

Final Project

At the beginning of each semester the Academic Dean requests the Lecturers to submit project titles on their fields of expertise. Students are eligible to register in the Final Year Project during the last year of their studies and once all pre-requirements have been completed.

Undergraduate students choose their project title during their registration while the postgraduate students choose their project title during the course Final Project Phase 1, in collaboration with the course Lecturer, the Academic Office and the Supervisor who proposed the Project Title.

The “Final Year Project Application Form” and the “Final Year Project Meeting Diary” are provided to students during their registration by the Academic Office. A detailed “Final Project Students Handbook” is available on the College’s website. Supervisors are responsible for informing Students regarding the handbook and providing them with any other required documents that may help students with the development of their Final Year Project.

Students meet with their Supervisor to finalize the project title and keep records regarding the progress of their project at College premises. Minimum three meetings per semester are mandatory to ensure progress tracking and support.

During the scheduled meetings, the Supervisor completes the “Final Year Project Meeting Diary”. The Diary includes information regarding the progress of the project at each phase together with expected deliverables for the next meeting. Both parties sign the document.

Supervisors are paid 3.5 teaching periods per project, emphasizing the importance of their guidance and support throughout the project's duration.

All Lecturers have access to the Turnitin plagiarism prevention tool either by uploading submitted documents or sending an invitation to students for uploading documents themselves. Turnitin is used as a plagiarism prevention tool and maximum three (3) attempts are allowed prior to their manuscript’s final submission.

Students submit two hard copies and one digital copy of the project to the Academic Office together with the “Final Year Project Meeting Diary”. Upon receipt, the Academic Officer writes the submission date, signs, and seals both hard copies and the “Final Year Project Meeting Diary” with the official stamp.

One copy together with the “Final Year Project Meeting Diary” is handed to the Dean, while the other one is handed to the Supervisor for review. The Supervisor is responsible for conducting a thorough plagiarism check and submitting a detailed plagiarism report to the Academic Office for further assessment.

The Supervisor, in collaboration with the Academic Dean, grants approval for the Student to present and defend their project work in front of the Examination Committee. The Committee is comprised of the Supervisor, the Academic Dean, and two members of the Academic Committee.

Approval for presentation is granted **only** when:

1. Turnitin report provides a plagiarism percentage lower than 20%, including the references,

2. The “Final Year Project Meeting Diary” has been submitted by Students and approved by the Supervisor and the Dean.

The oral defense lasts 30 minutes.

The evaluation of the project work is done on the following basis:

- The Written work 100% (80% weighting)
- The Oral presentation 100% (20% weighting)

The date of the oral defense is decided by the Dean and the Supervisor. Students and other members of the Committee are notified.

A comprehensive Evaluation Rubric is used by the Examiners to carefully evaluate both the written and oral components of the Final Year Project.

Upon completion of the presentation, the Examiners complete the “Final Year’s Project Evaluation Form” and decide the final mark providing their feedback to justify the outcome of their decision.