Al-Imam Mohammad Ibn Saud Islamic University
College of Computer and Information Sciences
Computer Science Department

Graduation Projects Booklet

Done by: GP Committee

1439 - 2018

بسم الله الرحمن الرحيم

Computer Science Vision

The vision of the department of Computer Science is to be a leading department, nationally and regionally, in teaching, research, innovation, entrepreneurship and community service.

Computer Science Mission

The mission of the department of CS is to provide, through innovative teaching and research, science and technology education aimed at producing a new generation of highly motivated, competent, skillful, innovative and entrepreneurial Computer Science professionals and scientists to help the College of Computer & Information Sciences (CIS) to meet its goals.

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1. Introduction

The Computer Science (CS) Department places great emphasis on the graduation project (GP), as an essential activity that concludes the student's undergraduate study. The importance of the GP stems from it being an opportunity for the student to show their ability to apply their knowledge and skills to a practical problem, and to demonstrate their independence and self-learning skills.

The department strives to ensure that the GPs target realistic problems and pose a sufficient technical challenge to prepare competent graduates for the job market.

Graduation projects in the computer science department can be categorized into two types:

1. *Research-oriented*: in this type of projects, students aim to propose a novel algorithm to solve or improve a current problem in any CS research field. Furthermore, the GP should propose and implement a new methodology to answer a set of research questions and to compare their proposed solution against other state-of-the art solutions if applicable. The computer science department strongly recommends that supervisors and students publish their project as research paper, especially, after they worked on this project for two semesters.
2. *Application development-oriented*: in this type of projects, students aim to develop a software or framework application (or system) in any CS field such as networks, artificial intelligence, cloud computing, operating system, computer graphics, security and privacy, human-computer interaction, bioinformatics, software engineering, etc. In order to prepare students for job market, the CS department encourages students and supervisors to work on industry related problems. This should benefit both students and supervisors in developing their skills, in addition, it should help to bridge the gap between the department and the industrial community.

This booklet aims to explain general guidelines for the GPs in the CS department. It should help both faculty members and students. A GP is a teamwork lasting for two

semesters, where it is divided into two successive courses: CS492 (GP1) followed by CS493 (GP2). These two courses are totally different from other curriculum courses regarding the examination, assessment, and teaching strategies. Several actors are involved in a GP such as students, instructors, supervisors, and the GP committee. The GP as any other project is a planned work with defined objectives, specific scope, limited time, and limited resources.

1.1. Graduation Project Structure

As mentioned above, the graduate project consists of two complementary courses: CS492 (GP1) followed by CS493 (GP2), and it has 6 credit hours. Thus, the computer science department is looking for high quality and professional GPs.

1.1.1. GP1 (CS492)

In this course, which is a 2 credit hours course, students and faculty members propose a set of GPs ideas. Next, the GP committee revises all the proposed ideas and it can accept, reject, or ask the students or the potential supervisors for more detailed information about their proposed ideas. The group formation should be done by the students themselves. If some students could not find a suitable group, then the GP committee can help by assigning them to other groups based on their common interests in the accepted GP ideas. Each group consists of 2 or 3 students. At the end of GP1, each group should finalize the theoretical part of the GP and it will be ready for the next future tasks in GP2. For more details, please read Sections 2.1.

1.1.2. GP2 (CS943)

In this course, which is a 4 credit hours course, each group should continue working on their GP starting from the first week of the semester. The tasks of GP2 focus mainly on the analysis, design, implementation and results evaluation. At the end of this course, each GP group should accomplish all the objectives identified in the project proposal at the beginning of GP1. For more details, please read Sections 2.2.

1.2. Graduation Project Learning Outcomes

After completing the graduation project, the theoretical and practical background of students will be improved from different perspectives including their knowledge, experience, management, and communication. The following summarizes the learning outcomes of the two GP courses:

1.2.1. GP1 Learning Outcomes (CS492)

Upon successful completion of GP1, students will be able to:

1. Write clear, concise, and accurate technical documents following well-defined standards for format and for including appropriate tables, figures, and references.
2. Evaluate written technical documentation to detect problems of various kinds.
3. Develop and deliver a good quality formal presentation.
4. Plan interactions (e.g. virtual, face-to-face, shared documents) with others in which they are able to get their point across, and are also able to listen carefully and appreciate the points of others, even when they disagree, and are able to convey to others what they have heard.
5. Compare and contrast various collaboration tools.
6. Create and follow an agenda for a team meeting.

