

## **FINAL YEAR PROJECT POLICY**

### **BAHRIA UNIVERSITY**

#### **PREFACE**

The primary objective of this document is to provide guideline to students who are enrolled or are going to select Final Year Project (FYP) as a partial degree requirement. This policy will also assist the FYP supervisors to better track and evaluate the FYP procedures/activities as per the university requirements and to monitor the students under their supervision accordingly.

#### **BACKGROUND**

- The final year project is the culmination of any undergraduate academic degree where continuous effort, dedication and integrity are the key elements to succeed.
- This is a six-credit hour course (03 credit hours/semester) and shall be graded as other modules in the semester. Every FYP group must register Project-I in 7<sup>th</sup> and Project – II in their 8<sup>th</sup> semesters respectively.
- After project approval by the evaluation committee, an FYP group must meet with their respective supervisor (at least bi-monthly) and a Log Book (Annex-A) must be maintained to record minutes of the meeting. 24 log entries are required to be maintained for the complete FYP process.
- Student not showing his/her project progress to the supervisor for two consecutive weeks, his/her absence shall be reported to the concerned head of department for further actions. Student not showing his/her project progress to the supervisor for five weeks, his/her registration for the project shall stand cancelled and he/she will be required to re-register with payment of full fee.
- If the project is not completed in the time specified. The individuals and each member (in a case of group) have to re-register their project for the next academic year and pay the full fee of modules Project-I and Project-II.
- Student should inform to the FYP coordinator about continuous non-availability of the supervisor.

## FYP WORKFLOW

The applicable workflow of the FYP activities and assessment constitute the following steps:

### Step-0:

The students are to first identify problem/research gap and then define the aims and objectives of the FYP by taking advice/recommendations either from faculty members or industry personnel.

1. This step is recommended to be completed during 12<sup>th</sup>-13<sup>th</sup> week of 6<sup>th</sup> semester.

### Step-1: Proposal Defense Presentations

The scope of this step will be to assess the identified problem/research gap and the corresponding solution being proposed by the FYP group.

1. This step is recommended to be completed during 2<sup>nd</sup> week of 7<sup>th</sup> semester.
2. The proposal document with presentation has to be prepared by each FYP group under the guidance of their respective supervisors, as per the template provided by the FYP Coordinator.
3. The proposal document and the presentation of each group have to be thoroughly reviewed by the respective supervisor before submission to the FYP Coordinator.
4. FYP Coordinator has to formulate the proposal defense panels comprising minimum of 2-3 permanent faculty members (PFM)\* in consultation with HoD.
5. The proposal defense has to be conducted through presentation followed by a Q&A session and should be defended in front of proposal defense panel. The deliverables with their marks distributions is recommended as follows:

Proposal Defense Deliverables	Marks
Proposal Document	Non Graded
Presentation	Non Graded

\*For Panel Presentations constituting 03 Permanent FMs (Presence of Subject Specialist/Cluster Head/Research Group Head is mandatory)

6. The deferred proposal defense has to be conducted during the 4<sup>th</sup> week of 7<sup>th</sup> semester.

### Step-2: Initial Defense Presentations/ Project-I

The scope of this step will be to assess the study of related work and initial conceptual design being developed by FYP group.

1. Students must produce initial draft of their thesis encompassing Introduction, Literature Review and Conceptual Design.

2. FYP Coordinator has to formulate the initial defense panels, comprising minimum of 2-3 permanent faculty members (PFM)\* in consultation with the HoD.
3. Initial defense evaluation has to be carried out in 12<sup>th</sup> – 14<sup>th</sup> week of 7<sup>th</sup> semester. The deliverables and associated marks according to rubrics are as under:

Initial Defense Deliverables	Marks
1. FYP Thesis First Draft	Non Graded
2. Initial Defense Panel Presentation/Demonstration (including hardware/software modules as per approved timeline & scope)	15
3. Record of 12 meetings on Log Book (Showing students-supervisor meetings)	Non Graded

\* For panel presentations comprising of 03 permanent faculty members, the presence of subject specialist/cluster head / research group head is mandatory

### Step-3: Midterm Defense Presentations

The scope of this step will be to assess the detailed design/implementation plan established by FYP group as well as the incorporated suggestions/recommendations of the Initial defense presentations.

