending the seminar 24 hours before the seminar is held after obtaining the approval of the distribution of the copy of the project plan by the course supervisor.
- The project plan is completed based on the approval of more than 85% of the faculty members discussing the seminar and the completion of the project after the authorization that the topic is applicable.
- The project that has not approved of 85% of the faculty members presents its plan after making all the amendments seven days after the date of the seminar after obtaining the approval of the supervisor of the graduation project.
- No graduation projects are approved by the end of the semester unless they are enrolled on the planned date of registration, which is the fifth week following the successful completion of the registration seminar.
- The student is obliged to attend 70% of the weekly panel discussions scheduled for the semester 7/10 semester.
- The student is committed to actively participating in the team graduation project's work plan in accordance with the methodologies used scientific research.
- Commitment of all team members to participate in the application of the practical part of the project (survey - questionnaire - interview - observation - workshops - training - analysis of data -..... etc)
- Examination of the percentage of citation provided that it does not exceed 25%, which means the total percentage of citation from all sources relied on by the researcher in the preparation of the same research.

- Finish the study delivery by the deadline, which is the eleventh week of the semester, and then discuss the projects before the semester's final exams are held.

Follow-up and delivery schedule of graduation project tasks

Recorded Subjects	Weeks	Hours
Scientific Research: terms relevant to the subject - Outlining the structure of knowledge and scientific inquiry. - The procedures and stages of administrative research. - Subjects covered by administrative research as well as its design. - The aim of the study of research methods - research questions - types of variables. Coordination Tasks: Formation of graduation project teams.	1	1:30
Study Problem Select the project's themes and give it a suitable title. - Hypotheses for the study: (characteristics - criteria - types - formulation). - How to create a research plan - How to cite sources. Coordination Tasks: Selection and evaluation of project titles.	2	1:30
Research Methods: - Descriptive research. - Exploratory research. - Deductive research. Coordination Tasks: Receiving the project plan (Proposal) according to the steps of scientific research.	3	1:30
Sample: - Samples and methods of selection: Steps and conditions for choosing them - their types - size. - Data collection methods: the concept of data - its types - sources. - Data analysis and interpretation: Conditions of scientific interpretation Sources of error in analysis. Coordination Tasks: Evaluate project plans during a seminar for graduation projects.	4	1:30
Writing the research plan: justifications for developing the research plan - components of the research plan - preparing the research plan - presenting and evaluating the research plan.	5	1:30

Coordination Tasks: Approval of all project plans during a seminar for graduation projects.		
Writing theoretical chapters: according to the steps of scientific research Coordination Tasks: follow up theoretical content writing tasks with research groups.	6	1:30
Practical Application: Measurement of variables - Design of measuring instruments - Design of the questionnaire - Determination of the sample - Collection of study data - Dumping and scheduling of data. Coordination Tasks: Follow up on the practical application of research with graduation project teams.	7	1:30
Discuss and analyze the data in the tables. Coordination Tasks: Follow-up of practical analysis of research with graduation project teams.	8	1:30
Result extraction: Quantitative and qualitative.	9	1:30
Suggested Scenario : Propose recommendations and professional perception provided by the researcher that can be used and applied. Study Summary Arabic and English. Writing research references – Arabic and English. Study Supplements Coordination tasks: Follow-up the output of the scenario and proposal and the possibility of publishing it.	10	1:30
Coordinating tasks: receiving the graduation project	11	-

Note: Coordination tasks are connected with course coordinator.

Part One

Preparation of graduation project plan (proposal)

The student must submit the plan according to the following steps:

- Research Title.
 - Introduction.
 - Study problem.
 - The importance of study.
 - Objectives of the study.
 - Study questions.
 - Previous studies and theoretical framework.
 - Theoretical premises of study.
 - Methodology and research methods.
 - Study tools.
 - Fields of study.
 - Proposed tab according to the time plan.
 - List of references and preliminary sources.
- (Taking into account the privacy of the programs).

Research Title:

The title takes into account the following things:

- To express the project in an exact and transparent manner.
- To express the researcher as an idea that provokes the mind of the researcher.
- Be concise and non-meaningful.
- To be a new and non-duplicate title of previous studies.