1.2.2. GP2 Learning Outcomes (CS493)

Upon successful completion of the GP2, students will be able to:

1. Recall mathematical and computing theory concepts and tools.
2. Recognize the responsibilities of a computing technology professional with respect to individuals and society.
3. Analyze a problem, specify the requirements, design, implement and verify the solution and document the findings.
4. Analyze and evaluate information in a professional way.
5. Show effectiveness and commitment to the project team work.
6. Express ideas effectively in oral and written communications.

1.3. Graduation Project Prerequisite

The student can register the GP courses, GP1 and GP2, after he/she passed most major computer science courses. Table 1 shows the prerequisite courses for GP1 and GP2.

Table 1. GP prerequisite

GP course	GP prerequisite courses
CS492 (GP1)	CS310: Software Engineering CS322: Operating Systems CS344: Concepts of Programming Languages CS370: Introduction to Databases
CS493 (GP2)	CS492: Graduate Project 1 (GP1)

2. Graduation Project Stages

As mentioned above, the graduation project spans two semesters. In each semester, there are several stages. This section explains these stages, their timeline, their deliverables and the parties responsible for each stage. The stages are divided into two sections according to the courses in which they occur.

2.1. GP1 Stages and Deliverables

The main focus of CS492 (GP1) is to help each group of students in choosing a suitable graduation project and form a solid scientific background related to it. This can be accomplished through the following series of stages:

2.1.1. Group Formation

The graduation project group is formed of a maximum of three students.

2.1.2. Project Idea Submission

The GP1 coordinator collects projects ideas from both faculty members and students. This is achieved through the Faculty Idea Form and the Student Idea Form, which require the title, description, objectives, method and expected results. Please refer to Form 1 and Form 2 in the Appendix.

2.1.3. Approval and Assignment of Project Ideas

The GP ideas need to be approved before being assigned to students and/or supervisors. The GP1 coordinator delivers the projects ideas to the GP committee, which in turn evaluates them to ensure the following criteria are met:

1. The project should cover different areas from the students' background.
2. The project should contain theoretical and practical (implementation) parts.
3. The project objectives should be reachable within the specified period.
4. The project idea should be within the area of interests of the supervisor.

If a project idea is rejected, then the students must submit an alternative idea. The main reason for rejecting a project idea is that it does not meet the technical challenge

required by a CS graduation project. Below are the characteristics of rejected project ideas:

1. A project that only involves designing a database and accessing and updating it by a web or mobile application.
2. A project without or very few coding.
3. The implementation of the whole project idea depends on using or configuring existing tools only.
4. Project ideas that have been repeated several times in the department or in other departments.

The students are encouraged to pitch their project ideas to faculty members to find a potential supervisor, and faculty members should inform the GP1 coordinator once they agree to supervise a project. Moreover, project ideas proposed by faculty members are sent to all GP1 students to choose from, and project ideas proposed by students are sent to faculty to choose too. The assignment of projects are based on the students/faculty selection, and in cases where there are remaining student groups without either a project or a supervisor the GP1 coordinator will request faculty members to supervise them.

2.1.4. Project Proposal Writing and Submission

After approving the project idea, students should start working with their supervisors on writing the project proposals. Supervisors must make sure that the aims, objectives, methodology written by students are realistic and related to the project idea approved by the GP committee. In addition, they should help students to create a clear plan of the project.

Upon the completion of the proposal it should be submitted to the GP1 coordinator not later than week 5.

2.1.5. Project Proposal Approval

The GP1 coordinator hands the proposals to the GP committee, which in turn reviews the proposals making sure that the criteria in stage 2.1.3 are met. Project proposals are either:

- Accepted: students are allowed to continue to the next stage.

- Accepted with modifications: students should modify the GP committee's comments with their supervisors, resubmit the proposal and repeat stage 2.1.5.

2.1.6. Weekly Meetings

Students should engage in weekly meetings with their supervisors to write the theoretical part of their graduation project and establish a good scientific background related to their project scope and methodology. All students should attend the weekly meetings and sign the Weekly Meeting Form, please refer to Form 3 in the Appendix, and let their supervisor sign it. Then, they should submit it through Blackboard. In case a student is absent for three meetings, a warning should be issued for him/her through the GP Denial Warning Form, please refer to Form 4 in the Appendix. If the number of unattended meetings reaches four, the supervisor informs the GP2 coordinator to issue a denial for the student by filling the GP Denial Request Form, please refer to Form 5 in the Appendix.

