

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” and the project template to be used are 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.

No amendments are made to the template which is provided on the website- Library-General Information – Electronic Guides to maintain consistency.

Supervisor’s name, Student name, registration number and programme of study of the student should be written on the 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.

If Students’ fail to meet these targets, they are warned of the delays so that they will increase their efforts. The Academic Office is informed accordingly.

Non-responsive students

If a student does not respond or attend meetings, the Supervisor contacts the Academic Department immediately in order the communication to be re-established.

All Supervisors 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.

In case that the plagiarism percentage is higher than 30% including references the project is turned back to the student for correction within a timeframe of maximum one week. When re-submitted the Supervisor follows the same procedure for plagiarism check.

If the project does not fulfil the criteria and plagiarism deduction is still high, the Supervisor does not grant an approval for submission or presentation. The Supervisor completes the “Misconduct referral form” and submits it to the Dean

together with the plagiarism report, and other relevant evidences (e.g. written communication emails).

The Dean requests the Disciplinary Committee to meet and discuss the incident(s) upon completion of the examination period at the end of the semester. The Supervisor attends the meeting.

All students who are referred to the Disciplinary Committee are invited to the meeting and they are requested to explain the high percentage of plagiarism. The Committee decides the penalty and announced it orally to the student.

When the project is approved for submission, the Supervisor ensures that the final version strictly follows the official project template.

When an approval for submission is granted by the Supervisor, Students submit two hard copies and one digital copy of the project to the Academic Office together with the "Final Year Project Meeting Diary" and the plagiarism report.

Upon receipt, the Academic Administrators write the submission date, signs, and seals both hard copies and submitted documents with the official stamp and ensures that both name and registration number of the student is written on the submitted documents.

Students are invited for a project interview to present and defend their project work in front of an examination committee which consists of the Supervisor, the Academic Dean and one other member of the faculty or an external examiner (optional).

The date of the oral defense is decided by the Dean and the Supervisor. The Supervisor notifies the student and the other member of the examination committee if any.

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

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

Upon completion of the presentation, the committee completes the "Final Year's Project Evaluation Form" and agree the final mark providing their feedback to justify the outcome of their decision.

The Academic Dean announces the result to Students orally.

Students can officially view their overall score on the ELMS platform.

On successful completion of their project and all other programme requirements they are invited to participate in the Graduation Ceremony.