



The University of Jordan

King Abdullah II School for Information Technology

**Graduation Projects Handbook
2013**

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Introduction

Graduation project course is a partial requirement for the fulfillment of the bachelor degree in Computer Science, Computer Information Systems, and Business Information Technology at KASIT. It provides students the opportunity to implement what they learnt in a real world solution or system. In this handbook, we provide information about the graduation project's process, evaluation criteria, deliverables, a suggested documentation template, and forms.

Graduation Project Process

After the graduation projects groups are formed, each group's members are encouraged to meet with their advisor in order to complete a proposal. The proposal preparation should not take more than one week. The advisor should review the proposal and make a decision. At the same time, each group should submit the required forms to their departments.

After the advisor approves the proposal, **the group should immediately start working on the project and the documentation.** During the semester, the whole group should regularly meet with their advisor to discuss both, the completed and the upcoming tasks. At each meeting, the group members are encouraged to complete a discussion minutes form that documents the meeting agreements and to submit a progress report that shows the completed and the upcoming tasks.

The group are required to complete the project and to submit its deliverables to their advisor at least one week before the defense day.

Advisor and Examiners

Each graduation project student will be assigned a faculty member from the same department to serve as an advisor for the project. Each advisor can form several groups from the student that he/she advises. **Each group should have at least two students and at most four.** There may be more than one advisor for the group especially when it consists of students from different departments. The advisor responsibility is to provide guidance and to evaluate the group's efforts. The advisor has 50% of the final grade.

Before the projects defense day, the department will announce two examiners for each group. The examiners will attend the project's defense and provide their evaluation. The examiners have 50% of the final grade.

Graduation Project Progress and Supervision

After the advisor approves the project's proposal, the group should start working on their project and deliverables including the graduation project documentation. At the first meeting, the advisor should determine the duration between the subsequent meetings. The group should continuously keep their advisor up to date with their progress and the obstacles that they face.

Graduation Project Deliverables

Each group should submit two copies of the project's software (including source code files) and the documentation to the advisor. The advisor will retain one copy and submit the other to the department.

The group are required to complete the project and to submit its deliverables to their advisor **at least one week before the defense day.**

Graduation Project Evaluation

In the project's defense, the advisor and the examiners are going to investigate the project's deliverables with the group. Then, they are going to complete the evaluation forms. These forms evaluate the students in two perspectives 1) group based 2) individual based. Finally, a final evaluation form is submitted to the department. **For each student, the advisor has 50% of the project's final grade and the two examiners have the rest 50%.**

Please refer to the advisor and the examiners evaluation sheets (below) to check the evaluation criteria that will be used to evaluate the group and each individual student as well.

Graduation Projects Defense

All the graduation projects' defenses will be scheduled in the last day of classes. A complete schedule for all the defenses will be announced at an early time. The schedule shows each group's defense time, locations, and examiners. **Please note that only the group's students, advisor, and examiners are allowed to attend the defense.**

Academic Integrity and Plagiarism

If a student of the group or the whole group is/are found guilty of plagiarism, they will face a punishment. There are several ways of punishments that may include, but are not limited to: graduation project failure, or scaling down the students grade. **The group should complete and sign the anti-plagiarism form that is attached with this handbook and submit it to their advisor at their first meeting.** This form certifies the students' intention not to commit any plagiarism, cheating, or any other academic integrity violation.

Graduation Project Documentation Suggested Template

The following suggested template shows the important sections that a documentation is expected to include. Each group should discuss the documentation contents with their advisor.