During these weekly meetings, the supervisor should guide students throughout this stage by making sure that they are on the right track, monitoring their writing progress, providing them with helpful references and making sure that academic honesty is maintained. In case the supervisor notices any academic misconduct in his/her student work, he/she should not hesitate to report the incident to the GP2 coordinator by filling the Plagiarism Report Form, please refer to Form 6 in the Appendix.

2.1.7. Report Submission

The GP1 report should consist of the Introduction and the Literature Review Chapters. The handouts and guidelines for writing these chapters are sent to the GP1 supervisors and students at the beginning of each semester. Upon the completion of the report it should be submitted to the GP1 coordinator at the end of week 12 to evaluate its originality. If the GP2 coordinator notices plagiarism, he/she should fill the Plagiarism Report Form, please refer to Form 6 in the Appendix, and report this incident to the GP committee to take further actions.

2.1.8. Drop/Continue Decision

During week 9, if the supervisor noticed that his/her students are not able to comprehend the idea and complete the report in the required due date, he/she should recommend the students to drop the GP1 course by filling the Drop/Continue Form, Please refer to Form 7 in the Appendix, and submit it to the GP1 coordinator, who in turn will investigate the issue with the GP committee and if necessary, asks the students to drop the course.

2.1.9. Project Presentations and Examination

Upon the submission of GP1 reports, the GP1 coordinator should schedule the projects examinations on week 13 and assign examiners for each group. Examiners are assigned based on topic familiarity. However, it is preferable that the GP committee handles the examinations.

Students should deliver a presentation that shows the examiners that they have a clear understanding of their project's problem definition, aim, objectives and related scientific background. In addition, they have to show that they have made a sufficient literature review and have a clear methodology. The presentation handout and guidelines are sent to the GP1 supervisors and students at the beginning of each semester.

Examiners are assigned 40% of the total GP1 grade, and they will evaluate the projects according to the criteria available in the GP1 Examiner Evaluation Form. Please refer to Form 8 in the Appendix. The comments of the Examiners should be taken into consideration by the students; they should discuss them with their supervisors in order to make the necessary changes. The evaluation forms along with the examiners' comments will be passed to the GP2 coordinator and will be taken into consideration during the final project presentation at the end of GP2.

On the other hand, supervisors are assigned 50% of the total GP1 grade, and they should evaluate their students according to the criteria available in the GP1 Supervisor Evaluation Form. Please refer to Form 9 in the Appendix.

Finally, based on the evaluation of the supervisor and the two examiners, the GP1 Committee Evaluation Form, please refer to Form 10 in the Appendix, is filled and the

final grade of the students is assigned. Students who pass GP1 are allowed to continue to GP2, while students who fail will repeat GP1.

All the aforementioned GP1 stages and deliverables are summarized in Table 2, which gives a description of the tasks per week with the deliverables.

Table 2. GP1 stages along with their estimated time and deliverables.

Week	Task	Deliverables
Week 1	Group Formation	GP groups
Week 1	Project Ideas Submission	Project ideas
Week 1-2	Approval and Assignment of Project Ideas	Approved project ideas
Week 3-5	Project Proposal Writing	Draft project proposal
Week 5	Project Proposal Submission	Project proposal
Week 5	Project Proposal Approval	Approved project proposals
Week 6-12	Weekly Meetings	Draft project report
Week 12	Project Report Submission	Project report
Week 9	Drop/Continue Decision	GP1 Drop/Continue Form
Week 13	Project Presentations and Examination	Project presentation

2.2. GP2 Stages and Deliverables

The main focus of CS493 (GP2) is to guide students through the phases of analysis, design, implementation and results evaluation. This can be accomplished through the following series of stages:

2.2.1. Weekly Meeting

Weekly meetings aim to allow the supervisor to follow up the project progress and allow students to discuss matters with their supervisor. Weekly meetings should be held by the supervisor and all the project members starting from Week 1. In case the students drop the course, the meetings will stop at Week 9. Otherwise, meetings should continue till Week 15. Students should fill the Weekly Meeting Form, please refer to Form 3 in

the Appendix, and let their supervisor sign it. Then, they should submit it through Blackboard. In case a student is absent for three meetings, a warning should be issued for him/her through the GP Denial Warning Form, please refer to Form 4 in the Appendix. If the number of unattended meetings reaches four, the supervisor informs the GP2 coordinator to issue a denial for the student by filling the GP Denial Request Form, please refer to Form 5 in the Appendix.

