

Everyone's Smart University
College of Management
Graduation Project



Graduation Project Course Guide

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Introduction:

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.
- E. Teach the student how to create a proposed plan for administrative research using data-gathering methods.
- F. 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).

Guidelines for graduation projects:

- The group is formed of **3 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 by students.
- The team is committed to submitting the project title and variables **during the second** week of the semester.
- The deadline for the delivery of all plans is **the fifth week** of the semester.
- 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.
- 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 by the methodologies used in 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 plagiarism percentage provided that it **does not exceed 25%**, which means the total percentage of plagiarism 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	Week	Hours
Scientific Research - The concept of scientific research - Fields of scientific research in administrative sciences - Research types - Scientific research goals - Characteristics of scientific research - The importance of scientific research in the field of administrative sciences - Problems and difficulties of scientific research in administrative sciences - Characteristics and skills of a distinguished researcher - Ethics of scientific research in the field of administrative sciences Coordination Tasks: Formation and approval of graduation project teams.	1	1:30
Research Proposal - The concept and objectives of the Research Proposal - The stages of the research process - <u>Research Proposal components:</u> 1. Research Title 2. Introduction 3. Research problem 4. The importance of the research Coordination Tasks: - Receiving the project title and variables.	2	1:30
Research Proposal - <u>Research Proposal components:</u> 5. Research Hypotheses	3	1:30

6. Literature Review 7. Research Methodology 8. Research Structure 9. Research limits 10. Initial reference list Coordination Tasks: - Evaluate the project title and variables.		
Research Methods - Research method concept - Types of research methods 1. Inductive Method 2. Deductive Method 3. Historical Method 4. Experimental Method 5. Descriptive Method Coordination Tasks: - Project plans Discussion.	4	1:30
Population and Sampling - An Introduction - The concept of population and research sample - Reasons for using the sampling method - Sample type A. <u>Random sample (probability)</u> 1. Simple random sample 2. Systematic sample 3. Stratified random sample 4. Cluster random sampling Coordination Tasks: - Receiving and Approval of all project plans.	5	1:30
Population and Sampling B. <u>Non-random samples</u>	6	1:30

1. Convenience sample 2. Intended sample 3. Quota sample 4. Snowball sample - Sample selection steps - Specify the sample size Coordination Tasks: follow up theoretical content writing tasks with research groups.		
Data Collection - Data Collection Introduction - Primary data and secondary data - Methods for collecting primary data 1. Questionnaire. 2. The interview 3. Observation 4. Focus groups. Coordination Tasks: Follow up on the practical application of research with graduation project teams.	7	1:30
Validity and Reliability - Validity and Reliability Introduction A. First: Validity 1. The concept of Validity 2. Types of Validity • Face Validity • Content Validity • Criterion Validity • Predictive Validity • Factor Validity B. Second: Reliability 1. The concept of Reliability 2. Methods for measuring Reliability • The first method: test and re-test	8	1:30

• The second method: half-partition (Split-half method) • The third method: Cronbach's stability coefficient alpha 3. Factors affecting the Reliability of the questionnaire 4. The relationship between test Validity and Reliability Coordination Tasks: Follow up on the practical application of research with graduation project teams.		
Data Types: (Quantitative & Qualitative) - The first stage: Presentation and analysis of data using the SPSS program - The second stage: Describing the data using statistical measures. - The third stage: Data analysis using SPSS software Coordination Tasks: Follow up on the practical application of research with graduation project teams.	9	1:30
Research Conclusion: - - Research Findings - Research Recommendations - Research References Coordination Tasks: Follow up on the practical application of research with graduation project teams.	10	1:30
Coordinating tasks: receiving the graduation project	11	-

Note: Coordination tasks are connected with the 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 the 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 exactly and transparently.
- 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 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 the theory is an 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.

A 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.

The 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**, and it should be written in a proper language 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 subtitle. 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 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 at the end of the project and in order of 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

	Sections	Content
1	First part: Introduction	Cover
		Acknowledgments
		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.
		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

The Conclusion

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 them practically, in addition to the professional proposal.