1. Students must submit their second thesis draft encompassing Introduction, Literature Review, Conceptual Design and Implementation.
2. FYP Coordinator has to formulate the midterm defense panels comprising a minimum of 2-3 permanent faculty members (PFM)\* in consultation with the HoD.
3. Midterm evaluations are to be carried out between 3<sup>rd</sup> – 4<sup>th</sup> week of the 8<sup>th</sup> semester.

The deliverables and associated marks according to rubrics are as under:

Midterm Defense Deliverables	Marks
1. FYP Thesis Report	Non Graded
2. Midterm Defense Panel Presentation/Demonstration (including hardware/software modules as per approved timeline & scope)	15
3. Record of 18 Log Book entries (Showing students-supervisor meetings)	Non Graded

\* For panel presentations comprising of 03 permanent faculty members, the presence of subject specialist/cluster head / research group head is mandatory

#### Step-4: Final Defense Presentations/ Project-II

The scope of this step will be to assess the fully functional FYP as per the approved criteria. Following steps are proposed to ensure the quality of a final year project:

1. Students must submit their final thesis report encompassing Introduction, Literature Review, Conceptual Design, Implementation, Testing and Conclusion/Future work according to the approved scope and previous recommendations/suggestions.
2. FYP Coordinator has to formulate the final defense panels comprising of one internal permanent faculty member and one external examiner.
3. Final evaluation is to be carried out between 12<sup>th</sup> - 13<sup>th</sup> week of the 8<sup>th</sup> Semester. The relevant marks distribution according to rubrics and compulsory deliverables are as under:

Final Year Evaluation Deliverables	Marks
1. Final Project Defense Presentation / Demonstration	
• Internal Examiner Evaluation	15
• External Examiner Evaluation	15
2. FYP Supervisor Evaluation	30
3. FYP Coordinator Evaluation	10
4. Complete FYP Report+ Plagiarism Report	Non Graded
5. 24 Log Book Entries (Showing students-supervisor meetings)	Non Graded
6. Hardware / Software (Code + Data) Submission	Non Graded
7. Ethics (Following timeline/deadlines)	Non Graded
8. CVs of all FYP Members	Non Graded
9. Brochure and Panaflex of FYP (According to the given Template)	Non Graded

### Recommended Semester-wise Schedule for FYP Procedure

Semester	Week No.	Activity/Deliverables	
6 <sup>th</sup>	12	FYP Idea Formulation	12 Log Book Entries
	13		
	14 - 18		
7 <sup>th</sup>	1		
	2	Proposal Defense Presentations	
	3		
	4	Proposal Re-Defense (deferred projects only)	
	5		
	6		
	7		
	8		
	10		
	11		
	12	Initial Defense Presentations/ Thesis First Draft / Demo / Logbook	
	13		
	14		
	15		
	16		
	17		
	18	End of 7 <sup>th</sup> Semester	
	8 <sup>th</sup>	1	
2			
3		Midterm Defense Presentations/ Thesis 2 <sup>nd</sup> Draft / Demo / Logbook	
4			
5			
6			
7			
8			
9			
10			
11			
12		Final Defense Presentations/ Thesis Final Draft / Demo / Logbook/ CVs of all FYP Members / Brochure and Panaflex of FYP	
13			
14			
15			
16			
17			
18		End of 8 <sup>th</sup> Semester	

**Annex –A**  
**Log Book Entry Template**

**SEMESTER:** .....

**Date:**...../...../.....

**Meeting:** 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10/ 11/ 12

**Student** : .....  
**(Meeting Minute/** .....  
**Achievements/** .....  
**Activities)** .....  
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**Supervisor** : .....  
**(Suggestion&** .....  
**Comments)** .....  
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**Next Meeting** : .....  
**Plan** .....  
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**Supervisor's**  
**Signature** ..... **Date:** .....