During these weekly meetings, the supervisor should monitor the work of his/her students making sure that it is up to the department standards and that academic honesty is maintained. In case the supervisor notices any academic misconduct in his/her student work, he/she should not hesitate to report the incident to the GP2 coordinator by filling the Plagiarism Report Form, please refer to Form 6 in the Appendix.

2.2.2. First Draft Submission

The first draft of the report should be submitted on week 11 to the GP2 coordinator to evaluate its originality. It should follow the report structure and guidelines. The report structure and guidelines will be sent to supervisors and students at the beginning of each semester. If the GP2 coordinator notices plagiarism, he/she should fill the Plagiarism Report Form, please refer to Form 6 in the Appendix, and report this incident to the GP committee to take further actions.

2.2.3. Drop / Continue Decision

The drop may provide an opportunity for some students to extend their work on the project for at least one extra semester. Supervisors should recommend their students to drop or continue the GP2 course based on their progress by filling the Drop/Continue Form, please refer to Form 7 in the Appendix, and submitting it to the GP2 coordinator no later than week 9. If the supervisor advice his students to resign and they continue, then they have a risk to fail.

2.2.4. Final Report Submission

The final report is the report submitted for the examination committee to be evaluated. The final report should be properly written and a well formatted document that includes

all the project chapters as requested in the project structure and guidelines document. It should be printed in a simple binding form. Students should submit three copies of their report with three CDs containing both the report and the code to the GP2 coordinator by Week 14. The final report should be signed by the students and the supervisor. The examination cannot be hold unless the report is signed by both the supervisor and the students. In case a report is not signed, it should be returned back to the students.

2.2.5. Poster Exhibition

The poster exhibition aims to encourage students to present their work in a public event. It is an annual or bi-annual fair organized by the college of Computer and Information Sciences. Students are invited to show their project work through a poster to invitees from Al-Imam Mohammad Ibn Saud Islamic University and other national universities and companies. Prizes are typically allocated for the best projects.

2.2.6. Final Project Examination

The examination aims to evaluate students and project results. The examination committee is composed of two faculty members. The examination usually takes place at week 15 lasting about 50 minutes which are divided as 30 minutes for a public presentation and 20 minutes for the discussion. Students should be evaluated separately on the presentation and questions answering. Questions should cover all project parts (problem, background, solution, methodology, results and code). Students should bring to their examination all the required hardware and software to demonstrate honestly their work. In case examiners have a doubt regarding the originality of the work, they may ask for a further meeting with the students.

Examiners are assigned 40% of the total GP2 grade, and they will evaluate the projects according to the criteria available in the GP2 Examiner Evaluation Forms. Please refer to Forms 11 & 12 in the Appendix. The comments and modifications provided by the examiners during the examination should be taken into consideration by the students when submitting the final leather copy of the report.

On the other hand, supervisors are assigned 50% of the total GP2 grade, and they should evaluate their students according to the criteria available in the GP2 Supervisor Evaluation Form. Please refer to Form 13 in the Appendix.

Finally, based on the evaluation of the supervisor and the two examiners, the GP2 Committee Evaluation Form, please refer to Form 14 in the Appendix, is filled and the final grade of the students is assigned.

2.2.7. Leather Report Binding

A leather binding report version with a CD containing project code, images, and videos should be submitted to the GP2 coordinator. The report should include all the remarks requested by the examiners and submitted with a green leather binding.

All the aforementioned GP2 stages and deliverables are summarized in Table 3, which gives a description of the tasks per week with the deliverables.

Table 3. GP2 stages along with their estimated time and deliverables.

Week	Task	Deliverables
Week 1 - 9	Students meet weekly with their supervisor.	Weekly Meeting Forms
Week 6	Students revise their Arabic and English description with their supervisor.	Arabic and English project description
Week 9	Students should drop/continue the course	GP2 Drop/Continue Form
Week 9 - 15	Students who did not drop continue to meet weekly with their supervisor	Weekly Meeting Forms
Week 11	Students finalize their report first draft.	Report First Draft
Week 14	Students finalize their report, code and poster.	Report, Code and Poster
Week 15	Project Discussion	Presentation
Week 16 - 17		Leather Report

3. Roles and Responsibilities

The actors of a graduation project are: students, supervisors, GP1/GP2 coordinators, examiners, and the GP committee.