Cover Page

Acknowledgement

Abstract

Table of Contents

Chapter 1 INTRODUCTION

1.1 Purpose of the Project

1.2 Purpose of this Document

1.3 Overview of this Document

1.4 Existing System

1.4.1 Existing system description

1.4.2 Problems in the existing system

Chapter 2 SYSTEM ANALYSIS

2.1 Data Analysis

2.1.1 Data flow diagrams

2.1.2 System requirements

2.1.2.1 Clients, customer and users

2.1.2.2 Functional and data requirements

2.1.2.3 Non-functional requirements

2.1.2.3.1 Look and feel requirements

2.1.2.3.2 Usability requirements

2.1.2.3.3 Security requirements

2.1.2.3.4 Performance requirement

2.1.2.3.5 Portability requirements

2.1.3 Proposed Solutions

2.1.4 Alternative Solutions

Chapter 3 DESIGN CONSIDERATIONS

3.1 Design Constraints

3.1.1 Hardware and software environment

3.1.2 End user characteristics

3.2 Architectural Strategies

3.2.1 Algorithm to be used

3.2.2 Reuse of existing software components

3.2.3 Project management strategies

3.2.4 Development method

3.2.5 Future enhancements/plans

Chapter 4 SYSTEM DESIGN

4.1 System Architecture and Program Flow

4.1.1 Major modules

4.1.2 Sub modules

4.2 Detailed System Design

4.2.1 Detailed component description

Chapter 5 IMPLEMENTATION AND VALIDATION

Appendices

Appendix A CODE

Appendix

References

Graduation Project Forms

The following are the graduation project forms that will be used by students, advisor, examiners, and the department:

- Anti-Plagiarism Declaration: to be filled by the group at the beginning of the semester. The form declares their intension not to violate academic integrity rules.
- Graduation Project Advisor Evaluation Sheet: to be filled by the advisor during the project's defense and to be returned back to the department.
- Graduation Project Examiners Evaluation Sheet: to be filled by each of the examiners during the project's defense and to be returned back to the department.

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Anti-Plagiarism Declaration**

This is to declare that the graduation project produced under the supervision of _____
_____ having the title “ _____ ” is the sole
contribution of the student(s) below and no part hereof has been reproduced illegally (in particular: cut
and paste) which can be considered as Plagiarism. All referenced parts have been used to support and
argue the idea and have been cited properly. I/We certify that I/we will not commit any plagiarism,
cheating, or any other academic integrity violation. I/We will be responsible and liable for any
consequence if violation of this declaration is proven.

Date: _____

Graduation project group's student(s):

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

Name: _____ **Signature:** _____

The University of Jordan
King Abdullah II School for Information Technology
CS/CIS/BIT
Graduation Project - Advisor Evaluation Sheet (50%)
Group Outcomes and Individual Team Member Assessment

Project Title:	Project #:
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Student Name	Student ID#	Department
First Student – S1:		
Second Student – S2 :		
Third Student – S3:		
Fourth Student – S4		

Group outcomes and report assessment (40 points maximum)

#	Criteria / Indicator	Score
1	System is fully functional.	/5
2	System implementation completely meets with the functional and the non-functional requirements defined for the project.	/4
3	System implementation conforms to the system design	/5
4	Project presentation is clear, well written, and well-structured	/4
5	Project presentation includes enough description of the project limitation and future work.	/3
6	Report presents a proper use of software design specification.	/8
7	The final report shows a proper selection of programming language.	/3
8	Report includes a user manual, system installation, and appropriate media.	/8
Maximum Score (40 points)		

Assessment of the individual team member (10 points maximum)

#	Criteria / Indicator	Score			
		S1	S2	S3	S4
1	The student had a clear contribution towards achieving the project objectives as an effective team member/leader (including being present in team meetings with the advisor).	/5	/5	/5	/5
2	The student was professional in his behavior with his colleagues and advisor and understood the ethical, social, and legal ramifications of his actions and work within the group and project.	/5	/5	/5	/5
Maximum Score (10 points)					

Total Score (50 points)	
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Advisor Name	Advisor Signature	Date

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Graduation Project – Examiner Evaluation Sheet (50%)

Group Presentation and Individual Team Member Assessment

Project Title:	Project #:
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Student Name	Student ID#	Department
First Student – S1:		
Second Student – S2 :		
Third Student – S3:		
Fourth Student – S4		

Group presentation and report assessment (30 points maximum)

Criteria / Indicator	Score
1	System has been well-tested and is free of bugs /5
2	System implementation completely meets with the functional and the non-functional requirements that are defined for the project. /5
3	The system (code & documentation) is the students own work and complies with the academic integrity rules. /5
4	Report is well-written and well-structured. /5
5	Report clearly presents the developed system along with development procedure. (Software Design Specification) /5
6	Report includes a user manual, system installation, and appropriate media. /5
Maximum Score (30 points)	

Assessment of individual team member (20 points maximum)

Criteria / Indicator	Score			
	S1	S2	S3	S4
1	/5	/5	/5	/5
2	/5	/5	/5	/5
3	/5	/5	/5	/5
4	/5	/5	/5	/5
Maximum Score (20 points)				

Total Score (50 points)	
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Examiner Name	Examiner Signature	Date