Introduction:

The following points are considered in the introduction:

- To serve as a prologue to the project's topic.
- Elaborating on the rationale causes behind your topic choice.
- To illustrate the historical islands of the project idea.
- To highlight the importance of study and the need of humanity for it.
- The plan should be graded from public to private.
- Explain the problem and link it to the available knowledge.
- Linking them to previous studies on the subject to know the previous point of view, benefit from it and identify the data that emerge through the discussion of previous studies.

Importance of the study:

The following points of importance shall be considered:

- Clarify of theoretical importance.
- Clarify the expected practical importance.
- Clarify the beneficiary from the results of the study and the areas of this benefit.

Study Questions:

- Clarify the main question that the study seeks to answer.
- Clarify the sub-questions of the study.
- Ensure that the study questions are relevant to the study problem.
- Emphasize that the questions correspond to the objectives of the study.

Previous studies and theoretical framework:

- Start from where others have ended.
- Obtain sufficient and accurate data and information.
- Start in terms of the results of those studies.
- Avoid the cons of those studies.

Theoretical premises of the study:

The theory and research complement each other, because theory is a accumulation of knowledge and the conclusion of scientific research, and if it were not for scientific research, the theory would not have developed and been able to choose its hypotheses, theory is not something that is cut off from research, but rather a foundation for it.

Methodology and research methods:

- Determine the research method used in the study.
- Clarify the link of the curriculum to the subject of study.
- Clarify the methods of using the curriculum and research methods.

Study Tools:

- Identify the tools for collecting data (verification of the authenticity and stability of the instrument).
- Identify data analysis tools.

Fields of study:

- Identify the reservoir domain.
- Defines the human sphere.
- Define the time zone.

Proposed tab according to the time plan**Documentation of references and initial sources.**

Second Part

Formal rules for organizing and directing the graduation project

- General framework for writing the graduation project.
- Graduation project contents.
- Part one: the introduction.
- Second part: the theoretical framework of the study.
- Third part: The practical study and its methodological procedure.
- Fourth Part: annexes of the study.

General framework for writing the graduation project

The student shall adhere to the academic standards in writing the report, taking into account how to add the references and the way to write them in the footer scientifically.

- When writing the scientific material for the project, the student shall commit to using the scientific language “concepts, terms, definitions, quotations and theories”.
 - The titles should be consistent with the specialization and the subject of the study, as well as translated into Arabic and English.
 - The study can be written in Arabic or English, or it should be written in a proper language and to avoid any grammatical or spelling errors.
 - Font size (14) -The title of the Chapter is written by (18) Bold - Side headings (16) Bold - Font type. Sakkal Majalla - Line spacing 1.5 - right Margins (3.5) cm, left (2.5) cm.
 - Leaving a line space between the main title and the sub-title. The space when writing the headlines, and the titles of tables and figures are singular, in addition to creating an indentation.
 - Page numbering at the bottom of the page.
 - Indexing of contents, tables and graphics.
 - Taking into account the balance between the study chapters, a simplified introduction to what the researcher will deal with in the chapter is included in each chapter.
 - The necessity of the scientific arbitration of the tools of the study.
 - Interpretation of the statistical analysis tables and linking the results to the theoretical part.
 - To be ensure that all sources are fully documented in the project's reference list, as well as having identifying references in the main body of the text.
- References should be grouped together at the end of the project and in order of its precedence or alphabetical order.
- All the annexes that were used in the practical application, from the tools of data collection and the list of arbitrators for those tools or correspondence

with the institutions in which the application was applied, should be included.

Contents of the final project

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1	First part: Introduction	Cover
		Acknowledgements
		List of Content
		Tables and charts
		Appendixes
2	Second part: Theoretical Framework of the study	First chapter: Problem of the study and its importance.
		Second chapter: First variable of the study ¹⁰ .
		Third chapter: Second variable and the correlation between variables
3	Third part: Practical study and its methodological procedures	Fourth chapter: Methodological procedures.
		Fifth chapter: Field results
		Sixth chapter: Results and proposal analysis
4	First part: Appendixes	Arabic and English references
		Appendixes
		Arabic abstract
		English abstract

In the end, the abstract shall be written in Arabic and English for each project, regardless of the written language of the project, and it includes at least four main paragraphs, including the following:

- The problem of the study, the reason for its selection, and the importance of addressing it on a theoretical and practical level.
- The type of study, its scope, methodology, and the research tools that were relied upon to achieve the study's objectives.
- The most important results of the project that can be used.
- The significance of the results and the possibility of applying it practically, in addition to the professional proposal.