3.1. Role of the Students

Students are the main actors in the GP, therefore, they hold the main responsibility of the project progress and completion. Usually, project groups should consist of two or three students; however, the required number of students for a project is determined by the supervisor and the GP committee. The GP aims at increasing the level of autonomy and sense of responsibility of the students. Consequently, students should be fully committed. GP outputs mirror the students' commitment and their academic level. Some tasks of the students are:

- Following the department guidelines for the project process and documentation.
- Acting with academic integrity (Clarified in the Academic Dishonesty and Plagiarism section).
- Nominating a project manager among them and clarifying the roles and responsibilities of each member in the group team. Nonetheless, all students must be aware of all the project parts even if it is not their own responsibilities.
- Informing the supervisor continuously about the progress and challenges they are facing.
- Planning the project timetable with the supervisor.
- Attending the weekly meetings with their supervisors and participating actively.
- Asking the supervisor for his/her advice in both scientific and technical issues.
- Submitting required forms/reports/documents on time.
- In case of any special issue, students should report to their supervisor and/or GP coordinator who should report to department head and GPC.

3.2. Role of the Supervisor

The supervisor is responsible for guiding the students. A co-supervisor may be nominated by a supervisor in some cases. Project supervision is considered as 1 credit hour at the GP1 level and 2 credit hours at the GP2 level. The supervisor tasks include:

- Holding weekly meetings with the students to monitor the students' progress. The supervisor should fill the meeting forms with the students and sign them.
- Discussing the project scope with the students, the objectives and timeline.
- Reading and commenting the report at least three times in one semester, however, the supervisor is not responsible for major editing of the report (or the code).
- Identifying the students' weaknesses and guiding the students to overcome them.
- Responding to the GP coordinators requests.
- Being aware of the GP guidelines and ensuring the students abide by them.
- Informing GP1/GP2 coordinators in case a student did not attend GP meetings three times.
- Submitting a denial request to GP1/GP2 coordinators for a student who did not attend four times using Denial Request Form.
- When a proof of dishonesty is revealed by the students, the supervisor should report it to the GP coordinator.
- Evaluating each student separately based on its involvement in the project work.

3.3. Role of the GP1/GP2 coordinators

CS492/CS493 coordinators are responsible for providing the general handouts and guidelines for students and supervisors. They inform students about the courses milestones and deliverables. In addition, to handle most the administrative work related to the GPs.

3.3.1. The GP1 coordinator

The GP1 is responsible for

- Gathering faculty members' and students' ideas at the beginning of each semester.
- Collecting GP proposals and dispatching them to GP2 coordinator.
- Reviewing the report drafts for plagiarism and notifying the GP committee if it exists.
- Organizing the GP examinations, to be approved by the GP committee.

3.3.2. The GP2 coordinator

The GP1 is responsible for

- Reviewing the report drafts for plagiarism and notifying the GP committee if it exists.
- Organizing the GP examinations, to be approved by the GP committee.
- Providing the list of the best projects in each semester.
- Archiving the final GP reports, presentations, posters, and codes.

3.4. Role of the Examiner

Examiners are faculty members who evaluate students' GPs. Generally, examiners are assigned to projects based on their interests. The list of projects is sent by the GP coordinator to examiners, who select the projects that they are interested to examine. After being assigned to a project, examiners are responsible for:

- Reading the report carefully.
- Examining both code and report.
- Providing constructive feedback and criticizing the work.

3.5. Role of the GP committee

The GP committee role consists of maintaining the quality level of GPs and monitoring the overall process. The committee is composed of GP1 and GP2 coordinators and other faculty members nominated by the department chair. The committee head is responsible for following up the committee work. A committee member work is equivalent to two credit hours. The committee tasks include the followings:

- Revising current department GP procedures and guidelines. GP procedures are tightly related to GP courses. Any modifications to the guidelines, procedures or forms should be approved by the quality committee.
- Approval GP ideas, to ensure the department standards are met.
- Resolving conflicts between students and supervisors.
- Approval of supervisors' requests for modifications to GP objectives.
- Nominating projects for local, national, and international events.
- Approving the GP examinations schedules.

4. Intellectual Property

This section describes the policies for disclosure and assignment of ownership of potentially publishable papers, releasable software, and patentable inventions created in the graduation projects.

4.1. Publications

All publications resulting from any work related to the graduation project courses should be affiliated with: The Computer Science Department, College of Computer and Information sciences, Al-Imam Mohammad Ibn Saud Islamic University. This includes all work published in national or international conferences, symposiums, journals, or competitions.

Both supervisor and students should have a discussion on authorship expectations. Each person should be very clear about how much they anticipate contributing to the project from start to finish. This include manuscript preparation, the author ordered list, and people to be acknowledged.

Only students who contributed enough are expected to be added to the author list. If no sufficient contribution is made, then student may be only acknowledged.

4.2. Software Ownership

The software and all supplementary materials developed during the graduation project courses are property of Al-Imam University. Students are not allowed to commercialize the software they develop for the graduation project until they consult with their supervisors and GP committee.

4.3. Patents ownership

Al-Imam University owns all the patents produced from using technologies developed by Al-Imam University. Nevertheless, the inventor’s intellectual property and financial privileges are preserved, where the patent will be issued with his/her name and Al-Imam University as the assignee (owner).

5. Academic Dishonesty and Plagiarism

This section defines what is meant by plagiarism and academic dishonesty and explains their consequences to ensure the integrity of scholarly work conducted in the graduation projects.

5.1. Definitions

According to University of Oxford [http://www.ox.ac.uk/], Plagiarism is defined as "presenting someone else's work or ideas as your own, with or without their consent, by incorporating it into your work without full acknowledgement". Plagiarism will be severely penalized wherever it is detected.

Plagiarism includes copying text, media, codes (both sources codes and executable binaries), illustrations, or graphs without an appropriate form of referencing from any source. Sources can be published, such as books, journals, and conference proceedings, or unpublished, such as lectures notes, theses, or other data taken from Internet. For software development projects, it is required that students write at least 75% of the source code. The remaining 25% or less of the copied source code should be identified and cited in the report.

Plagiarism is considered an act of Academic Dishonesty, so is cheating by soliciting assistance, whether paid or voluntary, to complete tasks that are the sole responsibility of the students.

5.2. Examples of Plagiarism and Academic Dishonesty

- Soliciting help for completing tasks which are the responsibility of the students.
- Literally quoting text word for word without acknowledgement.
- Copying an argument of a text even with verbal alterations using paraphrasing or translation for example.
- Copying text, diagrams, figures, and/or illustration and presenting them as your own work.
- Editing a text by adding, deleting and modify a few words.
- Using a whole or some of your own previous submitted work for different assignment. This is identified as 'self-plagiarism.

- Helping other students plagiarize.

5.3. Services and Consultations

Consulting with writing editors and/or programming experts may be allowed under certain rules:

- Before considering a consultation service, students must seek assistance from their supervisor, who may refer them to a faculty or a teaching assistant in the department.
- When students decide to use consultation services, they must report to their supervisor in detail (e.g. who is the service provider, when service is received and reasons to request the service) with all supporting documents (such as email communication and receipts).
- The supervisor acceptance to receive a consultation service is required to include the results of a service in your gradation project work.

5.4. Avoiding Plagiarism

Using appropriate citations and referencing is the key to avoid plagiarism. Students should apply proper citation and referencing as they have learned in the Seminar course.

5.5. Plagiarism Penalty and Disciplinary Consequences

Plagiarism in the graduation project materials is an exceptionally serious misconduct. It will be treated with the highest consequence wherever revealed. The supervisors and examiners are required to report suspicions of academic misconduct in the project whether in the implementation or documentation.

Any student is subject to a further investigation about any submitted work. Supervisors may conduct oral or written examination on the submitted work. Conducting investigations does not necessarily assume that a student has plagiarized. However, if the supervisor suspects this has happened, it is their responsibility to inform the GP committee.

During the project examination, the examiners also should ask the students questions about the code, and if the students fail to answer correctly, and the examiner suspects the code is not their work, it is the examiner's responsibility to report their misconduct. In

this case the examiner should document the questions they asked and the students' answers using the Plagiarism Report Form, please refer to Form 6 in the Appendix, and inform the GP committee.

The GP committee will formally inform the department's chair of the incident. The students will be referred to a disciplinary board, which if finds them accountable will impose consequences that include failure in one or more courses, or dismissal from the program.

Appendix

Form 1 - Faculty Idea Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

Faculty Idea Form

-The project should cover different areas from the students' background.
-The project should provide real solutions to the problems and should be realistic.
-Pay attention to topics that serve the department.
-The project should contain the theoretical and practical (implementation) parts.
-The project aims should be reachable within the specified time period.
-The project objectives should describe what to do.
-The project idea should be within the area of specialization or research interests of lecturers.

1. General Information	
Supervisor Name	
Project Title	

2. Project Idea Description

3. Objectives

4. Required Background or Skills

5. Programming Languages and Tools

6. References

Form 2 - Student Idea Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

Student Idea Form

1. General Information			
Students Names		Students IDs	

2. Project Idea Description

3. Objectives

4. Required Background or Skills

5. Programming Languages and Tools

6. References

Form 3 - Weekly Meeting Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP Meeting Form

1. General Information			
Project Title			
Group Number			
Date of Meeting:		*Time:*	

2. Attending Students		
Name	*ID*	*Signature*

3. Discussed Topics

4. Forthcoming Tasks	Responsible	Deadline

Supervisor name	Supervisor signature

Form 4 -GP Denial Warning form

Al Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP Denial Warning Form

General Information	
Student Name	
Student ID	
Project Title	
Group Number	

By not attending meetings, you have failed to meet the requirements of this course so far, please note that if you continue to miss meetings you will be denied to continue the course.	
Date	

Supervisor name	Supervisor signature

Form 5 -GP Denial Request Form

Al Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP Denial Request Form

General Information	
Student Name	
Student ID	
Project Title	
Group Number	

Absence Dates	
Date 1	
Date 2	
Date 3	
Date 4	

Supervisor name	Supervisor signature

Kindly, join the Denial Warning Form, sent to the students after 3 absences, with this form.

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Form 6 - Plagiarism Report Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

Plagiarism Report Form

1. General Information	
Date and Time	
Project Title	
Supervisor Name	

2. Students Names	
Name	ID

3. Code/ Report Inspection Results
Give a brief description of how your inspection was conducted such as the questions which show that the students cheated.

Faculty Names	Signatures

Form 7 - Drop Continue Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

Drop/Continue Form

1. General Information	
Project Title	
Group Number	

2. Students Names	
Name	**ID**

Decision: I recommend that the above mentioned students	☐ Drop CS493 course ☐ Continue CS493 course
Reasons (if drop is recommended)	
Date	

Supervisor name	Supervisor signature

Form 8 - GP1 Examiner Evaluation Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP1 EXAMINER EVALUATION FORM

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Report Evaluation

Section	Out of	Mark
Abstract	3	
Table Of Contents	1	
Introduction Chapter		
Introduction	1	
Aim and Objectives	5	
Problem Definition	5	
Conclusions	2	
Literature Review Chapter		
Introduction	2	
Background	13	
Related work	20	
Conclusion	3	
Analysis and Methodology Chapter		
Introduction	2	
Sections	15	
Conclusion	3	
Total	**75**	

Presentation

Shared Criteria	Out of	Mark
Organized Presentation & Effective use of visual materials	1	
Correct Presentation of Problem Definition	2	
Correct Presentation of Aims and Objectives	2	
Correct Presentation of Literature Review	2	
Correct Presentation Methodology	2	
Correct Presentation of Conclusion	1	
Total of Shared Marks	**10**	

Individual Criteria	Student / Out Of				
Presentation skills	3				
Time management	2				
Handling questions	10				
Total of Individual Marks	**15**				
Total of Presentation	**25**				

Each project member must take part in the presentation, 10 marks are shared, and 15 marks will be used to grade student individually according to the individual criteria above.

Total Grades

Student ID	Student Name	Report	Presentation	Total	Grade
Group Size					

Signature	
Date	

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 9 - GP1 Supervisor Evaluation Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP1 SUPERVISOR EVALUATION FORM

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Proposal

Section	Out of	Mark
Front page	0.5	
Abstract	1	
Table Of Contents	0.5	
Introduction	2	
Aims and Objectives	2	
Methodology	2	
Conclusions	1	
References	1	
Total	**10**	

Personal Skills

Criteria	Student / Out of				
Autonomy	4				
Problem Solving Skills	4				
Critical Thinking Skills	4				
Commitment to the group	4				
Communication Skills	4				
Total	**20**				

Report

Section	Out of	Mark
Report Structure, format & grammar	5	
Abstract	5	
Introduction Chapter		
Introduction	2	
Aims and Objectives	6	
Problem Definition	5	
Methodology	5	
Conclusion	1	
Literature Review Chapter		
Introduction	1	
Background	15	
Related work	20	
Conclusion	5	
Total	**70**	

Total Grades

Student ID	Student Name	Personal Skills	Proposal	Report	Mark	Grade
Group Size						

Signature	
Date	

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 10 - GP1 Committee Evaluation Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP1 COMMITTEE EVALUATION FORM

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Student ID	Student Name	Supervisor	Examiner	Examiner	Total	Grade
Group Size						

Name			
Signature			
Date			

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 11 - GP2 Examiner Evaluation Form - Research Based

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP2 EXAMINER EVALUATION FORM (RESEARCH-BASED)

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Report Evaluation

Section	Out of	Mark
Novelty and challenge	5	
Report Structure, Format and Language	5	
Introduction	5	
Literature Review Chapter	15	
Design and Methodology	20	
Implementation and results evaluation	20	
Conclusion & Future Work	5	
Total	75	

Poster, Presentation & Demo

Poster		
Criteria	**Out of**	**Mark**
Content	3	
Design and Organization	2	
Total	**5**	

Presentation					
Shared Criteria				**Out of**	**Mark**
Organized Presentation & Effective use of visual materials				1	
Content				2	
Total of Shared Marks				**3**	
Individual Criteria	**Student** / **Out of**				
Presentation skills	2				
Total	**5**				

Code & Results Discussion					
Criteria				**Out of**	**Mark**
Code readability				3	
Read me file				2	
Total of Shared Marks				**5**	
Individual Criteria	**Student** / **Out of**				
Code Question answering	5				
General Question answering	5				
Total	**15**				
Total of Poster, Presentation and demo	**25**				

Objectives

Accomplished Objectives	Out of	Mark
Percentage	**100%**	

Total Grades

Student ID	Student Name	Report	Poster, Presentation & Demo	Total	Grade
Group Size					

Signature	
Date	

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 12 - GP2 Examiner Evaluation Form - Software Based

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP2 EXAMINER EVALUATION FORM (SOFTWARE-BASED)

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Report Evaluation

Section	Out of	Grade
Novelty and challenge	5	
Report Structure, Format and Language	5	
Introduction	5	
Literature Review Chapter	10	
Analysis	10	
Design	15	
Implementation and Testing	20	
Conclusion & Future Work	5	
Total	**75**	

Poster, Presentation & Demo

Poster		
Criteria	**Out of**	**Mark**
Content	3	
Design and Organization	2	
Total	**5**	

Presentation					
Shared Criteria				**Out of**	**Mark**
Organized Presentation & Effective use of visual materials				1	
Content				2	
Total of Shared Marks				**3**	
Individual Criteria	**Student** / **Out of**				
Presentation skills	2				
Total	**5**				

Code & Results Discussion					
Criteria				**Out of**	**Mark**
Code readability				**3**	
Ream me file				**2**	
Total of Shared Marks				**5**	
Individual Criteria	**Student** / **Out of**				
Code Question answering	5				
General Question answering	5				
Total of Individual Criteria	**10**				
Total	**15**				
Total of Poster, Presentation and demo	**25**				

Objectives

Accomplished Objectives	Out of	Mark
Percentage	**100%**	

Total Grades

Student ID	Student Name	Report	Poster, Presentation & Demo	Total	Grade
Group Size					

Signature	
Date	

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 13 - GP2 Supervisor Evaluation Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP2 EXAMINER SUPERVISOR EVALUATION FORM

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Report

Section	Out of	Mark
Structure, Format & Language	5	
Introduction (Motivation and Problem Statement)	5	
Literature Review Chapter	10	
Analysis	10	
Design	10	
Implementation and Testing	15	
Total	**55**	

Personal Skills

Criteria	Student				
	Out of				
Autonomy	5				
Problem Solving Skills	5				
Critical Thinking Skills	5				
Commitment to the group	5				
Communication Skills	5				
Total	**25**				

Programming & Research Skills

Criteria	Student				
	Out of				
Programming & Research Skills	20				

Total Grades

Student ID	Student Name	Programming & Research Skills	Report	Personal Skills	Total	Grade
Group Size						

Signature	
Date	

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements

Form 14 - GP2 Committee Evaluation Form

Al-Imam Mohammad Ibn Saud Islamic University

College of Computer and Information Sciences

GP2 COMMITTEE EVALUATION FORM

Semester	
Year	
Project Title	
Supervisor Name	
Group No	
Department	

Student ID	Student Name

Student ID	Student Name	Supervisor	Examiner	Examiner	Total	Grade
Group Size						

Name			
Signature			
Date			

Marks	Grade	Level of achievement
95-100	A+	Achievement of exceptionally high merit
90-94	A	Achievement at a level superior to the basic level
80-89	B	Basic achievement
70-79	C	Achievement at a level inferior to the basic level
60-69	D	Minimum achievement that warrants credit
0-59	F	The achievement fails to meet course requirements